In accordance with its Funding Guidelines of 1 January 2021 (as last amended), the FWF has issued the following Application Guidelines (including checklists) for the Stand-Alone Publications (valid from 1 January 2021)
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1. General Information

1.1. Aim of the programme

The aim is to promote the publication of research proposals\(^1\) (hereinafter referred to as “applications”) in the field of basic research. This refers to publications or publication formats whose underlying research is knowledge-oriented and whose value is primarily defined by its significance for the advancement of science and scholarship. The programme’s funding is intended to enable the publication of independent, non-profit, scholarly research findings from all academic disciplines in an appropriate form.

The sole standard applied in funding decisions is the state of the art in research at the international level. Only excellent scientific/scholarly publications and publication formats that meet the current scientific standards of the respective subject area in terms of content and form and which can be expected to broaden scientific/scholarly knowledge significantly or to advance research in the field in question can be funded.

Aim of funding for open access

By funding open access publications, the FWF aims to provide sustainable support for free access to scholarly publications on the Internet in line with its [Open Access Policy](#). The mandatory storage of an open access version of book publications in the [FWF-E-Book Library](#) is intended to enhance the visibility and dissemination of each publication.

Aim of funding for editing and foreign-language editing of book publications and new digital publication formats

Funding is provided for editing or foreign-language editing in order to enhance publication quality, to increase the visibility of publications, to enhance the dissemination of research results by improving their readability, to support the internationalisation of research, and to ensure that Austrian research output is also disseminated outside of German-speaking countries and regions.

Aim of funding for translations of book publications and new digital publication formats

Funding is provided for translations in order to enable the dissemination of Austrian research results to the international scientific community.

For each publication, the FWF will provide funding for translation into one language only. The target language can be chosen by the author(s) but must be relevant to the field of research in question.

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\(^1\) In the Stand-Alone Publications programme, the term research proposals refers to publication projects.
**Aim of funding for new digital publication formats**

In addition to book publications, the FWF also supports new digital formats such as apps, wiki-based publications, annotated scientific databases, web-based publications enriched with various media (e.g., audio, video, animation), etc. New digital publication formats have certain advantages over conventional books or texts in PDF format. They are easier to search, offer linking options and additional information, and can be expanded and updated at any time to reflect the current state of research.

In order to ensure broad international dissemination, these planned new digital publications are also to be published in English (the costs of foreign-language editing or translations are included in the grant amount). New digital publication formats may be published solely in German or another relevant language other than English only in exceptional cases (see Section 2.2.1).

**Aim of funding for scientific/academic journals**

The FWF funds the establishment or modernisation of scientific/academic journals based in Austria with the aim of meeting the minimum requirements for publication formats of Plan S [1] of cOAlition S [2].

1.2. Submission

There are no submission deadlines for this programme; applications can be submitted at any time. Applications must be submitted in their entirety in writing (original) and electronic form (according to the requirements in Section 2.1).


The application is not considered to be officially submitted until the FWF receives the signed original copy (see Section 2.2.3).

1.3. Who is eligible to apply?

Eligible applicants are persons who conduct their research activities mainly in Austria or under the auspices of an Austrian research institution abroad. No specific academic title is needed, nor is Austrian citizenship required. Applications for stand-alone publications may only be submitted by individual natural persons; institutions or companies may not apply.

In the case of anthologies/collections, the editor shall act as the applicant. In such cases, either the editor must be eligible to apply for FWF funding or more than 50% of the

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2 Common requirements for all publication venues: [https://www.coalition-s.org/principles-and-implementation/](https://www.coalition-s.org/principles-and-implementation/)
contributions must be written by researchers who predominantly conduct their scholarly work in Austria or under the auspices of an Austrian research institution.

The funding for the establishment or modernisation of scientific/academic journals is eligible to all media owners operating in Austria according to the Media Act\(^3\) (§1 para. 1 no.8), meaning that the applicant is responsible for the basic direction, the creation of content, and the manner of publication of the scientific/academic journal.

Both physical and legal persons may be media owners. The application must be submitted by a physical person who is authorised to represent the media company during the application process.

**Book publications and new digital publication formats of authors outside of Austria**

Publications submitted by authors (editors) who work outside of Austria are only funded if the work arises from an FWF-funded research project. In all cases, the author himself/herself is required to submit the application.

