In accordance with its Funding Guidelines dated January 1, 2022 (as amended), the FWF has issued the following Application guidelines for

PEEK

Program for Arts-Based Research
effective as of July 1, 2023, version 1
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1 General Information

1.1 Program objective

The aim is to fund clearly defined research proposals (hereinafter referred to as “projects”) of high artistic and academic quality at an international level in the field of arts-based research. This is a type of basic research that aims at increasing the existing knowledge base and developing new methods by means of aesthetic and artistic processes of knowledge production rather than those of pure science and scholarship. In general, one principal investigator is responsible for planning and carrying out projects; however, this person can collaborate with national and/or international research partners.

1.2 Submission

There are no submission deadlines for this program; applications can be submitted at any time. Applications must be submitted online at https://elane.fwf.ac.at.

Once the application has been submitted online, a PDF cover sheet will be generated. An application is not considered to have been formally submitted until the FWF has received the signed and stamped cover sheet (see section 2.2.3).

1.3 Who is eligible to apply?

Eligible to apply are researchers engaged in arts-based research who possess appropriate artistic, scientific, scholarly and/or arts-based research qualifications, sufficient time resources, and have access to the infrastructure necessary to carry out the project submitted. No specific academic title is needed, nor is Austrian citizenship required; however, the project must be carried out in Austria under the auspices of an Austrian research institution at which the principal investigator is employed. Applications for the Program for Arts-Based Research (PEEK) in ad personam mode may only be submitted by an individual natural person; institutions or companies may not apply.

Please note that the number of ongoing/approved projects in which one researcher can serve as principal investigator is limited to three in the Stand-Alone projects, International Programs, Clinical Research and Arts-Based Research programs. 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.

For information on submitting an application from abroad, please see Applications from abroad on the FWF website.
1.4 What types of projects can be funded?

Funding may be requested for arts-based research projects that are clearly defined, innovative, with plausibly described objectives and methods, and are limited in duration (no more than 48 months).

Proposals featuring one or more of the following attributes are considered innovative basic research: (i) research on new ideas and/or an investigation of new arts-based research questions, (ii) the development or application of new arts-based research methods, new technologies, or original approaches to solving research questions, or (iii) the application or modification of existing arts-based methods, technologies, or approaches to new research questions. Please note that next logical steps or the incremental further development of published data is not considered to be innovative or original.

If the structure and the content of the project are such as to potentially require subsequent projects, please refer to the supplementary information on [long-term projects](#) (also applies to PEEK).

1.5 Who is eligible to apply?

1.5.1 General requirements

Applications within the Program for Arts-Based Research (PEEK) must be headed by applicants of good standing, as judged by international standards, whose research demonstrates a relationship to the development and exploration of the arts (EEK)\(^1\). Applicants must show that they possess the qualifications needed to carry out the project by means of relevant artistic, scientific, scholarly, and/or arts-based research achievements over the last 5 years commensurate with their career stage, which establish their international visibility.

If there is any uncertainty about general application requirements or about accounting for career interruptions (see sections 1.5.3 and 1.5.4), the FWF recommends contacting the FWF Office or the [FWF unit for equal opportunities](#) in research funding in good time before submitting the application to confirm that all requirements are met and that any career interruptions can be accounted for. In cases of doubt, the appropriate decision-making bodies of the FWF shall decide on applicants’ eligibility.

1.5.2 Equal opportunities, diversity, and inclusion

The [FWF Strategy for Gender Equality and Diversity of Researchers](#) applies. This means that breaks or delays in applicants’ research careers that have led to publication gaps,

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\(^1\) The acronym EEK is derived from the German expression “Entwicklung und Erschließung der Künste.”
unorthodox career paths, or limited international research experience can be taken into account. For further details on accounting for career breaks, please refer to the information sheet on career interruptions.

1.5.3 Consideration of career breaks

The FWF will take justified, documentable career breaks (e.g. due to pregnancy, childcare,\(^2\) caregiving obligations,\(^3\) military or civilian service, flight, and asylum) into consideration in assessing the principal investigator's eligibility to apply.

1.5.4 Inclusion of the disabled and chronically ill

The FWF will also take any exceptions to and interruptions of typical career paths due to disability and/or long-term illness into consideration in determining whether the principal investigator meets the application requirements.

