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In implementation of its Funding Guidelines of 21 February 2006 (in the currently valid version), the FWF hereby issues the following

## Application guidelines<sup>1</sup> for the CAREER DEVELOPMENT PROGRAMME FOR WOMEN – “ELISE RICHTER”

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

## I. PRINCIPLES OF THE PROGRAMME

The Elise Richter programme has been conceived as a specific funding measure for women in science and research. The programme represents a further step towards directed support for women in Austria.

### 1. Aims

Excellently qualified university graduates of all disciplines should receive support for the development of their academic careers, generally by becoming attached to a particular institution. Having completed the programme, the scientists should have attained a level of qualification that enables them to apply for professorial positions within Austria or abroad (the “Habilitation” or equivalent). As a result, women should be encouraged to embark on university careers and the proportion of female lecturers and professors should be increased.

### 2. Application requirements

Applicants for an Elise Richter position

- must present a research project / plan for their “Habilitation” (professorial qualification) in the area of fundamental (basic) research covering the period of funding. The project must be conceived such that at the end of the period for which support is requested the candidate will have attained the level of qualification required to apply for professorial positions.
- must show that they have **completed their doctoral studies** (PhD) at a university. Courses of study abroad which are equivalent to the level of a doctorate at an Austrian university will be accepted irrespective of their designation. Graduates of degree programmes in medicine in Austria are only eligible to apply if their degree programme was based on the curriculum **N, O, Q 201 or N, Q 094 or N, O 790 or N 090** (please specify the relevant curriculum in the *academic curriculum vitae*).
- must have at least **two years of relevant post-doctoral** experience within Austria or abroad.
- must have performed scientific research in an area relevant to the field of the application and be able to prove this 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. **Preliminary work** for the planned project must have been undertaken and must be in relation to the length of funding requested or the intended qualification.
- must submit a **career plan** in which the planned research project / “Habilitation” work represents a key part. Coaching and / or mentoring measures should also be foreseen.
- need to submit a **letter of recommendation** from somebody who has already completed their “Habilitation” in the same subject and who works at the research institution at which the planned research project / “Habilitation” work is to be performed.
- must (at the time the application is submitted) have been based in Austria for at least three of the previous ten years (**principle of territoriality**).
- must present an **affirmation of their research institution signed by** the head of the research institution (or the person to whom this responsibility has been delegated by the Head of the research institution). Universities that are subject to the 2002 Universities Act (UG 2002) or the Danube Universities Act (DUG) are acceptable as research institutions, as well as independent, non-profit organizations. Private enterprises are ineligible to participate.
- Under exceptional circumstances it may be possible to submit an application without being tied to a particular institution. In such cases this point is not applicable.<sup>2</sup>
- There is **no age limit** but the publication record should correlate with the *curriculum vitae*. Time spent raising children and on non-typical career paths will be taken into account.

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<sup>2</sup> In exceptional cases, support may take the form of payment to an independent scientist. Such cases require detailed justification.

### 3. Salary

- Applications within the Elise Richter programme may be placed for a period from **12 to 48 months**. If an Elise Richter application is submitted immediately following a Hertha Firnberg Position, the maximum length of time for which support may be requested is 36 months.  
Because applicants automatically become project leaders should their projects be funded, funding within the programme is not included in the six-year limit on employment in FWF-funded projects.
- The level of support includes **personnel costs** for the project leader (senior Postdoc); **project-specific costs**<sup>3</sup> may be requested up to a level of **EUR 15,000.--/year**. Of this amount, up to EUR 2,000.--/year may be foreseen for coaching or personal development<sup>4</sup>.
- The type of employment is a **contract of employment for senior Postdocs**, i.e. personnel costs are granted at a level of **EUR 66,680.--** (gross) per year. In exceptional circumstances, a **grant to an independent scientist** may be paid instead – this is at a level of **EUR 56,340.--** (gross) (if project leaders are not linked to any institution, see page 2, footnote 2). 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.
- **Part-time work** is possible and may be requested in the initial application. The level of employment must be at least 50 %. Applications may also be submitted by persons with part-time contracts. The level of personnel costs granted will be reduced in proportion to the level of employment. The FWF must be informed immediately (even before a positive funding decision) of any changes in the extent of employment.
- If an institution subject to the 2002 Universities Act (UG 2002) or the Danube Universities Act (DUG) agrees, the **research institution** will be the **employer**. If support takes the form of a grant to an independent scientist, the project leader is self-employed.
- A **child allowance** of EUR (gross, including employer contribution) 1,950.-- per child will be paid (for children up to 14 years) once per year.

