

To implement its Funding Guidelines of 21 February 2006 (in the currently valid version) the FWF is issuing the following

Application Guidelines¹ for STAND-ALONE PROJECTS

What may be applied for?

A stand-alone project, the goals and methodology of which should be precisely described. The project should be in the field of non-profit oriented scientific research and its duration should be limited (no more than 36 months). Any aspects of a research project that go beyond basic science (results of relevance to society, to the environment or to the economy) may be mentioned, although they play no part in the assessment of whether the project should be funded. Clinical studies are funded only if their financial limits are clearly defined and if the applications are hypothesis-driven and meet the scientific criteria applicable to all other projects supported by the FWF. Before requesting support for a clinical study, please see the relevant document under "Supplementary information" on the FWF web site (<http://www.fwf.ac.at/de/applications/p-einzelprojekte.html>). Funding for clinical studies in the field of human medicine can be requested under a separate call known as "Clinical Research (KLIF)". Applications to the KLIF call are to be submitted by the deadlines specified in the relevant call; for further information, please refer to <http://www.fwf.ac.at/en/projects/clinical-research-call.html>.

For research projects, whose structure and content may make it necessary to conduct additional stand-alone projects after the initial project, please see the relevant document for long-term projects under "Supplementary information" on the FWF web site (<http://www.fwf.ac.at/de/applications/p-einzelprojekte.html>).

Who may apply?

Any scientist working in Austria who has the necessary qualifications, the required infrastructure and sufficient free capacity to carry out in full the project for which support is requested. The scientific qualifications to perform the project must be proven by international publications in the relevant subject, the number of which should correlate with the applicant's career stage.

The applicants' qualifications to carry out the work should be demonstrated by scientific publications in internationally recognised journals (the amount of which should correspond to the stage the applicant has reached in his/her career). The FWF normally expects international and/or peer reviewed publications, that are internationally recognised outside the German speaking area because of the exclusive use of international reviewers. Exceptions must be justified.

No particular academic title is needed, nor is Austrian citizenship required. However, stand-alone projects must be carried out in Austria or based at an Austrian research institution.

Applications for "stand-alone projects" may only be submitted by single natural persons. Applications from institutes, institutions or companies are not permitted. For independent scientists (**Selbstantragstellung**) see Appendix I 'Explanations and Definitions for Stand-alone Projects'

¹ Please note that all limits (e.g. on the number of pages, publications, enclosures) specified in these guidelines must be observed.

What types of funding may be requested?

Only “project-specific costs“ may be requested, i.e. personnel and non-personnel costs that are essential to carry out the project and that go beyond the resources made available from the research institution’s so-called “infrastructure”. The FWF does not finance infrastructure or basic equipment at research institutions.

With the exception of projects submitted within programs for scientific mobility or for the promotion of women and of projects submitted by independent scientists (see below), no personnel costs may be requested for project leaders.

Please note that exaggerated costs may represent a reason for rejecting an application, even one that is scientifically excellent.

“Double funding” is not permitted: in other words, a project for which support is being requested may not receive full support from another funding source or from a different FWF programme. Applications that are essentially identical may not be submitted – either in the same programme or in different programmes – unless the specific application guidelines explicitly make an exception to this general rule.

How should applications be submitted?

All parts of the free-form application, the abstracts and the enclosures (responses to reviewers or final reports in the case of follow-up projects) must be submitted in 11pt type, line spacing 1.5.

The following items must be submitted in one hard copy:

- 1 **One-page project summary** in German and in English, for each no more than 450 words (no formulas or special symbols);
- 2 Completed **application forms** (application form, itemization of requested funding and forms for national research partners)
- 3 **Attachment** with the names (and contact details) of all persons (**co-authors**) who have made substantial scientific contributions to the application, either at its conception or during its writing. A brief description of the nature of each contribution should be included
- 4 A **free-form application** (A4, printed on one side only, with numbered pages, unbound), composed of:
 - the project description: **max. 20 pages** including all tables and figures with a max. of **9000 words** (incl. headlines, foot notes, captions etc.), the table of contents is not included;
 - a list of literature² relevant to the project including a list of abbreviations (**max. 5 pages**);
 - Academic curriculum vitae (CV; no more than three pages per person) and a list of publications for each person involved in the project (see also p. 4 ff.; "persons involved in the project" include the principal investigator, scientific personnel³ [where already known] to be employed in the project and funded by the FWF, and any national research partners);
- 5 **Enclosures** (see Appendix I ‘*Explanations and Definitions for Stand-alone Projects*’)

