FWF Austrian Science Fund

In accordance with its <u>Funding Guidelines</u> (as amended), the FWF has issued the following Application Guidelines for

Digital Publications

effective as of November 1, 2024, version 2

Discovering
what
matters.

Contents

1 General Information

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

1.1 Program objective

The aim is to promote the publication of research projects[1] (hereinafter referred to as "applications") in the field of basic research. Basic research refers to research that is knowledge-oriented and whose value is primarily defined by its significance for the advancement of science and scholarship. The program's funding is intended to enable the publication of independent, non-profit, scholarly research findings from all academic disciplines in an appropriate form.

Digital publications such as apps, wiki-based publications, annotated scientific databases, web-based publications enriched with various media (e.g., audio, video, animation, etc.) have certain advantages over conventional books or texts in PDF format. They are easier to search, offer linking options and additional information, and can be expanded and updated at any time to reflect the current state of research.

In order to ensure broad international dissemination, these planned digital publications are also to be published in English (the costs of proofreading and editing, foreign-language editing, or translation are included in the grant amount). Digital publications may be published solely in German or another relevant language other than English only in exceptional cases (see section 2.2.1).

The sole standard applied in funding decisions is the state of the art in research at the international level. Only excellent scientific/scholarly publications that meet the current scientific standards of the respective discipline in terms of content and form and which can be expected to broaden scientific/scholarly knowledge significantly or to advance research in the field in question can be funded.

Aim of funding for open-access publication

By funding open access publications, the FWF aims to provide sustainable support for free access to scholarly publications on the internet in line with its Open Access Policy.

1.2 What types of publications can be funded?

In accordance with the aims of this program, funding is available for digital publications in any academic discipline.

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[1]   In the Digital Publications program, the term research projects refers to publication projects.

Applications are submitted independently of other FWF programs.

The FWF approves grants for digital publications only in cases where it would not be possible to publish the work in high quality without additional financial support.

Applicants are free to choose the form in which their work is published. Applicants should choose the form which is best suited for the dissemination of their research findings. Applications may be rejected if the review procedure reveals that a different form of publication would be more suitable.

Accelerated decision-making procedure for publications resulting from FWF projects

Applications for the funding of digital publications on the results of FWF-funded projects may be eligible for an accelerated decision-making procedure. To be eligible, the intended publication must be based on a project that has already successfully undergone FWF'S quality control procedure. In addition, the publisher must submit two positive, relevant reviews to the FWF that meet the FWF's decision-making requirements.

Applications with an accelerated decision may only be submitted if:
1) The intended publication is the result of a project funded by the FWF
2) The publisher has subjected the proposed publication to an international peer review process

The Application Guidelines for Digital Publications with accelerated Decision-Making Procedure apply.

1.3   What types of publications are not eligible?

Content-wise

- Editions without substantial indexing and systematisation or scientific commentary
- Scientific/academic journals
- Bibliographies
- Works of exclusively local interest, chronicles of municipalities or towns/cities
- Popular science publications
- Academic theses below doctoral level (such as diploma, master's or bachelor's theses)
- Dissertations where the applicant has not yet completed the doctoral qualification procedure and where the dissertation has not yet been revised

Formal aspects

- Publications which have already appeared.

1.4   Submission

There are no submission deadlines for this program; applications can be submitted at any time. Applications must be submitted online using the elane digital application portal.

Once the application has been submitted online, a PDF cover sheet will be generated. The application is not considered to be officially submitted until the FWF receives the signed original copy (see section 2.5).

1.4.1   Who is eligible to apply?

Eligible applicants are individual natural persons who conduct their research activities mainly in Austria or under the auspices of an Austrian research institution abroad. Even in the case of co-authorship, the application can only be submitted by one individual natural person per publication.

All persons who have made substantial contributions to the conception and writing of the application should be named on the form *Co-authors*. A brief description of the nature of each contribution should be included. Applicants must ensure that they obtain all necessary exploitation rights to the publication from the co-authors in order to be able to fulfil their obligations to the FWF under the grant agreement.

1.4.2   Applicants outside of Austria

Publications submitted by applicants who work outside of Austria are only funded if the work arises from an FWF-funded research project.

If the digital publication is a postdoctoral *venia docendi* thesis (*habilitation*) or revised doctoral thesis, the following applies: The FWF provides funding for the publication of revised doctoral theses and for postdoctoral *venia docendi* theses by researchers abroad up to three years after completion of the work in question; these grants are only available for theses written and approved under the auspices of an Austrian research institution. Researchers who hold professorships abroad are not eligible to apply for these FWF grants.