The FWF provides funding for the publication of revised doctoral dissertations and for post-doctoral venia dissertations (Habilitationen) by researchers abroad up to three years after completion of the work in question; these grants are only provided for works prepared and accepted under the auspices of an Austrian research institution. Researchers who hold professorships abroad are not eligible to apply for these FWF grants.

Please note that the number of ongoing/approved projects is not relevant for submitting an application as part of the Stand-Alone Publications programme.

### 1.4. What types of publications and publication formats can be funded?

In accordance with the aims of this programme, funding is available for stand-alone publications and publication formats in any academic discipline.

The funding can be used for book publications like monographs, edited volumes, or the like; new digital publication formats; and the establishment or modernisation of scientific/academic journals of media owners based in Austria with the aim of meeting the requirements of Plan S of cOAlition S.

Applications are submitted independently of other FWF programmes (e.g., Stand-Alone Projects, fellowships, etc.). Works arising from FWF-funded projects do not justify the assertion of any claims to funding.

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\(^3\) [https://www.ris.bka.gv.at/GeltendeFassung.wxe?Abfrage=Bundesnormen&Gesetzesnummer=10000719&ShowPrintPreview=True](https://www.ris.bka.gv.at/GeltendeFassung.wxe?Abfrage=Bundesnormen&Gesetzesnummer=10000719&ShowPrintPreview=True)
The FWF approves grants for stand-alone publications and publication formats only in cases where it would not be possible to publish the work in high quality without additional financial support.

Authors (editors) are free to choose the form in which their work is published. In general, authors (editors) are also required to consider new forms of publishing. Authors are to choose the form which is best suited for the dissemination of the research findings. Applications may be rejected if the review procedure reveals that a different form of publication would be more suitable.

In general, all book publications funded by the FWF must include at least one index (for instance, subject index, place index, name index).

1.5. What types of publications and publication formats cannot be funded?

Content

- Books honouring a specific person, organisation, or event (Festschriften)
- Proceedings of conferences and congresses without a specific focus
- Anthologies/Collections of works without a specific focus
- Editions without substantial indexing and systematisation or scientific commentary
- Academic journals or scientific journals, except for journals or special issues of journals which are equivalent to anthologies/collections with a special focus in terms of content, as well as the establishment or modernisation of scientific/academic journals to meet the requirements of Plan S of cOAlition S
- Articles in specialist periodicals or journals
- Study aids and textbooks
- New editions, unless they are reviewed and revised editions which largely convey new scholarly insights
- Reprints of articles which have already been published elsewhere
- Bibliographies
- Exhibition catalogues, guides to collections
- Works of exclusively local interest, chronicles of municipalities or towns/cities
- Activity reports
- Picture books, facsimile editions
- Popular science publications
- Qualification papers below dissertation level (such as diploma, master or bachelor theses)
- Dissertations where the applicant has not yet completed the doctoral qualification procedure and where the dissertation has not yet been revised

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4 For further information on the submission and publication of indices, please see the document "Information on the submission and publication of indices".
Formal

- Publications which are already in production (typesetting, printing, etc.)
- Publications which have already appeared

1.6. What requirements must be met to apply?

Publisher

If a publisher publishes the work, the choice of publisher should ensure a maximum level of quality and international visibility for the given publication. Applicants should choose a renowned academic publisher which specialises in the relevant subject area. For the sake of enhancing the international orientation of Austrian research, the FWF welcomes the selection of renowned publishers outside of Austria (which fulfil the appropriate criteria) as well as publications in English. This decision is left up to the author (editor). In this context, the FWF would like to point out that applications may be rejected if the publisher chosen does not ensure high quality or international visibility.

Publications without a publisher or self-publishing is only permitted in cases where the author (editor) can demonstrate that suitable promotional and distribution activities will be undertaken.

Rights for book publications

The rights for simultaneous open access archiving must be secured. The FWF will simultaneously archive the open access version of the publication in its FWF-E-Book Library. The author (editor) and, if applicable, the publisher are each required to issue their consent to archiving by the FWF.

For the archived version, one of the following models of Creative Commons licences must be used: Attribution (BY) (CC BY 4.0) or Attribution Non-Commecial (CC BY-NC 4.0). In this context, the FWF adheres to the requirements of the Open Access Scholarly Publishers Association (OASPA).

Please note that the licence required for archiving in the FWF-E-Book Library must be in line with the rights required from the publisher for this purpose.

