

**NEUES ENTDECKEN**

**TALENTE FÖRDERN**

**IDEEN UMSETZEN**

**FWF**

Der Wissenschaftsfonds.

In accordance with its Funding Guidelines of 1 January 2019  
(as last amended), the FWF has issued the following

## **Application Guidelines for the Hertha Firnberg Programme**



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## 1. General Information

### 1.1. Aims of the programme

Hertha Firnberg fellowships have been conceived as a measure to promote the careers of young female researchers. They represent a further step towards targeted support for women. This funding programme aims to:

- Offer highly qualified female researchers from all disciplines the most generous level of support possible to conduct research during the postdoc phase, either at the start of their research careers or upon resuming their careers after maternity leave;
- Improve the career prospects of women, in which mentoring by the co-applicant should play an important role;
- Facilitate their integration into the institution's research activities and their establishment in the international scientific community;
- Ideally, lead to positions for women researchers at the research institution where their projects are undertaken and to permit them to establish international research cooperation arrangements.

### 1.2. Deadlines

If sufficient funds are available, there will be two calls for applications per year, one in spring and one in autumn, in each case with a 6 to 8-week deadline for applications. At the time of the call, the Board meeting will be specified at which the funding decisions will be taken (generally in November for the spring call and in June for the autumn call).

### 1.3. Who is eligible to apply?

The project must be carried out in Austria or under the auspices of an Austrian research institution at which the principal investigator works. Eligible to apply is any female researcher working in Austria who fulfils the following requirements:

- Doctoral degree (PhD). An application may be submitted at an earlier point in time if all the other requirements are fulfilled and if it appears that the applicant will receive the official doctoral degree (PhD) within the average processing period (six months). Applicants who have completed their medical studies in Austria are only eligible to apply if they have a degree based on curricula N, O, Q 201; N, O, Q 094; or N, O 790, Q 794 or N 090 (please indicate which one in the curriculum vitae).
- [Territoriality principle](#), i.e., the researcher's main residence must have been in Austria for at least three of the last ten years at the time when the application is submitted, or the applicant must have been working continuously as a researcher in Austria for the last two years preceding the submission of the application.  
The territoriality principle does not apply to researchers who are funded as part of the Lise

Meitner Mobility Programme und want to continue their research work in Austria as part of a Hertha Firnberg project after the end of their funding.

Applicants must have a co-applicant at the research institution where the project will be carried out. The co-applicant is to act as a mentor and support the applicant in her professional as well as her personal development in the course of the project. For the sake of career development, the FWF recommends that an applicant's previous thesis and dissertation supervisor(s) should not serve as her mentor during the postdoc stage. Please note that the number of ongoing/ approved projects in which one researcher can serve as co-applicant is limited to a total of two projects (either a Lise Meitner and a Hertha Firnberg project or two Lise Meitner projects), and that the submission of another application as co-applicant is not permitted until 12 months before the end of one of these ongoing/approved projects).

Please note that the number of ongoing/approved projects in which one researcher can serve as principal investigator is also limited for principal investigators in the Hertha Firnberg Programme. Further information on restrictions concerning the number of ongoing projects and limits on the submission of applications can be found at [Restriction on the number of projects](#).

**Not eligible to apply** are:

- Applicants who have a position at the research institution where the submitted project should be conducted unless the contract is of limited duration and will expire before the Hertha Firnberg fellowship is scheduled to begin. It is also not possible to request a leave of absence without pay from such a position for the duration of the Hertha Firnberg project. Teaching contracts are excluded from this restriction.
- Applicants who have already completed their "Habilitation" (professorial qualification).
- Applicants who have been awarded an Elise Richter fellowship.

#### **1.4. What types of projects can be funded?**

Funding may be requested for projects in the field of basic research that are clearly defined, convincingly described in terms of objectives and methods, and limited in time. Aspects of a research project that go beyond the realm of science and scholarship may be mentioned, but they will not play a part in the assessment of whether the project should be funded. Double funding is not permitted (see [Funding guidelines](#)).

