

In accordance with its Funding Guidelines dated January 1, 2022
(as amended), the FWF has issued the following
Application Guidelines for the program

1000 Ideas

effective as of November 15, 2023

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Please note: Explanations of the terms used in the Application Guidelines can be found in the [Definition of terms](#) (PROFI mode).

This document has been prepared in German and English for your convenience. In the event of a dispute, the German version shall prevail.

1 General Information

1.1 Program objective

Because they can be difficult to fund, it is often hard for researchers to take the first step when it comes to radically new, particularly original, or daring research ideas that go beyond the common understanding of science and scholarship. This is where the 1000 Ideas program comes in. The project's chances of successful implementation are not as important as having the "courage to fail," which is an integral component of the program. The key aim of the program is to tackle novel, forward-looking topics that are highly relevant for science, research and, ideally, society. They should exhibit the potential to transform existing research domains and/or fundamentally challenge established paradigms in science and research. Funding is provided exclusively for projects in the field of basic research. Projects that include application-oriented aspects will be evaluated and decided upon based solely on the quality of the basic research presented in the proposal. One single researcher is responsible for heading the 1000 Ideas project at an Austrian research institution (hereinafter referred to as the applicant, principal investigator, or PI). The principal investigator can collaborate with associated research partners, national, and/or international collaborators as part of the project.

The 1000 Ideas program provides seed funding for radically new, particularly original, or daring research ideas that are not currently supported by existing funding programs. An exploratory phase, limited in duration, is intended to provide initial evidence of the feasibility of the idea and the underlying research idea.

Through a double-blind selection process, the FWF aims to identify eligible projects solely on the basis of the project idea and the description of a logical and coherent plan for its implementation. Other commonly applied criteria such as the applicant's publication record or reputation are not taken into account when evaluating the proposals.

1.2 Submission deadline

The deadline for submission (i.e., approval for submission by the research institution) is **January 16, 2024 (2:00 pm local time Vienna)**. All proposals must be submitted online using the [elane](#) digital application portal. Project funding is administered through the research institutions ([PROFI](#)); this means the application must be approved for submission by both the applicant and the respective research institution (= lead research institution).¹ All forms required for the application must be completed online; other application documents (see [section 2.1.2](#) and [2.1.3](#)) must be uploaded in full before the application can be approved for submission by the lead research institution. Applications submitted after the deadline will

¹ Approval for submission by the research institution may be waived by the research institution if it has authorized the applicant to approve it themselves.

be returned without review, regardless of the circumstances. For additional information, please see the [elane user manual](#).

1.3 Who is eligible to apply?

All Austrian **research institutions**² are eligible to apply. There is no limit to the number of applications that can be submitted by a research institution. The intended project must be carried out in Austria under the auspices of the applying Austrian research institution. Applications are submitted by the research institution where the project is to be carried out.

The research institution appoints a principal investigator (PI) to carry out the project. The principal investigator must be employed at the Austrian lead research institution to an extent of at least 50% for the duration of the project. This part of the PI's employment cannot be financed using the 1000 Ideas project funds. This must be confirmed by the research institution upon approval of the application for submission. Funding can be requested to cover the remaining employment costs, up to 100%, as part of the project (see [section 2.4.1.1](#)).

A researcher may only serve as the principal investigator in *one* 1000 Ideas proposal. However, the FWF's restrictions on the number of ongoing projects in other programs does not apply to proposals for the 1000 Ideas program.

1.4 What types of projects can be funded?

Funding can be requested for projects that investigate radically new, especially original, or daring research ideas at an early stage. The project must be clearly defined and include a convincing description of the aims and methods. Additionally, the project must be highly relevant for science or (arts-based) research and fall in the domain of basic research. Projects that include application-oriented aspects will be evaluated and decided upon based solely on the quality of the basic research presented in the proposal.

The unconventional research ideas that have the potential to fulfill the innovative goals of the 1000 Ideas program are often found in interdisciplinary research approaches and in areas bordering on or adjacent to existing disciplines. There are no restrictions regarding the research topics and academic disciplines. The exploratory phase, limited in duration, is expected to provide initial evidence of the feasibility of the concept; the research project itself is limited in duration to a minimum of 6 and a maximum of 24 months.

Multiple funding is not permitted (see [FWF Funding Guidelines](#)).

² Research institutions must be [registered](#) in the FWF's research institution portal.

1.5 Who is eligible to apply?

1.5.1 General requirements

The principal investigator's publication record over the last five years must be internationally visible and commensurate with the expected career path in their field. The following criteria apply for the assessment of an applicant's publication record and initiation of the review process:

- The **applicant** must have a doctoral degree³ (PhD/MD) at the time of application.
- **Quality assurance:** Most relevant in assessing the applicant's publication record are those publications that have been subject to a quality assurance procedure in line with international standards (peer review or an equivalent procedure; in the natural and life sciences, peer review is expected). Journals must usually be listed in Web of Science, Scopus, or the Directory of Open Access Journals (DOAJ). For journals not listed in those databases, or for monographs, edited volumes, contributions to edited volumes, or other publication types, the applicant must provide a link to the publisher's website which contains a description of the applicable quality assurance procedure. Should no such description be available on the website, it is the applicant's responsibility to provide evidence that the publication has been subject to a quality assurance procedure in accordance with the standards of the field.

