

Checklist for a complete application (#ConnectingMinds Workshop)

The complete application must be submitted in English by **February 13, 2025 (2:00 pm local time, Vienna/Austria)**, using the FWF's online application portal [elane](#). The application is not considered officially submitted until it has been approved for submission by the lead research institution on elane. To make sure you have completed your application correctly, please consult the instructions and requirements in the [Application Guidelines](#).

I. elane: Forms

Required forms:

- Research institution assignment
- Contact
- Application
- Program-specific data
- Cost breakdown
- Academic abstract (up to 3,000 characters) – pursuant to section 2.1.1 of the Application Guidelines
- Co-authors

Where applicable:

- Program-specific thematic relevance
- *Other cooperation*: An *Other cooperation* form must be completed for all national and international collaboration partners listed in the project description; one form for each cooperation partner

II. elane: File uploads

Required upload (in *one* file)

- **Proposal.pdf** – This PDF file must include the project description and Annexes 1–4. Formatting requirements apply to the project description and Annexes 1–3 (font size 11 pt. with 15–20 pt. line spacing and margins of at least 2 cm).

The **project description** (no more than 11 pages) must include the following components:

1) Proposed research

- Description of the problem as identified and the project's transformation potential

- Clearly defined aims and hypothesis/hypotheses or research question(s) of the project
- Description of the project's anticipated level of originality or scientific/scholarly innovation
- Relevance to current international state of research
- Description of the methodology
- Description of potential ethical, safety-related, and regulatory aspects of the submitted project
Please note: Grounds must be provided for why the researchers believe the project does not raise any such issues, if this is the case.
- Description of potential sex-specific and gender-related aspects of the proposal
Please note: These questions must be addressed briefly, even if the researchers do not feel that the project involves any such aspects.

2) Description of the project specific workshop

- Specific objectives and the anticipated results of the event
- Methodology and implementation of the event

3) Project participants

- Description of the academic qualifications of the participating researchers
- Description of researchers' experience and complementary expertise
- Intended collaborations

4) Research management

- Work plan and timeline for the #ConnectingMinds Project
- Summary table showing the total costs requested for the #ConnectingMinds Workshop
- Summary table showing the planned total costs for the #ConnectingMinds Project
- Organization and cooperation

Annex 1: List of literature cited in the application (*References*) on no more than 5 pages

Annex 2: Financial aspects

Please use the template provided in the Application Guidelines (Appendix A). The information provided must be presented plausibly and understandably for the FWF and the reviewers. Implausible information may lead to reductions in the funding amount. The list and justification for the requested funding must correspond with the costs indicated in the *Cost breakdown* form.

(a) Details on the lead research institution and the partner research institution(s) where applicable

- Existing personnel (not financed by the FWF, usually the consortium members and research personnel at the research institution(s))
- Existing infrastructure

(b) Information on the funding requested:

- Explain briefly why the costs requested are needed for the **#ConnectingMinds Workshop**

Please list and provide justifications for the following:

- Hotel costs (for participants from Austria and abroad) / catering for seminar participants
 - Travel costs
 - Rental costs for seminar rooms (only if the research institution does not provide suitable rooms; justification required)
 - Other costs (e.g., costs for event moderation, etc.; justification required)
- Overview of costs for the **#ConnectingMinds Project**

Please provide a general estimate of the costs for the planned #ConnectingMinds Project. In addition to the standard cost categories, #ConnectingMinds Project funding can be requested for remuneration for services rendered by non-academic participants as well as for coaching, career development, and capacity building measures for the consortium.

Annex 3: Academic or arts-based research CVs and description of previous research achievements for all consortium members involved in the application (no more than 3 pages per person)

Annex 4:

- **Collaboration letters** from non-academic participants (required; no more than 1 page per letter)
- Where applicable, collaboration letters from national and international cooperation partners (optional, no more than 1 page per letter);

III. Additional documents:

Required forms:

- **PI_publication.pdf**: Two publications written by each consortium member must be named, documenting fulfillment of the general application requirements (see template PI_publication). The FWF will determine eligibility to apply based on these publications.
- **Publication_lists.pdf**: List of all academic publications published in the last 5 years (categorized into “quality-assured publications” and “other publications”) for all consortium members and postdocs who are to be funded by the project, in one PDF document; this publication list helps the FWF to determine if there are any potential conflicts of interest with reviewers. It will not be forwarded to the reviewers.

Where applicable:

- **Cover_Letter.pdf:** Cover letter accompanying the application (optional)
- **Negative_list.pdf:** List with names of reviewers who are to be excluded from the review of the application (up to 3 names, including a brief justification)

If the application is a follow-up to a previous FWF-funded project:

- **Follow.pdf:** Results or final project report on the previous project, no more than 6 pages

If the application is a revision of a previously rejected application (resubmission):

- **Overview_revision.pdf:** Overview of all changes made in the resubmitted application
- **Revision.pdf:** Response to all reviews of the previously rejected application