

## Checklist for a complete application (Stand-Alone Publications – Digital Publications)

The complete application must be submitted in English, using the FWF's online application portal <https://elane.fwf.ac.at>. To make sure you have completed your application correctly, please consult the [Application Guidelines](#).

Formatting requirements apply for the content section and all attachments written by the applicants themselves: The body text must be written exclusively in font size 11 pt with 15-20 pt line spacing and margins of at least 2 cm. Applicants must comply strictly with all upper limits given (e.g., number of pages).

### 1. elane: Forms

- Application form* (completed in full)
- Contact form*
- Cost breakdown*
- Academic abstract* in English; the academic abstract is used to inform potential reviewers about the proposal
- Co-authors* (completed in full); if there are no co-authors, this must be stated on the form

## 2. elane: File upload – Content section

- **Proposal.pdf<sup>1</sup>**: This PDF file must include both the application for technical implementation of the digital publication and the annexes 1-4.
  - **Application**: The application for technical implementation of the digital publication may not exceed 12 pages (consecutively numbered), incl. the table of contents, list of abbreviations, headings, figures, figure captions, tables, footnotes, list of literature cited in the application ("*References*") etc., and must contain the following components:
    - (1) Presentation of content and technical options (language of publication, links to sources and research data, translation function for foreign language terminology, terminology links, additional tools, etc.)
      - Use permanent URLs to link to sources
      - Long-term archiving should be considered for the linked sources
    - (2) References to any existing digital publications with appropriate content
      - Use permanent URLs to link
    - (3) Software/databases used and technical implementation
    - (4) Sustainable long-term archiving strategy
    - (5) Guarantee for the citability of the content
    - (6) Open usage rights must be secured by granting Creative Commons licences (CC-BY or CC-0)
    - (7) Plan for sustainable funding for at least 6 years (**The FWF does not fund any further improvements or data maintenance for publications that have already received funding**)
    - (8) Timetable (max. 3 years) for the implementation of the digital publication
  - Annex 1: **Costs**: Concise justifications for the funding requested
  - Annex 2: **Content**: Representative example of the data or demo version of the planned publication
  - Annex 3: **CV**: Academic CV and previous research achievements of the applicant (max. 3 pages)
  - Annex 4: **Confirmation**: Confirmation from digital medium provider on long-term availability of at least 6 years

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<sup>1</sup> Files must be named as specified.

### 3. elane: Attachments

- Reviews.pdf:** Copies of all reviews for publications serving as a basis for academic qualifications

If the application is a resubmission of a previously rejected proposal, please indicate in the *application form* whether the response(s) should be forwarded only to the respective previous reviewer(s) or to all reviewers.

- Overview\_revision.pdf:** Overview of all changes made (for FWF internal use only)
  - a) If the response is intended for all reviewers:
    - Revision.pdf:** Overall response to all reviewers *or*
  - b) If these responses are to be forwarded only to the reviewers who were previously involved:
    - Revision\_A.pdf:** Response to review A
    - Revision\_B.pdf:** Response to review B
- Negative\_list.pdf:** List of names of reviewers who are to be excluded from reviewing the proposal (max. 3 names; incl. brief justification)
- Cover\_Letter.pdf:** Cover letter accompanying the application (optional)