

## Checklist for a complete application

(1,000 Ideas Programme)

The entire application must be submitted in English via the FWF's electronic application portal [elane.fwf.ac.at](https://elane.fwf.ac.at). For a correct application, please observe the information in the [application guidelines](#).

### I. *Elane*: Forms

#### Mandatory

- Application form
- Programme specific data form
- Form Academic abstract (no more than 700 characters) – according to the FWF [application guidelines](#)
- Form Co-authors

### II. *Elane*: Files to be uploaded

- The formatting specification in the project description and attachments 1–2 must be observed (font size 11 pt, line spacing 15–20 pt, page margins at least 2 cm).

#### Mandatory upload in a single file

- Proposal.pdf** – this PDF file must contain the project description. This part must be anonymous.

The project description (7 pages + 15 references) must address the following aspects and the headings must be used:

**Content:** Decisive for assessing the quality of the project.

- Summary (1 page)
- Research Approach (3 pages), **incl.**
  - Ethical Aspects
  - Gender and sex-specific aspects
- Project Implementation (2 pages)
- Risk Assessment and Learning Potential (1 page)
- max. 15 references (first 20 authors of each publication must be written in full, if applicable, numbered, max. 20 % self-citation).

### III. Attachments to the project description in separate documents

- Attachment 1: Financial Aspects:** The template from the application guidelines (Appendix 1) must be used for this purpose. The explanations must be presented in a way that is comprehensible to the FWF. This part may not be formulated anonymously.
  - Details on the research institution of the applicant:
    - Existing personnel (not financed by the FWF, usually the principle investigator and research personnel at the research site)
    - Existing infrastructure
  - Information on the funding requested:
    - concise justifications for the requested funds
- Attachment 2: CV of the principal investigator** (1 CV, in English, 3 pages). This part may not be formulated anonymously.

### IV. Attachments

#### File to be uploaded (optional or where applicable)

- Cover Letter
- Copy of the doctoral certificate, third-party confirmation of 2 years of postdoctoral research experience (when applying for own position)
- Statement on the arts-based research dimension/research questions
- Statement on publication record
- Vendor quotes for equipment
- Vendor quotes for "Other costs"
- Overview revision (anonymous, English)

### V. Information on anonymity

Please check whether you have complied with the rules on anonymity in the **proposal**, **abstract** and, if applicable, **overview revision**:

- No** (Austrian and/or international) research institution has been named.
- No** researcher has been named (including PI, Austrian and/or international cooperation partners etc.).
- The career status of the PI is not disclosed.
- The self-citation does not exceed 20 % of the references.
- The self-citation in the text does not reveal the identity of the PI.

## VI. Handling anonymity

<p>Limit self-citation in references to only essential publications for this proposal. There is also a limit of 20 % self-citations for your team!</p> <p>1-3 = no self-citation          4-7 references = 1 self-citation          8-12 references = 2 self-citation          13-15 references = 3 self-citation</p> <p>Check all data and all links whether they lead to personal information/websites!</p> <p>Do not mention any university, project partner, cooperation partner, no matter what context!</p> <p>Do not use your career status!  <i>As a full professor, I have access to...</i>  <i>My 30 years of experience as a team leader...</i>  <i>When I finished my PhD last year...</i></p>
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Don'ts	Do's
<p>Instead of using self-citation, ...            Instead of naming your university or any other cooperation partner, ...</p>	<p>... cite your work as a third person's work.            ...use neutral formulations!</p>
<p><i>In Müller et al. (2019), <b>we</b> demonstrate...</i></p>	<p><i>Müller et al. (2019) demonstrate...</i></p>
<p><i>From <b>our</b> previous studies...</i></p>	<p><i>From previous studies...</i></p>
<p><i>We follow the recommendations of the <b>University of Graz</b> concerning Gender.</i></p>	<p><i>We follow the recommendations ...</i></p>
<p><i>We have received a positive vote from the ethics commission of the <b>University of Vienna</b>...</i></p>	<p><i>We have received a positive vote from the ethics commission in charge...</i></p>
<p><i>We are collaborating with Prof. Müller from the <b>ABC lab at the University of Innsbruck</b>...</i></p>	<p><i>We are collaborating with partners in a renowned lab in this field...</i></p>