

Checklist for a complete application (Top Citizen Science)

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

Verpflichtend auszufüllen

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

To be filled if necessary

- Form for *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.
Elane: hochzuladende Dateien

II. Elane: Files to upload

- **Summary_main.pdf** (Informationen zum Basisprojekt)
- **Proposal.pdf** - this PDF file must contain the project description as well as Annex 1-3 and, if applicable, Annex 4. 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 10 pages) must contain the following sections:

- 1) Table of contents
- 2) Citizen Science aspects

- Description of clearly defined aims and hypotheses or research question(s) of the TCS project
 - Additionality of the TCS Extension Project
 - Description of the relevance to international research in the field (international state of research)
 - Description of the methods, use of technologies, description of the planned methods of participation
 - Description of the planned cooperation arrangements (national and/or international)
 - Presentation of the work plan and timeline
 - Description of all potentially ethical, safety-related, or regulatory aspects. Important: this aspect should be addressed briefly in the text even if the applicant believes the project does not raise any ethical issues.
 - Description of all potentially sex-specific and gender-related aspects. Important: this aspect should be addressed briefly in the text even if the applicant believes the project does not raise any sex-specific and gender-related issues.
- 3) Interactions with citizens, planned handling of data
- Definition and selection of target groups addressed
 - Description of the communication plan
 - Benefits of the project for the citizens
 - Data quality assurance
 - Data protection/privacy issues
- 4) Research team
- Are the participating researchers qualified to carry out the project?
 - Description of the research-related qualifications of the researchers involved
 - Description of the planned cooperation arrangements (national and/or international)
- 5) Expected far-reaching effects
- Dissemination of research results
 - Description of potential effects on other research disciplines
- 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 research institution of the applicant and – if applicable – of associated research partners
 - Existing personnel (not financed by the FWF, usually the principle investigator and research personnel at the research site(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 contracts for work and services)
- Annex 3: **Academic CVs** and description of previous research achievements for the principal investigator as well as a maximum of 3 other project participants (no more than three pages per person).
- Annex 4 (optional): **Collaboration letters** (no more than 1 page per letter) from national and international collaboration partners, which are comprehensibly listed in the project description as being essential for the implementation of the project.

III. Additional documents:

Mandatory to be uploaded:

Publication_lists.pdf: A list of all research publications over the last five years (categorized as “quality-assured publications” and “other publications”) of all participants for whom a CV has been submitted, as well as for all project staff members for whom personnel costs are requested, is to be uploaded in **one** PDF document as *publication_lists.pdf*.

Files to be uploaded if necessary:

- ***Cover_letter.pdf*** – Letter accompanying the application
- ***Letter_of_support.pdf*** – If the applicant is a staff member of the existing basis project, a declaration of support from the principal investigator of the basis project
- ***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.