If forms of artistic practice and their critical reflection are presented, these must be accessible to the public. Its quality must be documented in a verifiable manner, making it comparable with research results published in internationally renowned journals. To be accepted as part of the application, the (arts-based) research dimension as well as the underlying research questions must be described individually in a brief statement. This is to be included in the publication or works list. Where appropriate, a list of all lectures and talks (in galleries, theatres, or similar forums) about the artistic work are also to be included.

- **International visibility:** The majority of the applicant's publications must have a wider than national reach. In the natural sciences, life sciences, and social sciences, most of the publications listed must be in English.
- **Number/scope and quality** of the publications must be commensurate with the researcher's expected career path and the respective discipline. At least two publications must be quality-assured and internationally visible publications with a substantial and independent contribution by the applicant. At least one publication with first, last, or corresponding authorship is required, with the exception of publications in journals (or disciplines) that rank authors alphabetically.

³ If, due to subject- or discipline-specific characteristics, other achievements can be considered equivalent, an application must be submitted to the FWF. In cases of doubt, the appropriate decision-making bodies of the FWF shall decide.

On the **program-specific data form** *Proof of academic qualifications*, two publications or artistic works must be listed (where necessary, with an additional information link to the publisher's website or other proof of a quality assurance procedure having been performed on the publication, see the above-mentioned information on this requirement) that clearly meet the criteria named above.

Should one or more of the specified criteria not be fulfilled, the applicant must include a justification with the application (attachment: *Statement on publication record.pdf*).

If there is any uncertainty about application requirements or about accounting for career interruptions (see [section 1.5.3](#) and [1.5.4](#)), the FWF recommends that the applicant contact the FWF Office or the [FWF Equal Opportunities in Research Funding](#) office in good time before submitting the application to confirm that all requirements are met and that any career interruptions can be accounted for. In cases of doubt, the appropriate decision-making bodies of the FWF shall decide on applicants' eligibility.

1.5.2 Equal opportunities, diversity, and inclusion

The [FWF Strategy for Gender Equality and Diversity of Researchers](#) applies. This means that breaks or delays in applicants' research careers that have led to publication gaps, unorthodox career paths, or limited international research experience can be taken into consideration. For further details on accounting for career breaks, please refer to the [information sheet on career interruptions](#).

1.5.3 Consideration of career breaks

The FWF will take justified, documentable career breaks or delays (e.g. due to pregnancy, childcare,⁴ caregiving obligations,⁵ military or civilian service, flight, or asylum) into consideration when assessing eligibility to apply.

1.5.4 Inclusion of the disabled and chronically ill

The FWF will also take any exceptions to and interruptions of typical career paths due to disability and/or long-term illness into consideration when determining whether an applicant meets the application requirements.

⁴ Childcare includes parental leave periods, if applicable.

⁵ Immediate family members and/or persons living in the same household: Spouses, registered partners, parents, children, adopted, step, and foster children, siblings, parents-in-law, and children-in-law.

1.5.5 Data protection notice

When assessing eligibility, all personal data provided to the FWF by an applicant on a voluntary basis that relates to the information provided in [sections 1.5.3](#) and [1.5.4](#) shall be taken into account exclusively to the applicant's benefit (compensation of disadvantages). Relevant information (without sensitive or personal data) can be included in an individual's academic CV. A general explanation, including the duration of the interruption or delay, is sufficient. Please complete the required [form](#) and give your explicit consent to data processing on the last page. If you wish to submit further supporting documents in addition to those listed in the form, please submit them directly to the FWF office. These will not be visible to your research institution. This information is only used to check the application requirements and is not made available to reviewers.

1.5.6 Anonymity

The project description and, if applicable, the overview of revisions must be anonymized, i.e. it must not under any circumstances be possible to identify the name or career level of the applicant or any researchers involved, including associated research partners and cooperation partners, in the project description (see [section 2.1.2](#)). **No** research institution may be named. Self-citation (i.e. reference to one's own publications) is permissible only if it does not allow conclusions to be drawn about the identity of the applicant or any of the researchers involved. A maximum of 15 references may be used, including a maximum of 20% self-citations. Applications that do not meet these requirements will be returned without review by the decision-making bodies of the FWF.

1.6 What types of funding can be requested?

Project-specific costs are eligible for funding (min. €50,000 and max. €175,000, 5% general project costs already included, for a duration of min. 6 and max. 24 months). These include personnel and non-personnel costs that are needed to carry out the project and that are not included in the infrastructure provided by the research institution. The FWF does not finance the infrastructure or basic equipment of research institutions.

As part of the project, funds may be requested for project-specific work at the associated research institution(s) where associated research partner(s) work. Associated research partners are researchers working on a project-specific basis at other Austrian research institutions (associated research institutions) and who are making a significant scientific/scholarly contribution to the project. The *Associated research partner* form must be completed for these researchers, if applicable. Associated research partners may only be mentioned in the description of the costs (Appendix A) and may not be mentioned by name in the project description, i.e., it must not under any circumstances be possible to identify them in the project description (see [section 1.5.6](#)). Funds are disbursed from the lead

research institution to the associated research institution(s).⁶ Associated research institutions report directly to the FWF to account for funds used at their institution.

