

1. Instructions for using Adobe Reader

All FWF forms are compatible with Adobe Reader (Version 6.0 and higher), which can be downloaded free of charge at <http://get.adobe.com/reader/>.

The fields to be completed can be highlighted in order to enable the user to identify them more easily.

Instructions:

- Open the file *Application form.pdf* (or *National research partner.pdf*, etc.)
- In the menu bar, open the **Edit** menu and then choose the **Preferences** item (in Mac OS, this item can be found in the **Reader** menu). A dialog box will then appear.
- Choose **Forms** in the list box under **Categories** (on the left-hand side of the dialog box).
- In the area to the right, activate the check box "**Show border hover color for fields**" under **Highlight color**. This action will highlight all fields in light blue. You can also deactivate the check box if you do not wish to highlight the fields in the form. Below the check box, you can also choose the highlight color for fields as desired. Click **OK** to confirm your selection.

Navigating forms:

Keyboard: Use the **Tab** key to move forward from one field to the next, and **SHIFT + Tab** to move backward to the previous field in the form.

Mouse: Simply click on the desired field.

Field types

The form contains various field types:

Text fields: These are fields in which you can enter any of the characters on your keyboard (e.g., German title, Applicant, etc.)

Number fields: These are defined fields in which only numbers can be entered (e.g., percentages, codes for scientific disciplines, etc.)

Date fields: These fields only allow entries in the following date format: **dd.mm.yyyy** (e.g., date of birth, etc.)

Drop-down list boxes: These fields provide a limited number of options for you to choose from. Click on the drop-down arrow at the right of the field in order to open the list and choose the desired item (e.g., Funding application type, Sex, etc.).

Check box:

Mouse: Simply click on the check box.

Keyboard: The check box can be selected using the **Tab** key and activated using the **Space** bar.

Saving/printing and merging multiple PDF forms

Under the **File** menu, choose the item **Save as...** in order to save the (partly) completed form. Choose **Print** to print out the form. Please note that completed PDF forms are only converted into (unchangeable) PDF files once they are output to a PDF printer. The information entered in the fields will then be "static" and can no longer be edited. In general, the size of the file is also reduced. In order to merge multiple PDF forms without losing data, it is first necessary to convert each completed form into a separate PDF file.

2. How to fill out the application form for Joint Seminars

The application package consists of the files Application form.pdf, National research partner.pdf (not applicable for Joint Seminars) and the program-specific data. Another form is available for the entry of co-authors and should be submitted with the application package in any case. If there is no co-author, please simply submit an empty form.

Please read the instructions provided on the form carefully and note the explanations and definitions provided below.

Application form: Page 1

Field name	Explanation
Funding application type:	Choose " Joint Seminar " in the drop-down menu.
Call	Enter the name of the call along (e.g. bilateral call RFBR/Russia).
German and English title	Please enter the title of the Joint Seminar.
Applicant	The applicant is also the coordinator or spokesperson for the project.
Co-applicant	This program does not provide for co-applicants, meaning that this field does not need to be filled in.

Application form: Page 2

Field name	Explanation
Completion date of doctoral studies	For medical studies: Date of completion of doctoral studies.
Birth dates of children	If you have children, please enter their dates of birth here. Children include biological children, stepchildren, adopted children, etc. who are under the age of 14. If you have more than four children, please indicate all of their names and birth dates in your curriculum vitae.
Highest academic position/degree	Please choose the category which best describes the highest position or degree you have attained. In this context, it is necessary to distinguish between your academic position/degree and your actual current activities, which are covered in the next question. Should none of the categories match your position/degree, please describe it as specifically as possible in the "Other" field (maximum: 60 characters including spaces).
Highest current professional position	Please choose the category which best describes your position. This question refers to the highest professional position you currently hold . In this context, it is necessary to distinguish

	between your actual activities and your highest academic position or degree, which was covered in the previous question. Should none of the categories match your current professional position, please describe it as specifically as possible in the "Other" field (maximum: 60 characters including spaces).
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Application form: Page 3

Field name	Explanation
Research institution	Please indicate the research institution at which the project is to be carried out.
Mailing address	These address fields only need to be filled out in cases where the applicant does not have a postal address at a research institution. The applicant's name will be entered automatically and cannot be deleted.

Application form: Page 4

Field name	Explanation
Percentage of requested funding to be consumed at the research institution	This field need not be filled in.
Share of work time (%)	This field need not be filled in.
Project keywords	Please enter a maximum of six keywords in English which describe your project as completely and as accurately as possible.
Scientific disciplines to which project is related	Using the four-digit codes (six-digit codes to be applied from January 1, 2015) defined by Statistics Austria (http://www.fwf.ac.at/fileadmin/files/Dokumente/Antragstellung/wiss-disz-201002.pdf), please indicate the main scientific discipline as well as a maximum of three additional scientific disciplines to which your project is related. In addition, please enter percentages to indicate the extent to which each scientific discipline is involved in your project. The percentages entered <u>must total 100%</u> .

Programme-specific data (page 8)

Field name	Explanation
Foreign cooperation partner	Please provide the required data on the person that submits the necessary parallel application to the partner funding organisation abroad.

Programme-specific data (page 9)

Field name	Explanation
Participants from both countries	Please provide the required data on <i>all</i> participants in the Joint Seminar.