

# Checklist for a complete application (SFB pre-proposal)

The entire application must be submitted in English and it must be submitted via the FWF's electronic application portal [elane](#) no later than **October 2 2023 (2:00 p.m. local time, Vienna/Austria)**. For a correct application, please observe the information in the [SFB application guidelines](#).

## I. elane: Forms

### Mandatory

- Form *Research institution assignment*
- *Contact form*
- *Application form*
- Form *Programme specific data for each subproject head*
- Form *Cost breakdown*
- Form *Co-authors*
- Form *Academic abstract* (no more than 3,000 characters) – according to the FWF [application guidelines](#); section 2.1.1
- Form *Coauthors*

### To be filled if necessary

- Form *Other Cooperation* – To be filled in for national and international cooperation partners that are stated to be essential in the project description.

## II. elane: Files to upload

### Mandatory upload in a single file

- ***Proposal.pdf*** – this PDF file must contain the project description, as well as the abstracts and Annex 1-3 and, if applicable, Annex 4. 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 proposal
  - Any potential sex-specific and gender-related aspects of the proposal must be detailed. To what extent are sex-specific and gender-related aspects considered in the proposal? How will they be integrated into the research approach? These questions must be briefly addressed, even if the researchers do not feel that the project involves any such aspects.
  - All potential ethical, safety-related, or regulatory aspects of the proposal and how applicants plan to deal with them must be described in a separate section. Grounds must be provided for why the researchers believe the project does not raise any such issues, if this is the case.
  - Quality and composition of the consortium; project relevant scientific qualification of the participating scientists
  - Wider impact
  - Organisation and financing structure of the SFB
  - Abstracts: In addition, 1 abstract per subproject must be created on no more than 1 page (see formal and content requirements in the guidelines).
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- 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)

- **PI\_Publication.pdf** – Two publications written by each subproject head must be named, documenting that they fulfill the general requirements to apply (see template [PI-publication](#)).
- **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*.
- **Commitment of all participating research institutions** – 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 (For FWF internal use only)
  - **Revision.pdf** – Response to all reviews of the rejected application, even if one of the reviewers of the rejected application is to be excluded from a new review.