

In accordance with its Funding Guidelines dated January 1, 2022 (as amended), the FWF has issued the following Application Guidelines for the program

Science Communication

February 5, 2024,

Contents

1	General Information.....	4
1.1	Program objective.....	4
1.2	Submission.....	4
1.3	Who is eligible to apply?	4
1.3.1	Can multiple applications be submitted simultaneously?.....	5
1.4	What types of projects can be funded?	5
1.5	What requirements must be met to apply?.....	5
1.6	What types of funding can be requested?.....	6
2	Application	7
2.1	Sections of the application.....	7
2.1.1	Abstract.....	7
2.1.2	Brief information on the existing FWF basis project (max. 2 pages).....	7
2.1.3	Project description	7
2.1.4	Additional documents	8
2.1.5	Forms to be completed.....	8
2.2	Application content and form	9
2.2.1	Application language	9
2.2.2	Project description: Scope and formatting requirements	9
2.2.3	Project description and annexes.....	9
2.2.4	Publication list.....	11
2.3	What project-specific costs can be funded?.....	12
2.3.1	Personnel costs	12
2.3.2	Equipment costs.....	13
2.3.3	Material costs	14
2.3.4	Travel costs	14
2.3.5	Costs as part of national and international collaborations	15
2.3.6	Other eligible costs.....	15
2.3.7	General project costs.....	16
2.3.8	Publication costs.....	16
2.4	Resubmitting a previously rejected application	16
2.5	File formats, file names, and online forms.....	17
2.5.1	All applications must include the following parts:	17
2.5.2	File uploads, if applicable.....	17
3	Processing and Decision on the Application	18

3.1	Submission and requests for changes	18
3.2	Excluding reviewers.....	18
3.3	Number of reviews required.....	18
3.4	Decision-making process.....	18
3.5	Grounds for rejection	19
3.6	Reviewing resubmissions	19
3.7	Proposal bans.....	19
4	Compliance with Legal Requirements and Standards of Research Integrity ...	20
4.1	Legal regulations	20
4.2	Academic integrity	20
5	Data Protection and Publication of Project Data and Results	20
5.1	Data protection	20
5.2	Publication of project data and results	21
6	Appendices to the Application Guidelines	22
6.1	Appendix A: Information on the research institution and description of financial aspects.....	22
6.2	Appendix B: Notes and questions for reviewers in the Science Communication program.....	23

Please note: Explanations of the terms used in the Application Guidelines can be found in the [Definition of Terms](#) (PROFI mode).

1 General Information

1.1 Program objective

The Science Communication program provides funding for outstanding science dissemination initiatives aimed at communicating research findings from FWF-funded projects to the public. Target groups are primarily the general public, schools, the media, and policy makers, but also the scientific community itself. The program is intended to help communicate research findings and their significance in and for society as effectively as possible, and to raise public awareness long term.

Projects are headed by an individual researcher (hereinafter referred to as the applicant or principal investigator).

1.2 Submission

The deadline for submission (i.e. approval of the application for submission by the research institution) is **May 6, 2024 (2:00 pm local time Vienna)**. All proposals must be submitted online using the [elane](#) digital application portal. Project funding is administered through the research institutions ([PROFI](#)); this means the application must be approved for submission by both the applicant and the respective research institution (= lead research institution).¹ All forms required for the application must be completed online; other required documents such as the project description, including annexes and any additional documents, must be uploaded in full before the application can be approved for submission by the research institution. For additional information, please see the [elane user manual](#).

1.3 Who is eligible to apply?

All Austrian **research institutions** at which FWF projects are already being funded are eligible to apply,² because an approved FWF project³ is required to serve as a basis project for a Science Communication extension project. The Science Communication extension project must be carried out in Austria or under the auspices of the applying Austrian research institution. Applications are submitted by the research institution where the project is to be carried out.

The research institution appoints a principal investigator (PI) to carry out the project. This person must either be leading or have led an FWF-funded project or have an FWF-funded

¹ Approval for submission by the research institution may be waived by the research institution if it has authorized the applicant to approve it themselves.