For information on applying for personnel costs for the principal investigator's own salary, please see [section 2.4.1.1](#).

Funding for the personnel costs of doctoral candidates cannot be requested.

Please note that exaggerated cost projections may be grounds for rejection, even if a proposal is otherwise excellent.

Multiple funding is not permitted (see [FWF Funding Guidelines](#)).

2 Application

2.1 Sections of the application

A complete application must include the following sections:

2.1.1 Academic abstract

The academic abstract must be written in English and must not exceed 700 characters (including spaces). It must be uploaded using the [elane](#) form of the same name, not as part of the *Proposal.pdf* document. The abstract must use the required English headings provided below and address the following key questions:

- *Research question / hypothesis:*
What unconventional or original research question(s) or hypothesis(es) do you want to address?
- *Intended approach and research design:*
How do you intend to address this question / these questions and/or test this hypothesis / these hypotheses?
- *Expected results:*
What results or consequences do you anticipate if your idea is successful and what value might this project have if the results differ from your expectations?

⁶ Associated research institutions must be [registered](#) in the FWF's research institution portal. Once a proposal has been approved, the lead research institution must enter into a collaboration agreement with the associated research institution.

2.1.2 Project description (max. 7 pages + references)

The project description is not to exceed 7 pages (with consecutive page numbers), must be written in English, and consists of 5 sections. Sections 1–4 include figures, figure legends, tables, footnotes, etc., as appropriate.

- 1) Summary, 1 page ([section 2.2.3.1](#))
- 2) Research approach, 3 pages ([section 2.2.3.2](#))
- 3) Project implementation, 2 pages ([section 2.2.3.3](#))
- 4) Risk assessment and learning potential, 1 page ([section 2.2.3.4](#))
- 5) References with max. 20% self-citations ([section 2.2.3.5](#))

The entire project description must be uploaded as *one* file entitled *Proposal.pdf*. The FWF will forward this document to the jury (see [section 3](#)).

2.1.3 Additional documents

The following documents are **required components** of the application and must be uploaded separately:

- Financial aspects (see [section 2.3.1](#))
- Curriculum vitae (CV) and description of the applicant's previous research achievements (max. 3 pages, [section 2.3.2](#)).

The following documents can be uploaded **if needed**:

- Additional document in case of resubmission: If the application is a revised version of a previously rejected application (see [section 2.5](#)), an overview of all changes made in the resubmitted application must be uploaded.
- Cover letter accompanying the application (optional)
- Statement on publication record (e.g., in the event of career interruptions or for evidence of quality assurance).

Any additional documents (e.g., recommendations for potential reviewers, letters of recommendation, forthcoming publications) will not be considered in further stages of the application process.

2.1.4 Forms to be completed

- **Mandatory:** *Research institution assignment form, Contact form, Application form, Cost breakdown form, Academic abstract form, Co-authors form, Proof of academic qualifications form*
- Required as part of the research institution's confirmation when approving the proposal: Confirmation that the principal investigator is employed at the research institution to an

extent of at least 50% for the duration of the project, not financed from the 1000 Ideas project funds.

- Where applicable: *Associated research partner form*

2.2 Application content and form

2.2.1 Application language

To allow applications to be reviewed by international experts, **all** applications must be submitted in English.

2.2.2 Project description: Scope and formatting requirements

The project description may not exceed 7 pages. Optional elements, such as list of abbreviations, figures, figure legends, tables, footnotes, etc., must also be included in the 7-page limit.

The project description and any additional documents must be written in an 11 pt. font with 1.5 line (15–20 pt.) spacing and at least 2 cm margins. A standard, easily legible font must be used for the body text. The form requirements (font type and size, line spacing, and margins) of the project description also apply for the additional documents. The document must be created in such a way that it is searchable in PDF format and the formatting can be reviewed.

The structure and headings (in English) provided in [section 2.2.3](#) and the upper limits (e.g., number of pages, attachments, etc.) must be strictly adhered to, without exception.

Citations in the text and the list of works cited (*References*) in the application must be in line with the conventions of the respective discipline, preferably according to a widely used style guide (e.g., Chicago Manual of Style, APA Publication Manual). The choice of citation conventions or style guide is up to the applicant, but must be implemented consistently throughout the application. If available, a [DOI address](#) or another [persistent identifier](#) should be used for the literature cited.

2.2.3 Project description

The academic abstract, the overview revision, and the project description **must be anonymized**, i.e. it must not under any circumstances be possible to identify the name or career level of the applicant or any researchers involved or to identify the research institution from these documents. **No** research institution may be mentioned by name (see [section 1.5.6](#)).

The project description consists of 5 subsections and may not be longer than 7 pages. Please note that the page limit per section may not be exceeded.

The headings provided for each section (*Summary, Research approach, Project implementation, Risk assessment and Learning potential, References*) must be used, and all the aspects of each section must be addressed.