The **funding period** is 36 months.

#### **Additional information**

Provided that the research institution consents to a research assignment abroad, the project may also include an uninterrupted stay abroad of up to 12 months (see also Sections [2.3.2](#) and [2.4.6](#)).

Researchers may only serve once as the principal investigator of a Hertha Firnberg project.

### **1.5. What requirements must be met to apply?**

Applicants must show that they possess the research qualifications needed to carry out the project by means of a publication record over the last 5 years commensurate with their career stage, which demonstrates their international visibility.

The following criteria are decisive in assessing an applicant's publication record and initiating the review process:

- **Peer review:** All the publications listed (or more than half in the case of the humanities) must have been subject to a quality assurance procedure in line with high international standards, which usually means that journals should be listed in the Web of Science, Scopus, or the Directory of Open Access Journals (DOAJ). For journals not listed in those databases, or monographs, edited volumes or contributions therein, or other publication types, the peer-review procedure must be documented on the publisher's website to which applicants should provide a link. Should no such documentation be available on the website, it is the applicant's responsibility to provide evidence that the publication has been subject to an appropriate quality assurance procedure.
- **Number and quality** of the applicant's publications must be commensurate with his/her career stage. At least two publications must be peer-reviewed and internationally visible publications with a substantial and independent contribution on the part of the applicant.
- **International nature:** In the natural sciences, life sciences, and social sciences, most of the publications listed must be in English. In the humanities and cultural studies, as well as arts-based research, most of the applicant's publications must have a wider than national reach.

Should an applicant fail to meet one or more of the above criteria, the applicant must include an explanation with the application. In cases of doubt, the decision-making bodies of the FWF shall decide whether the research qualifications are adequate.

### **1.6. What types of funding can be requested?**

#### **Principal investigator's salary**

Principal investigators receive a [postdoc salary](#) at the respective current level. The Firnberg programme provides for full-time employment.

## **Project-specific costs**

In addition to the principal investigator's salary, €12,000.00 per project year is available for project-specific costs. Of those costs, up to €2,000.00/year may be allocated for coaching or personal development<sup>1</sup>.

The *National Research Partner* form should be completed for costs arising from the collaboration with [national research partners](#) that have to be handled directly between the research institution of the national research partner and the FWF and are not invoiced to the principal investigator.

## **Publication costs**

As part of the [Peer-Reviewed Publications programme](#), the FWF provides additional funding upon request for publications resulting from approved projects, up to three years after the end of the project.

## **Additional subsidy for children**

Principal investigators who are employed full-time (100%) after the birth of a child can receive a child allowance of €9,600.00 per child per year (before taxes, including all employer's and employee's contributions; to be paid 12 times per year) until the third birthday of the child.

### **1.7. Applying for additional funding**

Applicants for a Hertha Firnberg project

- cannot submit parallel applications to the FWF for the same programme or for another programme for the promotion of junior researchers (Erwin Schrödinger, Lise Meitner, Elise Richter or Elise Richter PEEK). Applicants may apply for FWF funding in other programme categories by submitting a separate proposal, provided that they meet the application requirements of the respective programme;
- can also apply simultaneously to other agencies for funding for the planned research project. However, applicants are obliged to promptly notify the FWF in writing of such applications to other funding institutions as well as their decisions. The decision-making body of the FWF will decide whether and how much of the third-party funds will be deducted. If

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<sup>1</sup> Measures for coaching und personal development, such as those offered by the University of Vienna as part of its programmes to support the training of researchers. Links:

**CEWS – Centre of Excellence for Women in Science and Research:** <http://www.gesis.org/cews/>;

**Human Resources and Gender Equality service unit, University of Vienna:**  
<http://personalwesen.univie.ac.at/en/services-for-employees/human-resources-development/>.

substantially identical applications are approved by other national and international funding bodies, and their scope of funding is sufficient to carry out the planned research project, the applicant must choose one of the approved grants. A combination is not permitted.