The following information must be provided on an **electronic medium** (no protected files!, no signatures required):

- **One-page project summary** (in Word for Windows format) in German and in English, for each no more than 450 words (no formulas or special symbols);
- **In one file** (format: PDF; do **not** use scanned files): **Completed application forms, completed cost breakdowns, supplement indicating names of all co-authors (where applicable), free-form application including a project-related bibliography, CVs and publication lists for all persons involved in the project**
- **Attachments** (see Appendix I ‘*Explanations and Definitions for Stand-alone Projects*’), each in separate files (in PDF format)

Please note: to improve the efficiency of handling applications, incomplete applications as well as

² Literature and Publication lists must include the following information: All authors, complete titles, journal, year and page numbers. Where available, the DOI address (Digital Object Identifier – see <http://www.doi.org/>) or the URL to an open access postprint of the publication should also be provided.

³ Where known scientific project employees completed their medical studies in Austria, the corresponding CV must indicate the curriculum (*Studienplan*: N, O, Q etc.) in which the degree was earned; see also the current version of the “Personnel costs and salaries – Graduates of medical studies in Austria” at <http://www.fwf.ac.at/de/projects/personalkostensaetze.html>.

those that deviate from the formatting guidelines given above (in particular those that exceed the permitted length and/or use smaller fonts) will be returned immediately for revision (see also Point 7 of Appendix 1).

Submission of a copy of the application on an electronic medium will simplify and accelerate the review process. No signatures are required in the electronic version. Files should be named as specified below and their size kept as small as possible. The size of all files submitted on an electronic medium must not exceed 5 MB.

Guidelines for naming files

1. Required files

- **Abstract_eng.doc** and **Abstract_deu.doc** (= project summary in English and German provided separately)
- **Proposal.pdf** (consisting of: 1.) application forms, 2.) Breakdown of costs, 3) Supplement naming all co-authors (where applicable), 4.) Free-form application including a project-related bibliography, and 5.) CVs and publication lists of all persons involved in the project.)

2. Enclosures (where necessary; see Appendix I/6.)

- **Annex_Equipment.pdf** (= form(s) for project-specific equipment in one file)
- **Annex_Coop.pdf** (= form(s) for international cooperations in one file)
- **Annex_Overview_Revision.pdf** (= Overview of all changes made in the resubmitted application)
- **Annex_Revision.pdf/doc** (= details of the changes made if a project is a revision, provided separately for each reviewer's report detailing the changes made to the application; Annex_Revision_A.pdf/doc / Annex_Revision_B.pdf/doc etc.)
- **Annex_Follow.pdf** (= previous project's results if the project is the continuation of a prior FWF project)
- **Annex_Reviewers.doc** (= list of reviewers who should not be contacted)

Applications are reviewed by **international reviewers**, whose anonymity is ensured by the FWF.

In order to enable this international peer review, **applications must be submitted in English**. If desired, an additional version may be submitted in German or in another language which is in widespread use in the particular discipline. Submission only in German or in a language other than English is possible only in exceptional cases. Such exceptions can be made only for proposals from the fields of linguistics and/or literature which concern only texts in German or in languages other than English and where it is not necessary to place the research within an international target context. In such cases, it is first necessary to contact the project officers administering the application in the FWF secretariat, and then to submit an abstract (max. 1 A4 page) for the application and a written justification for submission in a language other than English (in electronic form). The FWF's Executive Board will decide whether submission in a language other than English is to be permitted.

