

1. Instructions for using Adobe Reader

All FWF forms are compatible with Adobe Reader (Version 6.0 and higher), which can be downloaded free of charge at <http://get.adobe.com/reader/>.

The fields to be completed can be highlighted in order to enable the user to identify them more easily.

Instructions:

- Open the file *Application form.pdf* (or *National research partner.pdf*, etc.)
- In the menu bar, open the **Edit** menu and then choose the **Preferences** item (in Mac OS, this item can be found in the **Reader** menu). A dialog box will then appear.
- Choose **Forms** in the list box under **Categories** (on the left-hand side of the dialog box).
- In the area to the right, activate the check box "**Show border hover color for fields**" under **Highlight color**. This action will highlight all fields in light blue. You can also deactivate the check box if you do not wish to highlight the fields in the form. Below the check box, you can also choose the highlight color for fields as desired. Click **OK** to confirm your selection.

Navigating forms:

Keyboard: Use the **Tab** key to move forward from one field to the next, and **SHIFT + Tab** to move backward to the previous field in the form.

Mouse: Simply click on the desired field.

Field types

The form contains various field types:

Text fields: These are fields in which you can enter any of the characters on your keyboard (e.g., German title, Applicant, etc.)

Number fields: These are defined fields in which only numbers can be entered (e.g., percentages, codes for scientific disciplines, etc.)

Date fields: These fields only allow entries in the following date format: **dd.mm.yyyy** (e.g., date of birth, etc.)

Drop-down list boxes: These fields provide a limited number of options for you to choose from. Click on the drop-down arrow at the right of the field in order to open the list and choose the desired item (e.g., Funding application type, Sex, etc.).

Check box:

Mouse: Simply click on the check box.

Keyboard: The check box can be selected using the **Tab** key and activated using the **Space** bar.

Saving/printing and merging multiple PDF forms

Under the **File** menu, choose the item **Save as...** in order to save the (partly) completed form. Choose **Print** to print out the form. Please note that completed PDF forms are only converted into (unchangeable) PDF files once they are output to a PDF printer. The information entered in the fields will then be "static" and can no longer be edited. In general, the size of the file is also reduced. In order to merge multiple PDF forms without losing data, it is first necessary to convert each completed form into a separate PDF file.

How to fill out the application form for International Cooperation Projects

The application package consists of the files Application form.pdf, National research partner.pdf (where applicable) and the programme-specific data. Another form is available for the entry of co-authors and should be submitted with the application package in any case. If there is no co-author, please simply submit an empty form.

A separate Excel file is provided for the breakdown of costs for a International Cooperation Project. For information on how to fill out the Excel spreadsheet, please refer to page 6. For international cooperation partners, please use the corresponding form.

In order to enter equipment requests, please use the "Equipment entry" sheet; in cases where equipment previously funded by the FWF is transferred to a new project, please fill out the "Equipment transfer" sheet.

Please read the instructions provided on the form carefully and note the explanations and definitions provided below.

Application form: Page 1

Field name	Explanation
Funding application type:	Choose " International Cooperation Project..... " in the drop-down menu.
Call	Enter the full name of the call along with the corresponding acronym in parentheses.
German and English title	Please enter the title of the Austrian sub-project; if no such title exists, then enter the title of the overall project.
Applicant	The applicant is also the coordinator or spokesperson for the project.
Co-applicant	This programme does not provide for co-applicants, meaning that this field does not need to be filled in.

Application form: Page 2

Field name	Explanation
Completion date of doctoral studies	For medical studies: Date of completion of doctoral studies.
ORCID	See http://orcid.org/ , starting with 01.01.2016 mandatory
Birth dates of children	This field need not be filled in.
Highest academic position/degree	Please choose the category which best describes the highest position or degree you have attained. In this context, it is necessary to distinguish between your academic position/degree

	and your actual current activities, which are covered in the next question. Should none of the categories match your position/degree, please describe it as specifically as possible in the "Other" field (maximum: 60 characters including spaces).
Highest current professional position	Please choose the category which best describes your position. This question refers to the highest professional position you currently hold . In this context, it is necessary to distinguish between your actual activities and your highest academic position or degree, which was covered in the previous question. Should none of the categories match your current professional position, please describe it as specifically as possible in the "Other" field (maximum: 60 characters including spaces).

Application form: Page 3

Field name	Explanation
Research institution	Please indicate the research institution at which the project is to be carried out.
Mailing address	These address fields only need to be filled out in cases where the applicant does not have a postal address at a research institution. The applicant's name will be entered automatically and cannot be deleted.

Application form: Page 4

Field name	Explanation
Percentage of requested funding to be consumed at the research institution	This percentage refers exclusively to the allocation of funds requested from the FWF to the applicant's research institution and to that of any other research partner in Austria. Funds requested from partner organizations abroad are not considered relevant here.
Share of work time (%)	Percentage of overall work time (teaching, research, administrative tasks, etc.) which will be spent on the project.
Project keywords	Please enter a maximum of six keywords in English which describe your project as completely and as accurately as possible.
Scientific disciplines to which project is related	Using the six-digit codes defined by Statistics Austria (see http://www.fwf.ac.at/en/ - application – Download application forms), please indicate the main scientific discipline as well as a maximum of three additional scientific disciplines to which your project is related. In addition, please enter percentages to indicate the extent to which each scientific discipline is involved in your project. The percentages entered <u>must total 100%</u> .

