

Checklist for the letter of intent “Clusters of Excellence”

The entire application must be submitted in English via the FWF's electronic application portal <https://elane.fwf.ac.at>. For a correct application, please observe the information in the application guidelines of the Letter of Intent “Clusters of Excellence”.

I. elane: Forms

Mandatory to be filled in by the coordinator (*all mandatory forms are marked with * in elane*)

- Assignment for research institutions – filled in once with the lead research institution data
- Contact form: Is filled out once with the corresponding contact data of the coordinator and the lead research institution. Different (administrative) persons can be specified here as contact persons at the research institution for the application and submission phase or the decision phase.
- Application form: To be filled in once with the corresponding data of the lead research institution. Please list only projects that are a direct continuation of one or more FWF projects (e.g. SFB, FG) as previous project(s).
- Programme specific data form: For each member of the BOD already known, another form must be added and completed.
- Form Academic abstract (no more than 3000 characters including headers)

II. Elane: Files to be uploaded

- CV Coordinator.pdf – Academic CV of the coordinator (Director of Research) according to [FWF standard](#).
- CV researchers (BOD).pdf – Academic CV of all members of the BOD known at the time of submission according to [FWF standard](#). For each member of the BOD an attachment with the CV can be upload separately.
- Proposal Template.pdf – This file must contain the project description including the literature, the estimated financial resources required, if applicable, an exclusion list of reviewers and, international cooperation partners.

The research area of the COE is described in a project outline. This contains the following sections (on 5 pages):

- Description of the research area
- International state of research and previous research achievements of the consortium in this field
- Research objectives

- Planned research approaches
- Added value for the participating institutions and synergies created by the cooperation within the cluster

- Literature cited in the LOI (one additional page)

The LOI template also asks for information on the following:

- Estimated amount of funding required, broken down according to
 - o Funding requested from FWF
 - o RI contribution of the participating research institutions
- List of reviewers to be excluded, if applicable
- International cooperation partners

- Publication lists.pdf – Publication list of the members of the BOD over the last five years according to [FWF standard](#).
- Consent partner research institution.pdf – (Free-form) declaration of consent to apply for a COE from the collaborating research institutions (signed by the head of the partner research institution and scanned in).
- Key researchers.pdf – List of all researchers already known (key researchers) (surname, first name, research institution, e-mail address)
- User-defined attachment.pdf