FWF Österreichischer Wissenschaftsfonds

Checklist for a complete application (PEEK)

The complete application must be submitted in English, using the online application portal elane. To make sure you have completed your application correctly, please consult the Application Guidelines.

I. *Elane:* Forms

Required forms:

- *Research institution assignment*
- *Contact*
- *Application*
- *Cost breakdown*
- *Arts-based research abstract* (no more than 3,000 characters) – Pursuant to section 2.1.1 of the Application Guidelines1
- *Co-authors*

Where applicable

- *Associated research partner*: One form per associated research-partner
- *Other cooperation*: To be completed for all national and international cooperation partners listed in the project description; one form for each cooperation partner.

II. *Elane*: Files to upload

Required upload (in *one* file)

- ***Proposal.pdf*** - This PDF file must include the project description as well as Annex 1–3 and, if applicable, Annex 4. Formatting requirements apply to the project description and Annexes 1–3 (font size 11 pt. with 15–20 pt. line spacing and margins of at least 2 cm).

The project description (no more than 20 pages) must contain the following sections:

- Table of contents
- State of the art of relevant international arts-based 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 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 (one form for each associated research partner).
  - National and/or international cooperation partners (if applicable): Please specify the intended cooperation partners and the subject of the intended collaboration(s) or the planned contribution to the project. **All** national and/or international cooperation partners that were named as essential must be listed on the ***Other cooperation* form** (one form must be completed for each cooperation partner).
  - Arts-based research-related 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 a separate section. These questions should be addressed briefly in the text even if the applicant believes the project does not raise any ethical issues.
  - A separate section must describe any potential sex-specific and gender-related aspects of 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**: Please use the template provided in the Application Guidelines (Appendix A). The information provided must be presented plausibly and understandably for the FWF and the reviewers. Implausible information may lead to reductions in the funding amount. The list and justification for the requested funding must correspond with the costs indicated in the *Cost breakdown* form.
  a) Details on the applicant's research institution 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
  b) Information on the funding requested:
     - Explain briefly why the personnel requested is needed for the project (number and type of requested positions, 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 given research environment – see section 2.3.2 of the Application Guidelines
     - Please list and provide justifications for the following:
       - Personnel costs

    - Equipment costs
    - Material costs
    - Travel costs
    - Other cost (including independent contractor agreements)

- Annex 3: **Arts-based CVs** and description of previous artistic, scientific, scholarly, or arts-based research achievements for the principal investigator and of up to three other key project participants (no more than 3 pages per person).

- Annex 4 (optional): **Collaboration letters** (each no more than 1 page) from national and international cooperation partners named in the project description as being essential for the implementation of the project and whose role is plausibly described.

III. Additional documents:

Required uploads:

- ***Publication_lists.pdf*****:** A list of all artistic, scientific, scholarly, and/or arts-based publications and works over the last five calendar years (categorized into “quality-assured publications” and “other publications”) by all project participants for whom a CV has been submitted, as well as for all project staff members for whom personnel costs are requested, in one PDF file; this publication list helps the FWF to determine if there are any potential conflicts of interest with reviewers. It will not be forwarded to the reviewers.

Where applicable:

- ***Cover_Letter.pdf*** – Accompanying cover letter
- ***Negative_list.pdf*** – List of up to 3 researchers – including, if applicable, reviewers of a rejected proposal – who are to be excluded from the review process, with a brief justification

- If the application is a continuation of an FWF-funded project:
    - ***Follow.pdf*** – Results or Final Project Report of the previous project, no more than 6 pages

- If the application is a revision of a previously rejected application (resubmission):
    - ***Overview_revision.pdf*** – Overview of all changes made in the resubmitted application (for FWF internal use only)

    - ***Revision.pdf*** – Response to all reviews of the previously rejected application, even if one of the reviewers of the rejected application is to be excluded from reviewing the resubmission. A limit of 3 pages per review must be observed, whereby the FWF only checks the maximum number of pages if 2 or more reviews are submitted (e.g., 2

reviews = 6 pages, 3 reviews = 9 pages) and in these cases the number of pages per review does not necessarily have to be observed.