The author (editor) must ensure that the rights to stand-alone publications are not assigned to the publisher in their entirety. In addition, the author (editor) must agree upon terms and conditions with the publisher as well as any other persons involved in the publication (e.g., co-authors, editors, etc.) which enable simultaneous open access publication and archiving on the Internet. This is mandatory for the FWF-E-Book Library, and publications may also be made available on the publisher’s website or on online portals devoted to the specific discipline, in university research databases, or on research project websites.
In exceptional cases, it may be possible to waive the requirement of an identical electronic copy for open access publication. This applies to publications which involve very high image copyright costs. In such cases, a text-only version (with an indication of image sources) is to be archived in the FWF-E-Book Library. In such exceptional cases, the applicant must provide evidence of those copyright costs.

**Rights for new digital publication formats**

In the case of new digital publication formats, please note that the publication must be made available to users free of charge and without access restrictions (i.e., without registration). Creative Commons licence models must also be used here: [CC-BY](https://creativecommons.org/licenses/by/4.0) or [CC 0](https://creativecommons.org/publicdomain/zero/1.0).

**Rights for scientific/academic journals**

The use of licenses [CC BY 4.0](https://creativecommons.org/licenses/by/4.0) or [CC BY-SA 4.0](https://creativecommons.org/licenses/by-sa/4.0) is permitted for the establishment or modernisation of scientific/academic journals according to Plan S of cOAlition S. License [CC BY-ND 4.0](https://creativecommons.org/licenses/by-nd/4.0) can also be offered as an option if a justification can be provided for it.

**Editing, Foreign-language Editing, or Translation of book publications and new digital publication formats**

The editing, foreign-language editing, or translation of stand-alone publications is to be carried out by external editors/revisers, foreign-language editors, or translators. Authors (editors) are not permitted to carry out these activities themselves. The name of the copy editor must be communicated to the FWF.

Under the following conditions, the FWF will fund editing (foreign-language editing) carried out prior to the submission of the application: the reviews must not call for any further editing (foreign-language editing). The publisher or the applicant is required to provide the FWF with a record of the changes made in order to enable verification of the (foreign-language) editing work (see Section 4.1). In other words, the FWF must be able to verify that (foreign-language) editing was carried out prior to the submission of the manuscript.

**Double funding**

Grants approved by or requested from other funding sources must be disclosed in all cases (see application forms). Double funding is not permitted (see Funding guidelines).

**1.7. What types of funding can be requested?**

Funding can be requested for book publications, for new digital publications, as well as for the establishment or modernisation of scientific/academic journals which would not be feasible or could not be published without additional financial support.
Funding is available for the costs of

- Production
- Academic editing, foreign-language editing, or translation for book publications and new digital formats
- Simultaneous open access publication (see Section 2.3.)

Please note that funding is not available for the following costs:

- Fees for authors
- Purchase of equipment
- Infrastructure costs to the publisher (general publishing overheads, fees for publishing employees [excluding editors, foreign-language editors, and translators])
- Costs of translations from English into any other language

1.8. Funding with peer reviews by certified publishers

From January 2014 to December 2017, as part of the support programme for stand-alone publications, publishers could be certified by the FWF. In order to do so, the publisher must already have an established and transparent peer review system in place for the selection of all scholarly publications. In addition, the publisher is also required to arrange for copy editing or foreign-language copy editing for each publication.

The certification was carried out by the FWF Board.

The FWF discontinued the possibility of certifying publishers as of 1 January 2018. Applications with publishers already certified by the FWF can be submitted until further notice. Existing certifications remain valid for the duration of the agreed term (five years from certification).

Requirements applicable to peer reviews of certified publisher

Peer reviews must be meaningful (see Section 3.) and comply with the FWF's guidelines (see General Principles of the Decision-Making Procedure).

In particular, it must be taken into account that:

- The publisher must ensure that the entire manuscript is reviewed. Reviews based on an outline or summary alone are not sufficient
- The review must include a clear academic assessment of the content of the manuscript in question. It is not sufficient to submit statements about marketing of the planned publication or other extraneous topics
- Reviewers must be specialists in the subject
- Reviews must be obtained from researchers who are not based in Austria
- In cases where reviewers have worked in Austria in the past, they are not to be contacted for reviews until they have been based outside the country for at least five consecutive years
The publisher is also required to take into account any potential bias or conflicts of interest on the part of the reviewers.