1.5.5 Data protection notice

When assessing eligibility, all personal data provided to the FWF by an applicant on a voluntary basis that relates to the information provided in sections 1.5.3 and 1.5.4 shall be taken into account exclusively to the applicant’s benefit (compensation of disadvantages). Relevant information (without sensitive or personal data) can be included in an individual's academic CV, making it available to the reviewers. A general explanation, including the duration of the interruption or delay, is sufficient. Please use the appropriate form for this purpose and give your explicit consent to data processing on the last page. If you wish to submit further supporting documents in addition to those listed in the form please submit them directly to the FWF office. These will not be visible to your research institution. This information is only used to check the application requirements and is not made available to reviewers.

1.6 What types of funding can be requested?

Project-specific costs are eligible for funding. These include personnel and non-personnel costs that are needed to carry out the project and that are not included in the infrastructure provided by the research institution. The FWF does not finance the infrastructure or basic equipment of research institutions.

The National Research Partner form should be completed for costs arising from the collaboration with national research partners that are not invoiced to the principal

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\(^2\) Childcare includes parental leave periods, if applicable.

\(^3\) Immediate family members and/or persons living in the same household: Spouses, registered partners, parents, children, adopted, step, and foster children, siblings, parents-in-law, and children-in-law.
investigator, but have to be handled directly between the research institution of the national research partner and the FWF.

For information on requesting funding for the personnel costs of the principal investigator (= applicants who intend their salary to be paid from the grant), see Information on funding the principal investigator’s (PI’s) salary

Please note that exaggerated costs may represent a reason for rejecting an application, even one that is considered excellent in terms of content. The number of reviews necessary for approval depends on the amount of funds requested (see section 3).

Multiple funding is not permitted (see FWF Funding Guidelines).

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:

The abstract must be written in English, may not exceed 3,000 characters (including spaces, no formulas or special characters), and is used to inform potential reviewers about the project. The abstract must use the English headings provided below.

• Wider arts-based research context / theoretical framework
• Hypotheses / research questions / objectives
• Approach / methods
• Level of originality / innovation
• Primary staff involved in the project

Where alternatives are indicated between slashes, please select the alternative that applies to your project.

2) Project description:

Project descriptions are limited to 20 consecutively numbered pages, incl. the table of contents (required), and where applicable, a list of abbreviations, headings, figures, captions, tables, footnotes, etc.

The project description must also include the following annexes on additional pages:

• Annex 1: List of literature cited in the application (References) on no more than 5 pages;
• Annex 2: Information on research institution(s) and justification of requested funding;
• Annex 3: CV and description of previous artistic, scientific, scholarly, or arts-based research achievements (max. 3 pages per CV);
• Annex 4 (optional): Collaboration letters from national and international cooperation partners (max. 1 page per letter).

The project description, including these annexes, must be uploaded as a single file called proposal.pdf. The FWF will send this document to the reviewers.

3) Attachments to be uploaded individually:
• Mandatory: publication or work list for the last 5 years, categorized by quality assured and non-quality assured (see also section 2.4).
• Where applicable: cover letter; list of reviewers to be excluded; report on results, or final report for follow-up applications (see also section 2.7); for resubmissions: overview of all changes made in the resubmitted application and response to reviews; vendor quotes for equipment, etc.

4) Completed forms:
• Required forms: abstract, application form, cost breakdown form, and co-authors form;
• Optional forms: national research partners form, national/international cooperation arrangements form.

2.2 Formal requirements and submission of application

2.2.1 Language of application

To allow applications to be reviewed by international experts, all proposals must be submitted in English. If desired, a version in German or another language may be added as a supplement.

2.2.2 Formatting

The continuous text in the project description, annexes 1-3, and the attachments (except for vendor quotes) must be written in 11 pt. font with 15-20 pt. spacing and at least 2 cm margins. The continuous text in the project description, annexes 1-3, the publication and/or work lists, and the additional documents specified in section 2.7 where applicable, must be written, without exception, in 11 pt. font with 1.5 line (15-20 pt.) spacing and at least 2 cm margins. A standard, easily legible font must be used for the body text. The form requirements (font type and size, line spacing, and margins) of the project description also apply for the additional documents, except for documents not prepared by the applicant, such as collaboration letters.

