

Checklist for a complete SFB draft proposal

The entire application must be submitted in English and it must be submitted via the FWF's electronic application portal <https://elane.fwf.ac.at>. For a correct application, please observe the information in the [SFB application guidelines](#).

I. Elane: Forms

Mandatory

- Application form
- Contact form
- Form Programme specific data
- Form Academic abstract (no more than 3,000 characters) – according to the FWF [application guidelines](#)
- Form Cost breakdown
- Form Co-authors

To be filled if necessary

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

II. Elane: Files to upload

Mandatory upload in a single file

- Proposal.pdf – This PDF file must contain the project description, Annex 1-3 and, if applicable, Annex 4 as well as the abstracts. For the project description, Annex 1-3 as well as the abstracts the formatting specifications must be observed (font size 11pt, line spacing 15-20 pt, page margins at least 2cm).
- The project description (on no more than 15 pages) must include the following contents (incl. sub items described in the application guidelines):
 - The research programme (incl. sex-specific and gender-related as well as ethical, safety-related or regulatory aspects)
 - Human potential of the SFB
 - Wider impact
 - Organisation and financing structure
- Abstracts: In addition, 1 abstract per subproject must be created on no more than 1 page (see formal and content requirements in the guidelines).

- Annex 1: List of works cited in the application (References) on max. 5 pages
- Annex 2: Financial aspects: The template from the application guidelines (Appendix 1) must be used. The explanations must be presented in a way that is comprehensible to the FWF and the reviewers. Non-transparent information may lead to a reduction in the grant amount. The list and justification of the costs requested must be in accordance with the costs indicated in the *Cost breakdown* form.
 - Details on the research institution and collaborating research institutions:
 - Description of
 - Existing personnel (not financed by the FWF, usually the principle investigator and research personnel at the research site(s))
 - Existing infrastructure – Note: please describe the current as well as the future status quo confirmed by Attachment 2.
 - Information on the funding requested:
 - Listing and justification for
 - Personnel costs
 - Equipment costs (cost per item exceeds the amount of EUR 1.500,00 incl. VAT)
 - Material costs
 - Travel costs
 - Other costs (including independent contracts for work and services)
- Annex 3: Academic curriculum vitae and description of previous research achievements of researchers as well as postdocs, for whom personnel costs are requested (max. of 3 pages per person)
- Annex 4 (optional): collaboration letters (no more than 1 page) of national and international cooperation partners that are stated to be essential in the project description.

III. Attachments:

Mandatory file to be uploaded (attachment)

- Publication_list.pdf – A list of all research publications over the last 5 years, broken down into “quality assured publications” and “other publications”, of all researchers as well as postdocs for whom personnel costs are requested; to be uploaded in a PDF document as *publication_list.pdf*.
- Appendix A B research organisation – Commitment of the participating research organisations; to be prepared for each research organisation.

Optional files to be uploaded (attachment):

- Cover_Letter.pdf – Letter accompanying the application
- PhD_certificate_name_researcher.pdf – PhD certificate of the young researcher
- Postdoc-research_experience_name_researcher.pdf – proof of the postdoc experience of the young researcher
- Negative_list.pdf – List with names of reviewers who are to be excluded from the review of the application for various reasons (max. 3 names)

If the SFB-application is the revision of a rejected application (resubmission):

- Overview_revision.pdf - overview of all changes made in the resubmitted application (For FWF internal use only)

It must be indicated in the application form, whether the response(s) should be passed on to the relevant previous reviewer or all reviewers:

If all the reviewers are to receive this response:

- Revision.pdf – overall response to all reviews

If these responses are to be passed on only to the reviewers who were previously involved:

- Revision_A.pdf – response to review A
 - Revision_B.pdf – response to review B
- etc.