

**NEUES ENTDECKEN**

**TALENTE FÖRDERN**

**IDEEN UMSETZEN**

**FWF**

Der Wissenschaftsfonds.

In accordance with its Funding Guidelines of 1 January 2019  
(as last amended), the FWF has issued the following

# **Application Guidelines (including checklists) for the Stand-Alone Publications**



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## **1. General Information**

### **1.1. Aim of the programme**

The aim is to promote the publication of research proposals<sup>1</sup> (hereinafter referred to as “applications”) in the field of basic research. This refers to publications 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 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 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*

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*

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.

#### *Aim of funding for new digital publication formats*

In addition to conventional publication forms, the FWF also supports new digital formats such as apps, wiki-based publications, annotated scientific databases, web-based publications

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<sup>1</sup> In the Stand-Alone Publications programme, the term research proposals refers to publication projects.

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.).

## 1.2. Deadlines

There are no submission deadlines for this programme; applications can be submitted at any time.

## 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 contributions must be written by researchers who predominantly conduct their scholarly work in Austria or under the auspices of an Austrian research institution

### *Publications 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 can be funded?**

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

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.

The FWF approves grants for stand-alone publications 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.

#### **1.5. What types of publications 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
- 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

##### *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*

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-Commercial ([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.

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](#) or [CC 0](#).

### *Editing, Foreign-language Editing, or Translation*

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 4.1. After the decision on applications for publications with editing or foreign-language editing). 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 new digital publications as well as conventional publication formats 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
- Simultaneous open access publication of the work (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 “3. Processing and decision on the application”) 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 data medium. 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 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 data medium 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. Form requirements

### 2.2.1. Language of application

To allow applications to be reviewed by international experts, applications must be submitted in English. If desired, a version in German or another language may be added as a supplement, however **new digital publications** 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 with a brief, convincing written justification for submission in a language other than English. 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** solely in German or another relevant language other than English.

### 2.2.2. Formatting

#### 2.2.2.1. *Attachments and description of the technical implementation of a new digital publication*

The attachments and the continuous text of the description of the technical implementation of a new digital publication must be written in 11 pt. font with 1.5 line (15–20 pt.) spacing and at least 2 cm margins. The beginning of each paragraph should be clearly recognisable (e.g., by indenting the first line and/or spaces between paragraphs). Applicants must comply strictly with all upper limits (e.g., number of pages, attachments, etc.).

Citations in the text and the list of works cited (*References*) in the application must be in line with the conventions of the respective discipline, preferably according to a widely-used style guide (e.g., *Chicago Manual of Style*, *APA Publication Manual*). Applicants are free to choose the citation conventions or style guide they prefer, but they must apply them/it consistently throughout the application. If available, a [DOI address](#) or another [persistent identifier](#) should be used for the literature cited.

#### 2.2.2.2. *Manuscript of conventional 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.

Besides the body of the text, the manuscript should consist of the following elements:

- Front page
- Table of contents
- Introduction
- Résumé
- Table of figures
- Bibliography
- Table of abbreviations
- Figures
- Indices
- etc.

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 data medium, 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.).

Application forms are available on the FWF website at:

<http://www.fwf.ac.at/en/research-funding/application/stand-alone-publications/>.

The application is not considered to be officially submitted until the FWF receives the signed original copy.

### 2.3. **Eligible costs**

Funding can be requested for the costs of publishing independent, scholarly publications. 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 EUR 50,000.00** as a subsidy for production costs **for new digital publication formats** including foreign-language editing or translation and open access publication.

This grant amount will be available for new digital publication formats until the end of 2019. After this time, the FWF will decide whether to continue funding new digital publication formats in this way.

### 2.3.2. Conventional publication formats

Conventional publication formats 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.

#### 2.3.2.1. 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 EUR 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 EUR 1,000.00 reduction in the funding amount:

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

#### 2.3.2.2. 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 EUR 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 EUR 12,000.00** as a subsidy for **foreign-language editing**.

Or:

- Modul\_Übersetzung: FWF provides a lump sum grant of **up to EUR 8,000.00** as a subsidy for **translation**.

### 2.3.2.3. 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 EUR 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 should be accompanied by the following attachments, where applicable<sup>2</sup>:

- Academic Abstract in the language of the manuscript / of the planned publication
- Justification of the choice of publisher in German and English
- For the attachments needed in the case of revising a rejected application, 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 conventional publication formats: table of contents and bibliography from the stand-alone publication (only on data medium)

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<sup>2</sup> A detailed list of which attachments are required for which funding option can be found in the respective checklists.

- 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: academic CV and description of the applicant's previous research achievements
- If applying for new digital publication formats: the institution's confirmation of a long-term archiving strategy, if applicable

It should be noted that any attachments in addition to the ones mentioned above shall not be considered in further stages of the 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 to the relevant previous reviewer or all reviewers (see also 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 should be excluded for the resubmission.
- If all the reviewers should receive this response, the applicant must submit a document containing a general response.  
If these responses should only be passed on to the previous reviewers involved, the applicant should include a short response to each review in a separate document.

Resubmissions must show changes. In the case of resubmissions of applications that have been rejected for the standardised reasons C3, C4, and C5, the changes need to be substantial (based on the comments in the reviews). If such changes are not made, the application will be returned without review by the decision-making bodies of the FWF.

## 3. Processing and decision on the application

The FWF Office undertakes a formal check of 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** 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*

Incomplete applications or those which do not comply with the FWF's regulations or which contain formal errors will not be processed further by the FWF 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 decision-making bodies of the FWF will return these proposals without review. Similarly, the decision-making bodies of the FWF will return without review applications that have been previously rejected by the FWF and re-submitted without appropriate revisions.

