

Checklist for the complete application for TRANSLATIOAL-RESEARCH-PROGRAMME and TRANSLATIONAL-BRAINPOWER-PROJECT

The entire application must be in **English** (unless previously agreed with the FWF). Its pages must be numbered and it must be arranged as described below (A4, **11 pt type, line spacing 1.5**, printed on one side only, with numbered pages, unbound and with no bulldog clips or paper clips on the original):

- One hard copy incl. all enclosures and signatures (without additional copies)

I. ABSTRACT

- One-side project summary in German and in English, for each no more than 450 words (no formulas or special characters)

II. FORMS

- Application forms incl. form with itemization of requested funding - completed in full
- Original signature of the applicant
- Original signature of Head of research institution/University or of the person authorized by the research institution/University to sign the form
- Stamp of the research institution

for Translational-Brainpower-Project *additional*

- Confirmation of the international project participant*

where applicable

- Form for national research partner with original signature of the national research partner
- Original signature of Head of research institution/University of the national research partner or of the person authorized by the research institution/University to sign the form
- Stamp of the research institution of the national research partner

- Attachment detailing co-authors

III. FREE-FORM APPLICATION

A) Project description incl. information on financial aspects, max. 20 pages and 9000 words

- Preliminary scientific works
- If the TRP-application build on the results of previously funded TRP-projects a detailed scientific justification must be provided*
- Originality of research projects
- Aims
- Methods
- Work plan, time plan as well as planned strategies for dissemination of results
- Cooperations (national and international)
- Human resources

for Translational-Brainpower-Project information also about

- Contribution of the international project participant for the performance and the success of the project*
- Scientific quality/potential of the international project participant*
- Innovative aspects of the expected application(s)
- Additional aspects

Financial Aspects

- Information on the research institutionⁱ
 - personnel
 - infrastructure
- Information on the requested supportⁱⁱ
 - personnel scientific workers
 - non-scientific workers
 - equipment
 - costs for materials
 - travel costs
 - other costs
 - other costs / contracts for work and services

ⁱ funded from the basic infrastructure

ⁱⁱ requested in the present application

B.) Literature (max. 5 pages), CV's (max. 3 pages) and publication lists

- List of literature relevant to the project incl. list of abbreviations (max. 5 pages)
- scientific CV (max 3 pages)
 - applicant
 - national project partner(s), *if applicable*
 - international project partner(s), *if applicable*
 - scientific workers (FWFⁱⁱ)
- Publication listsⁱⁱⁱ
 - applicant
 - national project partner(s), *if applicable*
 - international project partner(s), *if applicable*
 - scientific workers (FWFⁱⁱ)

C.) Significance and relevance of the planned research for the respective key topic

- thematic reasons (use programme specific form "thematic relevance")

IV. ENCLOSURES

- Form for project-specific equipment, list of equipment from previous FWF-projects that will be transferred to the current project, form for 'International cooperation' (*if applicable*)
- Resubmission of a rejected proposal*: a) response to excerpts from reviews (separated by review; in English unless previously agreed with the FWF) and b) overview of all changes made in the resubmitted application
- Extension to FWF-project*: summary report of previous FWF-project (in English unless previously agreed with the FWF) and list of resulting publications
- Tenders for requested equipment (bids from two firms; it is not necessary to supply these electronically)
- Tenders for any relevant items requested under 'Other costs'
- Lists of referees, negative (optional)

V. ELECTRONIC MEDIUM (no signatures required, the size of all submitted files may not exceed 5MB)

- One-side project summary in German and in English (separate files, in Word for Windows format); no more than 450 words each (without formulas and special symbols)
- Application forms, itemization of requested funding, supplement naming all co-authors (where applicable), free-form application including thematic reasons, a project-related bibliography and list of abbreviations, scientific CVs and publication lists of all persons involved in the project, together in a single file (Format: PDF; do not use scanned data!)
- Enclosures each in separate files (in PDF or Word for Windows format)

ⁱⁱ requested in the present application

ⁱⁱⁱ scientific publications from the last 5 years, and a separate list of the 10 most important publications of the career to date