1.5   What are the requirements?

1.5.1   Confirmation from the digital medium provider on long-term availability

With the application for funding, the applicant must submit a signed confirmation from the provider of the digital medium in which the digital publication will be published that long-term availability of at least 6 years can be guaranteed.

1.5.2 Granting of rights

Ensuring open access and naming the licence

The applicant must ensure that the publication will be made available to users free of charge and without access restrictions (i.e., without registration). One of the following Creative Commons licence models must be used: Attribution (CC BY 4.0) or No Rights Reserved (CC0-Creative Commons).

The applicant is required to indicate the CC BY 4.0 or CC0 licence in a way that is visible to the users. The following wording shall be used:

- "This publication is licenced - unless otherwise indicated - under the terms of the Creative Commons Attribution 4.0 International (CC BY 4.0) licence (http://creativecommons.org/licenses/by/4.0/), which permits use, sharing, adaptation, distribution, and reproduction in any medium or format, as long as you give appropriate credit to the original author(s) and source, provide a link to the Creative Commons licence, and indicate any modifications," or

- "This publication is licensed - unless otherwise indicated - under the terms of the Creative Commons No Rights Reserved (CC0) International Licence (https://creativecommons.org/share-your-work/public-domain/cc0), which permits use, sharing, adaptation, distribution, and reproduction in any medium or format, freely and without restriction under copyright or database law."

The inclusion of the phrase "All rights reserved. This work is protected by copyright. Any use outside the narrow limits of copyright law is prohibited." or similar formulations as well as the use of licences restricting the CC BY or CC0 licence (if applicable) in the publication are not permitted and are legally invalid.

Safeguarding the rights of users to third party materials

If images or other third-party material are used in the publication, the following additional wording must be included in a way that is visible to the users:

- "The images or other third-party material in this publication are covered by the publication's Creative Commons licence, unless otherwise indicated in a reference to the material.

- If the material is not covered by the publication's Creative Commons licence and the intended use is not permitted by law or exceeds the permitted use, permission for use must be obtained directly from the copyright holder.

- Despite careful editing, all information in this publication is provided without guarantee; any liability on the part of the author or the media owner is excluded."

Acknowledgement of FWF funding

As a contractual partner of the FWF, the applicant must ensure that the FWF's support is acknowledged in the publication. The publication must include the notice **"Published with the support of the Austrian Science Fund (FWF): [Grant-DOI]"**, in the language of the publication, **and the FWF logo**.[2] If the publication is based on results arising from one or more FWF-funded research projects, the notice above shall be preceded by the information **"Research results from: Austrian Science Fund (FWF): [Grant-DOI(s)]".**

1.6   What types of funding can be requested?

Funding can be requested for digital publications which could not be implemented or published without additional financial support.

Funding is available for the following costs:
- Production of the digital publication,
- Proofreading and editing, foreign language editing, or translation.

Please note that funding is **not** available for the following costs:
- Authors' fees,
- Equipment purchases,
- Infrastructure costs,
- Costs of translations from English into any other language.

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

2   Application

2.1   Section of the application

A complete application must include the following sections:

2.1.1   Academic abstract

The academic abstract must be written in English, may not exceed 3,000 characters (including spaces, no formulas or special characters), and is used to inform potential reviewers about the project. The abstract must use the English headings provided below and be entered into the elane form provided for this purpose.

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2   Please click here for the FWF logo.

- Wider research context / theoretical framework
- Hypotheses / research questions / objectives
- Approach / Methods
- Level of originality / innovation
- Primary researchers involved

Where alternatives are indicated between slashes, please select the alternative that applies to your application.

2.1.2 Content section

The content section is limited to 12 consecutively numbered pages, including the table of contents (required), and where applicable, a list of abbreviations, headings, figures, captions, tables, footnotes, etc.

The content section must also include Annexes 1-4 on additional pages:
- Annex 1: Financial aspects (see Appendix A)
- Annex 2: Representative example of the data or demo version of the planned publication
- Annex 3: CVs and descriptions of previous research achievements (max. 3 pages)
- Annex 4: Confirmation from the medium provider on long-term availability

The application, including these annexes, must be uploaded as *one* file named *Proposal.pdf*. This document will be sent to the reviewers by the FWF.