## 2. Application content and form

### 2.1. Sections of the application

For an application to be complete, it must contain the following sections:

- 1) **Academic abstract** in **English** comprising no more than 3,000 characters (incl. spaces; no formulas or special characters). The academic abstract will be used to inform potential reviewers about the project. The abstract must be subdivided into the following sections using the given English terms:
  - Wider research context / theoretical framework
  - Hypotheses / research questions / objectives
  - Approach / methods
  - Level of originality / innovation
  - Primary researchers involved
- 2) **Project description:**
  - Project description of no more than 50,000 characters (incl. spaces) on no more than 20 consecutively numbered pages, incl. table of contents, list of abbreviations headings, figures, captions, tables, footnotes, etc.;
- 3) **Annexes:**

Please note that annexes are a part of the application and they must be attached to the project description (*proposal.pdf*) in the order listed below (see also [Section 2.4](#)):

- Annex 1: List of literature cited in the application (*References*) on no more than 5 pages;
- Annex 2: Academic curriculum vitae (hereinafter referred to as CV) and description of previous research achievements (no more than 3 pages per CV);
- Annex 3: Career plan (no more than 2 pages);
- Annex 4: Co-applicant's letter of recommendation;
- Annex 5 (where applicable): Confirmations (collaboration letters) of national and international cooperation partners (no more than 1 page per letter);
- Annex 6: (where applicable): Invitation of the foreign research institution;
- Annex 7: (optional): one additional letter of recommendation.

Attachments to be uploaded individually:

- **Mandatory:** publication list for the last 5 years, broken down into peer-reviewed and non-peer-reviewed (see also [Section 2.5.1](#)); declaration of consent by the university rector regarding funding for teaching (see [Section 2.5.2](#)).
- **Where applicable:** cover letter; list of reviewers to be excluded; report on results or final report for follow-up applications; for resubmissions: overview of all changes made in the resubmitted application and response(s) to reviews; vendor quotes for equipment, etc.

#### 4) Completed forms

- Required forms: *academic abstract*, *application form*, *Programme-specific data form* and *Co-authors form*;
- Optional forms: *National research partners form*, *National / International cooperation arrangements form*.

## 2.2. Form requirements

### 2.2.1. Language of application

To allow applications to be reviewed by international experts, applications must be submitted in English. If desired, a version in German or another language may be added as a supplement; however, submission solely in German or another project-relevant language other than English is permitted only in exceptional cases. Such exceptions apply exclusively to applications from the fields of linguistic and literary studies which concern only texts in German or languages other than English. In all such cases, it is absolutely necessary to consult the responsible project officers of the [Strategy – Career Development Department](#) prior to application and then submit an academic abstract of the project and a brief, convincing justification on the grounds of research for submission in a language other than English. The final decision shall be made by the decision-making bodies of the FWF.

### 2.2.2. Formatting

The continuous text in the project description, annexes 1-3, and the attachments (except for declaration of consent by the university rector regarding funding for teaching) must be written in 11 pt. font with 1.5 line (15-20 pt.) spacing and at least 2 cm margins. The beginning of each paragraph should be clearly recognisable (e.g., by indenting the first line and/or spaces between paragraphs). Applicants must comply strictly with all upper limits (e.g., number of pages, attachments, etc.).

Citations in the text and the list of works cited (*References*) in the application must be in line with the conventions of the respective discipline, preferably according to a widely-used style guide (e.g., *Chicago Manual of Style*, *APA Publication Manual*). Applicants are free to choose the citation conventions or style guide they prefer, but they must apply them/it

consistently throughout the application. If available, a [DOI address](#) or another [persistent identifier](#) should be used for the literature cited.

### 2.2.3. Submitting the application

The application must be submitted online at <https://elane.fwf.ac.at>.