The project description must address the following points

1 Scientific aspects

- aims (hypotheses):
 - relation to the international scientific work in the field (international status of the research);
 - explanation of how the project could break new ground scientifically (innovative aspects);
 - importance of the expected results for the discipline (based on the project described);
- methods;
- work plan, time plan as well as strategies for dissemination of results;
- cooperations (national and international).

2 Human resources

- scientific qualifications of the scientists involved;
- importance of the project for the career development of the participants (project leader and co-workers).

3 Potential additional aspects

- implications for other branches of science;

- effects that will have implications beyond the field.

4 Financial aspects

- information on the research institution:
 - available personnel not financed by the FWF (usually the project leader and co-applicants);
 - available infrastructure:
- information on the support requested:
 - concise justification for the personnel requested (type of position(s), description of nature of work, length and extent of involvement in the project)
 - concise justification for the non-personnel costs (equipment, material, travel and other costs). If equipment is requested, applicants must specify why this does not represent part of the available infrastructure (see also Appendix 2.3).

5 Academic curricula vitae (CVs) and publication lists

In all cases, the following information must be provided on the principal investigator and all persons involved in the project (where known at the time of application):

Academic curriculum vitae (no more than 3 pages per person)

- Personal information, address(es) and web site
- Main areas of research
- Description of academic career and positions held to date (with brief description of reasons for any career breaks)
- (where applicable) Highest academic prizes/recognition received (**no more than 5** in each of the following categories: 5 most important invitations to present at scientific conferences; 5 most important academic prizes/awards received; 5 most important peer review activities, editorships and/or memberships in academic organisations)
- (where applicable) Most important research projects funded in the past (**no more than 5**)⁴
- (where applicable) Name and institution of key international cooperation partners in the last 5 years.

Publication lists⁵

- List of all scientific publications **in the last 5 years**
- Separate listing of the **10 most important** scientific publications in the researcher's entire career to date

⁴ Please indicate only those (peer-reviewed) research projects in which the applicant is/was the main person responsible for the project in terms of both planning and execution. For each project, please provide the following information: Project title, funding agency, project duration (from/to) and amount of funding granted.

⁵ Publication lists must include the following information: All authors, complete titles, journal, year and page numbers. Where available, the DOI address (Digital Object Identifier – see <http://www.doi.org/>) or the URL to an open access postprint of the publication should also be provided.

Appendix I: *Explanations and Definitions for Stand-alone Projects*

1 Application criteria

1.1 *Non-profit oriented scientific research*

Generally termed 'basic research'. Non-profit oriented scientific research is research whose value is primarily related to the importance for the further development of science (scientific work directed at enhancing our understanding of the field).

1.2 *'Double funding' is not permitted.*

Grants relating to the theme of the application that have been requested from or awarded by the FWF or other funding agencies (e.g. the EU, OeNB, government ministries etc.) must be mentioned (see application forms).

2 Costs that may be requested (project-specific costs)

2.1 *Personnel costs*

The application should include all persons, in addition to the staff already available, who will be required for the proposed project and who will work exclusively on the proposed project.

The available legal categories of employment are contracts of employment for full- or part-time employees (DV); and reimbursement for work on an hourly basis (GB). Scholarships (FB) may only be requested for people who have not yet completed a Diploma (*Diplom*) in a relevant subject.

The current FWF salary scheme included in the application information ("personnel costs and salary scale" or for graduates of medicine in Austria "Personnel costs / Salaries for Graduates of Medical Studies in Austria") gives the salaries that may currently be requested. The FWF grants an annual increase to compensate for inflation; this is applied automatically to all contracts of employment in stand-alone projects that are valid at the time the increase is effected.

It should be noted that the length of service of scientific workers in FWF projects may not exceed six years, irrespective of the extent (full- or part-time) of the contracts held. Applicants who are independent scientists (see 2.2) are not subject to this restriction.

The justification of the requested personnel should contain:

- description of nature of work;
- extent of involvement (part-time contracts are permitted). Please note that it is not permitted to apply for PhD student positions where the extent of employment is greater than 75% (which corresponds to 30 hours per week).