2.1.3 Additional documents

- Where applicable:
  - Copies of all assessments for publications which serve as a basis for academic qualifications (e.g. revised doctoral theses, postdoctoral *venia docendi* theses)
  - Cover letter accompanying the application (optional)
  - List of max. 3 researchers (optional) - including, if applicable, reviewers of a rejected proposal - who are to be excluded from the review process (see section 3.2), with a brief justification
  - Additional documents in the case of resubmission: If the application is a revised version of a previously rejected application (see section 2.4), a response to the reviews and an overview of all changes made in the resubmitted application (Overview_revision) must be uploaded

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

2.1.4   Forms to be completed

The following forms are required: *Application* form, *Contact* form, *Cost breakdown* form, *Academic abstract* form, *Co-authors* form.

2.2   Application content and format

2.2.1   Language of application

To allow applications to be reviewed by international experts, applications must be submitted in English. If desired, a version in German or another language may be added as a supplement. Submission solely in German or another project-relevant language other than English is only permitted in exceptional cases. Such exceptions apply exclusively to applications from the fields of linguistic and literary studies which address only texts in German or languages other than English. In all such cases, it is absolutely necessary to consult FWF's program management prior to application and then submit an academic abstract of the application as well as a brief yet convincing statement (in digital form) explaining why submission in a language other than English is justified for substantive academic reasons. The final decision shall be made by the decision-making bodies of the FWF.

This regulation also applies to the **publication** of digital publications exclusively in German or in another relevant specialist language other than English. The above does not apply to sources.

2.2.2   Content section: Scope and formatting requirements

The content section may not exceed 12 pages. It must contain a table of contents with page numbers. Optional components such as a list of abbreviations or figures, captions, tables, footnotes, list of literature cited in the application *("References"),* etc. are to be included in the 12-page limit.

The continuous text of the content section and the Annexes 1-4 must be written without exception in 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 formatting requirements (font type and size, line spacing, and margins) of the content section also apply for the additional files, except for documents not prepared by the applicant.

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 left to the applicant, but must be implemented consistently

throughout the entire application. Where available, a [DOI address](#) (DOI = Digital Object Identifier) or another [Persistent Identifier](#) should be provided for the literature cited.

2.2.3   Content section

The content section is made up of the application for technical implementation of the digital publication, which may not exceed 12 pages including the table of contents and must contain the components described in [section 2.2.4](#) and annexes 1-4. The annexes are attached to the application for technical implementation in the order specified starting in [section 2.2.5](#) above. In addition to the basic information required in the forms (e.g. academic abstract, ethical aspects, sex and gender-relevant aspects), only the content section, including the annexes, is forwarded to the reviewers.

2.2.4   Components of the application for technical implementation of the digital publication

1) Presentation of content and technical options (language of publication, links to sources and research data, translation function for foreign language terminology, terminology links, additional tools, etc.). Use permanent URLs to link to sources. Long-term archiving should be considered for the linked sources.
2) References to any existing digital publications with appropriate content. Use permanent URLs to link.
3) Software/databases used and technical implementation.
4) Sustainable long-term archiving strategy.
5) Guarantee for the citability of the content.
6) Open usage rights must be secured by granting Creative Commons licences (CC-BY or CC-0).
7) Plan for sustainable funding for at least 6 years (**The FWF does not fund any further improvements or data maintenance for publications that have already received funding**).
8) Timetable (max. 3 years) for the implementation of the digital publication.

2.2.5   Annex 1: Financial aspects

Concise justifications for the funding requested (see also [Appendix A](#))

2.2.6 Annex 2: Representative example of the data or demo version of the planned publication

An example of the data and the planned presentation, or a demo version of the planned publication (if already available), which can be used by reviewers to get an idea of the data and content to be published.

2.2.7 Annex 3: CV and description of previous research achievements

The academic CV and research achievements of the applicant must be described on no more than 3 pages. Please note that according to the Agreement on Reforming Research Assessment, metrics such as journal impact factors, Article Influence Scores, h-index and the like may not be listed on academic CVs.

Academic CVs must be structured as follows:

- *Personal details*: Personal details (name, researcher unique identifier(s) such as ORCID, research ID, etc., no photos), address of research institution, and relevant websites. In addition, a publicly accessible link to the list of all published publications is required.

- *Education:* List of academic milestones.

