

In accordance with its [Funding guidelines](#) dated 1 January 2022 (as amended), the FWF has issued the following Application Guidelines for Digital Publications

# Accelerated Decision-Making Procedure

effective as of October 1, 2023, version 2

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## 1 General information on the accelerated decision-making procedure

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

Applications for funding of scientific/scholarly Digital Publications publishing 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 (see [section 3](#), [section 3.4](#) and [General principles of the decision-making procedure](#)).

Applications with an accelerated decision may only be submitted if

- 1) The publication is the result of a project funded by the FWF
- 2) The publisher has subjected the application of the proposed digital publication to an international peer review process

Please note that the application requirements specified in section 1 of the [Application Guidelines for Digital Publications](#) apply.

## 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 German or English, may not exceed 3,000 characters (including spaces, no formulas or special characters), must use the headings provided below and be entered into the elane form provided for this purpose.

- 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

Please upload the content section (including annexes 1 to 4) with the components listed in section 2.1. of the [Application Guidelines for Digital Publications](#).

## 2.1.3 Additional documents

- Required:
  - two non-anonymised reviews on the entire publication commissioned by the publisher. In order to protect the reviewers' anonymity, publishers can send these reviews by email, stating the name of the applicant, directly to [wissVeroeff@fwf.ac.at](mailto:wissVeroeff@fwf.ac.at).
- Where applicable:
  - Cover letter accompanying the application (optional)

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

## 2.1.4 Forms to be completed

- 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

The application can be submitted in German or English.

### 2.2.2 Content section: Scope and formatting requirements

The guidelines under the sections 2.2.2 to 2.2.8 of the [Application Guidelines for Digital Publications](#) apply.

## 2.3 Eligible costs

Costs are applied for as specified in section 2.3 of the [Application Guidelines for Digital Publications](#).

## 2.4 Submission, file formats, and file names

Applications are submitted online at <https://elane.fwf.ac.at> (see also section 2.5 of the [Application Guidelines for Digital Publications](#)).

### 2.4.1 Mandatory components of the application

#### a) Files

- *Certification.pdf* (= Declaration of commitment from the publisher - only for Book Publications)
- *Proposal.pdf* (= content part incl. annexes 1-4)
- *Review\_1\_NN.pdf*; *Review\_2\_NN.pdf* (= reviews commissioned by the publisher). In order to protect the reviewers' anonymity, these reviews can also be sent by email, stating the name of the applicant, to [wissVeroeff@fwf.ac.at](mailto:wissVeroeff@fwf.ac.at).

#### b) Forms

- *Application form*
- *Contact form*
- *Cost breakdown*
- *Academic abstract*
- *Co-authors*

### 2.4.2 File uploads, if applicable

- *Cover\_letter.pdf* (= accompanying letter)

## 3 Processing and decision-making

### 3.1 Submission and requests for changes

Please see section 3 of the [Application Guidelines for Digital Publications](#) for instructions on submitting your application.

### 3.2 Excluding reviewers

The process for excluding reviewers is not relevant for this program.

### 3.3 Number of reviews required

The publisher is required to submit two reviews that meet the FWF's requirements. Please note that the publisher may only consult reviewers who meet the requirements of the [General Principles of the Decision-Making Procedure](#). Reviews by series editors and members of the editorial board cannot be used. The FWF will also confirm whether the reviews are positive.

### 3.4 Decision-making process

Upon receipt, the FWF checks all applications for completeness and any formal errors.

Particular emphasis is placed on eligibility to apply, the validity of the reviews, and compliance with the rules on conflicts of interest with reviewers.

The decision is made based on the submitted documents. The applicant will be informed of the FWF's decision in writing.

Applications that do not meet the FWF's requirements cannot be rejected, only returned without review. For this reason, the points mentioned in section 3 of the application guidelines – Reasons for rejection, Review of resubmissions, Proposal bans – do not apply to applications for an accelerated decision.

## 4 After approval

The FWF issues a funding agreement.

The applicant must then sign the grant agreement digitally using [sproof.io](#). If the signatories not have their own digital signature (e.g. ID Austria), they can use services like [EvoTrust](#) (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<sup>1</sup>.

Payment for digital publications is made as described in section 4 of [Application Guidelines for Digital Publications](#).

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<sup>1</sup> Please see: [Specifications for Preparing PR Summaries](#)

## **5 Compliance with legal requirements and standards of research integrity**

The regulations specified in section 5 of the [Application Guidelines for Digital Publications](#) apply.

## **6 Data protection and publication of application data and results**

The regulations specified in section 6 of the [Application Guidelines for Digital Publications](#) apply.