For every scientific position requested where the person to fill the position is known at the time of application, the following must be submitted¹:

- scientific curriculum vitae, not exceeding three pages;
- lists of all scientific publications² from the past five years;
- separate listing of the 10 most important scientific publications in the researcher's entire career to date.

In the event of legal questions, please contact:

Dr Ingrid Jandl (tel. 01/5056740 ext. 8851, e-mail: ingrid.jandl@fwf.ac.at), in particular for questions relating to the distinction between contracts of employment, contracts for work and services and reimbursement for work on an hourly basis.

Mag. Ulrike VARGA (tel. 01/5056740 ext. 8841, e-mail: ulrike.varga@fwf.ac.at), in particular for questions relating to the problems of obtaining residence permits for project workers from outside the European Economic Area.

¹ Only scientific curricula vitae and publication lists of project co-workers who should be financed by the FWF and/or who are directly involved with the project (including national research partners) should be included

² Publication lists must include the following information: All authors, complete titles, journal, year and page numbers. Where available, the DOI address (Digital Object Identifier – see <http://www.doi.org/>) or the URL to an open access postprint of the publication should also be provided.

2.2 Applications by independent scientists

By “independent scientist” the FWF means a project leader whose salary is to be paid from the funding provided for the project. A pre-condition for this is that at the time the application is submitted the researcher must have been based in Austria for at least three of the past ten years. This restriction does not apply to scientists who have been funded via the Lise Meitner Mobility Programme and who submit applications for funding to continue their research in Austria following completion of their Lise Meitner projects.

An applicant may request money to pay his or her own salary (either fully or partly) provided that

- a) he or she does not have a contract of employment and has no regular income sufficient to cover his or her costs of living (subsistence level); or
- b) he or she is employed part-time (the level of support payable will be reduced in relation to the level of employment within the project funded by the FWF); or
- c) he or she is self-employed. In this case the salary paid by the FWF will not exceed 50% of the full salary for an independent scientist.

Additional income (i.e. resulting from lecture contracts) to full-time employment is allowed either up to 5 hours per week or up to the legally defined limit for marginal part-time employment (“*Geringfügige Beschäftigung*”), provided that these additional occupations serve to further the principal investigator’s career. The FWF must be informed immediately (even before a positive funding decision) of any changes in the extent of employment.

Independent scientists, as defined above, are not subject to the six-year limit on employment by means of contracts in FWF-funded projects,

Level of salaries requested by independent scientists (to be reduced proportionally in the case of part-time employment)

Independent scientists may request payment at the post-doctoral level (by means of a grant or “Forschungssubvention”), irrespective of their academic level (i.e. a completed course of higher education is not required). Independent scientists with doctoral titles and at least two years’ post-doctoral research experience and those who have previously successfully led an FWF-funded project may request payment as ‘senior PostDocs’. The following supporting documents must be provided (only on paper): a copy of the PhD certificate and written confirmation from a third party that the applicant has at least two years’ post-doctoral research experience. (This confirmation is not required if two years of post-doctoral study have been funded by the FWF; if this is the case, please say so in a covering letter.)

If an independent scientist is to work at a research institution that is subject to the 2002 Universities Act (UG2002) or that has concluded a corresponding agreement with the FWF, the salary to be requested is that for a **contract of employment** for a PostDoc or, where appropriate, a “Senior PostDoc”. In all other cases, a grant to an independent scientist (“Forschungssubvention”) should be requested (see the current salary table or for graduates of medicine in Austria “Personnel costs / Salaries in EURO for Graduates of Medical Studies in Austria”).

To ensure the correct form of employment, advice should be sought from the FWF Secretariat before an application is submitted. The contact persons in the appropriate subject departments may be found under <http://www.fwf.ac.at/en/contact/index-fach.html>.

2.3 Equipment costs

Equipment may only be requested if it is specifically required for the project and if it does not represent part of the basic infrastructure. Infrastructure is considered to include equipment and components that should be available in a modern research institution in the scientific field in question to permit basic research at an internationally competitive level. Please note that if such components are nevertheless requested, the FWF will examine carefully whether it is possible to perform topical basic research in this type of research environment and how it was possible to undertake the preliminary experiments related to the project before coming to a decision on whether to fund the application.