The following do not count as reviews:
- Reviews of a publication already published in another language
- Peer reviews from series editors and members of the editorial board
- Anonymised peer reviews

2. Application content and format

2.1. Sections of the application

The application consists of a formal section (forms), a content section, and attachments which must be submitted in writing (one original incl. signatures) and on a USB flash drive. All required forms must be completed in their entirety. A full list of the forms to be submitted and documents regarding the content as well as file naming requirements can be found in the relevant checklists. These checklists form an integral part of the application guidelines and are therefore binding on the applicant.

- Checklist for publications with editing or foreign-language editing
- Checklist for publications with translation
- Checklist for new digital publication formats
- Checklist for scientific/academic journals
- Checklist for publications involving FWF-certified publishers

No signatures are required in the electronic versions of application documents. The files are to be named as indicated in the checklists, and file sizes are to be kept to a minimum. The size of all files submitted on the USB flash drive must not exceed 5 MB. Manuscript files may exceed this limit.

Please note that applicants confirm with their signatures on the application forms that the electronic and hard-copy versions of the application are identical.

2.2. Formal requirements and submission of application

2.2.1. Language of application

To allow applications to be reviewed by international experts, applications for new digital publications and scientific/academic journals must be submitted in English. If desired, a version in German or another language may be added as a supplement, however new digital publications and scientific/academic journals may be submitted solely in German or another relevant language other than English only in exceptional cases. Such exceptions apply exclusively to applications from the fields of linguistic and literary studies which concern only texts in German or languages other than English. In all such cases, it is
absolutely necessary to consult the responsible programme manager prior to application and then submit an academic abstract of the application as well as a brief yet convincing statement explaining why submission in a language other than English is justified for substantive academic reasons. The final decision shall be made by the decision-making bodies of the FWF.

This rule also applies for the publication of new digital publication formats and scientific/academic journals solely in German or another relevant language other than English. Individual articles in scientific/academic journals and sources are exempt from this rule.

2.2.2. Formatting

2.2.2.1. Attachments and content section of a new digital publication and scientific/academic journals

The attachments and the continuous text of the content section of new digital publication formats and scientific/academic journals 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).

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.

2.2.2.2. Manuscript of book publications

The manuscript is to be submitted electronically and as a hard copy, in a clear and easy-to-read format. Editing or foreign-language editing does not have to be carried out before submission. For applications seeking funding for translation, the text is to be submitted in the source language.

The manuscript must include the following elements:

- Entire text
- Table of contents
- Acknowledgment (as planned)
- Introduction
- Résumé
- Bibliography
- all indices (for instance, subject index, place index, name index)\textsuperscript{5}
- Table of abbreviations (as planned)
- Table of figures (as planned)
- Figures (as planned)

If the manuscript is to be made available to the reviewers in electronic form, applicants must acknowledge this fact on the Application form. The manuscript will be sent either by e-mail or on a secure USB flash drive, depending on the size of the file. The applicant is responsible for providing the FWF with the data medium. In this case, a hard-copy version of the manuscript need not be submitted.

### 2.2.3. Submitting the application

Applications must be submitted in their entirety in writing (original) and electronic form (according to the requirements in Section 2.1).


The application is not considered to be officially submitted until the FWF receives the signed original copy. Alternatively, the signed Application form and the signed and stamped Declaration of commitment for publishers can be scanned in, signed using the applicant’s qualified electronic signature\textsuperscript{6} (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.

### 2.3. Eligible costs

Funding can be requested for the costs of publishing independent, scholarly publications or publication formats. A list of ineligible costs can be found in Section 1.7.

#### 2.3.1. New digital publication formats

The FWF provides a lump sum grant of up to €50,000.00 as a subsidy for production costs for new digital publication formats.

This grant amount will be available for new digital publication formats until the end of 2023. After this time, the FWF will decide whether to continue funding new digital publication formats in this way.

\textsuperscript{5} For further information on the submission and publication of indices, please see the document ”Information on the submission and publication of indices”.

\textsuperscript{6} For example: [https://www.buergerkarte.at/en/pdf-signature-mobile.html](https://www.buergerkarte.at/en/pdf-signature-mobile.html)
2.3.2. Scientific/academic journals

The FWF provides a lump sum grant of up to €50,000.00 as a subsidy for production costs for scientific/academic journals.

If the scientific/academic journal is a “single undertaking” according to EU law on state aid, it must be ensured that the total amount of de minimis aid received over the last three financial (fiscal) years does not exceed €200,000.00.