To submit the application online, applicants are required to register at the address shown above. All the necessary forms must then be filled out online; additional documents such as the project description can be uploaded. For additional information, see the “Quick reference” guide at <https://elane.fwf.ac.at>.

#### 1) Required parts of the application:

##### a) Files:

- *Proposal.pdf* (project description incl. annexes 1-4 and where applicable 5-7, with PDF bookmarks, at least for the major sections)
- *Publication\_list.pdf* (publication list of the applicant and the co-applicant for the last 5 years, broken down into peer-reviewed and non-peer-reviewed)
- *Annex\_Rector.pdf* (= declaration of consent by the university rector regarding funding for teaching)

##### b) Forms:

- *Academic abstract* in English
- *Application form*
- *Programme-specific data*
- *Co-authors* (mandatory information)
- *National research partners* (optional)
- *National and international cooperation arrangements* (optional)

#### 2) Optional file uploads:

- *Cover\_Letter.pdf* (= accompanying letter)
- *Negative\_list.pdf* (= list of reviewers who should be excluded)
- *Follow.pdf* (= report on results or final report of the previous project in the case of follow-up applications)
- *Overview\_Revision.pdf* (=in the case of resubmission, overview of all changes made in the resubmitted application)
- *Revision.pdf* (=in the case of resubmission, an overall response to all the reviewers or, if preferred, a short response to *each* reviewer saved in a *separate* file: *Revision\_A.pdf*, *Revision\_B.pdf* etc.)

Once the application has been submitted, a [PDF cover sheet](#) will be generated. This cover sheet must be signed by hand and stamped by the responsible representative of the applicant's research institute before being sent to the FWF by conventional mail. The application shall not be considered officially submitted until the FWF receives the signed and stamped cover sheet. Alternatively, the signed and stamped cover sheet can be scanned in, signed using the applicant's qualified electronic signature<sup>2</sup> (e.g., mobile phone signature), and sent to the FWF ([office@fwf.ac.at](mailto:office@fwf.ac.at)) by e-mail. Please note that a scanned signed and stamped cover sheet is invalid if it does not have a qualified electronic signature.

## 2.3. Project description

The description of the project on no more than 50,000 characters incl. spaces on no more than 20 pages must include the following contents:

### 2.3.1. Scientific/scholarly aspects

- 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<sup>3</sup>
- Relevance to international research in the field (international state of research)
- Methods
- Intended [cooperation arrangements](#) (national and/or international) as part of the planned project should be explained in the project description. This explanation should specify the people with whom the cooperation arrangement shall take place and the subject of the intended cooperation arrangement(s) or the contribution to the project. All of the national and/or international cooperation arrangements that were stated to be essential in the project description should be listed on the *Cooperation arrangements* form and be evidenced by a collaboration letter.
- Work plan and timeline
- All potential ethical, safety-related, or regulatory aspects<sup>4</sup> of the submitted project and the planned handling of them must be described in a separate section. This aspect

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<sup>2</sup> For example: <https://www.digital.austria.gv.at/citizen-card-concept>

<sup>3</sup> Examples of projects worthy of funding include, among others:

- Research on new ideas and/or examination of new research questions,
- Application or development of new research methods, new technologies, or original approaches to solving research questions,
- Application or modification of existing methods, technologies, or approaches to new research questions.

Please note that the next logical step or the incremental further development of published data is not considered to be innovative or original.

<sup>4</sup> For instance, the European Commission's [Ethics for Researchers](#) or [The European Code of Conduct for Research Integrity](#) can serve as a guide here.

should be addressed briefly in the text even if the applicant believes the project does not raise any ethical issues.

- All potential sex-specific and gender-related aspects<sup>5</sup> in the planned project as well as the planned implementation of these research questions must be described in a separate section. This aspect should be addressed briefly in the text even if the applicant believes the project does not raise any sex-specific and gender-related issues.