- *Position(s)*: List of academically relevant positions (with the extent of employment in the case of part-time employment).

- *Career breaks* (if any): List of career breaks or delays.

- *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. This is intended to make it easier for the reviewers to assess the principal investigator's qualifications in term of academic age.

- *Research interests*: Description of the main areas of research and the most important research results achieved to date.

- *Academic publications*: List of no more than ten of the most important published or accepted academic publications (journal articles, monographs, edited volumes, contributions to edited volumes, proceedings, etc.); for each publication, either a DOI address or another persistent identifier should be indicated, if available.

- *Additional research achievements*: List of no more than ten of the most important research achievements apart from academic publications. Please note that research achievements should be presented individually (e.g., one project = one research achievement, two projects = two separate research achievements, etc.). Examples of such research

achievements include 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.

2.2.8 Annex 4: Confirmation from digital medium provider on long-term availability

Confirmation that a long-term availability of at least 6 years can be ensured (see section 1.5.1).

2.3 Eligible costs

Funding can be requested for publishing scientific publications in digital formats. The types of costs which may or may not be eligible for funding are specified in section 1.2, section 1.3, and section 1.6.

For digital publications, the FWF grants a **lump sum** of up to **€50,000** in funding for production costs.

2.4 Resubmitting a previously rejected application

A resubmission is defined as the revision of an application the FWF has previously rejected.

Resubmissions must show changes from the rejected application. If an application has been rejected for the reasons C3, C4, and 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.

When resubmitting an application, the following documents must be uploaded:

- An accompanying letter containing an overview of all changes made in the resubmitted application must be submitted to the FWF. This overview will not be passed on to the reviewers.

- A response to all reviews of the rejected application must be provided, even if one of the reviewers is to be excluded from reviewing the resubmitted application (see section 3.2) This response, consolidated in one document, will be forwarded to all reviewers reviewing the resubmission and should address the recommendations and criticisms included in the previous reviews as well as describe the resulting changes made.

While no deadlines for the resubmission of a rejected application apply, the respective application requirements do need to be taken into account. Resubmissions must be submitted as described in section 2.5, i.e. as a separate, new application and not as a supplementary application to the previously rejected proposal.

2.5   Submission, file formats, and file names

The application must be submitted online at https://elane.fwf.ac.at.

To submit the application online, applicants need to create an account at the address shown above. All the necessary forms must then be filled out online; additional documents such as the content section can be uploaded. For additional information, please see the elane user manual.

2.5.1   Required parts of the application

a) File
- *Proposal.pdf* (= content section incl. annexes 1-4, with PDF bookmarks for at least the major sections)

b) Forms
- *Application form*
- *Contact form*
- *Cost breakdown*
- *Academic abstract*
- *Co-authors*

2.5.2   File uploads, if applicable

- *Cover_Letter.pdf* (= accompanying letter)
- *Negative_list.pdf* (= list of reviewers who should be excluded)
- *Reviews.pdf* (= copies of all assessments for publications which serve as a basis for academic qualifications)
- *Overview_Revision.pdf* (= for resubmission, overview of all changes made in the resubmitted application)
- *Revision.pdf* (= for resubmission, response to all the reviewers of the previously rejected application)

It should be noted that any attachments in addition to the ones mentioned above will not be considered in further stages of the application process (such as letters of recommendation).

Once the application has been submitted, a PDF cover sheet will be generated automatically. The cover sheet also includes the declaration by the applicant.

This cover sheet has to be sent to the FWF by conventional mail with the **handwritten signature** of the applicant or by email (office@fwf.ac.at) with a scan of the signature using the applicant's **qualified electronic signature (ID Austria)**.

The application is not considered officially submitted until the FWF receives the signed cover sheet as specified above.

3   Processing and decision-making

3.1   Submission and requests for changes

All of the documents specified above must be uploaded in full to elane. Once an application has been officially submitted, the applicant can make no further changes to the application. All applications are checked for completeness and any formal errors by the FWF Office. The FWF's decision-making bodies reserve the right to return applications without review if they do not meet the FWF's formal requirements. The most common reasons why applications are returned without review are (a) ineligibility of the applicant (see section 1.4.1), (b) ineligible types of publications and publication formats (see section 1.3), and (c) that resubmissions have not been sufficiently revised (see section 2.4).