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). The choice of citation
conventions or style guide is left to the applicant, but must be implemented consistently throughout the entire proposal. If available, a DOI address (DOI = Digital Object Identifier) or another persistent identifier should be used for the literature cited.

2.2.3 Submitting the application

The application must be submitted online at elane.

To submit an application online, applicants must create an account at the address shown above. All the necessary forms must then be filled out online; additional documents such as the project description are to be uploaded as well. For additional information, see the 'User manual – elane'.

1) Required parts of the application:

a) Files:
   • Proposal.pdf (project description incl. annexes 1-3 and where applicable 4, with PDF bookmarks, at least for the major sections)
   • Publication_list.pdf (publication list of all the key project participants for the last 5 years, categorized by quality assured and non-quality assured)

b) Forms:
   • Abstract in English
   • Application form
   • Cost breakdown
   • Co-authors (mandatory information)
   • National research partners (if applicable)
   • National and international cooperation arrangements (if applicable)

2) File uploads – if applicable:

   • Cover_Letter.pdf (= accompanying letter)
   • Negative_list.pdf (= list of reviewers who should be excluded)
   • Follow.pdf (= result report or final report of the previous project in case of follow-up applications)
   • Overview_Revision.pdf (= in the case of resubmission, overview of all changes made in the resubmitted application)
   • Revision.pdf (= for resubmissions, response to all reviews of the previously rejected application)
   • Quotes_equipment.pdf
   • Quotes_other_costs.pdf

Once the application has been submitted, a PDF cover sheet will be generated automatically.

This cover sheet must be sent to the FWF.
a) by conventional mail with the handwritten signature of the applicant, the handwritten signature(s) of the authorized signatory or signatories of the research institute(s), and the stamps of the research institute(s), or

b) by email (office@fwf.ac.at) with a scan of the signature(s) and stamps(s) of the research institute(s) and signed using the applicant’s qualified electronic signature (Citizen Card/Cell Phone Signature) or

c) by email (office@fwf.ac.at), signed using the qualified electronic signature of both the research institute(s) and the applicant

The application shall not be considered officially submitted until the FWF receives the cover sheet signed in the manner described above. Please note that a scanned version with signatures and stamps but not signed using the applicant's qualified electronic signature (Citizen Card/Cell Phone Signature) is not sufficient.

2.3 Project description and annexes

The project description may not exceed 20 pages and must include a table of contents as well as the elements described in section 2.3.1. Annexes must be attached to the project description in the order indicated in section 2.3.2. Only the project description, including the annexes, will be forwarded to the reviewers.

2.3.1 The proposed research

1) Table of contents
2) State of the art of relevant international arts-based research (including own preliminary work, if applicable) and relation of the project to this context
3) Clearly defined aims and hypotheses or arts-based research question(s) of the project
4) Description of the project's anticipated level of originality or arts-based research innovation
5) Methods
6) Intended cooperation arrangements (national and/or international) included in the planned project should be explained. This explanation should specify the individuals involved, the subject of the intended cooperation arrangement(s), and how they contribute to the project. All of the national and/or international cooperation arrangements that were stated

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4 Examples of applications 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.
as essential in the project description should be listed on the cooperation arrangements form and may be confirmed by a collaboration letter.

7) Work plan and timeline
8) Artistic, scientific, scholarly, or arts-based research qualifications of the researchers involved
9) All potential ethical, safety-related, or regulatory aspects of the proposal and how applicants plan 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.
10) 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.

2.3.2 Annex 1: List of references

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

2.3.3 Annex 2: Financial aspects

The template for the description of projected costs can be found in Appendix A.
- Information on the research institution and the research institutions of the national research partners
  - Existing personnel (not financed by the FWF; usually, the principal investigator and the personnel of the research institutions)
  - Existing infrastructure
- Information on the funding requested
  - Explain briefly why the personnel requested is needed (type(s) of requested position(s), job descriptions, extent of employment, and duration of involvement in the project);
  - Explain briefly why the non-personnel costs applied for are justified (equipment, materials, travel, and other costs). If funding for equipment is requested, applicants must explain why this does not constitute part of the basic equipment of the given research environment – see section 2.5.3.

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5 For instance, the European Commission’s Ethics for Researchers or The European Code of Conduct for Research Integrity can serve as a guide here.

