

**NEUES ENTDECKEN**  
**TALENTE FÖRDERN**  
**IDEEN UMSETZEN**

**FWF**

Der Wissenschaftsfonds.

In accordance with its [Funding Guidelines](#) of 01 January 2022  
(as last amended), the FWF has issued the following

## **Application Guidelines for the Elise Richter PEEK Programme (valid from 11 April 2022)**



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## 1. General Information

### 1.1. Aims of the programme

The Elise Richter PEEK<sup>1</sup> 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. Submission

The calls take place once a year in spring. Applications are not accepted on a rolling basis. 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. The application shall not be considered officially submitted until the FWF receives the signed and stamped cover sheet (see also [section 2.2.3.](#)).

### 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 und want to continue their research work in Austria as part of an Elise Richter PEEK project after the end of their funding,

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<sup>1</sup> The acronym PEEK is derived from the German expression “Programm für die Entwicklung und Erschließung der Künste”.

- 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.

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?

Researchers are eligible to apply if their publication record over the last five years has been internationally visible and if their current career stage is commensurate with the career progression expected in their field. The following criteria are decisive in assessing their

publication record—documented in the “Publication list” (see [section 2.4.](#))—and in initiating the review process:

- **Quality assurance:** Most relevant in assessing the applicant’s publication record are those publications that have undergone a quality assurance procedure in line with international standards (peer review or an equivalent procedure; in the natural and life sciences, peer review is expected). Journals must usually be listed in Web of Science, Scopus, or the Directory of Open Access Journals (DOAJ). In the case of journals that are not listed in these databases, or in the case of monographs, edited volumes, contributions to edited volumes, or other publication types, the applicant must provide a link to the publisher’s website, describing the respective quality assurance procedure. If no description should be available, it is the applicant’s responsibility to provide evidence that the publication has been subject to an appropriate quality assurance procedure.
- **International visibility:** Most of the applicant’s publications must have a wider than national reach. In the natural sciences, life sciences, and social sciences, most of the publications listed must be in English.
- **Number/scope and quality** of the applicant’s publications must be commensurate with the expected career progression and the field concerned. At least two publications must have undergone a quality assurance procedure and must be internationally visible with a substantial and independent contribution on the part of the applicant. At least one publication with first or last or corresponding authorship in the life sciences is required.
- **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 2.4.](#)).

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.

### 1.5.1. Consideration of career breaks

The FWF will take justified career breaks (e.g., parental leave, caring for a family member, or long-term illness, or research position in the non-academic sector) into consideration in assessing the applicant’s eligibility to apply. Relevant information can be included in the academic CV and thus also be available to the reviewers.

### 1.5.2. Inclusion of disabled and chronically ill people

The FWF will also take any exceptions to typical career paths due to disability and/or chronic illness into consideration in assessing the applicant's eligibility to apply. Relevant information can be included in the academic CV and thus also be available to the reviewers.

### 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 EUR 15,000 per year. Of those project-specific costs, up to EUR 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 EUR 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 are not invoiced to the principal investigator, but have to be handled directly between the research institution of the national research partner and the FWF.

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, ESPRIT 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 researchers involved in the project

Where options are given (indicated by slashes), please choose an option that is appropriate for your project.

2) **Project description:**

A project description on no more than 20 consecutively numbered pages, incl. table of contents, 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 (no more than 3 pages);
- Annex 4: Career plan (no more than 2 pages);
- Annex 5: Letter of recommendation from somebody who has already completed their “Habilitation” in the same subject;
- Annex 6 (optional): Collaboration letters of national and international cooperation partners (no more than 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 list for the last 5 years, broken down into quality assured and non-quality assured, where applicable, work list and/or all talks and conference papers given on the art-work (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(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. Formal requirements and submission of application

### 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 15-20 pt. spacing and at least 2 cm margins. 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](#) (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.fwf.ac.at](http://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 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 1-5 and where applicable 6, with PDF bookmarks, at least for the major sections)
- *Publication\_list.pdf* (publication list of the applicant for the last 5 years, broken down into quality assured and non-quality assured, 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* (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* (=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 automatically.

This cover sheet must be sent to the FWF

- a) by conventional mail with the handwritten signature of the applicant and the handwritten signature(s) of the authorised signatory or signatories of the research institute(s) and the stamps of the research institute(s), *or*
- b) by email ([office@fwf.ac.at](mailto: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/Mobile Phone Signature](#))**, *or*
- c) by email ([office@fwf.ac.at](mailto:office@fwf.ac.at)) and signed using the qualified electronic signature of 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/Mobile Phone Signature) is **not sufficient**.

