

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 Elise Richter PEEK Programme



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1. General Information

1.1. Aims of the programme

The Elise Richter PEEK¹ programme has been conceived as a specific funding measure for women in arts-based research. This funding programme aims to:

- Support excellently qualified researchers in all fields of artistic research in their academic career development (generally by becoming affiliated with a particular institution),
- Enable female researchers to attain a level of qualification that allows them to apply for professorial positions within Austria or abroad (the “Habilitation” or equivalent),
- Encourage women to embark on university careers and thereby increase the proportion of female lecturers and professors.

1.2. Deadlines

The calls take place once a year in spring. Applications are not accepted on a rolling basis.

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:

- At least two years of relevant arts-based research experience within Austria or abroad at the time when the application is submitted.
- Preliminary work for the planned project / “*Habilitation*” thesis in relation to the length of funding requested or the intended qualification.
- [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:

- a) researchers who are funded as part of the Lise Meitner Mobility Programme and want to continue their research work in Austria as part of an Elise Richter PEEK project after the end of their funding,
- b) researchers who can prove at the time when the application is submitted that they have a valid employment contract (at least 50%; not funded by the FWF) at an Austrian research institution for the planned duration of the project; the application must be accompanied by a confirmation from the researcher’s employer.

¹ The acronym PEEK is derived from the German expression “**P**rogramm für die **E**ntwicklung und **E**rschließung der **K**ünste”.

Researchers who have already completed their “Habilitation” (professorial qualification) are not eligible to apply.

There is no age limit, but the publication record should be commensurate with the academic curriculum vitae. Time spent raising children and non-typical career paths will be taken into account. If an examination of the application shows that the requirements for the career development programme are not met, the FWF reserves the right not to initiate the international peer review procedure and to remove the application from the list of those to be considered for possible funding (see also [Section 1.5](#)).

Please note that the number of ongoing/approved projects in which one researcher can serve as principal investigator is limited in the Women’s and Mobility programmes. 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](#).

1.4. What types of projects can be funded?

Funding may be requested for projects / “Habilitation” thesis in the field of arts-based research that are clearly defined, convincingly described in terms of objectives and methods, and limited in time. Arts-based research 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. Aspects of a research project that go beyond the realm of science and scholarship in the field of arts-based research 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 12-48 months. The project / “Habilitation” thesis must be conceived in such a way that by the end of the period for which support is requested, the candidate will have attained the level of qualification required to apply for professorial positions.

Additional information

Researchers may only serve once as the principal investigator of an Elise Richter PEEK project.

1.5. What requirements must be met to apply?

Applicants must have performed arts-based research in an area relevant to the field of the application and be able to prove this by publications of the last five years in internationally recognized journals (the number of which should correspond to the stage the applicant has reached in her career) or, where appropriate, by forms of arts practice which have been explicitly informed by research undertaken by the applicant and which have been recognized and evaluated internationally.

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.
- **Arts practice:** Where examples of the applicant's arts practice and her critical reflection on it are presented as part of the application, the items submitted must have been made publicly available, with evidence of this in appropriately documented form. They should demonstrate levels of achievement that could be regarded as comparable in terms of critical recognition to the publication of research in internationally recognized journals. To be accepted as part of an Elise Richter PEEK application, the research dimensions of and the research questions underpinning each such item submitted should be made explicit in a short supporting statement written by the applicant to be included in the publication/work list. Where applicable, all talks and conference papers given on the art-work should also be listed in the application (see [Section 2.5](#)).

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?

The level of support includes personnel costs for the principal investigator (senior postdoc) and project-specific costs. The latter include non-personnel and additional personnel costs that are necessary for carrying out the project and that go beyond the resources provided by the infrastructure of the research institution. Project-specific costs may be requested up to a level of €15,000 per year. Of those project-specific costs, up to €2,000 per year may be allocated for coaching or personal development. The FWF does not finance the infrastructure or basic equipment of research institutions.

The principal investigator shall receive a senior postdoc employment contract at the [current level](#) if the applicant is to work at a research institution that is subject to the 2002 Universities Act (UG 2002) or that has concluded a corresponding agreement with the FWF. In all other cases, an independent researcher grant (“Forschungssubvention”) should be requested. If an independent researcher grant is awarded, the principal investigator is self-employed. Additional income (e.g., resulting from lectureships) to full-time employment is allowed either up to 5 hours per week or up to the legally defined limit for marginal part-time employment (“Geringfügige Beschäftigung”), provided that these additional occupations serve to further the principal investigator’s career.

Part-time work is possible and may be requested in the initial application. The level of employment must be at least 50%. The level of personnel costs granted will be reduced in proportion to the extent of employment.

