

# Checklist for a complete application (‘ConnectingMinds)

The entire application must be submitted in English and it must be submitted via the FWF's electronic application portal <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 3,000 characters) – according to the FWF application guidelines
- Form Co-authors

## II. Elane: Files to upload

### Mandatory upload in a single file

Proposal.pdf - this PDF file must contain the project description as well as Appendix 1-4. For the project description and Appendix 1-3, the formatting specifications must be observed (font size 11pt, line spacing 15-20 pt, page margins at least 2cm). The beginning of each paragraph should be clearly recognisable (e.g., by indenting the first line and/or spaces between paragraphs).

The project description (max. of 15 pages) must include the following contents:

1) Content-related aspects: Decisive for the assessment of the quality of the project

- Description of clearly defined aims and hypotheses or research question(s) of the project
- Description of the project's anticipated level of originality or scientific/scholarly innovation
- Description of the relevance to international research in the field (international state of research)
- Description of the project's transformative potential
- Description of the methods
- Description of all potentially ethical, safety-related, or regulatory aspects. Important: this aspect should be addressed briefly in the text even if the researchers 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 researchers believes the project does not raise any sex-specific and gender-related issues.

2) Description of the project-specific workshop

- specific objectives and the anticipated results of the event
- Methodology and implementation of the event

3) Research team:

- Description of the relevant academic qualifications of the participating researchers
- Description of the experience and complementarity
- Intended cooperation arrangements

4) Research management

- Work plan and timeline of the #ConnectingMinds project
- Summary table showing the total costs requested for the #ConnectingMinds workshop
- Summary table showing the total costs requested des #ConnectingMinds-Projekts
- Organisation and cooperation

- Annex 1: Financial aspects: The template from the application guidelines must be used.

The explanations must be presented in a way that is comprehensible to the FWF and the reviewers.

- Information on the research institution

- Existing personnel – not financed by the FWF
- Existing infrastructure – Information on the research institution(s) and the project-specific basic equipment available

- Information on the funding requested:

- Concise justifications for the funding requested

- Annex 2: List of works cited in the application (References) on max. 5 pages

- Annex 3: Academic curriculum vitae and description of previous research achievements (no more than three pages per person) of the principal investigator as well as a maximum of three other project participants

- Annex 4: If applicable: confirmations (collaboration letters, no more than 1 page) of national and international cooperation partners in particular of participating societal actors

### III Attachments:

#### Mandatory file to be uploaded (attachment)

- Publication\_lists.pdf – publication list of all the key project participants for the last 5 years, broken down into peer-reviewed and non-peer-reviewed, of all researchers for whom a scientific curriculum vitae is enclosed, as well as for all essential project members for whom personnel costs are requested; merged into one PDF document.

#### Optional files to be uploaded (attachment):

- Cover\_Letter.pdf – Letter accompanying the application
- Negative\_list.pdf – List with names of reviewers who are to be excluded from the review of the application for various reasons (max. 3 names)