All applications that conform with the FWF's regulations will – if the FWF handles the review process – be sent for review. The reviewers (generally persons working outside of Austria) will be selected by the members of the FWF Board and confirmed by the decision-making bodies of the FWF.

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 review by the decision-making bodies of the FWF are (a) ineligibility of the applicant (see Section 1.3.) and (b) ineligible types of publications (see Section 1.5.).

*Reasons for rejection*

The reasons for rejecting an application will be assigned one of five categories (C1–C5) and will be sent to applicants along with the reviews. A detailed description of the categories can be found in the [General principles of the decision-making procedure](#).

### *Resubmissions*

If the application is a resubmission of a previously rejected proposal, the FWF will generally contact those reviewers who provided *constructive* criticism on the previous application. Reviewers who gave entirely positive or negative comments will generally not be contacted for a second review. However, please note that all resubmissions are also evaluated by new reviewers.

### *Proposal bans*

Applications that are rejected for reason C5 will be barred for 12 months (from the date of the decision) and cannot be resubmitted during that period.

Applications that have been submitted three times and rejected for reasons C3 or C4 (i.e. the original application and the respective resubmissions) are also barred for 12 months (from the date of decision); rejections for reasons C1 or C2 do not count towards this total.

### *Exclusion of reviewers*

Applicants may include a separate document with a list of reviewers who should not be asked to review the application due to possible conflicts of interest. A detailed description of the FWF's rules concerning conflicts of interests can be found in the [General principles of the decision-making procedure](#).

This list may include up to three potential reviewers whom the applicant believes may have conflicts of interests. This selection must be briefly justified. If the reasons for exclusion are professionally and technically sound, the FWF will generally fulfil such requests and will exclude those reviewers from the review process.

Please note that 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 publications with editing or foreign-language editing**

All applications approved by the FWF Board are subject to certain conditions. 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 EUR 2,000.00 for editing, EUR 6,000.00 for foreign-language editing, or EUR 4,000.00 for translation once the grant agreement has been signed 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**

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

The funds will be paid out in three instalments: half of the approved funding amount can be requested in writing after the conclusion (signing) of the agreement, 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.

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

The FWF would like to point out that applicants must comply with all legal requirements and safety provisions (e.g., Federal Disabilities Act) that apply for their 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 Agency](#) (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 purposes – which must be sent to the FWF when returning the grant agreement – as well as the amount of funding granted and subsequently the link to the open-access archived publication.

In presentations and the publication, applicants must comply with the relevant requirements on acknowledging the FWF as the funding institution.

## **APPENDIX 1:**

### **Notes and questions for reviewers in the Stand-Alone Publications funding programme<sup>1</sup> – 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 EUR 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.

In writing your review, please keep in mind that your comments in the first section of the review will be forwarded to the applicant and, where applicable, other reviewers, in an anonymous way.

The FWF would like to point out that the length and the form of the description of the technical implementation must fulfil the form requirements of the FWF, and therefore we ask that you keep these restrictions in mind when writing your review.

It is the FWF is obligated to ensure the best possible use of public-sector funds in for basic research according to scientific/scholarly research criteria. We therefore ask you to comment on the following aspects of the application. What are the specific strengths of the publication? Does it have weaknesses, and if so, what are they?

#### **Section 1 (forwarded to the applicant in its entirety):**

- 1) Scientific/scholarly quality of content (e.g., data, planned texts and annotations, etc.)
- 2) Quality of planned technical realisation (please be sure to address the following topics in your review: usability, citability, sustained archiving and updating, links to similar existing databases, etc.)
- 3) Suitability of the chosen form of publication (The selection of an unsuitable publication form may lead to rejection of the application.)
- 4) Scientific/scholarly qualifications of the applicant(s) – in relation to the length of their careers
- 5) Appropriateness of budgeted costs
- 6) Additional aspects:
  - a) Ethical aspects
  - b) Sex-specific and gender-related aspects

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<sup>1</sup> 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/>).

7) Overall evaluation with consideration of the key strengths and weaknesses. Please give a clear recommendation for or against funding the publication.

**Section 2 (confidential remarks to FWF)**

Other comments intended solely for the FWF.

## **APPENDIX 2:**

### **Notes and questions for reviewers in the Stand-Alone Publications funding programme<sup>1</sup> – conventional publication formats**

In the Stand-Alone Publications programme, the FWF provides funding for the publication of outstanding scholarly works with a lump sum grant of max. EUR 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.

In writing your review, please keep in mind that your comments in the first section of the review will be forwarded to the applicant and, where applicable, other reviewers, in an anonymous way.

It is the FWF is obligated to ensure the best possible use of public-sector funds in for basic research according to scientific/scholarly research criteria. We therefore ask you to comment on the following aspects of the application. What are the specific strengths of the publication? Does it have weaknesses, and if so, what are they?

#### **Section 1 (forwarded to the applicant in its entirety):**

- 1) Scientific/scholarly quality of the planned publication (suitable description of the state of research, degree of innovation, fulfilment of current scientific standards)
- 2) Formal and content-related completeness of the manuscript (e.g., introduction, abstract, index, references, illustrations, etc.)
- 3) Suitability of the chosen form of publication (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) 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*]

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<sup>1</sup> 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/>).

- 5) 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) Additional aspects:
  - a) Ethical aspects
  - b) Sex-specific and gender-related aspects
- 7) Overall evaluation with consideration of the key strengths and weaknesses. Please give a clear recommendation for or against funding the publication.

## **Section 2 (confidential remarks to FWF)**

Other comments intended solely for the FWF.