### 4. Use of grants

If all criteria for the granting of an Elise Richter position are met, a contract will be drawn up between the applicant and the FWF. This will describe in detail the amount and duration of the funds awarded and the way in which they will be paid. It will also describe how the funds are to be used and what reports are required.

### 5. Third-party funds

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).

Applicants for Elise Richter positions may not submit parallel applications for other FWF-programmes promoting young scientists (Schrödinger, Firnberg). Separate applications for project funding from the FWF (i.e. stand-alone projects, participation in SFB, NFN, DK) are permitted.

**“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 - neither in the same programme nor in different programmes - unless the specific application guidelines explicitly make an exception to this general rule.

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<sup>3</sup> i.e. costs for personnel and consumables that are necessary for the project and that go beyond what the research institution can make available (infrastructure).

<sup>4</sup> i.e. measures for coaching und personal development, such as those offered by the University of Vienna within its programmes to support the training of scientists. Links: **CEWS – Centre of Excellence for Women in Science and Research:** <http://www.gesis.org/cews>; **Centre for Gender Equality of the University of Vienna:** <http://personalwesen.univie.ac.at/frauenfoerderung/> **Office for Human Resources Development of the Univ. Vienna:** <http://www.univie.ac.at/personalentwicklung/>;

## II. INSTRUCTIONS FOR APPLICANTS

### 1 How should applications be placed?

1.1 Applications should be submitted to the FWF (Department for International Mobility and Promotion of Female Scientists).

If the available level of funds is sufficient there will be **2 calls for application per year**, in spring and in autumn, with in each case a 6 to 8-week deadline for applications. At the time of a call the Board meeting will be specified at which the funding decisions will be taken (generally in November for the spring call and in June for the autumn call).

1.2 All parts of the narrative text, the abstracts and the enclosures (responses to reviewers or final reports in the case of follow-up projects) must be submitted in **11pt type**.

1.3 The following items must be submitted in one hard copy:

**One-page project summary** in German and in English, for each no more than 450 words (no formulas or special symbols!)

- Completed **application forms**
- **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.
- A **narrative text**, composed of:
  - the project description (A4, printed on one side only, with numbered pages, unbound, line spacing 1.5): 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 literature relevant to the project<sup>5</sup> (**max. 5 pages**); incl. list of abbreviations
  - Academic curriculum vitae (CV; no more than **3 pages** per person) and list of publications for each person involved in the project (see also page 6, Section 4).; "persons involved in the project" include the principal investigator, scientific personnel [where already known] to be employed in the project and funded by the FWF, and any national research partners);
- **Enclosures** (see page 7)

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

- **One-page-project summary** in German and in English, for each no more than 450 words (in Word for Windows format; 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 authors (where applicable), free-form application including a project-related bibliography, CVs and publication lists for all persons involved in the project**
- **Additional required files and enclosures** (see page 7) **each in separate files** (in PDF format)

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.

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<sup>5</sup> For each work the list of literature relevant to the project must include the following information: all authors, full title, series/journal title; year; and page number

## Guidelines for naming files:

### 1. Necessary files

- **Abstract\_eng.doc** and **Abstract\_deu.doc** (= project summaries in German and English; provided separately for each summary)
- **Proposal.pdf** (consisting of: 1.) completed application forms, 2.) Breakdown of costs, 3.) attachment with information on all co-authors and 4.) narrative text incl. relevant literature; and 5) CV and publication lists of all persons involved in the project)
- **Annex\_Career.pdf** (= career plan of the applicant)
- **Annex\_Recommendation** (= letter of recommendation)

### 2. Enclosures (if necessary)

- **Annex\_Equipment.pdf** (= form 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 previous 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.

