

Checklist for a complete application (QFTE project)

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
- Form Cost breakdown
- Form Academic abstract (no more than 3,000 characters) – according to the FWF [application guidelines](#) & by using the given section names
- Form Co-authors

To be filled if necessary

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

II. Elane: Files to upload

Mandatory upload in a single file

Proposal.pdf - this PDF file must contain the project description as well as Appendix 1-3 and, if applicable, Annex 4. For the project description and Annex 1-3, the formatting specifications must be observed (font size 11pt, line spacing 15-20 pt, page margins at least 2cm). The beginning of each paragraph should be clearly recognisable (e.g., by indenting the first line and/or spaces between paragraphs).

The project description (max. 50,000 characters on a max. of 20 pages) must include the following contents:

1) Scientific/scholarly aspects: Decisive for the assessment of the quality of the project

- Description of 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, potential and possibilities for implementation
- Description of the relevance to international research in the field (international state of

research)

- Plan for further implementation and application of the project outcomes including any cooperation arrangements that may be necessary in future
- Description of the methods
- Description of the planned cooperation arrangements (national and/or international)
- Presentation of the work plan and timeline
- Description of all potentially ethical, safety-related, or regulatory aspects. Important: this aspect should be addressed briefly in the text even if the applicant believes the project does not raise any ethical issues.
- Description of all potentially sex-specific and gender-related aspects. Important: 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) Human resources: Are the participating researchers qualified to carry out the project?

- Description of the research-related qualifications of the researchers involved.

Annex 1: Financial aspects: The template from the application guidelines must be used.

The explanations must be presented in a way that is comprehensible to the FWF and the reviewers. Non-transparent information may lead to a reduction in the grant amount. The list and justification of the costs requested must be in accordance with the costs indicated in the *Cost breakdown* form.

Information on the research institution and – if applicable – those of the national research partners:

- Available personnel – not financed by the FWF
- Available infrastructure – Information on the research institution(s) and the project-specific basic equipment available

Information on the funding requested:

- Personnel
 - scientific/scholarly employees
 - non-scientific/-scholarly employees
- Equipment costs
- Material costs
- Travel costs
- Other costs
- Independent contracts for work and services

Annex 2: List of works cited in the application (References) on max. 5 pages

Annex 3: Academic curriculum vitae and description of previous research achievements (no more than three pages per person) of the principal investigator as well as a maximum of three other project participants

Annex 4: If applicable: confirmations (collaboration letters, no more than 1 page) of national and international cooperation partners that are stated to be essential in the project description.

III Attachments:

Mandatory file to be uploaded (attachment)

- Publication_lists.pdf – publication list of all the key project participants for the last 5 years, broken down into peer-reviewed and non-peer-reviewed, of all participants for whom a scientific curriculum vitae is enclosed, as well as for all essential project members for whom personnel costs are requested; merged into one PDF document
- Justification_QFTE.pdf – Justification for applying to QFTE: brief description of why the planned research project fits in with the QFTE programme, and why the application-oriented aspects are at the start of the innovation chain, no more than 1 page
- Follow.pdf – report on previous results or a final report, no more than 2 pages

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)
- Quotes_equipment.pdf – Quotes for equipment pieces from an acquisition value of EUR 5,000.00 incl. VAT (1 offer per requested equipment piece; in the case of several offers merged into one PDF file)
- Quotes_other-costs.pdf – e.g., costs for the project-specific use of available equipment (project-specific “equipment time”) or large research facilities, costs for project-specific work carried out outside the applicant’s research institution; in case of several offers merged into one PDF file