FWF
Der Wissenschaftsfonds.

Checklist for a complete application (Lise Meitner)

The entire application must be submitted in English and it must be submitted via the FWF's electronic application portal https://elane.fwf.ac.at. For a correct application, please observe the information in the application guidelines.

I. *Elane:* Forms

Mandatory

☐ Application form
☐ Programme-specific data
☐ Form Academic abstract (no more than 3,000 characters)
☐ Form Co-authors

To be filled if necessary

☐ Form Cooperation arrangements – for all national and international cooperation partners that are stated to be essential in the project description

II. Elane: Files to upload

Mandatory upload in a single file

☐ Proposal.pdf - this PDF file must contain the project description as well as Appendix 1-4 and, if applicable, Appendix 5 and 6. For the project description and Appendix 1-2, the formatting specifications must be observed

The project description (max. 50,000 characters on a max. of 20 pages) must include the following contents:

1) Scientific/scholarly aspects: Decisive for the assessment of the quality of the project

☐ Description of clearly defined aims and hypotheses or research question(s) of the project
☐ Description of the project's anticipated level of originality or scientific/scholarly innovation
☐ Description of the relevance to international research in the field (international state of research)
☐ Description of the methods

□ Description of the planned cooperation arrangements (national and/or international)

□ Presentation of the work plan and timeline

□ Description of all potentially ethical, safety-related, or regulatory aspects. Important: this aspect should be addressed briefly in the text even if the applicant believes the project does not raise any ethical issues.

□ Description of all potentially sex-specific and gender-related aspects. Important: this aspect should be addressed briefly in the text even if the applicant believes the project does not raise any sex-specific and gender-related issues.

2) Programme specific aspects

□ Information on the chosen research institution and career development

3) Annexes

□ Annex 1:   List of works cited in the application (References) on max. 5 pages

□ Annex 2:   Academic curriculum vitae and description of previous research achievements of the applicant and the co-applicant (no more than three pages per person).

□ Annex 3:   Career plan to be signed by the applicant and the co-applicant (no more than 2 pages)

□ Annex 4:   Co-applicant's letter of recommendation

□ Annex 5:   If applicable: Confirmations of national and international cooperation partners (collaboration letters, no more than 1 page) that are stated to be essential in the project description

□ Annex 6:   If applicable one additional letter of recommendation

III Attachments:

Mandatory file to be uploaded (attachment)

□ Publication_lists.pdf – For FWF internal use only!
   Publication list for the last 5 years of the applicant and co-applicant, broken down into peer-reviewed and non-peer-reviewed.

Optional files to be uploaded (attachment):

□ Cover_Letter.pdf – Letter accompanying the application

□ Negative_list.pdf – List with names of reviewers who are to be excluded from the review of the application for various reasons (max. 3 names)

If the project submitted is the continuation of an FWF-funded project:

☐ *Follow.pdf* - report on previous results or a final report, no more than 6 pages

If the application is the revision of a rejected application (resubmission):

☐ *Overview_revision.pdf* - overview of all changes made in the resubmitted application (For FWF internal use only)

In the application form must be indicated, whether the response(s) should be passed on to the relevant previous reviewer or all reviewers:

If all the reviewers are to receive this response:

☐ Revision.pdf - overall response to all reviews

If these responses are to be passed on only to the reviewers who were previously involved:

☐ Revision_A.pdf – response to review A
☐ Revision_B.pdf – response to review B
etc.