

# Checklist for a complete application (ESPRIT)

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

- Form *Research institute assignment*
- Application form*
- Contact form*
- Form *Programme-specific data*
- Form *Cost breakdown*
- Form *Co-authors*
- Form *Academic abstract* (no more than 3,000 characters) – according to the FWF [application guidelines](#)

### To be filled if necessary

- Form *Cooperation* – for national and international cooperation partners that are stated to be essential in the project description

## II. Elane: Files to upload

### Mandatory upload in a single file

- [Proposal.pdf](#) - this PDF file must contain the project description as well as annexes 1-3 and where 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).

The project description (on a max. of 20 pages) must contain the following sections designated by headings:

- Table of contents
- State of the art of the relevant international research (including own preliminary work, if applicable) and relation of the project to this context
- Clearly defined aims and hypothesis/hypotheses or research question(s) of the project
- Description of the project's anticipated level of originality or scientific/scholarly innovation
- Methods
- Intended cooperation arrangements (national and/or international) as part of the planned

project. Please specify the people with whom the principal investigator aims to collaborate, what the subject of the intended cooperation arrangement(s) will be and what they will contribute to the project. All the national and/or international cooperation arrangements that are deemed in the project description to be essential to the project must be indicated on the Cooperation arrangements form and can be confirmed by a collaboration letter.

- Work plan and timeline
  - Research-related qualifications of the researchers involved
  - All potential ethical, safety-related, or regulatory aspects of the submitted project and the planned handling of them must be described briefly in a separate section. These questions should be addressed briefly in the text even if the principal investigator believes the project does not raise any ethical issues.
  - A separate section must describe what sex-specific and gender-related issues the planned project may potentially give rise to, and how the applicant intends to deal with them. These questions should be addressed briefly in the text even if the principal investigator believes the project does not raise any sex-specific and gender-related issues.
  - Information on the suitability of the research institute for implementing the planned project and the project's contribution to enhancing the research institute
  - If more than the lump sum of €15,000 per year in project-specific costs is requested, this must be justified briefly in a way that the reviewers find reasonable.
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- Annex 1: List of literature cited in the application (References) on no more than 5 pages
  - Annex 2: Academic CVs and description of previous research achievements of the principal investigator and the mentor (no more than 3 pages each)
  - Annex3: Career and mentoring plan (no more than 3 pages)
  - Annex 4 (optional): Collaboration letters (each no more than 1 page) of national and international cooperation partners who are convincingly stated in the project description as being essential for the implementation of the project.

### III Additional documents:

#### Mandatory file to be uploaded

- Publication\_list.pdf* – Lists of all academic works of the principal investigator and the mentor published over the last five years (broken down into “quality-assured publications” and “other publications”)

#### Files to be uploaded if necessary:

- Cover\_Letter.pdf* – Letter accompanying the application
- Negative\_list.pdf* – of up to three researchers whom the principal investigator would like to exclude from the review process, including a brief justification
- Quotes\_equipment.pdf* – If more than €15,000 per year in project-specific costs are requested, vendor quotes for equipment with an acquisition cost of €5,000 or more incl. VAT (1 offer per requested piece of equipment; in the case of several offers merged into one PDF file)
- Quotes\_other-costs.pdf* – If more than €15,000 per year in project-specific costs are requested,

vendor quotes for the relevant funds requested as “Other costs” (e.g., coverage of costs for the use of research facilities, costs for project-specific work carried out outside the applicant’s research institution, etc.) if these costs exceed €5,000.00 including VAT (in case of several offers merged into one PDF file)

If the project submitted is the continuation of an FWF-funded project:

- Follow.pdf* - results report or final report of previous projects, no more than 6 pages

If the application is a revised version of a previously rejected application (resubmission):

- Overview\_revision.pdf* - overview of all changes made in the resubmitted application (For FWF internal use only)

In the application form must be indicated, whether the response(s) should be should only be forwarded to the previous reviewer concerned or to all reviewers:

If all the reviewers are to receive these responses:

- Revision.pdf* - overall response to all reviews

If these responses are to be passed on only to the reviewers who were previously involved:

- Revision\_A.pdf* – response to review A
- Revision\_B.pdf* – response to review B

etc.