Checklist for the complete application (Stand-Alone Publications)

Scientific/academic journals

All documents are to be submitted on paper (with original signatures) and in electronic form. No signatures are required in the electronic versions of application documents.

The size of all files submitted on the USB flash drive must not exceed 5 MB.

The formatting requirements apply for all attachments and the content section written by the applicants themselves: the continuous text must be written exclusively in 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).

1. Forms

☐ ***Forms.pdf***[1]: *Application* form (completely filled in)

☐ ***Co-authors.pdf***: Form *Co-authors* (completely filled in); it must also be indicated in the form if there are no co-authors for this application

☐ ***Certification.pdf***: Form *Declaration of commitment for publishers* (completely filled in), in the case of cooperation with a publisher

2. Attachments

☐ ***Academic_abstract.doc*** [or docx]: *Academic Abstract*[2]; the academic abstract will be used to inform potential reviewers about the application

☐ ***Negative_list.pdf***: List with names of reviewers who are to be excluded from the review of the application for various reasons (max. 3 names; optional)

☐ ***Cover_Letter.pdf***: letter accompanying the application (optional)

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[1] File name requirements

[2] **Required contents for academic abstract**
comprising no more than 3,000 characters (incl. spaces; no formulas or special characters). The abstract must be subdivided into the following sections using the given terms:
- Thematische Ausrichtung *(Thematic focus)*
- Internationale Sichtbarkeit / Alleinstellungsmerkmale *(International visibility / unique features)*
- Umsetzung der *common requirements* und *specific conditions* von Plan S *(Implementation of the "common requirements" and "specific conditions" of Plan S)*
- Strategie der nachhaltigen Langzeitarchivierung *(Sustainable long-term archiving strategy)*
- Wesentlich beteiligte WissenschaftlerInnen *(Primary researchers involved)*

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

☐ *If the application is the revision of a rejected application*:
In the application form must be indicated, whether the response(s) should be passed on to the relevant previous reviewer or all reviewers.

    a) ***Overview_Revision.pdf****:* overview of all changes made in the resubmitted application (for FWF internal use only)

☐ If all the reviewers are to receive this response:

    b) ***Revision.pdf****:* overall response to all reviewers

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

    c) ***Revision_A.pdf***: response to review A
       Revision_B.pdf: response to review B

☐ ***Confirmation_institution.pdf****: Institution's confirmation* of financing and a long-term archiving strategy

☐ ***Confirmation_media owner.pdf****:* If the *media company* is a "single undertaking" according to EU law on state aid (see <u>EUR-Lex - 32013R1407 - EN - EUR-Lex</u>) 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.

☐ ***CV.pdf****:* Academic curriculum vitae and research achievements (no more than 3 pages) for the applicant[3]

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[3] **Required contents for academic CVs (no more than 3 pages):**
- Name and contact details of the person, address of the research institution, and relevant websites. It is also required to provide a publicly available link (hyperlink) to a list of all publications; the use of <u>ORCID</u> (Open Researcher and Contributor ID) is expressly recommended for this purpose;
- List of academic milestones and relevant positions held to date (with a brief explanation of any career gaps, if applicable);
- Main areas of research and short statement of the most important research results achieved to date.

Required description of previous research achievements
- Academic publications: list of no more than ten of the most important published or accepted academic publications (journal articles, monographs, edited volumes, contributions to edited volumes, preprints, proceedings, etc.); for each publication, if available, either a <u>DOI address</u> (DOI = Digital Object Identifier) or another <u>persistent identifier</u> must be indicated. In accordance with the <u>San Francisco Declaration on Research Assessment (DORA),</u> journal-based metrics like the journal impact factor should not be included;
- Additional research achievements: list of no more than ten of the most important research achievements apart from academic publications (such as awards, conference papers, keynote speeches, important research projects, research data, software, codes, exhibitions, knowledge transfers, science communication, licenses, or patents.

3. Content section

☐ *Application.pdf*: Application on no more than 12 consecutively numbered pages, incl. table of contents, list of abbreviations, headings, figures, captions, tables, footnotes, list of works cited in the application (*References*) etc.
The application should address the following contents:

- **International visibility**: A description is to be included of how the journal can achieve a very high degree of international visibility (also beyond the borders of its discipline) or increase it. This description should include information on the thematic focus, target groups, and unique features of the journal as well as strategies for attracting high-ranking authors.

- **Editorial policy**:
Editors and members of the editorial board are to be listed. The majority of the editors and the members of the editorial board must be established at the time of submission and must have agreed to actively cooperate if funding is approved.

- **Plan S compliance:** implementation of the "common requirements" and "specific conditions" of Plan S (see Part III 1.1 and 1.2 of [Principles and Implementation | Plan S](#))

- **Timetable** (maximum three years) for establishing or modernising the scientific/academic journal

☐ *Costs.pdf: calculations* and **sustainable long-term archiving strategy**:
The individual cost centres of the FWF's seed funding are to be listed and justified.
If there is additional financial support from other sources during the seed funding, these are to be listed and their use is to be explained.[4]
A financing model (e.g., through institutional sponsorship, author fees, etc.) is to be included for the next **six years** following the end of the seed funding.

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[4] The institutions must confirm their financial contributions during the seed funding and for the long-term financing (see the "Institution's confirmation" attachment).