6 Positioning and reflecting on the research approaches 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/)
2.3.4 Annex 3: CVs and description of previous research achievements

The arts-based CVs and research achievements (for the principal investigator as well as a maximum of 3 other key project participants) should be described on no more than three pages per person, as specified below.

Required contents for arts-based CVs

- **Personal details**: Personal details (name, researcher unique identifier(s) such as ORCID, research ID, etc., no photos), address of research institution, and relevant websites. In addition, a publicly accessible link to the list of all published publications is required.

- **Education**: List of scientific/scholarly, artistic, and/or arts-based milestones

- **Position(s)**: List of relevant positions (with the extent of employment in the case of part-time employment)

- **Career breaks (if any)**: List of career breaks or delays (see also section 1.5.2)

- **Net research experience** (optional): The length of time (in years and months) that has actually been used in net total for research – calculated in such a way as to be equivalent to full-time employment – and broken down into the time before and after completion of the applicant’s doctoral degree (if applicable). This is intended to make it easier for the reviewers to assess the principal investigator’s qualifications in term of academic age.

- **Research interests**: Description of the main areas of research and the most important research results achieved to date

- **Arts-based publications**: List of no more than ten of the most important published or accepted publications and/or works (journal articles, monographs, edited volumes, contributions to edited volumes, proceedings, concerts, exhibitions, installations, performances, art works etc.); for each publication, either a DOI address or another persistent identifier should be indicated, if available. In accordance with the Agreement on Reforming Research Assessment, journal-based metrics such as journal impact factors, Article Influence Scores, or the h-index should not be included.

- **Additional arts-based research achievements**: List of no more than ten of the most important research achievements apart from academic publications, including achievements such as freely accessible research data including software and codes, awards, contributions to conferences, keynote lectures, significant research projects, peer review activities, promotion of junior researchers, exhibitions, interactions with society (including citizen science or transdisciplinary activities), science communication, knowledge transfer, licenses, or patents. If available, a persistent identifier or link to the research achievement must be provided.
2.3.5 Annex 4: Collaboration letters (optional)

Collaboration letters (each no more than 1 page) from national and international collaboration partners who are named in the project description as being essential for the implementation of the project and whose role is plausibly described.

2.4 Mandatory attachment: Publication list

A list of all research publications and/or works over the last five years\(^7\) (categorized as “quality-assured publications” and “other publications,” see section 1.5) of all participants for whom a CV has been submitted, as well as for all project staff members for whom personnel costs are requested, in one PDF document. This publication list helps the FWF to determine if there are any potential conflicts of interest with reviewers. It will not be forwarded to the reviewers.

2.5 What project-specific costs can be funded?

The requested funds must be summarized in the elane Cost breakdown form. Funding may only be requested for the following cost categories.

2.5.1 Personnel costs

Funding may only be requested for personnel who are needed in addition to existing personnel resources for the realization of the project and only to the extent required for the project.

Full- or part-time employment contracts (Dienstverträge, DV) and contracts for marginal employment (geringfügige Beschäftigung, GB) are available for project staff. FWF’s standard personnel costs apply.

Employment contracts for doctoral students may not exceed 75% employment (up to 30 hours per week). A part-time (50%) employment contract of 20 hours/week for student employees may be requested for researchers who have not yet completed a graduate degree program in the relevant subject area.

The FWF grants an annual salary adjustment to compensate for inflation, which is applied automatically to all existing contracts of employment in Stand-Alone projects. Please note that for doctoral students, contracts of employment of no more than 75% (which equates to 30 hours per week) may be requested.

\(^7\) Publication lists must include: all authors, complete titles, journal, year, and page numbers. For each publication, if available, either a DOI address or another persistent identifier should be indicated; for publications with more than 20 authors, an “et al.” citation can be used.
2.5.2 Grant-salaried principal investigators

The FWF defines a grant-salaried principal investigator as a principal investigator whose salary (including partial funding) is to be paid from the funding provided for the project. Female applicants are also eligible to apply for additional funding for professional development.

A detailed description of the requirements and application procedure can be found in the Information on funding the principal investigator’s (PI’s) salary.

2.5.3 Equipment costs

Funding for equipment may only be requested if the equipment is specifically required for the project and if it is not part of the institution’s existing infrastructure. “Infrastructure” is defined to include all equipment (and components thereof) that a modern research institution needs to have to conduct basic research in the relevant discipline at an internationally competitive level. This means that equipment such as computers (laptops, etc.) is considered to be part of the standard infrastructure and no funding will be approved for these items. Please note that if funding for such equipment or components are requested, doubts may be raised whether it is possible to conduct leading-edge basic research in such an environment (and indeed how it was possible to carry out the preliminary work related to the project in the first place). This may have an impact on the funding decision.

