

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 a Hertha Firnberg-Position

The application package for a Hertha Firnberg-Position includes the application form and the program-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.

There are also additional forms for international cooperation partners. Those forms are to be filled out as necessary.

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

Application form: Page 1

Field name	Explanation
Funding application type:	Choose the " Hertha Firnberg-Position " program in the drop-down menu.
Call	This field does not need to be filled out for this program.
Co-applicant	Please enter the name of the co-applicant in this field.

Application form: Page 2

Field name	Explanation
Title/Acad. degree	Please enter your full academic title.
Completion date of doctoral studies	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.
Social security number (AT)	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".
Birth dates of children	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.
Highest academic position/degree	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).
Highest current professional position	Please choose the category which best describes your position. This question refers to the highest professional position you

	currently hold. 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
Research institution	Please indicate the research institution at which you currently work. This institution does not have to be the same as the co-applicant's institution (where the Hertha Firnberg project will be carried out).
Mailing address	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
Duration	In the Hertha Firnberg program, the duration is always 36 months .
Independent applicant	This field does not need to be filled out for this program.
Percentage of requested funding to be consumed at the research institution	This field does not need to be filled out for this program.
Share of work time (%)	This field does not need to be filled out for this program.
Project keywords	Please enter a maximum of six keywords in English which describe your project as completely and as accurately as possible.
Scientific disciplines to which project is related	Using the four-digit codes defined by Statistics Austria (http://www.fwf.ac.at/de/applications/t-firnberg.html), 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

Field name	Explanation
Preliminary project(s):	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.

Application form: Page 7

Field name	Explanation
Letter of support from research institution	Applicants are required to obtain the signature of the head of the research institution at which the Hertha Firnberg position is to be based.

Program-specific data: Page 8

Field name	Explanation
Co-applicant's research institution	This refers to the research institution at which the project will be carried out. Only Austrian research institutions can be named here; the co-applicant must have a contract of employment with the institute or department indicated.

Forms for enclosures – Data entry sheet for international cooperation partners

Field name	Explanation
Data entry sheet for international cooperation partners	Please complete a separate sheet for <u>each international cooperation partner relevant to the project</u> , regardless of whether or not the partner is to receive funding from the project.
Specification of cooperation	Individual cooperation arrangements refer to those which are directly relevant to the project but do not belong to European or international cooperation programs such as COST, EUREKA, the EU Framework Programme, etc.
Cooperation partners from developing countries	This field only needs to be filled in if the international cooperation partner is to receive financial support from the FWF project (and belongs to the category "Least Developed Country" or "Other Low Income Country" according to the OECD'S current DAC List; see www.oecd.org/dac/stats/daclist)