Principal investigators who are employed full-time (100%) after the birth of a child can receive a child allowance of €9,600 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.

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.

Please note that exaggerated costs may represent a reason for rejecting an application, even one that is considered excellent in terms of content.

1.7. Applying for additional funding

Applicants for an Elise Richter PEEK 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, Hertha Firnberg or Elise Richter). 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 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.
- may, because of the ban on double funding (see also [Section 1.4](#)), not submit essentially identical applications to the FWF – neither in the same nor in a different funding

programme – unless the application guidelines of the respective programme explicitly make an exception to this general rule.

2. Application content and form

2.1. Sections of the application

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

1) **Abstract in English** comprising no more than 3,000 characters (incl. spaces; no formulas or special characters). The 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 arts-based research context / theoretical framework
- Hypotheses / research questions / objectives
- Approach / methods
- Level of originality / innovation
- Primary staff involved in the project

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: Information on research institution(s) and justification of requested funding;
- Annex 2: List of literature cited in the application (*References*) on no more than 5 pages;
- Annex 3: Curriculum vitae (hereinafter referred to as CV) and description of previous artistic, scientific, scholarly, or arts-based research achievements (no more than 3 pages per CV);
- Annex 4 Career plan;
- Annex 5: Letter of recommendation from somebody who has already completed their “Habilitation” in the same subject;
- Annex 6 (where applicable): Confirmations (collaboration letters) of national and international cooperation partners (no more than 1 page per letter);
- Annex 7 (optional): one additional letter of recommendation.

Attachments to be uploaded individually:

- **Mandatory:** publication list for the last five years, broken down into peer-reviewed and non-peer-reviewed, where applicable, work list and/or all talks and conference papers given on the art-work (see also [Section 2.5](#)).
- **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: *abstract*, *application form*, *Programme-specific data form*, *Cost breakdown 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.

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 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 1-5 and where applicable 6 and 7, with PDF bookmarks, at least for the major sections)
- *Publication_list.pdf* (publication list of the applicant for the last five years, broken down into peer-reviewed and non-peer-reviewed, where applicable work list and/or all talks and conference papers given on the art-work)

b) Forms:

- *Abstract* in English
- *Application form*
- *Programme-specific data*
- *Cost breakdown*
- *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.)
- *Quotes_equipment.pdf*
- *Quotes_other_costs.pdf*

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 signature² (e.g., mobile phone signature), and sent to the FWF (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 For example: <https://www.digital.austria.gv.at/citizen-card-concept>

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 arts-based research question(s) of the project
- Description of the project's anticipated level of originality or arts-based research innovation³
- 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 aspects⁴ of the submitted project and the planned handling of them 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 ethical issues.
- All potential sex-specific and gender-related aspects⁵ 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.

³ 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.

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

⁵ 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/>)

2.3.2. Human resources

- Artistic, scientific, scholarly or arts-based research qualifications of the applicant and details on the preliminary work performed in relation to the planned project / “Habilitation” thesis.

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: Financial aspects

The template for the description of projected costs can be found in [Appendix I](#).

- Information on the research institution and those of the national research partners
 - Available personnel (not financed by the FWF; usually, the principal investigator and the personnel of the research institutions)
 - Available infrastructure
- Information on the funding requested
 - Concise justifications for the personnel requested (type(s) of requested position(s), job descriptions, extent of employment, and duration of involvement in the project);
 - Concise justifications for non-personnel cost (equipment, materials, travel, and other costs). If funding for equipment is requested, applicants must explain why this does not constitute part of the basic arts-based research equipment of the given research environment – see [Section 2.6.2](#).

2.4.2. Annex 2: List of references

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

2.4.3. Annex 3: CV and description of previous research achievements

The academic CV and artistic, scientific, scholarly, or arts-based research achievements of the applicant should be described on no more than three pages per person.

2.4.3.1. Required contents for 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 artistic, scientific, scholarly, or arts-based research milestones 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 artistic, scientific, scholarly, or arts-based research results achieved to date.

2.4.3.2. *Required description of previous artistic, scientific, scholarly, or arts-based research achievements*

- Arts-based research publications or artistic works: list of no more than ten of the most important published or accepted academic publications 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. In accordance with the [San Francisco Declaration on Research Assessment](#) (DORA), journal-based metrics like the journal impact factor should not be included.
- Additional artistic, scientific, scholarly, or arts-based research achievements: list of no more than ten of the most important 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.

2.4.4. **Annex 4: Career plan**

- The career plan (no more than two pages) should include information regarding the further research qualifications the applicant hopes to attain as a result of the proposed project / “Habilitation” thesis as well as her career goals following the end of the funding period. If funding for a “Habilitation” thesis project is requested, information on the faculty and the university that the candidate hopes will grant the Venia Docendi (teaching qualification) has to be provided. The career plan may also include any planned coaching and/or mentoring measures.