In this context, “equipment” includes scientific instruments, system components, self-constructed devices (generally assembled from smaller pieces of equipment and materials), and other tangible fixed assets as well as intangible assets such as licenses, industrial property rights, and licenses derived from such rights, if the acquisition cost per item exceeds €1,500 (incl. VAT, unless the research institution is entitled to deduct VAT) and where said equipment is financed primarily (more than 50% of the total costs of the specific item) from FWF funds. A vendor quote from a company (PDF scan) must be uploaded with the application for each piece of equipment with an acquisition cost (including VAT) in excess of €5,000. A vendor quote may not be older than 12 months.

For items of equipment which are required specifically for the project and whose acquisition cost (including VAT) is €24,000 or higher, applicants must confirm with their signatures on the application form (Affirmation of applicant) that they have verified that no comparable equipment that could be used or shared is available within a reasonable distance, and that the possibility of (co-)financing by third parties has been explored. Applicants must also ensure that they are aware of any possible costs that could arise from the use, maintenance, and repairs of the equipment.

The principal investigator is to instruct his/her research institution to order the equipment and effect payment accordingly. The principles of economy, efficiency, and expediency apply to any acquisition. In all equipment purchases, the research institution’s procurement guidelines are to be observed. Each item of equipment is to be recorded in the institution’s inventory
and the acquisition costs are to be reimbursed from the respective project budget in accordance with the relevant agreement between the research institution and the FWF.

2.5.4 Material costs

“Materials” is defined as consumables and small items of equipment (cost per item less than €1,500 incl. VAT).

The calculation of requested funds for project-specific material costs should be justified based on the project’s schedule, work plans, and experimental schedule. Experience from previous projects should be considered in making the calculations.

2.5.5 Travel costs

Funding may be requested for project-specific travel and accommodation, field work, expeditions, etc. The project description must include a detailed travel plan broken down by project participant. This plan must indicate which persons, for what purpose, when (in which year of the project), for how long, and where they will be travelling, and how much this will cost.

When planning travel in connection with a project, researchers should always carefully consider whether travel is absolutely necessary or whether the relevant information can be exchanged virtually. If a project requires travel, transportation by train is preferred to travel by air as a contribution to environmental sustainability. Funding can be requested for any resulting extra costs such as an additional overnight stay. When travelling by air, it is strongly recommended to make a carbon offset contribution\(^8\), which can be requested as part of the travel expenses or funded through the budget for general project costs. A carbon offset contribution can be requested for up to 15% of the ticket price. Travel expenses for researchers from other Austrian and foreign research institutions can only be granted in exceptional cases. Grounds for the exception must be provided in detail.

The calculation of travel and accommodation costs should generally be based on the federal regulations governing travel costs (RGV). The current RGV rates for travel abroad can be found in the following document.

For longer stays, a transparent and realistic budget should be prepared; in general, this budget will be lower than the costs calculated based on RGV rates.

No funding may be requested for the presentation of project results at conferences; the costs associated with attending such conferences should be covered under “General project costs.”

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\(^8\) The amount of a carbon offset contribution for flights can be calculated, for example, using the CO\(_2\) calculator on the Climate Austria website.
2.5.6 Costs as part of national and international cooperation arrangements

In contrast to national research partners (see section 1.6.), costs arising as part of an arts-based research collaboration with an external research institution are to be borne by that research institution. This does not apply to cooperation arrangements with scientists or scholars from developing countries.

Within the context of cooperation arrangements, funds may only be transferred to a cooperation partner (whether or not they are based abroad) if they are clearly limited contracts or services and directly necessary for carrying out the Austrian project. These costs must be substantiated by a vendor quote, and funding for them can be requested under “Other costs”.