The category ‘scientific equipment’ includes apparatus and instruments, system components, costs for the use of software required by the project and other durable goods provided the cost per item (including VAT) exceeds EUR 1,500. The completed form “Erfassungsblatt Geräte” and a tender from a company must be included.

For items of equipment specifically necessary for the project and whose cost exceeds EUR 24,000 (including VAT) the applicant confirms with his/her signature on the application forms (Affirmation of applicant) that she/he has verified that no comparable equipment is available at a reasonable distance that could be used or shared, further that the possibility of (co-) financing by third parties and the interest in shared use has been checked. The applicant also confirms that he/she is aware of possible costs that could arise as a result of use, servicing, maintenance and repairs.

In case of questions relating to equipment please contact:

Monika Mattula (tel: 01/ 5056740, ext. 8813, e-mail: monika.mattula@fwf.ac.at).

2.4 Material costs

This category encompasses consumables and smaller pieces of equipment, where the cost per item is below EUR 1.500 incl. VAT.

The calculation of requested material costs should be justified with reference to the time plan, work plan and experimental plan. Experience with previous projects should be taken into account.

2.5 Travel costs

Costs for project-specific travel and accommodation, fieldwork, expeditions etc. may be requested. A detailed travel (cost) plan should be provided, broken down by project participant.

For brief stays, the calculation of the travel and accommodation costs should be based on the federal regulations governing travel costs (RGV). The RGV rates governing Austria and abroad may be found in the FAQs on the FWF Website (<http://www.fwf.ac.at/de/faq/index.html>).

For longer stays an appropriate and comprehensible cost plan should be prepared.

Travel expenses for researchers from other Austrian and foreign institutions can only be granted in exceptional cases and require detailed justification.

Costs for the presentation of project results at international conferences should not be requested; the costs associated with attendance at such meetings should be paid from the so-called "general costs" (see 2.2.7).

2.6 Other costs

- Contracts for work and services (costs for work of clearly defined scope and content, commissioned to individuals, provided that this is scientifically justifiable and economical).
- Costs that cannot be included under personnel, equipment, materials or travel costs, for example:
 - reimbursement of costs towards or for the use of research facilities, e.g. of large-scale research facilities (project-specific 'equipment time'). Tenders should be supplied;
 - costs for laboratory animals required by and used in the project;
 - costs for project-specific work carried out outside the applicant's research institution (e.g. for analysis work performed elsewhere, for interviews, for sample collection, for preparation of thin slices etc.). Tenders should be supplied;
 - costs for the disposal of hazardous waste;
 - costs for honoraria to test persons.

2.7 General costs (see application forms: "Itemization of requested funding")

Costs for attendance at conferences, actions to publicize the project (Website) etc. as well as smaller, unforeseen costs necessary for the project, such as repairs, student assistance etc. General costs should be included in the application forms in the appropriate field and are to be calculated as 5% of the total of the other funding requested. No justification for general costs should be included in the written project description.

3 Non-permissible costs

3.1 Infrastructure

This category includes all facilities that are required for the normal operations of the research institution (such as buildings, installations, communication facilities, scientific equipment considered as infrastructure and so on). Please note that from 2011 on, every approved stand-alone project and every approved project within the PEEK funding scheme will receive an additional sum of 20% (calculated from the sum spent on the

project), to cover parts of the indirect costs (overheads). This sum will be paid directly to the project leaders' research institution.

3.2 Large-scale contracts for work and services performed by persons who have already served six years in FWF projects

The conclusion of a large-scale (over EUR 4,500) contract for work and services with an individual who has already been funded by the FWF for six years by means of contracts of employment in FWF projects is not permitted.

3.3 Dissemination activities

Funding for publication costs cannot be requested in FWF applications for research projects. However, the FWF does provide additional funding for peer-reviewed publications upon request up to three years after the end of an approved project. For further information, please visit http://www.fwf.ac.at/en/projects/peer-reviewed_publications.html.