² Research institutions must be [registered](#) in the FWF's research institution portal.

³ Projects funded under the programs Clusters of Excellence, Erwin Schrödinger, Book Publications, Digital Publications, Academic Journals, Top Citizen Science, or Science Communication are not eligible as basis projects.

position as a project staff member in the existing basis project. The principal investigator must also have the appropriate qualifications and sufficient time resources to carry out the proposed research. The research institution must provide the necessary infrastructure.

If the applicant is a staff member of the existing basis project, a declaration of support from the principal investigator of the basis project must be provided. This declaration should state that the application is the only Science Communication application for the FWF basis project.

If the Science Communication extension project is based on international research projects that are being or have been carried out in different countries (e.g. projects within the framework of a D-A-CH agreement), only the principal investigator in Austria is eligible to apply.

1.3.1 Can multiple applications be submitted simultaneously?

There is no limit to the number of applications that can be submitted by a research institution.

Only one Science Communication extension project may be applied for per existing FWF basis project. Likewise, only one Science Communication application may be submitted per person. In the case of collaborative programs, either the coordinator or another consortium member may apply. In Special Research Areas, all consortium members can submit a proposal for a Science Communication extension project. This means that if the basis project is part of a Special Research Area, there can be more than one Science Communication extension project.

Science Communication extension projects do not count towards the number of possible applications or projects that a principal investigator can lead pursuant to the [Application and project number limit](#).

1.4 What types of projects can be funded?

The program is open for planned research in the field of science communication in Austria. The content of the communication project must be directly related to the FWF basis project. This must be clearly presented in the Science Communication application. If there are several eligible FWF projects, one must be named in the application as the FWF basis project; the other projects can be referenced.

Science Communication projects have a **maximum duration of two years**.

1.5 What requirements must be met to apply?

The prerequisite is an existing, approved FWF project that was completed not more than three years before a decision is made on the extension project being applied for.

Quality assessment of the submitted Science Communication extension projects with regard to the expected additional findings in the field of communication studies and other effects such as social impacts, etc. is carried out as part of a review process conducted by the FWF.

1.6 What types of funding can be requested?

The maximum amount of funding that can be requested is €100,000 per application (including the 5% general project costs).

Project-specific costs are eligible for funding. These include personnel and non-personnel costs that are needed to carry out the project and that are not included in the infrastructure provided by the lead research institution. The FWF does not finance the infrastructure or basic equipment of research institutions.

Universities, larger research institutions, and museums generally have an infrastructure in place for public relations and science communication. This infrastructure should be the primary source for the realization of the Science Communication idea. Funding for support from external providers (such as commissioning specific skills not available at the university, research institution, or museum) can be requested, but must be justified.

In addition, funding may be requested for project-specific work at associated research institution(s) where associated research partner(s) work. Associated research partners are researchers working on a project-specific basis at other Austrian research institutions (associated research institutions) and who are making a significant scientific/scholarly contribution to the project. The *Associated research partner* form must be completed for these researchers, if applicable. Funds are disbursed from the lead research institution to the associated research institution(s).⁴ Associated research institutions report directly to the FWF to account for funds used at their institution.

The financing of non-cash and cash prizes is generally permissible if it is deemed necessary for the communication activities or the project itself. It is up to the Science Communication reviewers to assess whether or not this is necessary (see [section 3](#)). In the event of approval, the FWF advises applicants to seek external legal advice on the organization of the competition (in particular with regard to tax treatment). The principal investigator must include documentation of the specific use of the prizes (names of the prize winners and description of prizes) with the statement of costs.

For information on applying for personnel costs for the principal investigator's own salary, please see [section 2.3.1.1](#).

Please note that exaggerated cost projections may be grounds for rejection, even if a proposal is otherwise excellent.

⁴ Associated research institutions must be [registered](#) in the FWF's research institution portal. Once a proposal has been approved, the lead research institution must enter into a collaboration agreement with the associated research institution.

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

2 Application

2.1 Sections of the application

A complete application must include the following sections:

2.1.1 Abstract

The 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.

