

# Checklist for a complete application (Interregional Research Projects)

The entire application must be submitted in English and it must be submitted via the FWF's electronic application portal [elane](#). For a correct application, please observe the information in the [application guidelines](#).

## 1 Elane: Forms

### Mandatory

- Form *Research institution assignment*
- *Contact form*
- *Application form*
- *Cost breakdown for Tyrol*
- Form *Academic abstract* (no more than 3,000 characters) – according to the FWF [application guidelines](#)
- Form *Co-authors*

### To be filled if necessary

- Form *Other cooperation*: To be filled for national and international cooperation partners that are stated to be essential in the project description; one form per cooperation partner.

## 2 Elane: Files to upload

### Mandatory upload in a single file

- **Proposal.pdf** – this PDF file must contain the project description as well as Annex 1-3 and, if applicable, Annex 4. For the project description and Annex 1-3, the formatting specifications must be observed (font size 11 pt, line spacing 15-20 pt, page margins at least 2cm).

The project description may not exceed 20 pages and must include a table of contents as well as the following sections, each designated by headings:

- 1) Table of contents
- 2) State of the art of relevant international research (including own preliminary work, if applicable) and relation of the project to this context
- 3) Clearly defined aims and hypothesis/hypotheses or research question(s) of the project

- 4) Research-related qualifications of the researchers involved and a clear description of the planned cooperation between the three consortium members (Tyrol, South Tyrol, Trentino), presenting the joint research question and the added value
  - 5) Description of the project's anticipated level of originality or scientific/scholarly innovation
  - 6) Methods
  - 7) Work plan and timeline
  - 8) Wider impact
    - Dissemination strategies for the results
    - Implications for other research disciplines
    - Impacts that will extend beyond the specific field of research
  - 9) All potential ethical, safety-related, or regulatory aspects<sup>1</sup> of the proposal and how applicants plan to deal with them must be described in this section. These questions should be addressed briefly in the text even if the consortium believes the project does not raise any ethical issues.
  - 10) Any potential sex-specific and gender-related aspects<sup>2</sup> of the proposal must be detailed. To what extent are sex-specific and gender-related aspects considered in the proposal? How will they be integrated into the research approach? These questions must be addressed briefly, even if the consortium does not feel that the project involves any such components.
- Annex 1: List of **literature cited** in the application (*References*) on no more than 5 pages
  - Annex 2: **Financial aspects**: Information on the lead research institution and the partner research institutions and the description of project finances must be presented **in English** and appended to the project description as Annex 2. Costs must be broken down and adequately justified for each point below. The list of and justification for the requested funds must correspond to the costs indicated in the *Cost breakdown* form for the consortium member from Tyrol and the Excel tables for the consortium members from Trentino and South Tyrol. The description should be structured as follows:
    - Details on the lead research institution and of partner research institutions (South Tyrol, Trentino)
      - Existing personnel (not financed by the Euregio Science Fund, usually the principal investigator and research personnel at the research institution(s))
      - Existing infrastructure
    - Information on the funding requested:
      - Explain briefly why the personnel requested is needed for the project (number and type of requested positions, job descriptions, extent of employment, and duration of involvement in the project)

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<sup>1</sup> For instance, the European Commission's [Ethics for Researchers](#) or [The European Code of Conduct for Research Integrity](#) can serve as a guide here.

<sup>2</sup> Positioning and thoughts on the research approaches in the project in terms of sex-specific and gender-related aspects could include: Is the research approach likely to produce sex-specific and gender-related findings? If so, what findings? How and where are these integrated into the research approach? (For information on determining the relevance of sex-specific and gender-related issues please see the [FWF website](#).)

- Explain briefly why the non-personnel costs requested are justified (equipment, materials, travel, and other costs). If funding for equipment is requested, applicants must explain why this does not constitute part of the basic equipment of the given research environment - see also [section 3.4.2](#).
- Please list and provide justifications for the following
  - Personnel costs
  - Equipment costs
  - Material costs
  - Travel expenses
  - Other costs (including independent contractor agreements)
- Annex 3: The **academic CVs** and research achievements (for the consortium members as well as a of a maximum of *one* other key project participant per research institution) should be described on no more than 3 pages per person
- Annex 4 (optional): **Collaboration letters** (each no more than 1 page) from national and international cooperation partners who are named in the project description as being essential for the implementation of the project and whose role is plausibly described.

### 3 Additional documents:

#### Mandatory to be uploaded:

- ***tst\_publication.pdf*** – Two publications written by each consortium member must be named, documenting fulfillment of the general application requirements (see template [tst\\_publication](#)). The FWF will determine eligibility to apply based on these publications. The consortium member who will be acting as the research coordinator must be indicated.
- ***Publication\_lists.pdf*** – A list of all research publications<sup>3</sup> over the last five years (categorized into “quality-assured publications” and “other publications”) by all project participants for whom a CV has been submitted, in *one* PDF file; 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.
- ***Cost\_breakdown.xls*** for the consortium members from Tyrol, South Tyrol, and Trentino, including an overview of the total costs

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<sup>3</sup> Publication lists must include: all authors, complete titles, journal, year, and page numbers. For each publication, if available, either a [DOI address](#) or another [persistent identifier](#) should be indicated; for publications with more than 20 authors, an “et al.” citation can be used.

**Files to be uploaded if necessary:**

- **Cover\_Letter.pdf** – Letter accompanying the application
- **Negative\_list.pdf** – List of names of reviewers to be excluded from reviewing the application (no more than three names, incl. short justification)
- If the application submitted is the continuation of an FWF-funded project:
  - **Follow.pdf** – report on previous results or a final report, no more than 6 pages
- If the application is the revision of a rejected application (resubmission):
  - **Overview\_revision.pdf** – overview of all changes made (for FWF internal use only)
  - **Revision.pdf** – Response to all reviews of the rejected application, even if one of the reviewers of the rejected application is to be excluded from a new review.