2.4.5. **Annex 5: Letter of recommendation from somebody who has already completed their “Habilitation” in the same subject**

- The letter of recommendation (with signature and letterhead of the research institution) has to be from somebody who has already completed their “Habilitation” in the same subject and who works at the research institution at which the planned research project / “Habilitation” thesis is to be conducted. It has to include information on the the applicant, the topic, and the importance of the proposed project / “Habilitation” thesis, as well as the implications of the project / the “Habilitation” thesis for the applicant’s career in relation to the programme’s goals.

2.4.6. **Annex 6: Collaboration letters**

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

2.4.7. **Annex 7: Additional recommendation**

- (optional): one additional letter of recommendation

2.5. Mandatory appendix: Publication list

A list of all published publications⁶ of the last five years (divided into peer reviewed and non-peer-reviewed) of the applicant (Publication_list.pdf). Where applicable, a work list and/or all talks and conference papers given on the art-work can be added (see [Section 1.5](#), paragraph “Arts practice”). 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.

2.6. Eligible project-specific costs

The only projected costs eligible for funding are those in the following cost categories. The project-specific costs described below (excluding [General project costs](#)) should be calculated appropriately and may not exceed the limit for the Elise Richter programme (€15,000 per year) in addition to the principal investigator’s salary (see also [Section 1.6](#)).

2.6.1. Personnel costs

The application should include all persons, in addition to the staff already available, who will be needed to carry out the project and will work exclusively to the extent agreed on for this project.

The available legal categories of employment are contracts of employment for full-time or part-time employees and marginal employment. A part-time (50%) contract of employment for “student assistants,” which equates to 20 hours per week, may be requested for researchers who have not yet completed a master’s or diploma degree programme in the relevant subject area.

The current FWF salary scale (“[Personnel costs and salary scale](#)” or, for graduates of medicine in Austria, “[Personnel costs and salary scale – Graduates of medical studies](#)”), indicates the salaries that may be requested. The FWF grants an annual salary adjustment to compensate for inflation, which is applied automatically to all existing contracts of employment in Elise Richter PEEK projects. Please note that contracts of employment of no more than 75% (which equates to 30 hours per week) may be requested for doctoral students.

2.6.2. Equipment costs

Equipment may only be requested if it is specifically required for the project and if it is not part of the institution’s existing infrastructure. “Infrastructure” is considered to include all equipment (and components for the equipment) that should be available in a modern research institution to conduct basic research in the relevant discipline at an internationally

⁶ The publication list 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.

competitive level. Please note that if such equipment or components are requested nonetheless, doubts may be raised whether it is possible to conduct leading-edge arts-based research in such an environment and how it was possible to carry out the preliminary work related to the project. 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, whose acquisition cost per item exceeds the amount specified in Article 13 of the Austrian Income Tax Act 1988 as last amended, Federal Law Gazette No. 400/1988, which is currently €400 (incl. VAT, unless the research institution is entitled to deduct VAT). A vendor quote from a company (PDF scan) must be uploaded with the application for each piece of equipment whose acquisition cost (including VAT) exceeds €5,000.

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. 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.

2.6.3. Material costs

“Materials” encompasses consumables and small pieces of equipment (cost per item is below €400 incl. VAT).

The calculation of requested funds for project-specific material costs should be justified with reference to the timelines, work plans, and experiment plans. Experience from previous projects should be considered in making the calculation.

2.6.4. 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.

Travel expenses for researchers from other Austrian and foreign research institutions can only be granted in exceptional cases and require detailed justification.

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 appropriate budget should be prepared; in general, this budget will be lower than the costs calculated based on RGV rates.

Applicants must not request funding for the presentation of project results at congresses; the costs associated with attending such conferences should be covered by the “general project costs”.

2.6.5. Costs as part of national and international cooperation arrangements

In contrast to national research partners (see [Section 1.6](#)), costs arising within the context of an arts-based research collaboration with an external research institution are to be borne by that research institution.

Within the context of cooperation arrangements, funds may only be transferred to a cooperation partner (also abroad) if they are clearly limited contracts or services and directly necessary for carrying out the Austrian project. This does not apply to [cooperation arrangements with scientists or scholars from developing countries](#).