2.2.3.1 Summary

The *Summary* summarizes the research project and, unlike the academic abstract, should be formulated in such a way that the research idea is understandable and convincingly presented to researchers outside the respective field. The description must start with the heading **Summary**. A description of the innovative, original, and/or high-risk aspects of the proposed research and its significance with regard to the transformative potential for the research field should be provided on a maximum of 1 page.

2.2.3.2 Research approach

The underlying scientific/scholarly or arts-based research foundation and the transformative potential of the research idea are to be presented on no more than 3 pages (incl. figures, captions, tables, footnotes, etc.). The innovative aspects as well as the originality and/or risk must be clearly evident. The description, entitled **Research approach**, must address the following points:

- Underlying scientific/scholarly or arts-based research foundation
- Originality and/or risk associated with the project
- Novelty value and (particularly) innovative elements
- Transformative potential (related to the research field/area)

All potential ethical, safety-related, or regulatory aspects⁷ of the proposal and how applicants plan to deal with them **must** be briefly described in this section. These questions need to be addressed briefly in the text even if the applicant believes the project does not raise any such issues.

Any potential sex-specific and gender-related aspects⁸ of the proposal **must** be described. 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 briefly addressed, even if the applicant does not feel that the project involves any such aspects.

⁷ For instance, the European Commission's [Ethics for Researchers](#) or [The European Code of Conduct for Research Integrity](#) can serve as a guide here.

⁸ 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](#).)

2.2.3.3 Project implementation

The third subsection must include a plausible description of the project's planned implementation, under the heading **Project implementation**. In particular, the methodological research approaches and their suitability with regard to the proposed research idea are to be described on no more than 2 pages (incl. figures, captions, tables, footnotes, etc.). A plausible plan for the implementation of the project, aligned with the planned project duration, should be briefly outlined. The following points must be explicitly addressed:

- Description of the methodological approaches and their suitability for verifying the hypotheses or working on the research questions
- A concise, plausible implementation plan tailored to the planned duration of the project

2.2.3.4 Risk assessment and learning potential

The fourth subsection should include an assessment of critical points, the risk of failure, as well as a convincing description of the resulting learning potential. This section must be headed with the title **Risk Assessment and learning potential** and the following items must be addressed on no more than 1 page (incl. figures, captions, tables, footnotes, etc.):

- Risk assessment
- Learning potential in the case of failure

2.2.3.5 References

Finally, a list of the literature cited in the application (heading: **References**), pursuant to the requirements specified in [section 2.2.2](#). Self-citation (i.e. reference to one's own publications) is permissible only if the citation method does not allow conclusions to be drawn about the identity of the applicant or any of the researchers involved. In total, no more than 15 references may be used, including no more than 20% self-citations. References must be numbered (1–15).

2.3 Additional documents

The following documents are **required components** of the application and are to be uploaded individually:

2.3.1 Financial aspects

The template for the description of projected costs can be found in [Appendix A](#).

- Information on the lead research institution and the research institutions of associated research partners

- Existing project participants (not financed by FWF project funds) (usually the PI and academic project staff at the research institutions)
- Available infrastructure
- Information on the funding requested
 - Brief explanation of why the project staff requested is needed (type(s) of requested position(s), job descriptions, extent of employment, and duration of involvement in the project); please note that doctoral candidate positions are not eligible for funding.
 - Concise justifications for non-personnel costs (equipment, materials, travel expenses, 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 [section 2.4.3](#)).

2.3.2 CV and description of previous research achievements

The academic (or arts-based research) CV and previous research achievements of the applicant must be described on no more than 3 pages. The form of the CV must meet the standard requirements for all FWF programs and is used for internal purposes (assessment of conflicts of interest).

Required contents for academic CVs:

- *Personal details*: Personal data (name, researcher unique identifier(s) such as ORCID, research ID, etc., no photos), address of research institution, and relevant websites. A publicly accessible link to a list of all the researcher's publications/works is also required.
- *Education*: List of academic milestones
- *Position(s)*: List of relevant (arts-based) research positions (incl. the extent of employment in the case of part-time employment)
- *Career breaks* (if any): List of career breaks or delays (see also [section 1.5.3](#))
- *Net research experience* (optional): The length of time (in years and months) that has actually been used in net total for research – calculated in such a way as to be equivalent to full-time employment – and broken down into the time before and after completion of the applicant's doctoral degree.
- *Research interests*: A presentation of the main research areas and a brief description of the most important (arts-based) research achievements to date
- *Academic publications and/or (arts-based) research publications and/or works*: List of no more than 10 of the most important published or accepted publications and/or works (journal articles, monographs, edited volumes, contributions to edited volumes, proceedings, concerts, exhibitions, installations, performances, artworks, etc.); for each publication, either a [DOI address](#) or another [persistent identifier](#) should be indicated, if

available. Pursuant to the [Agreement on Reforming Research Assessment](#), journal-based metrics such as journal impact factors, Article Influence Scores, or the h-index should not be included.