If the FWF Office identifies issues with the application that it considers to be rectifiable, it will notify the applicant, giving the opportunity to correct the problems within a reasonable period of time (generally 3 weeks). The requested changes are to be submitted to elane as a supplementary application. If the **requested changes** are not made and submitted as a supplementary application before the specified deadline, the decision-making bodies at the FWF will return the application without review.

Once the review process has begun, no more changes can be made to the application.

3.2   Excluding reviewers

A list of a maximum of three potential reviewers who should not be consulted to review the proposal due to a possible conflict of interest can be uploaded as an additional document. The applicant must give reasons why they wish to exclude these reviewers. If the reasons for exclusion are professionally and technically sound, the FWF will generally fulfil the applicant's request to exclude those reviewers from the review process. A detailed description of the FWF's policy on conflicts of interest can be found in the General Principles of the Decision-Making Procedure.

3.3   Number of reviews required

One expert opinion is usually obtained.

3.4 Decision-making process

For detailed information on the decision-making process, the criteria for selecting international reviewers, detailed rules concerning conflicts of interest, and the composition of juries and review panels, please see the General Principles of the Decision-Making Procedure.

The **review process** for Digital Publications usually takes about six months. More detailed information is available online on the FWF Dashboard.

When the review process it is completed, the FWF considers the reviews and decides whether the application should be funded. The applicant is informed in writing of the FWF's decision.

3.5 Reasons for rejection

The reasons for rejecting an application are assigned to one of five categories (C1–C5) and sent to applicants along with the reviews; the applicant is also sent anonymized copies of the reviews. A detailed description of the reasons for rejection can be found in the General Principles of the Decision-Making Procedure.

3.6 Review of resubmissions

If the application is a resubmission of a previously rejected proposal, the FWF will generally contact those reviewers who provided *constructive* criticism on the previous application. Reviewers who gave entirely positive or negative comments will not usually be contacted for a second review. However, please note that all resubmissions may also be evaluated by new reviewers.

3.7 Proposal bans

Applications that are rejected for reason C5 will be barred for 12 months (from the date of the official notification of the decision) and cannot be resubmitted during that period.

Applications that have been submitted three times and rejected for reasons C3 or C4 (i.e. the original application and two resubmissions) are also barred for 12 months (from the date of the official notification of the decision). Rejections for reasons C1 or C2 do not count towards this total. In principle, only topics are blocked and not applicants.

4 After approval

The FWF prepares a grant agreement for each application approved by the FWF. The grant agreement must be signed digitally using sproof.io. If the signatories not have their own digital signature (e.g. ID Austria), they can use services like Evrotrust (Apple, Android) to create a digital signature. An official photo ID (identity card or passport) is required. In addition, summaries in German and English must be sent to the FWF for public relations purposes[3].

The applicant is required to open a separate account ("publication grant account") at a bank of their choice. Payment will be made in three instalments to the publication grant account: Half of the approved funding amount can be requested in writing after the conclusion (signing) of the agreement and after a summary in German and English for public relations work has been sent; one fourth of the amount can be requested upon presentation and positive review by the FWF of a beta version; and the remainder can be requested once the digital publication has been completed.

Any suggestions or criticisms made by the reviewer must be (verifiably) taken into account when implementing the publication.

5 Compliance with legal requirements and standards of research integrity

5.1 Legal regulations

Please note that all individuals involved in the application are obligated to comply with all legal requirements, safety provisions, and any embargo regulations and sanctions (e.g., Federal Disability Equality Act, Federal Equal Treatment Act, Dual-Use Regulation [EU] 2021/821) 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).

5.2 Academic integrity

The Guidelines for Good Scientific Practice of the Austrian Agency for Research Integrity (ÖAWI) apply.

If there is reason to believe that an applicant has failed to comply with these standards, the FWF will carry out a plausibility check in accordance with its own procedure. Depending on

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[3]See: Specifications for the preparation of PR summaries

the circumstances, the FWF can arrange for the Austrian Agency for Research Integrity (ÖAWI) to carry out an investigation. 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.

6 Data protection and publication of application data and results

6.1 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 (*Forschungsorganisations-gesetz*, 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 Technologie-förderungsgesetz*, 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 as well as the contact details of the FWF's data protection officers is available here.

The FWF has the right to provide formal information on the procedure at the publisher's request. However, information on peer reviews conducted by the FWF is passed on only to the applicant.

6.2 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, a link to the open-access archived publication. Summaries must be submitted to the FWF when the grant agreement is returned. Information on writing PR texts can be found on the FWF website.