### **2.3.2. Information on the research institution and career development**

- Applicants should describe the integration of the project in the research institution's activities, the possibilities for making use of the available infrastructure, both personnel and equipment, and the inter-institutional connections.
- Applicants must provide appropriate reasons if they plan to spend a period of up to 12 months abroad. In particular, it is necessary to explain why cooperating with the research institution abroad would be indispensable to achieving the objectives of the project. Applicants who do not yet have international research experience are recommended to apply for a stay abroad.
- Importance of the project for the academic and research reputation of the applicant and his or her career development.

## **2.4. Annexes to the project description**

Annexes are not included in the maximum character limit for the project description and must be attached to the project description in the specified order.

### **2.4.1. Annex 1: List of references**

- List of literature cited in the application on no more than 5 pages

### **2.4.2. Annex 2: CVs and description of previous research achievements**

The academic CVs and research achievements of the applicant and the co-applicant should be described on no more than three pages per person.

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<sup>5</sup> Positioning and reflecting on the research approaches in the planned for the project in terms of sex-specific and gender-related issues, for instance: Is the research approach likely to produce sex-specific and gender-related findings? If so, what findings? How and where are these integrated into the research approach? (For information on checking the relevance of sex-specific and gender-related issues to a project, see <https://www.fwf.ac.at/en/about-the-fwf/gender-issues/fix-the-knowledge/fix-the-knowledge-detail/>)

#### 2.4.2.1. *Required contents for academic CVs*

- Name and contact details of the person, address of the research institution, and relevant websites. It is also required to provide a publicly available link to a list of all published publications; the use of [ORCID](#) is expressly recommended for this purpose.
- List of academic milestones<sup>6</sup> and relevant positions held to date (with a brief explanation of any career gaps, if applicable).
- Main areas of research and short statement of the most important scientific/scholarly results achieved to date.

#### 2.4.2.2. *Required description of previous research achievements*

- Academic publications: list of no more than ten of the most important published or accepted academic publications (journal articles, monographs, edited volumes, contributions to edited volumes, proceedings, etc.), for each publication, either a [DOI address](#) or another [persistent identifier](#) should be indicated. In accordance with the [San Francisco Declaration on Research Assessment](#) (DORA), journal-based metrics like the journal impact factor should not be included.
- Additional research achievements: list of no more than ten of the most important scientific/scholarly research achievements apart from academic publications, such as awards, conference papers, keynote speeches, important research projects, research data, software, codes, preprints, exhibitions, knowledge transfers, science communication, licenses, or patents.

#### 2.4.3. **Career plan**

- The career plan (no more than two pages) must be signed by the applicant and by the co-applicant. It should give information about the goals of the programme with regard to the applicant's opportunities for developing as a researcher as well as her employment opportunities after the funding period.

#### 2.4.4. **Annex 4: Co-applicant's letter of recommendation**

- The letter of recommendation (incl. signature and letterhead of the research institution) must include a statement on the project and the applicant's qualifications, as well as on the importance of the research project to the aims of the funding programme.

#### 2.4.5. **Annex 5: Collaboration letters**

- (Where applicable): Confirmations (each no more than 1 page) of national and international cooperation partners that are stated to be essential in the project description

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<sup>6</sup> If the applicant completed her medical studies in Austria, the CV must indicate the curriculum (Studienplan: N, O, Q, etc.) in which the degree was earned (see also [Section 1.3](#)).

#### **2.4.6. Annex 6: Invitation of the foreign research institution**

- (Where applicable): applicants who are planning to spend more than three months abroad are also required to submit an invitation from their research institution abroad (with signature and letterhead of the research institution).

#### **2.4.7. Annex 7: Additional recommendation**

- (optional): one additional letter of recommendation

### **2.5. Mandatory appendices**

#### **2.5.1. Publication list**

- A list of all published publications<sup>7</sup> of the last five years (divided into peer reviewed and non-peer-reviewed) of the applicant and co-applicant (Publication\_list.pdf). This list helps the FWF to determine if there are any potential conflicts of interest with reviewers and thus speeds up the process of identifying reviewers. This list will not be forwarded to the reviewers.