- *Additional (arts-based) research achievements*: List of no more than 10 of the most important (arts-based) research achievements apart from academic publications, including achievements such as freely accessible research data including software and codes, awards, contributions to conferences, keynote lectures, significant research projects, peer review activities, promotion of junior researchers, exhibitions, interactions with society (including citizen science or transdisciplinary activities), science communication, knowledge transfer, licenses, or patents. If available, a persistent identifier or link to the research achievement must be provided.

2.4 Eligible project-specific costs

When requesting funding, the regulations of the respective research institution and the FWF guidelines apply. The requested funds must be summarized in the elane *Cost breakdown* form. If the research institution for which funds are requested is entitled to deduct value-added tax (VAT), the funds should be applied for without value-added tax (net).

VAT is an eligible expense only if the research institution is not entitled to deduct it and it is demonstrably and finally borne by the research institution. Recoverable VAT is also ineligible for funding if it is not reclaimed or recovered by the research institution.

Funding may only be requested for the cost categories specified below.

2.4.1 Personnel costs

Funding may only be requested for staff needed in addition to existing personnel resources for the realization of the project and only to the extent required for the project.

Full- or part-time employment contracts (*Dienstverträge*, DV) and contracts for marginal employment (*geringfügige Beschäftigung*, GB) are available for project staff. The [FWF's standard personnel costs](#) apply. Funding for doctoral candidate positions cannot be requested for the 1000 Ideas program.

When requesting funding for [PROFI \(project funding via research institutions\)](#)-eligible standard personnel costs, a fixed percentual increase must be included for the subsequent year to compensate for wage raises (see [Standard personnel costs and salaries for PROFI projects 2023](#)).

2.4.1.1 Grant-salaried principal investigators

The FWF understands “grant-salaried” to mean that the principal investigator’s salary is financed by the funds of the research project.

In the 1000 Ideas program, the PI must have an employment contract guaranteed by the Austrian research institution for the entire duration of the project with a minimum of 50% employment financed by other than the requested project funds. However, the researcher can apply for funding to finance the remaining portion of their own position.

The senior postdoc salary rate⁹ applies for the PI’s own position (pro-rated accordingly in the case of partial funding).

Women principal investigators whose own position is funded to the extent of at least 50% have the additional option of applying for up to €2,000 per year in the category of “Other costs” for personal coaching and further training measures that directly contribute to their career development. Coaching is understood to mean person-centered counselling and support processes in a professional context. Continuing education activities eligible for funding include courses on scientific – in particular, subject-specific – skills (e.g., courses on methodological skills) and personnel development measures such as those offered at some research institutions (e.g., in teaching, academic writing, writing funding applications, especially in English, personnel management and project management, conflict- and problem-solving skills, academic organization, and vocational training and other seminars directly related to career development, e.g., programs for the advancement of women).

2.4.2 Equipment costs

Funding for equipment may only be requested if it is specifically required for the project and if it is not part of the existing infrastructure of the participating research institution(s).

“Infrastructure” is defined to include all equipment (and components thereof) that a modern research institution needs to conduct basic research in the relevant discipline at an internationally competitive level. This means that equipment such as computers (laptops, etc.) is considered to be part of the standard infrastructure and no funding will be approved for these items.

Equipment eligible for funding includes:

- Scientific instruments
- System components
- Self-constructed devices (generally assembled from smaller pieces of equipment and materials)
- Other durable goods

⁹ The senior postdoc rate can only be requested to fund the principal investigator’s own position; the postdoc salary rate applies for project staff members at the postdoc level.

- Intangible assets such as concessions, industrial property rights, and licenses derived from such rights

Equipment with an acquisition value in excess of €250,000 can only be financed through depreciation. Only the percentage of costs that are incurred during the project period can be requested and financed. The depreciation rules of the research institution acquiring the equipment apply.

If funding is requested for a piece of equipment which is required specifically for the project, the lead research institution must submit the *Affirmation of the lead research institution* form to confirm that they have verified that no comparable equipment that could be used or shared is available within a reasonable distance, and that third-party (co-)financing options have been explored. The research institution that owns the equipment must also ensure that any possible costs arising from the use, maintenance, and repairs of the equipment are covered.

The principal investigator is to instruct their research institution to order the equipment and effect payment accordingly. The principles of economy, efficiency, and expediency apply to any acquisition. The procurement guidelines of the research institution and the provisions of the [Federal Procurement Act 2018](#) (*Bundesvergabe-gesetz*) as amended apply.

In order to determine the equipment costs (incl. VAT, unless the research institution is entitled to deduct input tax) to be requested, vendor quotes must be obtained before the application is submitted pursuant to the research institution's procurement guidelines. Vendor quotes are submitted to the FWF only upon request.

2.4.3 Material costs

"Materials" is defined as consumables and small items of equipment (cost per item less than €1,500 incl. VAT).

The calculation of funds requested for project-specific material costs should be justified based on the project's schedule, work plans, and experimental schedule. Experience from previous projects should be considered in making the calculations.

2.4.4 Travel costs

Funding may be requested for project-specific travel and accommodation, field work, expeditions, etc. The project description must include a detailed itinerary, broken down by project staff members. This plan must indicate which staff members will be travelling, the destination, for what purpose, when (in which year of the project), for how long, and how much the travel will cost.