- Aims
- Target group
- Communication concept
- Expected impact on the target group
- Level of originality / innovation
- Primary researchers involved

2.1.2 Brief information on the existing FWF basis project (max. 2 pages)

Page 1: Weblink to the existing FWF basis project, project ID number, project content, objectives, duration, collaboration partners, and funding amount

Page 2: Status quo of the research work

2.1.3 Project description

Project descriptions are limited to 10 consecutively numbered pages, including the table of contents (required), and where applicable, a list of abbreviations, headings, figures, captions, tables, footnotes, etc.

The project description must also include the following annexes on additional pages:

- Annex 1: List of literature cited in the application (*References*) on no more than 5 pages
- Annex 2: Details of the lead research institution and any associated research institutions and a plausible justification of the funding requested
- Annex 3: CVs and descriptions of previous research achievements (see [section 2.2.3](#), Annex 3)

- Annex 4 (optional): Collaboration letters from national and international cooperation partners (max. 1 page per letter)

The entire project description, including these annexes, must be uploaded as one file entitled *Proposal.pdf*. The FWF will send this document to the reviewers.

2.1.4 Additional documents

- Required:
 - Publication lists for internal FWF use to assess eligibility to apply and to check for conflicts of interest with potential reviewers
- Where applicable:
 - If the applicant is a staff member of the existing basis project, a declaration of support from the principal investigator of the basis project
 - Results or final project report: If the Science Communication project submitted is the continuation of a thematically related Science Communication project (follow-up application), a report on previous results or a final project report and a list of publications resulting from the project must be uploaded in the language of the application (max. 6 pages)
 - 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 must be uploaded.
 - Cover letter accompanying the application (optional)
 - List of up to 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

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

2.1.5 Forms to be completed

- Required: *Research institution assignment form*, *Contact form*, *Application form*, *Cost breakdown form*, *Abstract form*, and *Co-authors form*
- Where applicable: *Associated research partner form*, *Other cooperation form*

2.2 Application content and form

2.2.1 Application language

To allow applications to be reviewed by international peers, applications must be submitted in English. If desired, a version in German or another specialist language may be added as a supplement. Submission solely in German or another specialist language other than English is only permitted in exceptional cases. Such exceptions apply exclusively to applications from the fields of linguistic and literary studies involving only texts in German or languages other than English. In all such cases, it is absolutely necessary to consult the project officers in the respective FWF [specialist department](#) prior to application. An academic abstract for the project as well as a brief yet convincing statement explaining why submission in a language other than English is justified for substantive academic reasons will be required. The final decision shall be made by the relevant decision-making bodies of the FWF.

2.2.2 Project description: Scope and formatting requirements

The project description may not exceed 10 pages. It must contain a table of contents with page numbers. Optional components such as a list of abbreviations or figures, captions, tables, footnotes, etc. are to be included in the 10-page limit.

The continuous text in the project description, Annexes 1–3, the publication lists, and the additional documents specified in [section 2.1.4](#) where applicable, 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 form requirements (font type and size, line spacing, and margins) of the project description also apply for the additional documents, except for documents not prepared by the applicant, such as collaboration letters.

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 up to the applicant, but must be implemented consistently throughout the application. If available, a [DOI address](#) (DOI = Digital Object Identifier) or another [persistent identifier](#) should be provided for the literature cited.

2.2.3 Project description and annexes

The project description may not exceed 10 pages and must include a table of contents as well as the following sections, each designated by headings:

- 1) Table of contents
- 2) Quality aspects: Communication
- 3) Quality aspects: Target groups

4) Quality aspects: Team

5) Additional aspects: Ethical, safety-related, or regulatory aspects⁵, sex-specific and gender-related aspects⁶

Specific questions relating to points 2) to 4) apply; these should be addressed in the project description. These questions for reviewers are listed in [Appendix B](#).

Annex 1: List of literature cited in the application (*References*) on no more than 5 pages

Annex 2: Financial aspects

The template for the description of projected costs can be found in [Appendix A](#).