#### **2.5.2. Declaration of consent by the university rector regarding funding for teaching**

- This document may also be submitted in German. It must confirm that if the FWF grants funding for the requested Hertha Firnberg fellowship, the university in question will guarantee funding for teaching at a level of two hours per week per semester.

### **2.6. Forms**

All required forms must be completed in their entirety. For the application to be legally binding, the FWF requires the cover sheet generated automatically at the end of the submission process including the original signatures and stamps:

- Affirmation of applicant,
- Affirmation of co-applicant
- Declaration of consent by the applicant's research institution,
- Consent of the applicant relating to GDPR
- Affirmation of the national research partner, where applicable,

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<sup>7</sup> Publication lists must include: all authors, complete titles, journal, year, and page numbers. For each publication, either a [DOI address](#) or another [persistent identifier](#) should be indicated; for publications with more than 20 authors, an "et al." reference can be used.

- Declaration of consent by the research institution of the national research partner, where applicable.

*Co-authors* form: All persons who have made substantial research-related contributions to the conception and writing of the application should be named as co-authors. A brief description of the nature of each contribution should be included; where there are no co-authors, applicants should state this explicitly on the form.

## **2.7. Additional attachments**

In addition to the project description and the forms, the following attachments should be uploaded, where applicable:

- Cover letter;
- List of reviewers who should be excluded;
- If the project submitted is the continuation of an FWF-funded project, a report on previous results or a final report and a list of publications resulting from the project should be uploaded in the language of the application (no more than 6 pages);
- For the attachments needed in the case of revising a rejected application (resubmission), see [Section 2.8](#);

It should be noted that any annexes or attachments in addition to the ones mentioned above shall not be considered in further stages of the process (such as further letters of recommendation, publications not yet published).

## **2.8. Revising a rejected application (“resubmission”)**

A resubmission is defined as the revision of an application which has already been rejected with the same or similar research questions, regardless of the programme category. Where an applicant submits an application on the same or very similar research questions yet does not consider it to be a resubmission but an entirely new project, the applicant must submit a separate accompanying letter to the FWF Office explaining how the research questions have changed. For example, changes in research methods alone are not sufficient for a proposal to qualify as a completely new project. In cases of doubt, the decision-making bodies of the FWF shall decide.

- If the project submitted is a resubmission of a rejected application, the applicant should indicate this at the beginning of the project description (e.g., in a footnote).
- An accompanying letter containing an overview of all changes made in the resubmitted application must be submitted to the FWF; this overview will not be passed on to the reviewers.
- Response(s) to reviews: the applicant can decide whether the response(s) should be passed on to the relevant previous reviewer or all reviewers. These response(s) should address the suggestions and criticism expressed in each review of the previous

application and point out the changes made on that basis. Such responses are not necessary in the case of reviews written by persons who are to be excluded from the review process for the resubmitted application. However, such exclusions must be justified and will also be counted toward the list of reviewers who should be excluded for the resubmission.

- If all the reviewers are to receive this response, the applicant must submit a document containing an overall response.  
If these responses are to be passed on only to the reviewers who were previously involved, the applicant should include a short response to each review in a separate document.

Resubmissions must show changes. In the case of resubmissions of applications that have been rejected for the standardised reasons C3, C4, and C5, the changes need to be substantial (based on the comments in the reviews). If such changes are not made, the application will be returned without review by the decision-making bodies of the FWF.

### **3. Processing and decision on the application**

The FWF Office undertakes a formal check of applications that have been submitted on time, i.e., before the deadline of the call specified on the website. Proof of timely submission is the postmark on the envelope or, in the case of solely electronic submission, the sent date of the email including qualified electronic signature. A detailed description of the decision-making process, the criteria for selecting international reviewers, detailed rules concerning conflicts of interest and the composition of expert juries and boards can be found in the [General principles of the decision-making procedure](#).