When planning travel in connection with a project, researchers should always carefully consider whether travel is absolutely necessary or whether the relevant information can be exchanged virtually.

If a project requires travel, transportation by train is preferred to travel by air as a contribution to environmental sustainability. Funding can be requested for any resulting extra costs such as an additional overnight stay. When travelling by air, it is strongly recommended to make a carbon offset contribution¹⁰ which can be requested as part of the travel expenses or funded through the budget for general project costs. A carbon offset contribution can be requested for up to 15% of the ticket price.

Travel expenses for researchers from Austrian and international research institutions other than the lead research institution or associated research institutions can only be granted in exceptional cases. Grounds for the exception must be provided in detail.

Travel and accommodation costs are generally calculated according to the lead or associated research institution's individual travel expenses policies. If no such policies are in place at the research institution, the federal regulations governing travel costs ([Reisegebührenvorschrift des Bundes 1955, RGV](#)) as amended apply.

2.4.5 Costs as part of national and international collaborations

Unlike when cooperating with associated research partners (see [section 1.6](#)), costs arising in the context of a research collaboration with an external research institution are to be borne by that research institution. This does not apply to [cooperation arrangements with scientists or scholars from developing countries](#) (see [section 2.4.6](#)).

Funds may only be transferred directly to a cooperation partner (in Austria or abroad) upon presentation of an invoice and only if they are in payment for clearly defined commissions or services and immediately necessary to carry out the Austrian project.

2.4.6 Other funding available

- Independent contractor agreements (costs for work of clearly defined scope and content carried out by individuals, provided that they are cost-efficient and justified in the context of the arts-based research project)
- Costs for the preparation, archiving, open access, and reuse of research data in repositories in accordance with the FWF's [Open-Access Policy](#)
- Costs that cannot be included under personnel, equipment, materials, or travel costs, for example:
 - The use of research facilities, e.g., costs for the project-specific use of available equipment (project-specific "equipment usage time") or large research facilities
 - Any laboratory animals necessary for the project

¹⁰ The amount of a CO₂ offset contribution for flights can be calculated, for example, using Climate Austria's [CO₂ calculator](#).

- Project-specific work carried out outside the researcher's research institution (e.g., for analyses carried out elsewhere, interviews, sample collection, etc.)
- Disposal of project-specific hazardous waste
- [Cooperation arrangements with researchers in developing countries](#)

The procurement guidelines of the research institution and the provisions of the [Federal Procurement Act 2018](#) (*Bundesvergabegesetz*) as amended apply.

2.4.7 General project costs

The approved grant sum includes 5% general project costs that are permitted for funding but cannot be requested individually using the abovementioned cost categories. They are subject to the [FWF's Funding Guidelines](#) and the costs must be eligible for funding. These include, for example, costs for conference travel, dissemination activities, and minor unforeseen costs necessary for the project.

Overhead costs for the research institution are not included in general project costs.

General project costs are to be entered in the appropriate field in the *Cost breakdown* form and calculated as 5% of the total funding requested. No justification for general costs is needed in [Appendix A](#).

2.4.8 Additional funds for publications upon approval

Publication costs cannot be requested as part of the application process. Information on funding options for publications resulting from the proposed research can be found on the FWF website under [Communication](#).

2.5 Resubmitting a previously rejected application

A resubmission is defined as the revision of an application addressing the same or similar research questions as a proposal the FWF has previously rejected, regardless of the program category. If an application is submitted on the same or a very similar research question and if, in the view of the applicant, this application is not a resubmission but a completely new project, this must be explained in a separate accompanying letter to the FWF Office. For example, changes in research methods alone are not sufficient for a proposal to qualify as a completely new project. In cases of doubt, the appropriate decision-making bodies of the FWF shall decide.

For resubmissions to the 1000 Ideas program that were previously rejected for the standardized ground for rejection I, applicants are recommended to update the research status and highlight the strengths of the proposal. Applications for a previous 1000 Ideas call that were returned without review due to formal errors are not considered resubmissions.

Applications for the 1000 Ideas program that were rejected in 2020, 2021, or 2022 for the standardized ground for rejection II must show substantial changes.

Resubmissions of applications previously submitted to other programs must show changes from the rejected application. If an application has been rejected for the standardized grounds for rejection C3, C4, or C5, these changes need to be substantial (based on the comments in the reviews). If no such changes are made, the FWF's decision-making bodies will return the application to the applicant without review.

In the course of a resubmission, an accompanying letter must be uploaded to the FWF, which must in any case contain an overview of all changes made in the resubmitted application (*overview revision*). This document must also be anonymized (see [section 1.5.6](#)).

While no deadlines for the resubmission of a rejected application apply, the respective application requirements do need to be complied with. Resubmissions must be submitted as described in [section 2.1](#), i.e. as a separate, new application and not as a supplementary application to the previously rejected proposal.

2.6 File formats, file names, and online forms

Below please find an overview of all documents and forms to be submitted.