4 Cooperations

All forms of scientific collaboration directly related to the project are considered to be cooperations.

All cooperations planned within the proposed project should be detailed in the free-form application. For **cooperation partners at other research institutions in Austria** the form 'National Partner at another Research Institution' should be completed, provided that some of the project funds will be spent at another university or extra-university research institute. It is particularly important to state whether it is planned to employ personnel or to deploy equipment in the partner's institution. If the partner's institution falls under 'UG 2002' (the University Law of 2002), the head of the research institute (either the Rector or somebody delegated by the Rector) should sign the relevant affirmation.

If an international cooperation at an individual level is intended, even if this is in the framework of an international programme such as COST, EUREKA, EU Framework Programme, the form "International Cooperations for Stand-Alone Projects) must be completed (project category "P").

For application placed in the framework of a coordinated international research funding programme (ESF EUROCORES, ERA-Net calls, joint projects, D-A-CH etc.) there are supplementary guidelines for applicants and additional forms (project category "I").

In case of questions relating to *international cooperations* please contact:

Beatrice LAWAL (tel: 01/ 5056740, ext. 8703, e-mail: beatrice.lawal@fwf.ac.at)

Dr Christoph BÄRENREUTER (tel: 01/ 5056740, ext. 8702, e-mail: christoph.baerenreuter@fwf.ac.at)

Dr Reinhard BELOCKY (tel: 01/ 5056740, ext. 8701, e-mail: reinhard.belocky@fwf.ac.at)

5 Forms

The formal part of the application is composed of project forms and the additional forms.

5.1 Project forms

All of the project forms must be fully completed.

For the application to be legally binding, the FWF requires a copy of the "affirmation of applicant" and the "affirmation of the research institution of the applicant" and if applicable a copy of the "affirmation of the national research partner(s)" and the "affirmation of the research institution of the national research partner(s)" that carries original signatures and if requested an original stamp (seal).

5.2 Attachment with information on co-authors

All persons who have made substantial scientific contributions to the application, either in its conception or during its writing, should be named. A brief description of the nature of each contribution should be included.

6 Enclosures

The project description and the application forms (one original and one on an electronic medium) should be accompanied by the following enclosures, as appropriate:

- The additional forms – equipment forms (forms for new equipment and forms for existing equipment financed by the FWF) and forms for international cooperations – assist the FWF to interpret the

application. They should be completed as required and included with the enclosures.

- If the project submitted represents the continuation of a project funded by the FWF, a report of the previous project's results and a list of publications resulting from it should be submitted in the language of the application (10 pages maximum).
- Tenders for requested equipment (an offer from a company for each item requested, German language acceptable; an electronic version is not obligatory).
- Tenders for any relevant items requested under 'Other costs'.
- If the stand-alone project for which support is requested is to be carried out in the framework of an international collaboration based on a MoU³, the requirements for the relevant call should be taken into account. A letter of intent from the partner must be included with the application, in which he/she confirms his/her intention to submit a coordinated application to the appropriate funding organization.

6.1 Revision of rejected applications

- In cases where a project is revised and resubmitted after previous rejection by the FWF, the applicant should indicate that it is a resubmission (e.g. in a footnote) at the beginning of the free-form project description.
- In addition, the applicant should include brief comments on each review (with each set of comments in **a separate document**). These comments should address the suggestions and criticism expressed in each review of the previous application and point out the changes made on that basis. Such comments are not necessary in the case of reviews written by persons who are to be excluded from the review process for the resubmitted application. However, such exclusions must be justified appropriately and will also be counted toward the list of undesired reviewers for the resubmission.
- In any case, applicants resubmitting projects are required to provide the FWF with an accompanying letter containing an overview of all changes made in the resubmitted application.
- Recommendation: As a rule, new reviewers are also called in to review resubmitted projects. Therefore, it may be helpful to include brief notes of modifications made as a direct result of reviewer suggestions in an appropriate form in the project description (i.e., in parentheses or footnotes).