On completion of the **review process**, the FWF Board will decide, in general at the meeting specified in the call text, on whether the proposal should be supported. The applicant will be informed in writing of the FWF's decision.

For funding approval, at least two reviews are required.

#### *Requests for changes and returning applications without review*

Please note that applicants cannot make changes to their application after the deadline ends. Any remediable errors can only be corrected after the FWF Office has prepared and sent a list of formal errors. The applicant has 10 days from when the list is sent to correct the errors. If the problems have not been resolved within this period of time, the decision-making bodies of the FWF will return these proposals without review. Similarly, the decision-making bodies of the FWF will return without review applications that have been previously rejected by the FWF and resubmitted without appropriate revisions.

All applications that conform with the FWF's regulations will be sent for review. The reviewers (generally persons working outside of Austria) will be selected by the members of the FWF Board and confirmed by the decision-making bodies of the FWF.

The most common reasons why applications are returned without review by the decision-making bodies of the FWF are (a) that the applicant's track record of publications does not meet the requirements (see [Section 1.5](#)) and (b) that the application is missing specific hypotheses or research questions (see [Section 2.3.1](#)).

### *Reasons for rejection*

The reasons for rejecting a project will be assigned one of five categories (C1–C5) and will be sent to applicants along with the reviews. A detailed description of the categories can be found in the [General principles of the decision-making procedure](#).

### *Resubmissions*

If the application is a resubmission of a previously rejected proposal, the FWF will generally contact those reviewers who provided *constructive* criticism on the previous application. Reviewers who gave entirely positive or negative comments will generally not be contacted for a second review. However, please note that all resubmissions are also evaluated by new reviewers.

### *Proposal bans*

Applications that are rejected for reason C5 will be barred for 12 months (from the date of the decision) and cannot be resubmitted during that period.

Applications that have been submitted three times and rejected for reasons C3 or C4 (i.e., the original application and the respective resubmissions) are also barred for 12 months (from the date of decision); rejections for reasons C1 or C2 do not count towards this total.

### *Exclusion of reviewers*

Applicants may include a separate document with a list of reviewers who should not be asked to review the application due to possible conflicts of interest. A detailed description of the FWF's rules concerning conflicts of interests can be found in the [General principles of the decision-making procedure](#).

This list may include up to three potential reviewers whom the applicant believes may have conflicts of interests. This selection must be briefly justified. If the reasons for exclusion are professionally and technically sound, the FWF will generally fulfil such requests and will exclude those reviewers from the review process.

Please note that the FWF does not wish to receive, nor will it consider a list of possible reviewers from applicants.

## **4. Legal status**

In the case of approval, a grant agreement will be concluded with the FWF, in which the relevant rules regarding amount of funding, duration, payment, proper use of funds, and reporting are stated in detail.

The principal investigator is an employee. Universities according to the 2002 Universities Act (UG 2002) and research institutions that have a relevant agreement with the FWF are the employer; in all other cases, the co-applicant is the employer of the principal investigator. In this case, the co-applicant, as the employer, is responsible to the FWF for compliance with the relevant provisions of labour and social security law.

## **5. Compliance with legal requirements and standards of research integrity**

The FWF would like to point out that applicants must comply with all legal requirements and safety provisions (e.g., Federal Disabilities Act) that apply for their Hertha Firnberg project and obtain all the necessary permits (e.g., from the Ethics Commission, the Commission for Animal Experimentation, the Federal Monuments Authority Austria, or the relevant foreign authorities).

Applicants must also comply with the guidelines for [good scientific practice](#) of the Austrian Agency for Research Integrity (ÖAWI) when submitting the application and carrying out the project.

If there is reason to believe that an applicant has failed to comply with these standards, the FWF will arrange for the ombudsperson of the respective research institution or the [Austrian Agency for Research Integrity](#) (ÖAWI) to carry out an investigation. The FWF reserves the right to suspend, in part or in whole, any procedures related to applications or ongoing projects until the investigation has been concluded. For more detailed information, see [FWF procedure in cases of suspected scientific misconduct](#).

