

Checklist for a complete application (Lise Meitner)

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 Academic abstract (no more than 3,000 characters) – according to the FWF application guidelines
- Form Co-authors

To be filled if necessary

- Form Cooperation arrangements – for all 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 Appendix 1-4 and, if applicable, Appendix 5 and 6. 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 (on a max. of 20 pages) must include the following contents:

1) The proposed research: Decisive for the assessment of the quality of the project

- State of the art of relevant international research (including own preliminary work, if applicable) and relation of the project to this context
- Clearly defined aims and hypotheses or research question(s) of the project
- Description of the project's anticipated level of originality or innovation

- Methods
- Intended cooperation arrangements (national and/or international) as part of the planned project should be explained. This explanation should specify the people with whom the applicant aims to collaborate, what the subject of the intended cooperation arrangement(s) will be and what they will contribute 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 may be evidenced by a collaboration letter.
- Work plan and timeline
- All potential ethical, safety-related, or regulatory aspects of the submitted project and how the applicant plans to deal with them must be described in a separate section. These questions should be addressed briefly in the text even if the applicant 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 must be addressed briefly in the text even if the applicant believes the project does not raise any sex-specific and gender-related issues.

2) Programme specific aspects

- Information on the chosen research institution and career development

3) Annexes

- Annex 1: List of works cited in the application (References) on max. 5 pages
- Annex 2: Academic curriculum vitae and description of previous research achievements (no more than three pages per person) of the applicant and the co-applicant
- Annex 3: Career plan (no more than 2 pages) to be signed by the applicant and the co-applicant
- Annex 4: Co-applicant's letter of recommendation
- Annex 5: Optional: confirmations (collaboration letters, no more than 1 page) of national and international cooperation partners that are stated to be essential in the project description.
- Annex 6: Optional: one additional letter of recommendation

III Attachments:

Mandatory file to be uploaded (attachment)

- Publication_lists.pdf – A list of all research publications over the last five years (broken down into “quality assured publications” and “other publications”) of the applicant and co-applicant (merged onto the document publication_list.pdf).

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)

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

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

If the application is the revision of a 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 passed on to the relevant previous reviewer or all reviewers:

If all the reviewers are to receive this response:

- 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.