- Information on the lead research institution or the project environment (museum, science center, etc.) and the research institutions of associated research partners, where applicable
 - Existing project participants (not financed by FWF project funds – usually the PI and academic project staff at the research institutions)
 - Available infrastructure
- Information on the funding requested
 - Explanation of why the personnel requested is needed (type(s) of requested position(s), job descriptions, extent of employment, and duration of involvement in the project)
 - Concise justifications for non-personnel costs (equipment, materials, travel expenses, 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](#)).

Annex 3: CVs and description of previous research achievements

The academic CVs and research achievements (for the principal investigator as well as a maximum of three other key project participants) should be described on no more than 3 pages per person, as specified below.

Required contents for academic CVs:

⁵ For instance, the European Commission's [Ethics for Researchers](#) or [The European Code of Conduct for Research Integrity](#) can serve as a guide here.

⁶ Positioning and thoughts on the research approaches in the project in terms of sex-specific and gender-related aspects could include: Is the research approach likely to produce sex-specific and gender-related findings? If so, what findings? How and where are these integrated into the research approach? (For information on determining the relevance of sex-specific and gender-related issues, please see the [FWF website](#).)

- *Personal details*: Personal data (name, researcher unique identifier(s) such as ORCID, research ID, etc., no photos), address of research institution, and relevant websites
Please also provide a publicly accessible link to a list of all the researcher's publications.
- *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): Indication of interruptions or delays in academic career
- *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 researcher's qualifications in terms 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. Pursuant to the [Agreement on Reforming Research Assessment](#), journal-based metrics such as journal impact factors, Article Influence Scores, or the h-index should not be included.
- *Additional research achievements*: List of no more than ten of the most important research achievements apart from academic publications, including achievements such as 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.

Annex 4 (optional): Collaboration letters

Collaboration letters (each no more than 1 page) from national and international collaboration partners who are named in the project description as being essential for the implementation of the project and whose role is plausibly described

2.2.4 Publication list

The following file is required:

- *Publications_list.pdf*: A list of all research publications over the last five years⁷ (categorized into “quality-assured publications” and “other publications”) by all 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.

2.3 What project-specific costs can be funded?

When requesting funding, the regulations of the respective research institution and the FWF guidelines apply. The requested funds must be summarized in the *Cost breakdown* form.

Funding may only be requested for the cost categories specified below.

2.3.1 Personnel costs

Funding may only be requested for staff needed in addition to existing personnel resources for the realization of the project and only to the extent required for the project.

Full- or part-time employment contracts (*Dienstverträge*, DV) and contracts for marginal employment (*geringfügige Beschäftigung*, GB) are available for project staff. The [FWF's standard personnel costs](#) apply.

A part-time employment contract of 75% (30 hours/week) may be requested for doctoral students. A part-time (50%) employment contract of 20 hours/week for student employees may be requested for researchers who have not yet completed a graduate degree program in the relevant subject area.

When requesting funding for [PROFI \(project funding via research institutions\)](#) -eligible standard personnel costs, a fixed percentual increase must be included for the subsequent year to compensate for wage raises (see [Standard personnel costs and salaries for PROFIs projects 2023](#)).

2.3.1.1 Grant-salaried principal investigators

The FWF understands “grant-salaried” to mean that the principal investigator’s salary is financed by the funds of the research project.

⁷ Publication lists must include: all authors, complete titles, journal, year, and page numbers. For each publication, if available, either a DOI address or another persistent identifier should be indicated; for publications with more than 20 authors, an “et al.” citation may be used.

Applying for funding (including partial funding) of one's own position is possible for every principal investigator, regardless of whether they are in fixed-term or long-term employment at the time of application. The senior postdoc salary rate⁸ applies for the principal investigator's own position (pro-rated accordingly in the case of partial funding).