2.6.6. Other eligible 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 arts-based research and economical);
- Costs for the preparation, archiving, open access, and reuse of research data in repositories in accordance with the [Open Access Policy](#) of the FWF;
- Costs that cannot be included under personnel, equipment, materials, or travel costs, for example:
 - Coverage of costs for the use of research facilities, e.g., costs for the project-specific use of available equipment (project-specific “equipment time”) or large research facilities; in any case, vendor quotes should be provided. Where the costs exceed €10,000 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 overhead, costs of research premises, etc.;
 - Costs for any laboratory animals necessary for the project;

- Costs for project-specific work carried out outside the applicant's research institution (e.g., for analysis work performed elsewhere, interviews, sample collection, preparation of thin slices, etc.); vendor quotes should be uploaded;
- Costs for the disposal of project-specific hazardous waste;
- Costs for coaching or personal development⁷.

Please note that in contrast to the PEEK programme, PR work in the sense of raising the profile of the Programme for Arts-based Research (PEEK) and its results among the wider public, i.e. beyond the communities concerned cannot be budgeted.

2.6.7. General project costs

For reasons of simplicity, general project costs refer to all those costs that are generally permitted but cannot be requested individually. These include, for example, costs for conference travel, dissemination activities as well as smaller, unforeseen costs necessary for the project. General project costs should not be understood in the sense of "overhead costs" of the research institution.

General project costs should be entered in the appropriate field in the *Cost breakdown* form and calculated as 5% of the total funding (personnel costs for the principal investigator and project-specific costs) requested. They are not part of the maximum requestable costs of €15,000 per year. No justification for general costs is needed in the project description.

Applicants can apply up to three years after the completion of the project for additional funds for publications resulting from projects supported by the FWF as part of its [peer-reviewed publications](#) programme.

2.7. 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,
- Declaration of consent by the applicant's research institution,
- Consent of the applicant relating to GDPR,
- Affirmation of the national research partner, where applicable,

⁷ 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/>.

- 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.

2.8. 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 / “Habilitation” thesis 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 2.9](#),
- Vendor quotes for the requested equipment for pieces of equipment whose acquisition cost (including VAT) is €5,000 or higher (one quote from one company for each piece of requested equipment; can be submitted in German),
- Vendor quotes for any relevant items requested under “Other costs” (e.g., use of research facilities).

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 letters of recommendation, publications not yet published).

2.9. 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 arts-based research questions, regardless of the programme category. Where an applicant submits an application on the same or very similar arts-based 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](#).

The **review process** is conducted by an international board established for PEEK and generally takes about six months. When the review process is complete, the FWF Board considers the reviews and decides whether the application should be supported. Applicants will be informed in writing of the FWF's decisions.

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 international PEEK Board and confirmed by the decision-making bodies of the FWF.

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.

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 Elise Richter PEEK 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:

Template: information on the research institution and description of financial aspects

Note: The information on the research institution and the description of financial aspects shall be presented using the following structure and appended as Annex 1 to the project description. The list and justification of the costs requested must be in accordance with the costs indicated in the form *cost breakdown*.

(a) Details on the research institution of the applicant and of national research partners:

- Existing personnel (not financed by the FWF, usually the principle investigator and research personnel at the research site(s))
- Existing infrastructure

(b) Information on the funding requested:

- Concise justifications for the personnel requested (type(s) of requested position(s), job descriptions, extent of employment, and duration of involvement in the project);
- Concise justifications for non-personnel cost (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 also [Section 2.6.2](#).

List and justification of the personnel costs applied for:

List and justification of the equipment costs applied for:

List and justification of the material costs applied for:

List and justification of the travel expenses applied for:

List and justification of other costs applied for:

APPENDIX II: Notes and questions for reviewers in the Elise Richter PEEK programme⁸

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 achievements and the length of her career in the field of arts-based research. 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 requirements⁹ 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 artistic, scientific, scholarly, or arts-based 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 (forwarded to the applicant in its entirety):

- 1) Level of originality or arts-based research innovation of the application
- 2) Arts-based research quality of the proposal
- 3) Approach/methods and feasibility of the proposal
- 4) Artistic, scientific, scholarly, or arts-based research qualification – in relation to the length of her career – of the applicant

⁸ Further information on the FWF's corporate policy and mission or the application guidelines for the Elise Richter PEEK 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/richter-programme-incl-richter-peek/richter-peek/>

⁹ **Form requirements:** Project description incl. figures and tables, no more than 20 pages; list of literature cited no more than five pages; CVs and description of previous artistic, scientific, scholarly, or arts-based research achievements of the applicant incl. the ten most important publications or works (journal articles, monographs, edited volumes, contributions to edited volumes, proceedings, concerts, exhibitions, installations, performances, art works, etc.), no more than three pages each.

- 5) Is the project planned in such a way that the applicant will be qualified to apply for a professorial position in Austria or abroad upon completion of the project (objective of the funding programme)?
- 6) Additional aspects:
 - a) Ethical aspects
 - b) Sex-specific and gender-related aspects
- 7) 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.