In cases where no substantial changes are made in a resubmitted application, the application may be eliminated by the FWF Executive Board.

Please note that no attention will be paid to any enclosures above and beyond those described. Please note also that applicants confirm with their signatures on the application forms that the electronic and hard-copy versions of the application are identical.

7 Processing of the application

A **formal check** of the application is undertaken by the FWF Secretariat. Incomplete applications or those which do not comply with the FWF's regulations or which contain formal errors (in particular those that exceed the permitted length) will be returned. If the problems are not rectified within a reasonable period of time the FWF's Executive Board will reject the application without subjecting it to review. Applications that have previously been rejected by the FWF and that have been resubmitted without having been substantially revised will generally be rejected without review by the FWF's Executive Board. Once the review procedure has begun it is not possible to make changes to applications.

All applications that pass this formal check will be sent for review to reviewers (as a matter of principle outside Austria) nominated by the FWF's Executive Board. The **review process** takes in general about six months. When it is completed the FWF's Board considers the reviews and decides whether – and to what extent – the application should be supported. Applicants will be informed in writing of the decisions taken by the FWF committees.

The number of reviews required for a positive decision on funding depends on the level of funding requested. For requests up to EUR 350,000 at least two reviews are needed; for each increase of up to EUR 100,000 at least one further review is required. For each EUR 150,000 requested above EUR 550,000, the number of reviews needed increases dramatically.

Please note that experience shows the average processing time to increase significantly with an increase in the number of reviews required.

³ MoU = Memorandum of Understanding between the FWF and international partner organizations

Funding amount requested:

- Up to EUR 350,000.00 At least 2 reviews
- Up to EUR 450,000.00 At least 3 reviews
- Up to EUR 550,000.00 At least 4 reviews
- Up to EUR 700,000.00 At least 6 reviews (and more)

7.1 Suggested reviewers

Applicants may include (on paper and in electronic form [Word format]) a list of reviewers who should not be asked to review the application due to possible conflicts of interest (the “negative list”):

Negative list: Applicants may exclude up to three potential reviewers from the review procedure if they feel that competition or fundamental differences in ideology would make it hard for these persons to judge the applications objectively. If the grounds for exclusion can be verified, the Executive Board will generally follow this wish. The negative list must include a brief justification for exclusion of the persons in question.

Reviewers are considered to have a potential conflict of interest if:

- they stand to gain professionally, financially or personally from the approval or rejection of the application;
- they have published together with the applicant (or with any co-applicant or cooperation partner) within the previous five years, or if they have cooperated or worked at the same research institution with the applicant, co-applicant or cooperation partner within this period;
- they have a fundamental difference of scientific opinion from that of the applicant (or with any co-applicant or cooperation partner) relating either to the topic or to a particular method;
- they have any close personal or professional contacts to the applicant (or to any co-applicant or cooperation partner) that could give rise to the suspicion that they have a conflict of interest.

Please note that the FWF’s Executive Board does not accept suggestions for possible reviewers from applicants. Any such suggestions (i.e. a “positive list” of reviewers) will be disregarded.

8 Additional information

The FWF would like to draw attention to the fact that applicants are required to comply with all valid legal (e.g. the Austrian laws relating to the equal treatment of disabled persons) and safety provisions and to obtain any permits required for their research (e.g. from the Ethics Commission, the Commission for Animal Experimentation, the Department for Protection of Ancient Monuments or the corresponding authorities abroad).

The general rules of good scientific practice apply from the moment the application is placed. This means in particular that

- references to information used in the preparation of applications should be given in the form customary in the appropriate scientific disciplines;
- publications must be presented in a manner that makes all results comprehensible;
- openness and fairness among researchers is a matter of course and nobody is denied due recognition for his or her scientific contribution.