This grant amount will be available for scientific/academic journals until the end of 2024. After this time, the FWF will decide whether to continue funding scientific/academic journals in this way.

2.3.3. Book publications

Book publications such as monographs and anthologies/collections need to be applied for in modules. The total funding amount (total of all the requested modules) is awarded as a lump sum grant. Provided that the application is approved, and the rules set down in the application guidelines are followed, grantees may dispose freely of the funding since the grant is to be regarded as a total budget without separate cost centres.

2.3.3.1. Modul_Basis

Applicants must always apply for one of two base modules: the FWF recommends using open licences whenever possible for the open access archiving and thus the use of the CC BY licence.

- Modul_Basis_CC_BY: FWF provides a lump sum grant of up to €6,000.00 as a subsidy for production costs and for simultaneous open access publication, using the CC BY licence [format: PDF/A].

or with a €1,000.00 reduction in the funding amount:

- Modul_Basis_CC_BY-NC: FWF provides a lump sum grant of up to €5,000.00 as a subsidy for production costs and for simultaneous open access publication, using the CC BY-NC licence [format: PDF/A].

2.3.3.2. Modul_Lektorat/Modul_Fremdsprachenlektorat/Modul_Übersetzung

Applicants should apply for one of the three modules. If they are seeking funding for a conventional publication format, applicants must request editing (Modul_Lektorat) for texts in their native language and foreign-language editing (Modul_Fremdsprachenlektorat) for texts written in languages other than their native one (see Section 1.1.). If funding is being requested for the translation of a text, applicants should apply for the Modul_Übersetzung (see Section 1.1.):

- Modul_Lektorat: FWF provides a lump sum grant of up to €4,000.00 as a subsidy for academic editing in the native language of the authors.
or:

- Modul_Fremdsprachenlektorat: FWF provides a lump sum grant of **up to €12,000.00** as a subsidy for foreign-language editing.

or:

- Modul_Übersetzung: FWF provides a lump sum grant of **up to €8,000.00** as a subsidy for translation.

2.3.3.3. **Modul_Zusatzkosten**

If needed, an application can also be submitted for the Modul_Zusatzkosten. *Proof of additional costs is to be provided in the form of a cost calculation for the entire publication:*

Modul_Zusatzkosten: the FWF provides a lump sum grant of **up to €4,000.00** as a subsidy for additional costs due to, for instance, a higher number of pages, or an increase in expenses for layout and image rights.

2.4. **Forms**

All required forms must be completed in their entirety. For the application to be legally binding, the FWF requires the forms with original signatures and original stamps of the publishers where indicated:

- **Application form,**
- **Declaration of commitment for publishers form or Declaration of commitment for certified publishers form,**
- **Co-authors form:** all persons who have made substantial research-related contributions to the conception and writing of the manuscript or 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.

2.5. **Additional attachments**

The content section and the forms must be accompanied by the following attachments, where applicable:

- **Academic Abstract in the language of the manuscript / of the planned publication**

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7 A detailed list of which attachments are required for which funding option can be found in the respective checklists.

8 If the manuscript is not written in German or English, an academic abstract in German or English must also be submitted.
- If applying for book publications Justification of the choice of publisher in German and English
- For the attachments needed when a rejected application is revised and resubmitted, see Section 2.6.
- List of reviewers who should be excluded
- Cover letter
- If applying for Modul_Zusatzkosten: cost calculation for the entire publication
- For publications which serve as a basis for academic qualifications (e.g., revised doctoral dissertations, postdoctoral dissertations): copy of all assessments
- If applying for book publications: table of contents and bibliography from the stand-alone publication (only on data medium)
- If applying for funding for translation: justification of the choice of language and the scientific value-added to be created in German and English
- If applying for new digital publication formats and scientific/academic journals: academic CV and description of the applicant's previous research achievements
- If applying for new digital publication formats and scientific/academic journals: the institution's confirmation of financing and a long-term archiving strategy
- If applying for scientific/academic journals: If the media company is a "single undertaking" according to EU law on state aid (see https://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:32013R1407&from=DE) and thus falls within its scope of application, the media owner must submit confirmation that the total amount of de minimis aid received over the last three financial (fiscal) years does not exceed €200,000.00.

It should be noted that any attachments in addition to the ones mentioned above will not be considered in further stages of the application process (such as letters of recommendation).