In presentations and the publication, applicants must comply with the relevant requirements on acknowledging the FWF as the funding institution.

7 Appendices to the Application Guidelines

7.1 Appendix A: Template: Financial aspects

Please describe the financial aspects **in English**, using the following structure, and append it to the application for technical implementation of the publication as Annex 1. Costs must be broken down and adequately justified for each point below.

Please note that in the event of approval, the funding amount will be paid out in three instalments as cashless payment transactions. The applicant is required to open a separate account ("publication grant account") at a bank of their choice. The account must be in the name of the applicant and must contain the FWF project number. It is not possible to settle service contracts via the university.

Information on the funding requested:

- Explain briefly why the personnel requested is needed;
- Explain briefly why the non-personnel costs applied for are justified (materials, and other costs).

7.2 Appendix B: Notes and questions for reviewers in the program – Digital Publications[4]

With the Digital Publications program, the FWF supports the publication of excellent scientific works in digital publication formats with a sum of up to €50,000. The funding includes the costs for production, as well as proofreading and editing, foreign language editing, or translation of the digital publication (see Financial aspects).

All FWF-funded publications must be made freely available in accordance with the FWF's Open Access Policy.

The FWF actively supports equal opportunities and equal treatment in all of its programs. The review of an application must not put applicants at a disadvantage for non-research-related reasons such as age, gender, etc. For example, instead of considering the applicant's actual age, the review process should focus on the how the length of the individual's research career corresponds to their research achievements to date.

Our commitment to equal opportunities also means taking into consideration breaks or delays in applicants' research careers (e.g., due to parental leave; long-term or chronic illness; disability; caring responsibilities; etc.), which may have led to publication gaps, atypical career paths, or limited international research experience. Please also see our information for reviewers on unconscious bias in the decision-making process.

Only the ten most important academic publications and the ten most important additional research achievements of the applicant are to be considered when evaluating the application. As a signatory to the Agreement on Reforming Research Assessment, the FWF also emphasizes that, in assessing research performance, reviewers should refrain from using journal-based metrics such as journal impact factors, Article Influence Scores, or the h-index.

Please review the current proposal[5] based on the following seven assessment criteria:
1) Scientific/scholarly quality of content
2) Quality of planned technical realisation
3) Suitability of the chosen form of publication
4) Applicants' qualifications
5) Appropriateness of budgeted costs
6) Ethics and sex-specific, and gender-related aspects
7) Overall evaluation

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[4] Further information can be found on the FWF website: FWF's mission statement and values or the Application Guidelines for Digital Publications.

[5] The proposal must meet the FWF's formal requirements, and we ask you to please bear these in mind when writing your review. (Key formal requirements: 12 pages max. for the application of the technical implementation of the digital publication including figures and tables; 3 pages max. for the academic CV, including a description of previous research achievements and the ten most important publications. For further information, see Application Guidelines for Digital Publications.)

For each of these criteria except 6) we ask you for both written comments and a rating on a scale from "outstanding" to "poor". Please be aware, however, that the FWF's funding decision will be based primarily on reviewers' written assessments rather than the ratings assigned.

Section 1: Remarks for the applicant

1) Scientific/scholarly quality of content

Is the data intended for publication highly relevant? Do the planned texts and annotations fulfil the scientific standards?

2) Quality of planned technical realisation

Is the technical realisation as described suitable for this type of publication? Have usability, citability, sustained archiving, and updating been considered sufficiently? Is there a reference to similar existing databases and is this helpful?

3) Suitability of the chosen form of publication

Is the chosen form of publication suitable? The selection of an unsuitable publication form may lead to rejection of the application.

4) Applicants' qualifications

Are the applicant and, if applicable, the team qualified to carry out the proposed publication?

5) Appropriateness of budgeted costs

Is the funding requested appropriate for producing the digital publication?

6) Ethics and gender aspects

- *Ethics*: Have ethical considerations been addressed satisfactorily?
- *Gender*: Have sex-specific and/or gender-related aspects been addressed satisfactorily?

7) Overall evaluation

What is your overall impression of the proposal? Specifically, what would you consider its key strengths and weaknesses? Please give reasons for your answers, taking as much space as you need.

Section 2: Confidential remarks to FWF

Please use this space to make any comments that you do not wish to be conveyed to the applicant(s). Feel free to also give us feedback about the evaluation process and your interactions with us.