

# Checklist for a complete application (FWF ASTRA Awards)

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](#).

## I. *Elane*: Forms

### Mandatory

- Form *Research institution assignment*
- *Contact form*
- *Application form*
- Form *Programme-specific data*
- Form *Cost breakdown*
- Form *Co-authors*
- Form *Academic abstract* (no more than 3,000 characters) – according to the FWF [application guidelines](#); section 2.1.1

### To be filled if necessary

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

## 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 1-4 and, if applicable, Annex 5. For the project description and Annex 1-3, the formatting specifications must be observed (font size 11pt, line spacing 15-20 pt, page margins at least 2cm).

The project description (no more than 20 pages) must contain the following sections, each designated by headings:

- Table of contents

- State of the art of relevant international research (including own preliminary work, if applicable) and relation of the project to this context
  - Clearly defined aims and hypothesis/hypotheses or (arts-based) research question(s) of the project
  - Description of the project's anticipated level of originality or (arts-based) scientific/scholarly innovation
  - Methods
  - Work plan and timeline
  - Associated research partners (if applicable): Description of the contributions of the associated research partners to the proposed research; associated research partners must be named in the *Associated research partner* form.
  - National and/or international collaboration partners (if applicable): Please specify the intended collaboration partners and the subject of the intended collaboration(s) or the planned contribution to the project. In addition to any legal regulations, FWF's own regulations on international collaborations also apply (see the [FWF Website](#) for more information). **All** national and/or international cooperation arrangements that were stated to be essential in the project description must be listed on the **Other collaborations form** (one form must be completed for each collaboration partner) and may be confirmed by a collaboration letter.
  - Project-relevant (arts-based) research qualifications of the researchers involved
  - All potential ethical, safety-related, or regulatory aspects 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 applicant believes the project does not raise any such issues.
  - Any potential sex-specific and gender-related aspects 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 briefly addressed, even if the applicant does not feel that the project involves any such aspects.
- Annex 1: List of **literature cited in the application** (*References*) on no more than 5 pages
  - Annex 2: **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 and the reviewers. 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.
    - Details on the applicant's research institution 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 (from a purchase value of €1,500 incl. VAT)
  - Material costs
  - Travel costs
  - Other cost (including independent contractor agreements)
- Annex 3: **Academic CV** and description of previous research achievements of the applicant (no more than three pages).
- Annex 4: **Career plan with letter of support from the research institution** (no more than 3 pages)
- Annex 5 (optional): **Collaboration letters** (each no more than 1 page) from national and international collaboration partners who are named in the project description as being essential for the implementation of the project and whose role is plausibly described

### III Additional documents:

#### Mandatory to be uploaded:

- **PI\_publication.pdf**: Two publications written by the applicant must be named, documenting that the applicant fulfills the general requirements to apply (see [template PI-publication](#)). The FWF will determine the applicant's eligibility to apply based on these publications.
- **Publication\_list.pdf**: A list of all research publications over the last five years (categorized as "quality-assured publications" and "other publications") of the applicant.
- **Alternative\_project\_plan.pdf**: This document must state which parts of the ASTRA project would be conducted if a Merit Award is granted (on no more than 2 pages, including a cost breakdown). If the applicant is not interested in a Merit Award, this document should state only that no Merit Award will be claimed.

#### 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 project 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.