## 2.3. Project description and annexes

The project description must comprise no more than 20 pages and include a table of contents as well as the contents 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) State of the art of relevant international arts-based research (including own preliminary work, if applicable) and relation of the project to this context
- 2) Clearly defined aims and hypotheses or arts-based research question(s) of the project
- 3) Description of the project's anticipated level of originality or arts-based research innovation<sup>2</sup>
- 4) Methods
- 5) Intended [cooperation arrangements](#) (national and/or international) as part of the planned project should be explained. This explanation should specify the people with whom the applicant aims to collaborate, what the subject of the intended cooperation arrangement(s) will be and what they will contribute to the project. All of the national

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<sup>2</sup> 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.

and/or international cooperation arrangements that were stated to be essential in the project description should be listed on the *cooperation arrangements* form and may be evidenced by a collaboration letter.

- 6) Work plan and timeline
- 7) Artistic, scientific, scholarly, or arts-based research qualifications of the applicant and details on the preliminary work performed in relation to the planned research project / “Habilitation” thesis.
- 8) All potential ethical, safety-related, or regulatory aspects<sup>3</sup> of the submitted project and how the applicant plans to deal with them must be described in a separate section. These questions should be addressed briefly in the text even if the applicant believes the project does not raise any ethical issues.
- 9) A separate section must describe what sex-specific and gender-related issues<sup>4</sup> 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 1](#).

- Information on the research institution and those of the national research partners
  - Existing personnel (not financed by the FWF; usually, 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 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 arts-based equipment of the given research environment – see [section 2.5.2](#).

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<sup>3</sup> For instance, the European Commission’s [Ethics for Researchers](#) or [The European Code of Conduct for Research Integrity](#) can serve as a guide here.

<sup>4</sup> 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 [FIX the Knowledge](#))

### **2.3.4. 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.

#### *2.3.4.1. Required contents for academic 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 (hyperlink) to a list of all publications; the use of ORCID (Open Researcher and Contributor ID) 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 research results achieved to date.

#### *2.3.4.2. 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, preprints, proceedings, concerts, exhibitions, installations, performances, art works, etc.), for each publication, if available, either a [DOI address](#) or another [persistent identifier](#) must 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, exhibitions, knowledge transfers, science communication, licenses, or patents.

### **2.3.5. 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.

### **2.3.6. 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.

### **2.3.7. Annex 6: Collaboration letters (optional)**

Confirmations (each no more than 1 page) of national and international cooperation partners that the project description clearly identifies as essential for the project.

## **2.4. Mandatory attachment: Publication list**

A list of all research publications<sup>5</sup> over the last five years (broken down into “quality assured publications” and “other publications”, see [section 1.5.](#)) 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 – which will not be forwarded to the reviewers – is used to assess applicant’s eligibility and helps the FWF to speed up the process of finding reviewers who do not have a conflict of interest.

## **2.5. What project-specific costs can be funded?**

Funding may only be requested for 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 (EUR 15,000 per year) in addition to the principal investigator’s salary (see also [section 1.6.](#)).

### **2.5.1. 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

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<sup>5</sup> 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.” reference can be used.

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 current personnel costs for which funding 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 for doctoral students, contracts of employment of no more than 75% (which equates to 30 hours per week) may be requested.

### 2.5.2. 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 considered to include all equipment (and components for the equipment) that must be available in a modern research institution to conduct basic research in the relevant discipline at an internationally competitive level. Thus, items such as computers (laptops, etc.) are considered to be part of the standard infrastructure and therefore no funding will be approved for these items. 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 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, whose acquisition cost per item exceeds the amount of EUR 1,500.00 (incl. VAT, unless the research institution is entitled to deduct VAT) and where the 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 whose acquisition cost (including VAT) exceeds EUR 5,000.00. 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 EUR 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.

### **2.5.3. Material costs**

“Materials” encompasses consumables and small pieces of equipment (cost per item is below EUR 1,500.00 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. In making the calculation, experience from previous projects should be considered.

### **2.5.4. 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.

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<sup>6</sup>, 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 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 conferences; the costs associated with attending such conferences should be covered by the “general project costs”.

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<sup>6</sup> The amount of a carbon offset contribution for flights can be calculated, for example, using the [CO2 calculator](#) on the website of Climate Austria.

### 2.5.5. 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 (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”. This does not apply to [cooperation arrangements with scientists or scholars from developing countries](#).