If there is a suspected breach of these rules, the case will be investigated by the ombudsman of the research institution responsible or by the Austrian Agency for Scientific Integrity. During the investigation the review procedure will be interrupted. The Executive Board of the Austrian Science Fund has decided, until it has developed its own guidelines, to apply the recommendations of the Commission of the German Research Foundation (DFG) on Professional Self-Regulation in Science. Relevant information can be found on the DFG web site at http://www.dfg.de/en/research_funding/legal_conditions/good_scientific_practice/index.html (Document: “Proposals for Safeguarding Good Scientific Practice”)

9 General remarks

Applicants should be aware that in the event that funding is granted, the German and English summaries of the application and subsequently the summaries of the final project report will be published on the FWF’s web site. The project leader should ensure that these summaries are written in such a way that they do not lead to restrictions on any possible patent applications that might arise from the project. Should this not be possible,

two different versions of the German and English summaries must be provided: one for the peer review and one for the FWF's PR activities.

In the presentation and publication of all project results, grant recipients are to comply with the requirements regarding the acknowledgement of FWF funding and with the FWF's open access policy (see <http://www.fwf.ac.at/de/faq/dissemination.html>).

Appendix II: Guidelines and questions for FWF Reviewers “Stand-alone Projects”¹

The FWF actively encourages equal opportunities and equal treatment. The evaluation of an application may not disadvantage applicants for non-scientific reasons, such as age. For example, in the assessment of research proposals, the appraisal should not be based on the applicants' actual age, but instead on the individual circumstances relating to the duration of their scientific careers and previous research achievements. For the FWF, equal opportunities include accounting for unavoidable delays in the scientific careers of applicants (for example longer periods of qualification, gaps in publications, or less time spent abroad for family reasons). Please keep in mind that the first part of your evaluation will be forwarded in its entirety to the applicant (without including your name).

Applicants are advised to submit requests for funding based on guidelines issued by the FWF; the resulting applications² should contain sufficient information to enable reviewers to comment briefly on the following aspects.

Section 1 (to be transmitted in its entirety to the applicant)

1 Scientific quality of the project

- importance to the international scientific community in the field(s) concerned
- extent to which the project could break new ground scientifically (innovative aspects)
- importance of the expected results for the discipline (based on the project described)
- clarity of the goals (hypotheses)
- appropriateness of the methods (including work plan, time plan as well as planned strategies for dissemination of results)
- quality of the cooperations (both national and international)

2 Scientific quality of the scientists involved

- scientific quality and/or potential of the scientists involved
- expected importance of the project for the career development of the participants (project leader and co-workers)

3 Additional aspects³

- Can the project be expected to have implications for other branches of science?
- Is the project expected to have implications that go beyond basic science (potential industrial applications, results of relevance to society etc.)?

4 Suggestions

- What could (should) be done to increase the project's chance of success?

1 Further information about the FWF's 'Corporate Policy' and a copy of the 'Guidelines for Project Applications' may be found on the FWF's website (www.fwf.ac.at).

2 Formal requirements: project description including any tables or figures max. 20 pages, list of literature relevant to the project and list of abbreviations max. 5 pages; scientific curricula vitae of the project participants max. 3 pages; publication lists of project participants restricted to all publications from the past five years.

3 These aspects play no part in the decision of whether the project should be funded. However, when the FWF subsequently examines the success of the project the 'additional aspects' do play a part. Your opinion, where applicable, would be of great help to the FWF.

Section 2 (confidential remarks to the FWF)

1 Financial aspects⁴

In reviewing an application, please bear in mind that exaggerated costs may represent a reason for rejection.

- appropriateness of personnel and non-personnel costs (including any suggestions for cuts that could be made without jeopardizing the success of the project)
- suggestions for improvement (in the sense of cost / benefit efficiency) to the equipment requested⁵.

2 Concluding recommendation on the approval or rejection of the proposal; and any other comments. Please note: If you rate the proposal as excellent (95-100%), please give a brief but specific rationale indicating why you feel the proposal is among the best 5% in the field.

⁴ The “general costs” – 5% of the other costs requested - are automatically awarded and need neither to be justified nor to be commented on by reviewers.

⁵ The FWF does not fund basic infrastructure. Nevertheless, we should be very grateful for your opinion on the importance to the project of equipment that could be considered as part of the infrastructure.