## 2 Forms

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

### 2.1 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 carry original signatures and if requested an original stamp (seal).

### 2.2 Attachment with information on co-authors

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

### 3 Project description

The project application will be reviewed by non-Austrian reviewers. Incomplete applications will necessitate requests for further information and thus delay the decision-making process. It is in the applicant's own interest to describe the research proposal in full detail.

Clinical studies are funded only if their financial limits are clearly defined and if the applications are hypothesis-driven and meet the scientific criteria that are applicable to all other projects supported by the FWF. Before requesting support for a clinical study, please see the relevant documents under „Supplementary information“ on the FWF web site:

[http://www.fwf.ac.at/de/applications/general/clinical\\_studies.pdf](http://www.fwf.ac.at/de/applications/general/clinical_studies.pdf).

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>.

#### The project description must address the following points:

##### 3.1 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).

##### 3.2 Additional information

- Details on the preliminary work performed in relation to the planned research project / "Habilitation" work.

##### 3.3 Financial aspects

- information on the research institution:
  - available personnel not financed by the
  - available infrastructure:
- information on the support requested:
- information on the research institution:
  - concise justification for the personnel requested (type of position(s), description of nature work, length and the extent of involvement in the project)
  - concise 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 pt. 6.2. – equipment costs).

### 4 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, see also pt. 1.4):

#### 4.1 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<sup>6</sup> 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

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<sup>6</sup> Applicants who have completed their **medical studies in Austria** must specify which curriculum was followed – Nr. N, O, Q...); See also Section I.2. Application requirements.

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**)<sup>7</sup>
- (where applicable) Name and institution of key international cooperation partners in the last years.

#### 4.2 Publication lists<sup>8</sup>

- 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

## 5 Enclosures

The complete application (one original and one electronic copy, see Sections 1.2 and 1.3) consists of the forms, the project description and the following enclosures<sup>9</sup>:

- The **career plan (max. 2 pages)** should include information relating to the further scientific qualifications the applicant hopes to attain as a result of the proposed project as well as to the career goals following the end of the period of support. If support for a “Habilitation” project is requested, information on the faculty and the university that the candidate hopes will grant the Venia Docendi (teaching qualification).
- **Letter of recommendation** from somebody with a “Habilitation”; signed and on the institution’s headed notepaper or with the institution’s stamp:
  - relating to the applicant as a person
  - relating to the topic and to the importance of the proposed project
  - concerning the project’s implications for the applicant in relation to the programme’s goals.
- **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.**

- If the project requested 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).
- **The additional forms – equipment forms, lists of equipment and international cooperations – assist the FWF to interpret the application. They should be completed as required and included**

<sup>7</sup> 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.

<sup>8</sup> Publication lists must include the following information: All authors, complete titles, journal, year, 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.

<sup>9</sup> In each case in the language used for the project description, generally **English**

**with the enclosures.**

- 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'.

**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 hardcopy versions of the application are identical.**

## **6 Costs that may be requested (project-specific costs)**

The costs specific to the project (detailed below) should be calculated appropriately and **may not exceed the limit for the Elise Richter programme**. Cost calculations that are insufficiently justified represent a reason for rejecting an application without review.

### **6.1 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 is included in the application information).

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 Elise-Richter-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 are not subject to this restriction.

The justification of the requested personnel must contain:  
a description of nature of work; extent of involvement (part-time contracts are permitted).