2.6.1 All applications must include the following parts:

a) Files:

- *Proposal.pdf* (project description with sections 1–5 in one file, with PDF bookmarks, at least for the major sections)
- *Cost_justification.pdf* (information on the research institution and description of financial aspects)
- *CV.pdf* (academic CV and previous research achievements of the applicant)

b) Forms:

- *Research institution*
- *Contact form*
- *Application form*
- *Proof of academic qualifications*
- *Cost breakdown*
- *Academic abstract* (in English)
- *Co-authors*
- *Associated research partners* (if applicable)

2.6.2 File uploads, if applicable

- *Cover_letter.pdf* (= accompanying letter; optional)
- *Statement_publication_record.pdf*
- *Overview_revision.pdf* (= for resubmissions, overview of all changes made in the resubmitted application, in English and anonymized)

3 Processing and Decision on the Application

3.1 Decision-making process

All applications approved and submitted to [elane](#) by the research institutions by **January 16, 2024 (2:00 pm local time Vienna)** will be subjected to a formal check by the FWF Office.

The **review process** takes about five months. The Scientific Board of the FWF decides on the awarding of funding, based on the recommendation of an international jury. On account of the intentional high risk and originality of the project ideas, the following changes have been made to the FWF's usual [decision-making procedure](#):

All the applications that meet the formal criteria are initially checked for completeness of content by the FWF Office. A pre-assessment of the anonymized applications is then conducted by the members of the Scientific Board. The review criteria described in [Appendix B](#) are applied for this evaluation. Each criterion is rated on a scale from 1 to 5 (5 = highest score, 1 = lowest score). The applications are then ranked according to the total number of points awarded to each application.

Following this, an interdisciplinary panel of around 20 international experts reviews the top-ranked applications. As the jury is made up of researchers covering a wide range of scientific disciplines, it is not a specialized panel.

Each application is evaluated by two jury members with regards to its transformative potential, feasibility, as well as the coherence and the strength of the project idea, based on a scale from 1 to 5. Each jury member can also evaluate additional applications which were ranked below the top-ranked applications. A new total number of points is assigned to each application based on the ratings of the jury members, and the applications are re-ranked on the basis of these new totals. This final ranking serves as the basis for the jury meeting.

During the jury meeting, the jury members engage in a detailed discussion about the ranking of the applications. One possible outcome of this discussion is that applications with a lower total score can be ranked higher if the entire panel agrees with this new ranking. Based on this discussion, the panel defines a cut-off line, meaning a limit above which all the applications are deemed to be generally worth funding ("worthy of funding" pool).

From this pool of applications worth funding, the jury selects the most convincing applications based on the discussion of the criteria (no more than 10 approvals). Each jury member also has one wild card: Each member can use their wild card to select a project of their choice from the “worthy of funding” pool and include it on the list of actually funded projects, contrary to the opinion of the other panel members. However, the total number of selected projects cannot exceed 10.

Then, an equal number of applications are chosen at random from the remaining pool of applications worth funding (an additional 10 approvals). This decision-making procedure, which is being used for the first time by the FWF, applies only to applications that have already been identified by the jury as being worthy of funding on the basis of the quality criteria. The reason why this procedure is only being used for these applications is that it can be assumed that the applications in the “worthy of funding” pool display only slight or hardly noticeable differences in terms of scientific/scholarly quality.

The decision will be communicated in writing to the research institution and the applicant. On account of the high number of applications expected and to ensure a quick and efficient procedure, only two standardized grounds for rejection will be applied. Reviews are not sent to the applicants. Applications in the “worthy of funding” pool that are not chosen for funding can be resubmitted in the next call for proposals. All the other applications that were not part of the pool cannot be submitted again in the next call for proposals.

3.2 Requested amendments

Please note that no changes can be made to the following parts of the application after the submission deadline:

- Project description
- *Academic abstract* form
- Additional documents

Only inaccurate or incomplete information can be corrected on the *Application* form, the *Co-authors* form, the *Proof of academic qualifications* form, or the *Cost breakdown* form, and then only if the project-specific cost justification included in the application is not affected by these changes. These errors can only be corrected after the FWF Office has prepared and sent a list of formal errors; corrections must be submitted within a period of 10 working days. If the problems have not been resolved within this period of time, the decision-making bodies of the FWF will return these proposals without review.

3.3 Returning applications without review

Please note that all applications that do not comply with the specified form requirements/formats (number of pages, font size, line spacing, character limit for the academic abstract, completeness of the application, etc.) and other requirements (submission deadline; minimum requirements with regard to publication performance;

anonymity; ethical, safety-relevant or regulatory aspects, brief reference to sex-specific and gender-relevant aspects; number of references to be used, incl. a maximum of 20% self-citations; lack of a description of financial aspects; no relevance in the field of basic research, etc.) will be returned without review by the decision-making bodies of the FWF.

4 Compliance with Legal Requirements and Standards of Research Integrity

4.1 Legal regulations

Please note that the research institution must comply with all legal requirements and safety provisions (e.g., Federal Disabilities Act) that apply for the project and obtain all the necessary permits (e.g., from the Ethics Committee, the Animal Testing Commission, the National Heritage Agency, or the relevant foreign authorities).