2.6. Revising a rejected application

- In cases where the application submitted is a revision of a previously rejected application, the applicant is to point out these circumstances in a separate accompanying letter. This text must contain an overview of all changes made in the resubmitted application; 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 (see Section 3). 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 are to be excluded for the resubmission.
If all the reviewers are to receive this response(s), the applicant must submit a single document containing an overall response. If these 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 standardised reasons 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 the application. 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 generally takes about six months. When it is completed, the FWF Board considers the reviews and decides whether the proposal should be supported.

The decision-making process for applications submitted with certified publishers takes an average of two months. Only applications submitted six weeks before the respective board meeting can be dealt with at the following board meeting. The FWF board decides on the eligibility of the application on the basis of the peer reviews provided by the certified publisher. The FWF will reject applications involving certified publishers in cases where

1) the reviews do not meet the FWF’s quality criteria for the peer-review procedure,
2) the quality of the work does not warrant funding, or
3) the FWF’s financial resources do not permit funding.

The validity of the peer reviews by book publications is judged according to whether the following criteria are dealt with in sufficient detail:

- Suitable presentation of the state of research
- Degree of innovation
- Fulfilment of current scientific standards
- Choice of the appropriate form of publication

The applicant will be informed in writing of the FWF’s decision.
Requests for changes and returning applications without review

The FWF will not process incomplete applications, those which do not comply with the FWF’s regulations or which contain formal errors, unless and until the applicant has rectified the problems within a reasonable period of time (generally three weeks). 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 – if the FWF handles the review process – be sent out for review. The reviewers (generally persons working outside of Austria) will be selected by the members of the FWF Board and confirmed by the FWF’s decision-making bodies.

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

For submissions with certified publishers, a decision will be taken on all applications that meet the FWF’s regulations on the basis of the documents submitted.

The most common reasons why applications are returned without are (a) ineligibility of the applicant (see Section 1.3.) and (b) ineligible types of publications and publication formats (see Section 1.5.).

Reasons for rejection

The reasons for rejecting an application will be analysed and 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 (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 2.5, a separate document may be included 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. 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.

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.

Please note that FWF does not wish to receive, nor will consider a list of possible reviewers from applicants.

**4. Following the decision**

**4.1. After the decision on applications for book publications**

All applications approved by the FWF Board are subject to the condition that the FWF shall review the revised manuscript after it has gone through editing, foreign-language editing, or translation. The FWF issues a grant agreement for each grant approval. The publisher is required to arrange for editing, foreign-language editing, or translation. The publisher may request €2,000.00 for editing, €6,000.00 for foreign-language editing, or €4,000.00 for translation once the grant agreement has been signed, a summary in English and German for public relations work has been sent, and the arrangements for editing, foreign-language editing, or translation have been made. The author is required to submit the revised/translated manuscript after editing, foreign-language editing, or translation (possibly also in accordance with suggestions and criticism passed on from the peer reviewer) to the FWF once again. The author is to submit the copy-edited manuscript in which the changes made in the course of (foreign-language) copy editing are clearly indicated. The name of the copy editor and/or translator must be communicated to the FWF.

The FWF expects copy editing work and foreign-language editing work to be carried out according to the following criteria:

- **Spelling**
- **Punctuation**
- **Grammar**
- **Typography**
• Writing style / clarity
• Logic of content
• Structural rigour and cogency
• Structure of arguments
• Scholarly rigour
• Accuracy of wording
• Correction of inconsistencies
• Uniform spelling
• Citations and references
• Uniformity of abbreviations/wording

Any additional substantial changes, corrections which involve content changes, expansions, or abridging of content are not permitted.

The remaining approved funds can only be released by the FWF after a positive final assessment of the publication.

The remaining approved funds will be paid out to the publisher upon delivery of the specimen copies, the identical electronic copy for open access archiving (PDF/A), and the meta-data form.

For all applications approved by the FWF Board which involve FWF-certified publishers, the editing, foreign-language editing, or translation work is not subjected to an evaluation. The approved funds are released immediately after conclusion of the grant agreement. The approved funds will be paid out to the publisher upon delivery of the specimen copies, the identical electronic copy for open access archiving (format PDF/A), and the meta-data form.

4.2. After the decision on applications for new digital publication formats or for scientific/academic journals

The FWF prepares a grant agreement for each application approved by the FWF Board.

The funds will be paid out in three instalments to the principal investigator's account: half of the approved funding amount can be requested in writing after the conclusion (signing) of the agreement and after a summary in German and English for public relations work has been sent; one fourth of the amount can be requested upon delivery of a beta version; and the remainder can be requested once the digital publication has been completed or the FWF has determined that the journal is in compliance with Plan S.