## **6. Publication of project data and results**

The FWF would like to point out that should the project be approved, the FWF will publish on its website a summary of the project in German and English for public relations purposes – which must be sent to the FWF when returning the grant agreement – as well as the amount of funding granted and, on project completion, summaries of the final report of the project. The principal investigator should ensure that these summaries are written in such a way as to safeguard legitimate interests of secrecy for reasons of national defence and patent law, and that trade secrets are appropriately protected.

In addition, the FWF requires a data management plan (DMP) for all approved projects. This should also be sent to the FWF when returning the grant agreement. The template for the

DMP can be viewed and downloaded at <https://www.fwf.ac.at/en/research-funding/open-access-policy/research-data-management/>.

In presentations and publications of project results (e.g. scholarly publications, research data), applicants must comply with the relevant requirements on acknowledging the FWF as the funding institution and the FWF's [Open Access Policy](#).

## **APPENDIX I: Notes and questions for reviewers in the Hertha Firnberg Programme<sup>8</sup>**

In all of its programmes, the FWF actively supports equal opportunities and equal treatment. The review of an application must not put applicants at a disadvantage for non-research-related reasons such as age, gender, etc. For example, the review of applications should not focus on the applicant's actual age, but on the relation between the applicant's previous research achievements and the length of her research career. For the FWF, equal opportunities also means taking into account any unavoidable delays in applicants' research careers that have led to publication gaps, less time spent abroad, etc. (e.g., due to well-founded, extended qualification periods; time spent raising children; long-term illness; caring for relatives; etc.).

In writing your review, please keep in mind that your comments in the first section of the review will be forwarded to the applicant and, where applicable, other reviewers, in an anonymous way.

The FWF would like to point out that the length and the form of the project proposal must fulfil the form requirements<sup>9</sup> of the FWF, and therefore we ask that you keep these restrictions in mind when writing your review.

The FWF is obligated to ensure the best possible use of public-sector funds for basic research according to scientific/scholarly research criteria. We therefore ask you to comment on the following aspects of the application in Section 1a. What are the specific strengths of the project? Does it have weaknesses, and if so, what are they?

### **Section 1a<sup>10</sup> (forwarded to the applicant in its entirety):**

- 1) Level of originality or scientific/scholarly innovation of the application
- 2) Scientific/scholarly quality of the proposal
- 3) Approach/methods and feasibility of the proposal
- 4) Research-related qualifications – in relation to the length of her career – of the applicant

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<sup>8</sup> Further information on the FWF's corporate policy and mission or the application guidelines for the Hertha Firnberg Programme can be found on our website at <https://www.fwf.ac.at/en/about-the-fwf/corporate-policy/> and <https://www.fwf.ac.at/en/research-funding/fwf-programmes/firnberg-programme/>

<sup>9</sup> **Form requirements:** Project description incl. figures and tables, no more than 20 pages; list of literature cited no more than 5 pages; academic CVs and description of previous research achievements of the applicant and co-applicant incl. the 10 most important publications, no more than 3 pages each.

<sup>10</sup> Additional questions in the case of international programmes: International cooperation arrangement(s) – complementarity and integration of contributions to the research.

- 5) Research-related qualifications of the co-applicant and quality (international research reputation) of the Austrian research institution
- 6) Importance of the project for the career development of the applicant (objective of the funding programme)
- 7) Additional aspects:
  - a) Ethical aspects
  - b) Sex-specific and gender-related aspects
- 8) Overall evaluation with consideration of the key strengths and weaknesses. Please give a clear recommendation for or against funding a project.

**Section 1b (optional remarks to the applicant)**

Reviewer's recommendations to the applicants for implementing the project (in the case of approval). The recommendations made here generally should not play a role in the funding decision.

**Section 2 (confidential remarks to the FWF)**

Other comments intended solely for the FWF.