

# 1. Instructions for using Adobe Reader

All FWF forms are compatible with Adobe Reader (Version 6.0 and higher), which can be downloaded free of charge at <http://get.adobe.com/reader/>.

The fields to be completed can be highlighted in order to enable the user to identify them more easily.

## Instructions:

- Open the file *Application form.pdf* (or *National research partner.pdf*, etc.)
- In the menu bar, open the **Edit** menu and then choose the **Preferences** item (in Mac OS, this item can be found in the **Reader** menu). A dialog box will then appear.
- Choose **Forms** in the list box under **Categories** (on the left-hand side of the dialog box).
- In the area to the right, activate the check box "**Show border hover color for fields**" under **Highlight color**. This action will highlight all fields in light blue. You can also deactivate the check box if you do not wish to highlight the fields in the form. Below the check box, you can also choose the highlight color for fields as desired. Click **OK** to confirm your selection.

## Navigating forms:

**Keyboard:** Use the **Tab** key to move forward from one field to the next, and **SHIFT + Tab** to move backward to the previous field in the form.

**Mouse:** Simply click on the desired field.

## Field types

The form contains various field types:

**Text fields:** These are fields in which you can enter any of the characters on your keyboard (e.g., German title, Applicant, etc.)

**Number fields:** These are defined fields in which only numbers can be entered (e.g., percentages, codes for scientific disciplines, etc.)

**Date fields:** These fields only allow entries in the following date format: **dd.mm.yyyy** (e.g., date of birth, etc.)

**Drop-down list boxes:** These fields provide a limited number of options for you to choose from. Click on the drop-down arrow at the right of the field in order to open the list and choose the desired item (e.g., Funding application type, Sex, etc.).

## Check box:

Mouse: Simply click on the check box.

Keyboard: The check box can be selected using the **Tab** key and activated using the **Space** bar.

## Save/Print

Under the **File** menu, choose the item **Save as...** in order to save the (partly) completed form; choose **Print** to print out the form.

## 2. How to fill out the application form for an Erwin Schrödinger-Fellowship

The application package for an Erwin Schrödinger-Fellowship includes the application form and the programme-specific data. Another form is available for the entry of co-authors and should be submitted with the application package in any case. If there is no co-author, please simply submit an empty form.

Please read the instructions provided on the form carefully and note the explanations and definitions provided below.

### Application form: Page 1

Field name	Explanation
<b>Funding application type:</b>	Choose " <b>Erwin Schrödinger-Fellowship</b> " in the drop-down menu.
<b>Call</b>	This field does <b>not</b> need to be filled out for this programme.
<b>Co-applicant</b>	This field does <b>not</b> need to be filled out for this programme.

### Application form: Page 2

Field name	Explanation
<b>Title/Acad. degree</b>	Please enter your full academic title.
<b>Completion date of doctoral studies</b>	In the case of multiple doctoral degrees, please enter the date on which you completed your most recent doctorate. For medical studies: Date of completion of doctoral studies.
<b>Social security number (AT)</b>	Please enter the first four digits of your Austrian social security number here. If you do not have an Austrian social security number, simply enter "9999".
<b>Birth dates of children</b>	If you have children, please enter their dates of birth here. Children include biological children, stepchildren, adopted children, etc. who are under the age of 14. If you have more than four children, please indicate all of their names and birth dates in your curriculum vitae.
<b>Highest academic position/degree</b>	Please choose the category which best describes the highest position or degree you have attained. In this context, it is necessary to distinguish between your academic position/degree and your actual current activities, which are covered in the next question. Should none of the categories match your position/degree, please describe it as specifically as possible in the "Other" field (maximum: 60 characters including spaces).
<b>Highest current professional position</b>	Please choose the category which best describes your position. This question refers to the highest professional position you <b>currently hold</b> . In this context, it is necessary to distinguish between your actual activities and your highest academic position

	or degree, which was covered in the previous question. Should none of the categories match your current professional position, please describe it as specifically as possible in the "Other" field (maximum: 60 characters including spaces).
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### Application form: Page 3

Field name	Explanation
<b>Research institution</b>	Please indicate the research institution at which you work (at the time of application).
<b>Mailing address</b>	These address fields only need to be filled out in cases where the applicant does not have a postal address at a research institution. The applicant's name will be entered automatically and cannot be deleted.

### Application form: Page 4

Field name	Explanation
<b>Duration</b>	Please indicate the <b>number of months</b> for which you wish to request a <b>grant for research abroad</b> . If you are applying for a return phase, the number of months in that phase are to be indicated in Module 3, page 8. Grants for research abroad may be requested for a <b>minimum of 10 and a maximum of 24 months</b> . The possible duration of the return phase can be found in the application instructions for each programme.
<b>Independent applicant</b>	This field does <b>not</b> need to be filled out for this programme.
<b>Percentage of requested funding to be consumed at the research institution</b>	This field does <b>not</b> need to be filled out for this programme.
<b>Share of work time (%)</b>	This field does <b>not</b> need to be filled out for this programme.
<b>Project keywords</b>	Please enter a maximum of six keywords in English which describe your project as completely and as accurately as possible.
<b>Scientific disciplines to which project is related</b>	Using the four-digit codes defined by Statistics Austria ( <a href="http://www.fwf.ac.at/de/applications/j-schroedinger.html">http://www.fwf.ac.at/de/applications/j-schroedinger.html</a> ), please indicate the main scientific discipline as well as a maximum of three additional scientific disciplines to which your project is related. In addition, please enter percentages to indicate the extent to which each scientific discipline is involved in your project. The percentages entered <u>must total 100%</u> .

### Application form: Page 5

<b>Field name</b>	<b>Explanation</b>
<b>Preliminary project(s):</b>	If a project can be described as a preliminary project but has not yet been completed at the time of application, please indicate the name of the project here and enclose a preliminary report of results with your application documents.

**Programme-specific data: Page 8**

<b>Field name</b>	<b>Explanation</b>
<b>Return phase requested for the following period:</b>	Please indicate the number of months requested for the return phase (6, 9 or 12 months).
<b>Austrian research institution for return phase</b>	Even if the research institution is the same as the one with which you are currently affiliated, please provide the relevant information again here.

**Programme-specific data: Page 9**

<b>Field name</b>	<b>Explanation</b>
<b>Affirmation of the research institution of the applicant</b>	Signature of head of the Austrian research institution where the return phase should be carried out.