

Checklist for a Complete Application (Specialized Research Groups – Pre-Proposal)

The complete application must be submitted in English by **September 16, 2025 (2:00 pm local time, Vienna)**, using the FWF's online application portal [elane](#). The application is not considered officially submitted until it has been approved for submission by the lead research institution in [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* (to be completed by the coordinator)
- *Program-specific data – coordinator*
- *Program-specific data – consortium member* (this form must be completed individually for each of the up to eleven consortium members in addition to the coordinator's form; if multiple research institutions are involved, the percentual distribution of funding per research institution must be entered here)
- *Cost breakdown*
- *Academic abstract* (up to 3,000 characters and pursuant to the [Application Guidelines](#), section 2.1.1)
- *Co-authors*

Where applicable

- *Other cooperation* (for national and international cooperation partners)

II. elane: File uploads

Required upload (in *one* file)

- **Proposal.pdf** – This PDF file must include the project description, Annexes 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 include the following components:

- Table of contents
- State of research, research project, methodology, objectives, and hypotheses in an international context
- Level of originality or (arts-based) scientific innovation
- Expertise of the research team
- Collaboration within the project and, if applicable, with cooperation partners; added value of the collaboration
- 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. If, in the opinion of the consortium member, the project does not raise such issues, justification should be provided.
- Any potential sex-specific and gender-related aspects of the proposed project 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 addressed briefly, even if the consortium members do not feel that the project involves any such components.
- If consortium members in Germany are involved in the application (see [Application Guidelines](#), section 1.3.1.1), the project parts being carried out in Germany must be described in the application in detail. This description must clearly indicate which research work is being carried out in Germany and how the cooperation between the Austrian and German parts of the project will be implemented.
- 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 lead research institution and the partner research institution(s) where applicable:
 - Existing personnel (not financed by the FWF, usually the consortium members 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.

Please list and provide justifications for the following:

- Personnel costs
 - Equipment costs
 - Material costs
 - Travel costs
 - Other costs (including independent contractor agreements)
- Annex 3: **Academic or arts-based research CVs** and description of previous research achievements for all consortium members involved in the application (no more than 3 pages per person)
 - Annex 4 (optional): **Collaboration letters** (no more than 1 page each) from national and international collaboration partners that the project description clearly identifies as essential for the project.

III. Additional documents

Required uploads:

- **PI_publication.pdf** – Two publications or artistic works by each consortium member must be named, documenting fulfillment of the general application requirements (see template [PI_publication](#)). The FWF will determine eligibility to apply based on these publications.
- **Publication_lists.pdf** – List of all academic publications or artistic works published in the last 5 years (categorized into “quality-assured publications” and “other publications”) for all consortium members and postdocs who are funded by the project, in *one* PDF document

Where applicable:

- **Total-costs.xlsx** – Excel spreadsheet of all requested funding, required if consortium members in Germany are involved in the proposal – DFG project parts, see [Application Guidelines](#), section 1.3.1.1
- **Program-specific-data consortium-member DFG.pdf** – This form must be completed and uploaded for each of the up to two consortium members in Germany, see [Application Guidelines](#), section 1.3.1.1
- **Cover_letter.pdf** (optional) – Cover letter accompanying the application
- **Negative_list.pdf** (optional) – List with names of reviewers who are to be excluded from the review of the application (up to 3 names, including a brief justification)

- If the application is a continuation of an FWF-funded project:
 - **Follow.pdf** – Results or Final Project Report on 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