Any suggestions or criticism from the reviewer must be (verifiably) taken into account in the preparation of the publication.
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 for their publications 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 publishing the publication.

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 until the investigation has been concluded. For more detailed information, see [FWF procedure in cases of suspected scientific misconduct](#).

The FWF has the right to provide formal information on the procedure at the publisher's request. However, information on peer reviews conducted by the FWF is only passed on to the applicant.

6. **Publication of application data and results**

The FWF would like to point out that should the application be approved, the FWF will publish on its website a summary 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 subsequently the link to the open-access archived publication. Guidelines for writing PR summaries can be found [here](#).

In presentations and the publication, applicants must comply with the relevant requirements on acknowledging the FWF as the funding institution.
APPENDIX I:
Notes and questions for reviewers in the Stand-Alone Publications funding programme — new digital publication formats

In the Stand-Alone Publications programme, the FWF provides funding for the publication of outstanding scholarly works in new digital publication formats with a lump sum grant of up to €50,000.00. This sum includes production costs and the costs of foreign-language editing or translation of the digital publication.

All FWF-funded publications must be made freely available in accordance with the FWF’s Open Access Policy.

Only the ten most important academic publications 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, using the following seven assessment criteria:

1) scientific/scholarly quality of content,
2) quality of planned technical realisation,
3) suitability of the chosen form of publication,
4) qualifications of the applicant(s),
5) appropriateness of budgeted costs,
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 referees’ written assessments rather than the ratings assigned.

Section 1: Remarks for the applicant

1) Scientific/scholarly quality of content
   Is the data intended for publication of high relevance? Do the planned texts and annotations fulfil the scientific standards?

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9 For further information on the application guidelines for stand-alone publications, please refer to the FWF’s website (http://www.fwf.ac.at/en/research-funding/fwf-programme/stand-alone-publications/)

10 The proposal must meet the FWF’s formal requirements. Please bear these in mind when writing your review. (Key formal requirements: 12 pages max. for the application of the technical implementation of the digital publication including figures and tables; 3 pages max. for the academic CV, including a description of previous research achievements and the ten most important publications. For further details see http://www.fwf.ac.at/en/research-funding/fwf-programme/stand-alone-publications/).
2) Quality of planned technical realisation
   Is the technical realisation as described suitable for this type of publication? Have usability, citability, sustained archiving, and updating been considered sufficiently? Is there a link to similar existing databases and is this helpful?

3) Suitability of the chosen form of publication
   Is the chosen form of publication suitable? The selection of an unsuitable publication form may lead to rejection of the application.

4) Qualifications of the applicant(s)
   Is the applicant and the team, if applicable, qualified to carry out the proposed publication?

5) Appropriateness of budgeted costs
   Is the funding requested appropriate for producing the digital publication?

6) Ethics and gender:
   – Ethics: Have ethical considerations been addressed satisfactorily?
   – Gender: Have sex-specific and/or gender-related elements been addressed satisfactorily?

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: Confidential remarks to the FWF

Please use this space to make any comments that you do not wish to be conveyed to the applicant(s). Feel free to also give us feedback about the evaluation process and your interactions with us.
APPENDIX II:
Notes and questions for reviewers in the Stand-Alone Publications funding programme – scientific/academic journals

In the Stand-Alone Publications programme, the FWF provides funding for the establishment or modernisation of scientific/academic journals with a lump sum grant of up to €50,000.00.

All funded scientific/academic journals must meet the minimum requirements for publication formats of Plan S of cOAlition S.

Only the ten most important academic publications 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, using the following seven assessment criteria:

1) journal’s potential for high international visibility,
2) quality of the scientists/scholars involved,
3) implementation of the requirements of Plan S,
4) appropriateness of budgeted costs,
5) sustainable long-term funding,
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 referees’ written assessments rather than the ratings assigned.

Section 1: Remarks for the applicant

1) Journal’s potential for high international visibility
   Will the journal have a high international scope and appropriate target groups? What are the unique features of the journal? What importance does the journal have for the scientific community in the research field and beyond?