### **6.2 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 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 her signature on the applications forms (page 3) that she 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 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](mailto:monika.mattula@fwf.ac.at))

### **6.3 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.

### **6.4 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 6.6).

### **6.5 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 the use of software required by the project. Tenders should be supplied;
  - 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

### **6.6 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.

## **7 Non-permissible costs**

### **7.1 Infrastructure**

This category includes all facilities that are required for the normal operations of the research institution (such as buildings, installations, communication facilities and so on).

### **7.2 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.

### **7.3 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](http://www.fwf.ac.at/en/projects/peer-reviewed_publications.html).

## 8 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 narrative text. 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 university rector or somebody delegated by the university rector) should sign the relevant affirmation.

If an **international cooperation** at an individual level is intended, the form "International Cooperations" must be completed.

## 9 Processing of the application

A **formal check** of the application is undertaken by the FWF Secretariat. Incomplete applications or those that are not in accordance with the FWF's regulations or that have formal deficiencies (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. **No alterations may be made to applications submitted under programmes with application deadlines.** 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.

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 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.

On completion of the review procedure the FWF Board will decide, in the meeting specified in the call text, on whether and to what extent to fund an application based on the reviews. Applicants will be informed in writing of the decisions taken by the FWF committees.

### 9.1 Suggested referees

Applicants may include (on paper and electronically, in MS-Word format) a list of referees who because of possible conflicts of interest should **not** be requested to review the application (the "**negative list**"):

**Negative list:** Applicants may exclude up to three potential reviewers from the review procedure should 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 wish to receive suggestions for possible reviewers from applicants. Any such suggestions (i.e. a "positive list" of reviewers) will not be taken into account.

## 10 Designated use of funds

Acceptance of funding within the framework of the Elise Richter programme obliges the recipient to dedicate her work efforts fully to the project. Any changes in her personal or financial circumstances that may have an influence on the funding must be communicated to the FWF.

With her signature the applicant confirms the correctness of all information she has provided. The sanctions provided for by the Research Funding Act ("Forschungsförderungsgesetz") oblige all organs of the FWF and all specialists and reviewers to treat all information provided with discretion.

Any liability for the misuse of funds rests solely with the grant recipient.

## **11 Additional information**

**11.1** The FWF draws 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).

**11.2** 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](http://www.dfg.de/en/research_funding/legal_conditions/good_scientific_practice/index.html) (Document: "Proposals for Safeguarding Good Scientific Practice")

**11.3** Applicants are informed 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 scientific review and one for the FWF's PR work.

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: Questions to reviewers – Career development programme for women “ELISE RICHTER”

### Evaluation Forms for the Submitted Elise-Richter-Project

#### Part I – Written Evaluation<sup>10</sup>

The FWF actively encourages equal opportunities and equal treatment in all of its programmes. The evaluation of an application may not disadvantage applicants due to extra-scientific reasons, such as e.g. age. For example, in assessing 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 opportunity includes taking into consideration unavoidable delays in the scientific careers of applicants (for example longer periods of qualification, gaps in publications, or less time spent abroad due to family reasons). Please keep in mind that the first part of your evaluation will be forwarded in its entirety to the applicant (of course without including your name).

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

#### Section I (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 (important / less important, mainstream or rather peripheral).
  - 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 and planned strategies for dissemination of results)
  - quality of the cooperations (both national and international)
- 

##### 2. Scientific quality of the applicant

- scientific quality and/or potential of the applicant
  - Has the project been planned so as to lead to the level of qualification required for the applicant to apply for a professorial position in Austria or abroad?
- 

##### 3. Additional aspects<sup>11</sup>

- 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?

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<sup>10</sup> Further information about the FWF's 'Corporate Policy' and a copy of the 'Application Guidelines for Stand-alone Projects' may be found on the FWF's Website ([www.fwf.ac.at](http://www.fwf.ac.at)).

<sup>11</sup> 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 II (confidential remarks to the FWF)

### 1. Financial aspects

appropriateness of the requested funding (including any suggestions for cuts that could be made without jeopardizing the success of the project)

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### 2. Concluding recommendation on funding 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 why you feel the proposal is among the best 5% in the field.

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