Programme specific data (page 8)

Field name	Explanation
ERA-NET calls or other coordinated programmes	"Coordinated programmes" include consortia with multiple partners from different countries.
Role of applicant	In coordinated programmes, one of the partners acts as the coordinator for the overall project ("project coordinator"). "National sub-project heads" are responsible for the various national sub-projects within the overall project.
Joint Project	Joint Projects are generally bilateral research projects within the framework of an agreement between the FWF and another funding agency abroad.
Country and name of funding agency abroad	Please enter the full name of the funding agency abroad and (where applicable) its abbreviation or short name in parentheses.
Name of international project partner	Please provide the full name of your international project partner (with the last name in CAPITAL LETTERS).
Joint Project (Lead Agency procedure)	Joint Projects under the Lead Agency procedure are generally bilateral cooperation projects for which the application is reviewed by one of the funding agencies involved (i.e., the "lead agency").
Name of international project partner	Please provide the full name of your international project partner (with the last name in CAPITAL LETTERS).
Lead agency	Please provide the name of the funding agency which will act as the lead agency (indicating the agency's full name where necessary).
Other funding agencies involved	Please provide the names of any other funding agencies involved (indicating the agencies' full names where necessary).

Programme specific data (page 9)

Field name	Explanation
Data entry sheet for international cooperation partners	Please fill in all relevant international cooperation partner for the project, regardless of whether or not the partner is to receive funding from the project. For coordinated programmes (ERA-Net Calls, etc.), it is necessary to provide the names of each national sub-project head and the coordinator as well as any other individual cooperation partners relevant to the Austrian sub-project.
Role of international cooperation partner in	Please indicate the role of each international cooperation partner.

<p>coordinated programmes (ERA-Net calls, etc.)</p>	<p>In coordinated programmes, one of the partners acts as the coordinator for the overall project ("project coordinator").</p> <p>"National sub-project heads" are responsible for the various national sub-projects within the overall project.</p> <p>"Associated partners" are sub-project heads within the consortium whose national funding agencies do not participate in the programmes in question.</p> <p>"Individual cooperation partners" refer to additional and directly relevant cooperation partners within the Austrian sub-project.</p>
<p>Role of international cooperation partner in Joint Projects (or Joint Projects under the Lead Agency procedure)</p>	<p>In this context, international cooperation partners refer to those who are to receive financing from the participating funding agency or agencies abroad.</p> <p>Individual cooperation partners refer to additional cooperation partners directly relevant to the Austrian applicant's project.</p>
<p>Cooperation partners from developing countries</p>	<p>The field only needs to be filled in if the international cooperation partner is to receive financial support from the FWF project (and belongs to the category "Least Developed Countries", "Other Low Income Countries" and "Lower Middle Income Countries and Territories") according to the OECD's current DAC List (see DAC-Liste), with exception of countries which have a cooperation agreement with FWF (currently India).</p>

Instructions for filling out the "Breakdown of Costs" Excel spreadsheet:

Please enter the costs to be funded in the "Breakdown of Costs" spreadsheet.

The fields highlighted in light gray can be filled in. The subtotals and overall totals are calculated automatically and cannot be changed. As parts of the spreadsheet are locked, only certain functions can be used (e.g., insert/delete rows). It may be necessary to add rows if you request funding for additional project personnel. If that is the case, please do the following:

- Select all of Row 7 or Row 8 by clicking on the row header.
- Press the right mouse button and choose **"Insert"**. This will insert an additional row above Position No. 02 or 03. Repeat this procedure until the spreadsheet contains the desired number of rows. You can also delete those rows by choosing **"Delete"**.
- It will then be necessary to ensure that the position numbers are numbered consecutively (01, 02, etc.).

To save the breakdown of costs as a PDF file, please do the following:

- Click on the **"Office"** button and choose the **"Save as..."** menu item.
- Then choose **PDF or XPS**.
- This will open a dialog box in which you can define the name of the file, then click **Publish**.

In order to import the spreadsheet into a Word file, please do the following:

- Launch Word and change the page layout to landscape format (**"Page layout"** tab / **"Orientation"** button / "Landscape" option).
- To insert the spreadsheet into the Word file, choose the **"Insert"** tab and the **"Object"** button, then choose the **"Insert object"** function.
- This will open a dialog box where you can choose the **"Create from file"** tab.
- Then choose the desired file under **"File name:"** and click **OK**.

The breakdown of costs will then be imported into Word and can be integrated into applications which are not subject to formal requirements.

Please also submit the file "Cost_Breakdown.xls" in electronic form along with the other files.