

Checklist for a complete application (doc.funds)

The entire application must be submitted in English by **March 5, 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 on elane. To make sure you have completed your application correctly, please consult the instructions and requirements in the [application guidelines](#).

I. *Elane*: Forms

Mandatory

- Form *Research institution assignment*
- *Contact form*
- *Application form*
- *Program-specific data form* (to be completed for each faculty member)
- Form *Cost breakdown*
- Form *Academic abstract* (no more than 3,000 characters) – according to the FWF [application guidelines](#); section 2.1.1
- Form *Co-authors*

To be filled if necessary

- 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.

II. *Elane*: Files to upload

Mandatory upload in a single file

Proposal.pdf – this PDF file must contain the title page, table of contents, 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); PDF bookmarks, at least for the major sections)

The document ***Proposal.pdf*** must contain the **following sections**:

- **Title page**
- **Table of Contents**
- **Project description on max. 20** consecutively numbered **pages**, including a list of abbreviations, headings, figures, captions, tables, footnotes, etc. with the following contents:
 - Description of research framework (max. 8 pages)
 - Description of faculty (max. 4 pages)
 - Description of education program (max. 4 pages)
 - Organizational structure (max. 2 pages)
 - Discussion of added value generated by the program (max. 2 pages)
 - All potential ethical, safety-related, or regulatory aspects of the planned research project and how the applicants plan to handle them must be described briefly in a separate section. This aspect should be addressed briefly in the text even if the faculty members believe the project does not raise any such issues
 - All potential sex-specific and gender-related aspects in the planned research project and how the applicants plan to handle them must be described in a separate section. This point should be briefly addressed in the text even if, in the opinion of the faculty members, these aspects do not apply to the project.
- **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 lead research institution and of any partner research institution(s), if applicable
 - Existing personnel (not financed by the FWF, usually research personnel at the research institution(s) supporting the project)
 - Existing infrastructure (available and accessible for the project)
 - Information on the funding requested:
 - Explain briefly why the personnel requested is needed for the project (requested number of doctoral candidate positions, extent of employment, and duration of involvement in the project)
 - Explain briefly why the non-personnel costs requested are justified (costs for education and training)
 - If funding for equality measures (as other costs) is requested, explain briefly why these measures are needed for the project – see also [equality measures](#)
- **Anhang 3: Academic CVs** and description of previous research achievements for every faculty member (**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:

- ***PI_publication.pdf***: Two publications written by each faculty member must be named, documenting fulfillment of the general application requirements (see template [PI_publication](#)), compiled into *one* PDF file.
- ***Publication_lists.pdf***: publications/works list¹ for the last five years (broken down into “quality-assured publications” and “other publications”) of all faculty members for whom a CV has been submitted, in *one* PDF file;
- ***Dissertation_topics.pdf***: Description of the planned dissertation projects on no more than 1 page and in structured form (hypotheses/aims, approaches/methods, time frame, and the participating faculty members); the dissertation projects described must correspond with the number of doctoral candidate positions requested. If additional doctoral student positions are funded by the research institution(s), the proposed dissertation projects may also be attached; compiled in one PDF file with PDF bookmarks, at least for the major sections
Please note: This file is not required if the description of the dissertation projects is included in the 20-page project description
- ***Supervision_list.pdf***: overview table of all PhD students (co-)supervised by the faculty in the last five years, listed separately for each faculty member and including the following information: name of doctoral candidate, name of (co-)supervisor, topic of dissertation, start date, and date of doctoral degree or “ongoing”
compiled in one PDF file with PDF bookmarks, at least for the major sections

¹ 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 can be used.

Files to be uploaded if necessary:

- **Cover_Letter.pdf** – Letter accompanying the application
 - In the case of an ongoing, thematically related Doctoral Program, doc.funds, or doc.funds.connect project, or if two or more members of the faculty are involved in an Doctoral Program, doc.funds, or doc.funds.connect project, the difference between the FWF-funded project and the proposed doctoral program must be presented and clearly explained, and it must be demonstrated that the criteria described in section 1.3.2.1 are met *or*
 - If submitting a follow-up application to a completed Doctoral Program, doc.funds, or doc.funds.connect project, the difference between this project and the proposed follow-up project must be presented and clearly explained, and it must be demonstrated that the criteria described in section 1.3.2.2 are met *or*
 - If the proposed dissertation projects have been described in the 20-page project description and no additional *Dissertation_topics.pdf* file is being uploaded
- **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 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.