2.5.7 Other costs

• Independent contracts for work and services (costs for work of clearly defined scope and content carried out by individuals, provided that they are justified in terms of research and are economical);

• Costs for the preparation, archiving, open access, and reuse of research data in repositories in accordance with the FWF’s Open Access Policy;

• Costs that cannot be included under personnel, equipment, materials, or travel costs, for example:

  • The use of research facilities, e.g., costs for the project-specific use of available equipment (project-specific “equipment usage time”) or large research facilities. If the costs exceed EUR 5,000.00 including VAT, vendor quotes must be provided; please upload a PDF scan. Where the costs exceed EUR 10,000.00 not including VAT (over the entire term of the project), each vendor quote must be accompanied by the corresponding calculation basis. This calculation must include information on the nature and scope of the services for which project-specific costs are incurred (according to internal charging procedures, e.g., based on usage days or hours, or based on the number and type of measurements/analyses performed, etc.) and may not contain any infrastructure-related costs like equipment depreciation, supplementary charges for overheads, costs of research premises, etc.;

  • Necessary project-specific artistic events (funding for these costs shall only be granted in the amount considered by the reviewers to be absolutely essential for carrying out the project);

  • Project-specific public relations work intended to make PEEK and its results visible to a wider audience than the specialized field;
• Any laboratory animals necessary for the project;

• Project-specific work carried out outside the applicant’s research institution (e.g., for analyses carried out elsewhere, interviews, sample collection, preparation of thin slices, etc.); vendor quotes must be uploaded for costs in excess of €5,000 (including VAT);

• The disposal of project-specific hazardous waste;

• Cooperation arrangements with researchers in developing countries.

2.5.8 General project costs

The approved grant sum includes 5% general project costs that are permitted for funding but cannot be requested individually using the abovementioned cost categories. They are subject to the FWF’s Funding Guidelines and the costs must be eligible for funding. These include, for example, costs for conference travel, dissemination activities as well as smaller, unforeseen costs necessary for the project.

Overhead costs for the research institution are not included in general project costs.

General project costs are to be entered in the appropriate field in the Cost breakdown form and calculated as 5% of the total funding requested. General project costs impact the number of reviews required for the proposal (see section 3). No justification for general costs is needed in Appendix A.

2.5.9 Publication costs

Information on funding options for publications resulting from FWF-funded projects can be found on the FWF website at Peer-Reviewed Publications.

2.6 Forms

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

• Affirmation of 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;

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

• Co-authors form: All persons who have made substantial 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 must be uploaded, where applicable:

- Cover letter;
- List of reviewers to be excluded;
- If the PEEK 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 must be uploaded in the language of the application (max. 6 pages);
- For attachments required when resubmitting a revised version of a previously rejected application, please see section 2.8;
- Vendor quotes for requested pieces of equipment with an acquisition cost (including VAT) of €5,000 or higher. (Please provide one quote from one company for each piece of requested equipment. These quotes may be submitted in German);
- Vendor quotes for any relevant items requested under “Other costs” with a cost (including VAT) of €5,000 or higher (e.g., use of research facilities).

It should be noted that any annexes or attachments in addition to the ones mentioned above will not be considered in further stages of the application process (such as letters of recommendation, “forthcoming” publications etc.).

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

A resubmission is defined as the revision of an application addressing the same or similar research questions as a proposal the FWF has previously rejected, regardless of the program category. If an application is submitted on the same or a very similar research question and if, in the view of the principal investigator, this application is not a resubmission but a completely new project, this must be explained in a separate accompanying letter to the FWF Office. 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 appropriate decision-making bodies of the FWF shall decide.

Resubmissions must show changes from the rejected application. If an application has been rejected for the reasons C3, C4, and C5, these changes need to be substantial (based on the comments in the reviews). If no such changes are made, the FWF’s decision-making bodies will return the application to the applicant without review.

When resubmitting an application, the following documents must be uploaded:
• 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 to reviews: A response to all reviews of the rejected application must be provided, even if one of the reviewers is to be excluded from reviewing the resubmitted application (see section 3.3). This response, consolidated in one document, will be forwarded to all reviewers reviewing the resubmission and should address the recommendations and criticisms included in the previous reviews as well as describe the resulting changes made.

There is no deadline within which a resubmission of a rejected application must be submitted, but any relevant application requirements must be considered. Submission of a resubmission follows the application procedure described in section 2.2.3, meaning that it is submitted as a new independent application and not as an additional application to the previously rejected application.

3 Processing and decision-making

The FWF Office undertakes a formal check of the application. A detailed description of the decision-making process, the criteria for selecting international reviewers, detailed rules concerning conflicts of interest and the composition of juries can be found in the General Principles of the Decision-Making Procedure.