Women principal investigators whose own position is funded to the extent of at least 50% have the additional option of applying for up to €2,000 per year in the category of "Other costs" for personal coaching and further training measures that directly contribute to their career development. Coaching is understood to mean person-centered counselling and support processes in a professional context. Continuing education activities eligible for funding include courses on scientific – in particular, subject-specific – skills (e.g., courses on methodological skills) and personnel development measures such as those offered at some research institutions (e.g., in teaching, academic writing, writing funding applications, especially in English, personnel management and project management, conflict- and problem-solving skills, academic organization, and vocational training and other seminars directly related to career development, e.g., programs for the advancement of women).

2.3.2 Equipment costs

Funding for equipment may only be requested if it is specifically required for the project and if it is not part of the existing infrastructure of the participating research institution(s). "Infrastructure" is defined to include all equipment (and components thereof) that a modern research institution needs to conduct basic research in the relevant discipline at an internationally competitive level. This means that equipment such as computers (laptops, etc.) is considered part of the standard infrastructure and no funding will be approved for these items.

Equipment eligible for funding includes:

- Scientific instruments
- System components
- Self-constructed devices (generally assembled from smaller pieces of equipment and materials)
- Other durable goods
- Intangible assets such as concessions, industrial property rights, and licenses derived from such rights

Equipment with an acquisition value in excess of €250,000 can only be financed through depreciation. Only the percentage of costs that are incurred during the project period can be requested and financed. The depreciation rules of the research institution acquiring the equipment apply.

⁸ The senior postdoc rate can only be requested to fund the principal investigator's own position; the postdoc salary rate applies for project staff members at the postdoc level.

If funding is requested for a piece of equipment which is required specifically for the project, the lead research institution must submit the *Affirmation of the lead research institution* form to confirm that they have verified that no comparable equipment that could be used or shared is available within a reasonable distance, and that third-party (co-)financing options have been explored. The research institution that owns the equipment must also ensure that any possible costs arising from the use, maintenance, and repairs of the equipment are covered.

The principal investigator is to instruct their research institution to order the equipment and effect payment accordingly. The principles of economy, efficiency, and expediency apply to any acquisition. The procurement guidelines of the research institution and the provisions of the [Federal Procurement Act 2018](#) as amended apply.

In order to determine the equipment costs (incl. VAT, unless the research institution is entitled to deduct input tax) to be requested, vendor quotes must be obtained before the application is submitted pursuant to the research institution's procurement guidelines. Vendor quotes are submitted to the FWF only upon request.

2.3.3 Material costs

"Materials" is defined as consumables and small items of equipment (cost per item less than €1,500 incl. VAT).

The calculation of funds requested for project-specific material costs should be justified based on the project's schedule, work plans, and experimental schedule. Experience from previous projects should be considered in making the calculations.

2.3.4 Travel costs

Funding may be requested for project-specific travel and accommodation, field work, expeditions, etc. The project description must include a detailed itinerary, broken down by project staff members. This plan must indicate which staff members will be travelling, the destination, for what purpose, when (in which year of the project), for how long, and how much the travel will cost.

When planning travel in connection with a project, researchers should always carefully consider whether travel is absolutely necessary or whether the relevant information can be exchanged virtually.

If a project requires travel, transportation by train is preferred to travel by air as a contribution to environmental sustainability. Funding can be requested for any resulting extra costs such as an additional overnight stay. When travelling by air, it is strongly recommended to make a CO₂ offset contribution,⁹ which can be requested as part of the travel expenses or funded

⁹ The amount of a CO₂ offset contribution for flights can be calculated using, for example, the [CO₂ calculator on the Climate Austria website](#).

through the budget for general project costs. A CO₂ offset contribution can be requested for up to 15% of the ticket price.

Travel expenses for researchers from Austrian and international research institutions other than the lead research institution or associated research institutions can only be granted in exceptional cases. Grounds for the exception must be provided in detail.

Travel and accommodation costs are generally calculated according to the lead or associated research institution's individual travel expenses policies. If no such policies are in place at the research institution, the federal regulations governing travel costs ([Reisegebührenschrift des Bundes 1955, RGV](#)) as amended apply.

2.3.5 Costs as part of national and international collaborations

Unlike when cooperating with associated research partners (see [section 1.6](#)), costs arising in the context of a research collaboration with an external research institution are to be borne by that research institution. This does not apply to [cooperation arrangements with scientists or scholars from developing countries](#) (see [section 2.3.6](#)).