### 2.5.6. 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 arts-based 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:
  - Coverage of costs for the use of research facilities, e.g., costs for the project-specific use of available equipment (i.e., project-specific “equipment usage times”) or of 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 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.;
  - 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 analyses carried out elsewhere, interviews, sample collection, etc.); in case the costs exceed EUR 5,000.00 including VAT, vendor quotes must be uploaded;
  - Costs for the disposal of project-specific hazardous waste;
  - Costs for coaching or personal development<sup>7</sup>.

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<sup>7</sup> 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](#) [Human Resources and Gender Equality service unit, University of Vienna](#).

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.

### 2.5.7. General project costs

For reasons of simplicity, general project costs refer to all those costs that are generally permitted but cannot be requested separately. 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 are to 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 EUR 15,000 per year. No justification for general costs is needed in the project description.

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

## 2.6. 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;
- 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 incl. annexes, 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 must be uploaded in the language of the application (no more than 6 pages);
- For the attachments needed when a rejected application is revised and resubmitted, see [section 2.8.](#);
- Vendor quotes for requested pieces of equipment whose acquisition cost (including VAT) is EUR 5,000.00 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” if the costs exceed EUR 5,000.00 including VAT (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 a rejected application which – regardless of the programme category – deals with the same or similar research questions. 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 in fact 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.

- 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 only to the relevant previous reviewer concerned or to 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 (see [section 3](#)) who are to be excluded for the resubmission.

If all the reviewers are to receive the response(s), the applicant must submit a single document containing an overall response. If the response(s) 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. If an application has been rejected for the reasons for rejection 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.

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 of 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 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. Information on the average duration of the review process can be found in the [FWF-Dashboard](#). When the review process is completed, 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 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 conform with the FWF's regulations will be sent out 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 FWF's decision-making.

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

The most common reasons why applications are returned without review are (a) that the applicant's track record of publications does not meet the requirements (see [section 1.5.](#)) and (b) that the application does not address specific hypotheses or research questions (see [section 2.3.1.](#)).

- *Reasons for rejection*  
The reasons for rejecting an application will be analysed 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](#).

- *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 (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.

- *Exclusion of reviewers*

As mentioned in [section 2.7.](#), an additional document may be uploaded giving a list of up to three reviewers who the applicant believes may have a conflict of interest and whom the applicant therefore does not wish to review the application.

The applicant must give reasons for why they wish to exclude certain reviewers. If the reasons given hold up to scrutiny, the FWF will generally fulfil such requests and will exclude those 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](#) document.

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**

Applicants must comply with all legal requirements and safety provisions (e.g. the Federal Disabilities Act) that apply to 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 \(ÖAWI\)](#). 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.

## **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 (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 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 1: Template: information on the research institution and 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. The costs must be broken down and adequately justified for each point below. The list and justification of the costs requested must be in accordance with 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 principle 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 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 also [section 2.5.2](#).

List and justification for

Personnel costs:

Equipment costs:

Material costs:

Travel expenses:

Other costs (including independent contracts for work and services):

## **Appendix 2: Notes and questions for reviewers in the Elise Richter PEEK programme<sup>8</sup>**

The FWF actively supports equal opportunities and fair treatment for all applicants. The FWF does not put applicants at a disadvantage for non-research-related reasons (such as age, gender, etc.) and therefore asks all reviewers to apply the same standards. 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, unusual career paths, or limited international research experience.

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 the Journal Impact Factor.

Please review the present proposal<sup>9</sup>, using the following six assessment criteria:

1) innovation and originality, 2) quality of the proposed research, 3) approach and feasibility, 4) applicant's qualifications, 5) career development, 6) ethics and gender, and 7) overall evaluation. For each of these criteria except 6) 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 its entirety and in anonymous form.

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<sup>8</sup> Further information can be found on our website: [FWF's corporate policy and mission](#) or [Guidelines for Elise Richter PEEK applications](#).

<sup>9</sup> 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 the academic 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 see [Guidelines for Elise Richter PEEK applications](#).)

## 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) **Qualification of the applicant**

How well is the applicant qualified to carry out the proposed arts-based research? How would you assess the artistic, scientific, scholarly, or arts-based research qualifications of the applicant? In evaluating the qualification of the applicant, please consider her career stage, taking into account unusual career paths and circumstances that may have slowed down her progress (e.g., parental leave, long-term or chronic illness, disability, caring responsibilities).

### 5) **Career development**

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) **Ethics and gender**

a) Ethics: Have ethical considerations been addressed satisfactorily?

b) Gender: Applicants are required to address any relevant sex-specific and/or gender-related elements inherent in their research questions and/or research design. Please assess whether their treatment of these components is adequate.

### 7) **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

If you are in favour 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 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 wish to be conveyed to the applicant. Feel free to also give us feedback about the evaluation process and your interactions with us.