The review process is conducted by an international jury established for PEEK. Information on the average duration of the review process can be found online on the FWF Dashboard. When the review process is completed, the FWF Board considers the reviews and decides, generally in the June or November/December Board meeting, whether the proposal should be funded. Applicants will be informed in writing of the FWF’s decisions.

The number of reviews required for funding approval depends on the amount of funding requested. For requests of up to €450,000, at least two reviews are needed; for each additional €200,000, at least one further review is required (e.g., up to €650,000 at least three reviews, and so on).

3.1 Requests for changes and returning applications without review

The FWF will not process incomplete applications or those which do not comply with the FWF’s regulations or which contain formal errors (in particular, those which exceed the permitted length of the application), unless and until the applicant has rectified the problems within a reasonable period of time (generally three weeks). If the problems have not been resolved within this period of time, the FWF’s decision-making bodies will return these
proposals without review. Similarly, applications will not be reviewed if they have been previously rejected by the FWF and resubmitted without appropriate revisions.

All applications that comply with FWF regulations are sent out for review. Reviewers (generally persons working outside of Austria) are selected by the members of the international PEEK jury and confirmed by the FWF's decision-making bodies.

Once the review process has begun, no more changes can be made to the application.

The most common reason for an application to be returned without review is that the application does not address specific hypotheses or research questions (see section 2.3.1).

### 3.2 Reasons for rejection

The reasons for rejecting an application will be analyzed and assigned one of five categories (C1–C5). The result 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.

### 3.3 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 usually not be contacted for a second review. However, please note that generally all resubmissions are also evaluated by new reviewers.

### 3.4 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 (with the “three times” referring to the original application and two resubmissions) are also barred for 12 months (from the date of decision). Rejections for reasons C1 or C2 do not count towards this total.

It is only ever topics that are temporarily banned according to these rules, and not applicants.

### 3.5 Exclusion of reviewers

As mentioned in section 2.7, a list of a maximum of three potential reviewers who should not be consulted to review the proposal due to a possible conflict of interest can be uploaded as an additional document.
The applicant must give reasons for why they wish to exclude certain reviewers. If the reasons for exclusion are professionally and academically sound, the FWF will generally fulfil such requests and will exclude these reviewers from the review process.

A detailed description of the FWF’s policy on conflicts of interest can be found in the General Principles of the Decision-Making Procedure.

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

4 Compliance with legal requirements and standards of research integrity

Applicants must comply with all legal requirements and safety provisions (e.g., the Federal Disability Equality Act [Bundes-Behindertengleichstellungsgesetz, BGStG]) that apply to their PEEK project and obtain all the necessary permits (e.g., from the Ethics Committee, the Animal Testing Commission, the Austrian Federal Monuments Office, or the relevant foreign authorities).

Applicants must also comply with the Guidelines for Good Scientific Practice of the Austrian Agency for Research Integrity (ÖAWI). If there is reason to believe that an applicant has failed to comply with these standards, the FWF will carry out a plausibility check in accordance with its procedure. Depending on the circumstances, the FWF can arrange for 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 this check or investigation has been concluded.

5 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 (PR) purposes – which must be sent to the FWF by the applicant 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. Guidelines for writing PR summaries can be found here.

In addition, the FWF requires a data management plan (DMP) for all approved projects. This plan should also be sent to the FWF when returning the grant agreement. The template for the DMP can be viewed and downloaded here.
For any kind of publication of project results (e.g., academic publications, research data, conference papers, and media reports), applicants must comply with the guidelines specified in the funding agreement on acknowledging the FWF as the funding institution and the Open Access Policy.
Appendix A:
Template: Information on the research institution and description of project finances

Note: The information on the research institution and the description of project finances must be presented using the following structure and appended to the project description as Annex 2. Costs must be broken down and adequately justified for each point below. The list and justification of the requested funds must correspond to the costs indicated in the Cost breakdown form.

a) Details on the research institution of the applicant and – if applicable – of national research partners:
   • Existing personnel (not financed by the FWF, usually the principal investigator and research personnel at the research site(s));
   • Existing infrastructure.

b) Information on the funding requested:
   • Explain briefly why the personnel requested is needed for the project (type(s) of requested position(s), job descriptions, extent of employment, and duration of involvement in the project);
   • Explain briefly why the non-personnel cost applied for are justified (equipment, materials, travel, and other costs). If funding for equipment is requested, applicants must explain why this does not constitute part of the basic equipment of the existing research environment – see also section 2.5.3.