Funds may only be transferred directly to a cooperation partner (in Austria or abroad) upon presentation of an invoice and only if they are in payment for clearly defined commissions or services and immediately necessary to carry out the Austrian project.

2.3.6 Other eligible costs

- Independent contractor agreements (costs for work of clearly defined scope and content carried out by individuals, provided that they are cost-efficient and justified in the context of the research project)
- Costs for the preparation, archiving, open access, and reuse of research data in repositories in accordance with the FWF's [Open-Access Policy](#)
- Costs that cannot be included under personnel, equipment, materials, or travel costs, for example:
 - The use of research facilities, e.g., costs for the project-specific use of available equipment (project-specific "equipment usage time") or large research facilities
 - Any laboratory animals necessary for the project
 - Project-specific work carried out outside the researcher's research institution (e.g., for analyses carried out elsewhere, interviews, sample collection, etc.)
 - Disposal of project-specific hazardous waste
 - [Cooperation arrangements with researchers in developing countries](#)

The procurement guidelines of the research institution and the provisions of the [Federal Procurement Act 2018](#) as amended apply.

2.3.7 General project costs

The approved grant sum includes 5% general project costs that are permitted for funding but cannot be requested individually using the abovementioned cost categories. They are subject to the [FWF's Funding Guidelines](#) and the costs must be eligible for funding. These include, for example, costs for conference travel, dissemination activities, and minor unforeseen costs necessary for the project.

Overhead costs for the research institution are not included in general project costs.

General project costs are to be entered in the appropriate field in the *Cost breakdown* form and calculated as 5% of the total funding requested (see [section 3.3](#)). No justification for general costs is needed in [Appendix A](#).

2.3.8 Publication costs

Publication costs cannot be requested as part of the application process. Information on funding options for publications resulting from FWF-funded projects can be found on the FWF website: [Open-Access Block Grant](#).

2.4 Resubmitting a previously rejected application

A resubmission is defined as the revision of an application addressing the same or similar research questions as a proposal the FWF has previously rejected, regardless of the program category. If an application is submitted on the same or a very similar research question and if, in the view of the applicant, this application is not a resubmission but a completely new project, this must be explained in a separate accompanying letter to the FWF Office. For example, changes in research methods alone are not sufficient for a proposal to qualify as a completely new project. In cases of doubt, the appropriate decision-making bodies of the FWF shall decide.

Resubmissions must show changes from the rejected application. If an application has been rejected for reason C3, C4, or 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 assessing

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 complied with. Resubmissions must be submitted as described in [section 2.1](#), i.e. as a separate, new application and not as a supplementary application to the previously rejected proposal.

2.5 File formats, file names, and online forms

The following sections provide an overview of all files and forms to be submitted.

2.5.1 All applications must include the following parts:

a) Files

- *Proposal.pdf* (project description incl. Annexes 1–3 and where applicable 4, with PDF bookmarks, at least for the major sections)
- *Summary_main.pdf*
- *Publications_list.pdf* (publication list of all the key project participants for the last five years, categorized into “quality assured publications” and “other publications”)

b) Forms

- *Research institution assignment*
- *Contact*
- *Application*
- *Cost breakdown*
- *Abstract* in English
- *Co-authors*
- *Associated research partners* (if applicable)
- *Other collaboration* (if applicable; for national and international collaboration partners)

2.5.2 File uploads, if applicable

- *Cover_letter.pdf* (= accompanying letter; optional)
- *Letter_of_support.pdf* (= PI’s declaration of support; optional)
- *Negative_list.pdf* (= reviewers who should be excluded; optional)
- *Follow.pdf* (= result report or final project report of the previous project for follow-up applications; will be forwarded to the reviewers)
- *Overview_revision.pdf* (= for resubmissions, overview of all changes made in the resubmitted application)
- *Revision.pdf* (= for resubmissions, response to all reviews of the previously rejected application)