4.2 Academic integrity

The [Guidelines for Good Scientific Practice](#) of the [Austrian Agency for Research Integrity \(OeAWI\)](#) apply.

Where a breach of these standards is suspected, the ombud of the respective research institution is responsible for investigating the issue. Research institutions are required to report any cases of suspected serious violations of the standards to the ÖAWI. The FWF reserves the right to suspend, in part or in whole, any procedures related to applications or ongoing projects until this check or investigation has been concluded. For more detailed information, see [FWF procedure in cases of suspected violation of the standards of good research practice](#).

5 Data Protection and Publication of Project Data and Results

5.1 Data protection

Pursuant to Art. 6 (1) item a of the General Data Protection Regulation (GDPR), in conjunction with § 2g of the Austrian Research Organization Act (*Forschungsorganisationsgesetz*, FOG), the FWF processes and publishes personal data (e.g. the title of the submitted project, research institution, academic abstract, PR summaries) necessary for the administration of the funding by the FWF – while safeguarding business and trade secrets – for the purposes of research policy (e.g., presentation of the development of basic research in Austria, economic analyses, funding impact reports, etc.) and for public relations work (publication of excerpts in the FWF annual report, on the FWF website, in press releases,

media collaborations, etc.). If necessary, these data are also transmitted to third parties (e.g., for the preparation of research policy studies, on the basis of supervisory duties, in particular §§ 2d and 3a of the Research and Technology Funding Act [*Forschungs- und Technologieförderungs-gesetz*, FTFG], to bodies and agents of the Federal Ministry of Education, Science and Research and, in particular, pursuant to § 3 [2], § 4 [1], and § 13 [3] of the Court of Audit Act 1948 [*Rechnungshofgesetz* 1948 RHG], to the Austrian Court of Audit as well as to bodies and institutions of the European Union in accordance with European legal provisions). Transmission of data is also based on § 6 (1) item c of the GDPR in conjunction with § 2g of the FOG.

Further information on the data privacy rights of the applicant or applying research institution as well as the contact details of the FWF's data protection officers is available [here](#).

5.2 Publication of project data and results

Please note that if a grant is awarded, a PR summary in German and English will be published on the FWF website, as well as the grant amount and later, PR summaries of the project's findings in German and English. Summaries must be submitted to the FWF when the grant agreement is returned. The principal investigator must ensure that these texts are worded in such a way that legitimate interests of secrecy for reasons of national defense and patent law are safeguarded and business secrets are protected appropriately. Guidelines for writing PR summaries can be found [here](#).

In addition, the FWF requires a data management plan (DMP) for all approved projects. This plan should also be sent to the FWF when returning the grant agreement. The template for the DMP can be viewed and downloaded [here](#).

The guidelines specified in the grant agreement on acknowledging the FWF as the funding institution and the FWF's [Open-Access Policy](#) apply for any publication of project results (e.g., academic publications, research data, conference papers, and media reports).

6 Appendices to the Application Guidelines

6.1 Appendix A: Information on the research institution and description of financial aspects

Information on the lead research institution and any associated research institutions and the description of project finances must be presented **in English** using the following structure. 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.

Please note that if a justification of costs is not included, the application will be returned without review.

1) Details on the research institution of the applicant and – if applicable – of associated research partners:

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

2) Information on the funding requested:

- Explain briefly why the requested personnel is needed for the project (type(s) of requested position(s), job descriptions, extent of employment, and duration of involvement in the project).
- 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 existing research environment – see also [section 2.4.2](#).

Below, please list and provide justifications for:

Personnel costs:

Equipment costs:

Material costs:

Travel expenses:

Other costs (including independent contractor agreements):

6.2 Appendix B: Notes and questions for jury members

In all of its programs, the FWF actively supports equal opportunities and equal treatment. The review of an application must not put applicants at a disadvantage for non-research-related reasons.

The FWF is obligated to ensure the best possible use of public-sector funds for basic research according to scientific/scholarly research criteria. We would ask you to rate the application in comparison to the other applications you have received, assigning a number from 1 to 5 (5 = highest score, 1 = lowest score) for each of the following review criteria. We would also ask you to write an overall evaluation considering the key strengths and weaknesses of the application. Please keep in mind that your overall evaluations may be forwarded in anonymized form to other members of the jury.

Criterion 1: Transformative potential of the research idea

Please assess the extent to which the underlying research idea has the potential to fundamentally challenge a research domain, an established notion of research, or the accepted status quo or cause an unexpectedly substantial leap in the current research area. Consideration should also be given to whether the scientific/scholarly foundation of the research idea has been described in sufficient detail.

Criterion 2: Suitability of the proposed research approach and presentation of risk assessment and learning potential

Indicate the extent to which the project proposal displays a high degree of coherence between its parts (research approach, project implementation, risk assessment, and learning potential) and offers complete, appropriate, and plausible methodological approaches to test the hypotheses and/or address the research questions. Please also assess whether the risks associated with the project and the learning potential in the event of failure have been addressed adequately.

Finally, provide a brief commentary on the strengths and weaknesses of the application.