List and justification for

Personnel costs:

Equipment costs:

Material costs:

Travel expenses:

Other costs (including independent contracts for work and services):
Appendix B: Notes and questions for reviewers in the Program for Arts-Based Research (PEEK)9

The FWF actively supports equal opportunities and equal treatment in all of its programs. The review of an application must not put applicants at a disadvantage for non-research-related reasons such as age, gender, etc. For example, when assessing applicants’ qualifications, please disregard their actual age, but consider their academic age in the field of arts-based research instead.

Our commitment to equal opportunities also means taking into account breaks or delays in applicants’ research careers (e.g., due to parental leave; long-term or chronic illness; disability; caring responsibilities; etc.), which may have led to publication gaps, unorthodox career paths, or limited international research experience. Please also see our information for reviewers on unconscious bias in the decision-making process.

Only the ten most important arts-based research publications or artistic works and the ten most important additional research achievements of the applicant are to be considered when evaluating the application. As a signatory to the San Francisco Declaration on Research Assessment (DORA), the FWF also emphasizes that, in assessing research performance, reviewers should refrain from using journal-based metrics such as Journal Impact Factor.

Please review the current proposal10 based on the following six assessment criteria: 1) innovation and originality, 2) quality of the proposed research, 3) approach and feasibility, 4) researchers’ qualifications, 5) ethics and gender, and 6) overall evaluation. For each of these criteria except 5) we ask you for both written comments and a rating on a scale from “excellent” to “poor”. Please be aware, however, that the FWF’s funding decision will be based primarily on reviewers’ written assessments rather than the ratings assigned.

Please keep in mind that sections 1 and 2 will be forwarded to the applicant in full and in anonymous form.

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9 Further information can be found on our website: FWF’s corporate policy and mission or Application Guidelines for PEEK Projects.

10 The project proposal must meet the FWF’s formal requirements. Please bear these in mind when writing your review. (Key formal requirements: 20 pages max. for the project description including figures and tables; 5 pages max. for the list of references; 3 pages max. for each CV, including a description of previous artistic, scientific, scholarly, or arts-based research achievements and the ten most important publications or works. For further details, please see Application Guidelines for PEEK Projects.)
Section 1

1) **Innovation and originality**
   Is the proposed arts-based research innovative? Does it make an original contribution to its field?

2) **Quality of the proposed research**
   Are the arts-based research questions formulated clearly? Are they timely, challenging, and likely to lead to relevant insights?

3) **Approach and feasibility**
   Is the arts-based research design well-conceived, clearly formulated, and suitable for answering the research question(s)? Is there a well-organized work plan? Have the methods been chosen well and does the proposal describe them in sufficient detail?

4) **Qualifications of the researchers involved**
   How well are the researchers qualified to carry out the proposed research? How would you assess the artistic, scientific, scholarly, or arts-based research qualifications of the applicant, their team, and any collaboration partners? In evaluating their qualifications, please consider their career stage, taking into account unorthodox career paths and circumstances that may have slowed down their progress (e.g., parental leave, long-term or chronic illness, disability, caregiving responsibilities).

11) **Ethics, sex and gender**
   - *Ethics*: Have ethical considerations been addressed satisfactorily?
   - *Sex and gender*: Applicants are required to address any relevant sex-specific and/or gender-related aspects inherent in their research questions and/or research design. Please assess whether these aspects have been adequately addressed.

5) **Overall evaluation**
   What is your overall impression of the proposal? Specifically, what would you consider its key strengths and weaknesses? Please give reasons for your answers, taking as much space as you need.

Section 2: Optional recommendations for the applicant(s)

If you are in favor of the project being funded, you may want to add to the formal assessment in section 1 by making further and perhaps more informal comments or suggestions here. However, please note that these remarks, too, may also have an impact on the FWF’s funding decision, especially if they amount to substantive criticism of the project.

Section 3: Confidential remarks to the FWF

Please use this space to make any comments that you do not want submitted to the applicant(s). Feel free to also give us feedback about the evaluation process and your interactions with us.