3 Processing and Decision on the Application

3.1 Submission and requests for changes

All of the files and forms specified above must be uploaded in full to [elane](#). Once an application has been officially submitted, the research institution and the applicant can make no further changes to the application themselves. All applications are checked for completeness and any formal errors by the FWF Office. If the FWF Office identifies issues with the application that it considers to be rectifiable, it will notify the research institution and the applicant, giving them the opportunity to correct the problems within a reasonable period of time (generally 10 working days). The requested changes are to be submitted to [elane](#) as a supplementary application and approved for submission by the lead research institution if necessary. If the **requested changes** are not submitted before the deadline, the decision-making bodies at the FWF will return the application without review.

Similarly, applications will not be reviewed if they have been previously rejected by the FWF and resubmitted without appropriate revisions (see [section 2.4](#)).

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 3 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 briefly explain why these reviewers should be excluded. If the reasons for exclusion are professionally and academically sound, the FWF will generally fulfil such requests and will exclude these 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](#).

Please note that the FWF does not wish to receive, nor will it consider a list of potential reviewers from applicants.

3.3 Number of reviews required

The number of reviews required for funding approval does not depend on the amount of funding requested. Up to the maximum application amount of €100,000, two reviews are required.

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** generally takes about 6 months. More detailed information is available online on the [FWF Dashboard](#).

The review process is carried out in writing, i.e. two written reviews are obtained from international experts. When the review process is completed, the FWF Board considers the reviews and decides whether the proposal should be funded. The lead research institution and the applicant are informed in writing of the FWF's decision.

3.5 Grounds for rejection

The reasons for rejecting an application are assigned to one of five categories (C1–C5) and communicated to the applicant and the lead research institution; the applicant is also sent anonymized copies of the reviews. A detailed description of the grounds for rejection can be found in the [General Principles of the Decision-Making Procedure](#).

3.6 Reviewing 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 generally not be contacted for a repeat review. Resubmissions are, however, usually also 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 decision) and cannot be resubmitted during that period.

Applications that have been submitted three times and rejected for reasons C3 or C4 (with the “three times” referring to the original application and two resubmissions) are also barred for 12 months (from the date of decision). Rejections for reasons C1 or C2 do not count towards this total. In general, only topics are banned, not applicants or applying research institutions.

4 Compliance with Legal Requirements and Standards of Research Integrity

4.1 Legal regulations

Please note that research institution(s) must comply with all legal requirements and safety provisions (e.g., Federal Disabilities Act, Federal Equal Treatment Act) that apply for the project 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).

4.2 Academic integrity

The [Guidelines for Good Scientific Practice](#) of the [Austrian Agency for Research Integrity \(OeAWI\)](#) apply.

Where a breach of these standards is suspected, the ombud of the respective research institution is responsible for investigating the issue. Research institutions are required to report any cases of suspected serious violations of the standards to the OeAWI. 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. For more detailed information, please see [FWF procedure in cases of suspected violation of the standards of good research practice](#).

5 Data Protection and Publication of Project Data and Results

5.1 Data protection

The applicant or the research institution submitting the application consents to the processing of personal data in accordance with Art. 6 para. 1 a) GDPR that the FWF may use the personal data and other data processed in the course of funding processing (e.g. title of the submitted project, research site, abstract, PR brief descriptions) - while maintaining business and trade secrets - for research policy purposes (e.g. The FWF is entitled to use and pass on to third parties (e.g. for the preparation of research policy studies) for research policy purposes (e.g. presentation of the development of basic research in Austria, economic analyses, reports on the impact of funding, etc.) and for public relations work (publication of excerpts in the FWF Annual Report, on the FWF website, in press documents, press conferences, media cooperations, etc.). This consent can be revoked at any time in full or in part in writing to the FWF with effect for future data processing. Further information on the data privacy rights of the applicant or applying research institution as well as the contact details of the FWF's data protection officers is available [here](#).

