

Checklist for a complete application (1000 Ideas program)

The entire application must be submitted in English and it must be submitted via the FWF's electronic application portal [elane](#) no later than **January 14, 2025 (2:00 pm local time Vienna)**. Proposals are not considered to have been officially submitted until the lead research institution has approved it in [elane](#). For a correct application, please observe the information in the [application guidelines](#).

I. Elane: Forms

Mandatory

- Form *Research institution assignment*
- *Contact form*
- *Application form*
- Form *Proof of academic qualifications*
- Form *Cost breakdown*
- Form *Academic abstract* (no more than 700 characters) – according to the FWF [application guidelines](#)
- Form *Co-authors*

To be filled if necessary

- Form for *Associated Research-Partner*. One form per associated research-partner

II. 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. For the project description and Annex 1, the formatting specifications must be observed (font size 11pt, line spacing 15-20 pt, page margins at least 2cm). The project description must be anonymized.

The project description (7 pages) must contain the following sections and the headings must be used:

- Summary (1 page)
- Research approach (3 pages), incl.
 - Ethical aspects
 - Gender and sex-specific aspects
- Project implementation (2 pages)
- Risk assessment and learning potential (1 page)

The project description must also include Annex 1 on additional pages:

- Annex 1: List of literature cited in the application (*References*): max. 15 references with max. 20% self-citations

III. Additional documents:

Mandatory to be uploaded:

- **Cost_justification.pdf** (= information on the research institution and description of financial aspects): The template from the [application guidelines](#) (Appendix A) must be used for this purpose. The information provided must be presented in a comprehensible manner to the FWF. Incomprehensible information may result in a reduction of the funding amount. The lists and justifications for the requested costs must correspond to the costs listed in the cost breakdown form. This part may not be formulated anonymously.
- Details on the research institution of the applicant and – if applicable – of associated research partners:
Description of
 - Existing personnel (not financed by the FWF, usually the principle investigator and research personnel at the research institution(s))
 - Existing infrastructure
- Information on the funding requested:
Listing and justification for
 - Personnel costs
 - Equipment costs
 - Material costs
 - Travel costs
 - Other cost (including independent contractor agreements)
- **CV.pdf** (= CV and previous research achievements of the applicant, 3 pages). This part may not be formulated anonymously.

Files to be uploaded if necessary:

- **Cover_letter.pdf** (= accompanying letter; optional)

- **Overview_revision.pdf** (= for resubmissions, overview of all changes made in the resubmitted application, in English and anonymized)

IV. Information on anonymity

Please check whether you have complied with the rules on anonymity in the **proposal**, **abstract** and, if applicable, **overview revision**:

- **No** (Austrian and/or international) research institution has been named.
- **No** researcher has been named (including PI, Austrian and/or international cooperation partners, associated research-partners etc.).
- The career status of the PI is **not** disclosed.
- The self-citation **does not exceed** 20% of the references.
- The self-citation in the text does **not** reveal the identity of the PI.

V. Handling anonymity

Limit self-citation in references to only essential publications for this proposal. There is also a limit of 20 % self-citations for your team!

1-3 references = no self-citation

4-7 references = 1 self-citation

8-12 references = 2 self-citation

13-15 references = 3 self-citation

Check all data and all links whether they lead to personal information/websites!

Do not mention any university, project partner, cooperation partner, no matter what context!

Do not use your career status!

As a full professor, I have access to...

My 30 years of experience as a team leader...

When I finished my PhD last year...

Don'ts	Dos
Instead of using self-citation, ... Instead of naming your university or any other cooperation partner, cite your work as a third person's work. ... use neutral formulations!
<i>In Müller et al. (2019), we demonstrate...</i>	<i>Müller et al. (2019) demonstrate...</i>
<i>From our previous studies...</i>	<i>From previous studies...</i>

Don'ts	Dos
<i>We follow the recommendations of the University of Graz concerning Gender.</i>	<i>We follow the recommendations ...</i>
<i>We have received a positive vote from the ethics commission of the University of Vienna...</i>	<i>We have received a positive vote from the ethics commission in charge...</i>
<i>We are collaborating with Prof. Müller from the ABC lab at the University of Innsbruck...</i>	<i>We are collaborating with partners in a renowned lab in this field...</i>