2) Quality of the scientists/scholars involved

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11 For further information on the application guidelines for stand-alone publications, please refer to the FWF’s website (http://www.fwf.ac.at/en/research-funding/fwf-programme/stand-alone-publications/)

12 Common requirements for all publication venues*: https://www.coaition-s.org/principles-and-implementation/

13 The proposal must meet the FWF’s formal requirements. Please bear these in mind when writing your review. (Key formal requirements: 12 pages max. for the application of the technical implementation of the digital publication including figures and tables; 3 pages max. for the academic CV, including a description of previous research achievements and the ten most important publications. For further details see http://www.fwf.ac.at/en/research-funding/fwf-programme/stand-alone-publications/).
Are the editors and the editorial board qualified to run the journal? Is the quality assurance procedure (e.g., editorial policy, peer review, ethical standards) appropriate?

3) Implementation of the requirements of Plan S

Have common requirements: Part III, 1.1 and specific conditions: Part III, 1.2. of Plan S of cOAlition S (see: Principles and Implementation, Part III: Technical Guidance and Requirements: https://www.coalition-s.org/principles-and-implementation/) been fulfilled satisfactorily?

4) Appropriateness of budgeted costs

Is the funding requested from the FWF appropriate? Is the additional financial support from sources other than the FWF appropriate?)

5) Sustainable long-term funding

Is the business model or the institutional commitment suitable for funding the journal in the long term? Are the institutions, learned societies, publishers, or other hosts of the journal suitable to ensure the continued existence of the journal?

6) Ethics and gender:

– Ethics: Have ethical considerations been addressed satisfactorily?
– Gender: Have sex-specific and/or gender-related elements been addressed satisfactorily?

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: Confidential remarks to FWF

Please use this space to make any comments that you do not wish to be conveyed to the applicant(s). Feel free to also give us feedback about the evaluation process and your interactions with us.

14 After the initial funding, at least six years of funding must be ensured for the continued existence of the journal.
APPENDIX III:
Notes and questions for reviewers in the Stand-Alone Publications funding programme – book publications

In the Stand-Alone Publications programme, the FWF provides funding for the publication of outstanding scholarly works with a lump sum grant of max. €22,000.00. This sum includes production costs, the costs of simultaneous open access publication and editing or possibly foreign-language editing or translation costs.

All FWF-funded publications must be made freely available in accordance with the FWF’s Open Access Policy.

The FWF only provides funding for applications which already exhibit outstanding quality and comply with the highest international standards for scholarly research in terms of content and form at the time of application.

Please review the present proposal, using the following seven assessment criteria:

1) scientific/scholarly quality of the planned publication,
2) formal and content-related completeness of the manuscript,
3) suitability of the chosen form of publication,
4) suitability of the chosen publisher,
5) editing, foreign-language editing or translation,
6) ethics and gender, and
7) overall evaluation.

For each of these criteria except 5) and 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 referees’ written assessments rather than the ratings assigned?

Section 1: Remarks for the applicant

1) Scientific/scholarly quality of the planned publication
   Is the state of research described adequately? Is the underlying research innovative? Does it make an original contribution to the research domain? Does it fulfil current scientific standards?

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15 For further information on the application guidelines for stand-alone publications, please refer to the FWF’s website (http://www.fwf.ac.at/en/research-funding/fwf-programme/stand-alone-publications/).

16 The planned publication will either be edited or edited in a foreign language, or the manuscript will be translated.
2) **Formal and content-related completeness of the manuscript**

Is there an introduction, abstract, list of references, illustrations, etc.? Are indices, if they do not already exist, necessary for making the publication highly accessible?

3) **Suitability of the chosen form of publication**

Is the chosen form of publication suitable? The selection of an unsuitable publication form may lead to rejection of the application.

4) **Suitability of the chosen publisher**

Does the applicant’s choice of publisher ensure a maximum of quality and international visibility? Would a different publisher be more suitable? The selection of an unsuitable publisher may lead to rejection of the application.

5) **Editing or Foreign-Language Editing**

Which parts of the publication should be given special consideration in the editing/foreign-language editing? [only for applications which include a request for editing or foreign-language editing]

or

Translation

Would the translation ensure broader dissemination of Austrian research in the scientific community or would the translation be relevant for Austrian research? [only for applications which include a request for translation]

6) **Ethics and gender:**

- **Ethics**: Have ethical considerations been addressed satisfactorily?
- **Gender**: Have sex-specific and/or gender-related elements been addressed satisfactorily?

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: Confidential remarks to FWF**

Please use this space to make any comments that you do not wish to be conveyed to the applicant(s). Feel free to also give us feedback about the evaluation process and your interactions with us.