5.2 Publication of project data and results

The FWF would like to point out that if a project is approved, a German and an English PR summary of the project - which must be submitted to the FWF when the grant agreement is returned - as well as the amount approved and subsequently a German and an English PR summary of the research results will be published on the FWF website. The principal investigator must ensure that these texts are worded in such a way that legitimate interests of secrecy for reasons of national defense and patent law are safeguarded and business secrets are protected appropriately. Guidelines for writing PR summaries can be found [here](#).

The guidelines specified in the grant agreement on acknowledging the FWF as the funding institution and the FWF's [Open-Access Policy](#) apply for any publication of project results (e.g., academic publications, research data, conference papers, and media reports).

6 Appendices to the Application Guidelines

6.1 Appendix A: Information on the research institution and description of financial aspects

Information on the lead research institution and any associated research institutions and the description of project finances must be presented **in English** using the following structure and appended to the project description as Annex 2. Costs must be broken down and adequately justified for each point below. The list of and justification for the requested funds must correspond to the costs indicated in the *Cost breakdown* form.

(a) Details on the applicant's research institution or the project environment (museum, science center, etc.) 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 existing research environment – see also [section 2.3.2](#).

Please list and provide justifications for the following:

Personnel costs

Equipment costs

Material costs

Travel costs

Other costs (including independent contractor agreements)

6.2 Appendix B: Notes and questions for reviewers in the Science Communication program¹⁰

In all of its programs, the FWF actively supports equal opportunities and equal treatment. The review of a proposal must not put researchers at a disadvantage for non-research-related reasons such as age, gender, etc. For example, the review of applications should not focus on the researcher's actual age, but on the relation between the researcher's previous research achievements and the length of his/her research career.

Our commitment to equal opportunities also means considering breaks or delays in applicants' research careers (e.g., due to parental leave; long-term or chronic illness; disability; caregiving responsibilities; etc.), which may have resulted in gaps in a researcher's publication record, unorthodox 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 proposal¹¹ based on the following five assessment criteria: 1) Communication aspects, 2) target group, 3) qualification of the team, 4) ethical and gender-related aspects, and 5) final assessment. For each of these criteria except 4) we ask you for both written comments and a rating on a scale from "excellent" 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.

Please keep in mind that sections 1 and 2 will be forwarded to the applicant in full and in anonymous form.

¹⁰ Further information can be found on our website: [FWF's corporate policy and mission statement](#) and the [Application Guidelines](#) for the Science Communication program

¹¹ The project proposal must meet the FWF's formal requirements. Please bear these in mind when writing your review. (Key formal requirements: 10 pages max. for the project description including figures and tables; 5 pages max. for the list of references; 3 pages max. for each academic CV, including a description of previous research achievements and the ten most important publications. Further information: see [Application guidelines](#) for the Science Communication program).

Section 1: Remarks for the applicant

- 1) Quality aspects: Communication
 - a) Clearly defined communication concept including a communication strategy to make research findings accessible to the target groups
 - b) Relevance to current international state in the field of science communication
 - c) Originality or innovation potential of the project
 - d) Work plan and timeline
- 2) Quality aspects: Target groups
 - a) Selection and integration of the target group with regard to the communication concept
 - b) Expected impact on the target groups
- 3) Quality aspects: Team
 - a) Composition and qualifications of the research team, particularly with regard to experience and plans in connection with Science Communication
 - b) Quality of the existing and planned collaborations
- 4) Ethical, safety-related, or regulatory aspects, sex-specific and gender-related aspects:
Ethical, safety-related, or regulatory aspects: Consideration of these components
Sex-specific and gender-related aspects: Applicants must address all relevant gender and/or gender-specific components of the communication concept, including the communication strategy. Please assess whether the treatment of these components is adequate.
- 5) Overall impression of the proposal: key strengths and weaknesses

Please give reasons for your answers, taking as much space as you need.

Section 2 (optional remarks to the applicants)

Reviewers' recommendations to the applicants for actually implementing the project (in the case of approval). The recommendations made here should generally not play a role in the funding decision.

Section 3: Confidential remarks to the FWF

Please use this space to make any comments that you do not want submitted to the applicant. Feel free to also give us feedback about the review process and your interactions with us.