

*Information sheet*

**Joint Projects (JP) / Joint Seminars (JS):  
Classic procedure**

**Contents**

1. Joint projects .....	1
1.1. General information .....	1
1.2. Joint projects: Classic procedure vs. lead agency procedure.....	2
1.3. Classic procedure .....	2
1.3.1. Parallel submission of applications.....	2
1.3.2. Submission to the FWF .....	2
2. Joint seminars .....	3

**1. Joint projects**

**1.1. General information**

The FWF has signed a number of **memoranda of understanding** with partner organisations abroad to provide joint funding for bilateral research projects ("joint projects") and, in some cases, for bilateral seminars or workshops ("joint seminars").

Joint projects are cooperation arrangements in which researchers from two countries work together on a single research project. Researchers should submit proposals for joint projects only if the two parts of the project are so **closely integrated** that one part cannot be carried out without the other. Both partners are expected to **make a substantial scholarly contribution to the project**. For less intensive forms of international cooperation (research exchanges, research visits, etc.), applicants can add an international cooperation partner to an FWF stand-alone project.

In joint projects, the project parts carried out in the two participating countries are **funded separately** by the FWF and its partner organisation. In other words, if a project is approved, the FWF will cover the costs of the Austrian part of the project, while the partner organisation will fund the part carried out in its country.

## 1.2. Joint projects: Classic procedure vs. lead agency procedure

Depending on the agreement concluded by the FWF and the partner organisation abroad, applications for joint projects are handled according to the **lead agency procedure** or the **classic procedure**. Under the lead agency procedure, the joint project is submitted to and reviewed by only *one* of the two funding agencies, although the two parts of the project are funded separately. This procedure is used in the DACH cooperation arrangement with the German Research Foundation (*Deutsche Forschungsgemeinschaft*, or DFG) and the Swiss National Science Fund (*Schweizerischer Nationalfonds*, or SNSF), and in the FWF's cooperation with the French National Research Agency (*Agence nationale de la recherche*, or ANR). For details, please consult the document "*Information for Applicants*", which is available [here](#). In other cases, proposals are submitted under the "classic" procedure, which is described below.

## 1.3. Classic procedure

### 1.3.1. Parallel submission of applications

In the **classic procedure**, applicants are required to submit **parallel proposals** to the FWF and its partner organisation abroad. Unless otherwise specified in the call, the proposals must be submitted **at the same time**, with due attention to the call deadlines. In general, each of the two applications is to follow the **guidelines of the national funding agency** to which it is submitted.

Proposals submitted under the classic procedure are **reviewed separately** by the FWF and its partner organisation abroad. Any exceptions to this practice will be specified in the call. A joint project is considered to be "approved" only if **both organisations** recommend funding the project on the basis of their review processes.

### 1.3.2. Submission to the FWF

Joint project proposals under the classic procedure must adhere to the [FWF Application Guidelines for Stand-Alone-Projects](#)<sup>1</sup> or, if applicable, to the [FWF Application Guidelines for Clinical Research](#).

The **entire project** must be described in the **work plan and project schedule**. Both the connection between the two project parts and the resources to be deployed **on each side** should be clearly described, as should the **specific added value** of the international cooperation arrangement. The application must also include the following parts:

- A **brief description of the project partner abroad** along with an indication of their specific contribution to the project and/or relevant skills.
- An **academic CV and publication list**, prepared according to FWF standards, for the project partner abroad.
- A **letter of intent** from the project partner abroad confirming that a parallel application is being submitted in their country (a fax, letter or e-mail will suffice for this purpose).

---

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

Applications can be submitted through the **elane** online application platform (<https://elane.fwf.ac.at>) or **by conventional mail** (hard copy accompanied by a USB stick or CD-ROM). When submitting the application via elane, applicants must choose the programme category "**I – International Projects**".

The following **forms** must be submitted to the FWF along with the other application materials:

- FWF application form
- *Programme-specific data* form for international cooperation projects
- *Co-authors* form
- *Cost breakdown* sheet (including only the costs of the Austrian part of the project).
- Other forms as needed

All forms can be downloaded here:

<http://www.fwf.ac.at/en/research-funding/application/international-programmes/joint-projects-era-nets/>

## **2. Joint seminars**

Joint seminars are bilateral research events of several days' duration devoted to a specific topic. They are mainly organised for the purpose of preparing joint projects or for international exchanges between researchers. Like joint projects, joint seminars require **parallel applications** to the FWF and the funding agency abroad.

The FWF currently accepts applications for joint seminars in cooperation with the Japan Society for the Promotion of Science (JSPS) and the Ministry of Science and Technology (MOST) in Taiwan. The application form and application guidelines for joint seminars are available [here](#).

**For further information, please contact:**

**FWF**  
**Strategy – International Programmes department**

Beatrice Lawal  
Tel.: (+43-1) 505 67 40 ext. 8703  
[beatrice.lawal@fwf.ac.at](mailto:beatrice.lawal@fwf.ac.at)