

Checklist for a complete application (Top Citizen Science)

The entire application must be submitted in English and it must be submitted via the FWF's electronic application portal <https://elane.fwf.ac.at>. For a correct application, please observe the information in the [application guidelines](#).

I. Elane: Forms

Mandatory

- Application form
- Form Cost breakdown
- Form Academic abstract (no more than 3,000 characters) – according to the FWF [application guidelines](#)
- Form Co-authors

To be filled if necessary

- Form for National research partners
- Form Cooperation arrangements – for national and international cooperation partners that are stated to be essential in the project description

II. Elane: Files to upload

Mandatory upload in a single file

- Summary_main.pdf (Informationen zum Basisprojekt)
- [Proposal.pdf](#) - this PDF file must contain the project description as well as Appendix 1-3 and, if applicable, Annex 4. For the project description and Annex 1-3, the formatting specifications must be observed (font size 11pt, line spacing 15-20 pt, page margins at least 2cm). The beginning of each paragraph should be clearly recognisable (e.g., by indenting the first line and/or spaces between paragraphs).

The project description (max. 25,000 characters on a max. of 10 pages) must include the following contents:

1) Content-related aspects: Decisive for the assessment of the quality of the project

- Description of clearly defined aims and hypotheses or research question(s) of the TCS project
- Additionality of the TCS Extension Project

- Description of the relevance to international research in the field (international state of research)
- Description of the methods, use of technologies, description of the planned methods of participation
- Description of the planned cooperation arrangements (national and/or international)
- Presentation of the work plan and timeline
- Description of all potentially ethical, safety-related, or regulatory aspects. Important: this aspect should be addressed briefly in the text even if the applicant believes the project does not raise any ethical issues.
- Description of all potentially sex-specific and gender-related aspects. Important: this aspect should be addressed briefly in the text even if the applicant believes the project does not raise any sex-specific and gender-related issues.

2) Research team, interaction with citizens, and planned handling of data: Are the participating researchers qualified to carry out the project?

- Description of the research-related qualifications of the researchers involved
- Definition and selection of target groups addressed
- Description of the communication plan
- Benefits of the project for the citizens
- Data quality assurance
- Data protection/privacy issues

3) Broader effects expected

- Dissemination of research results
- Description of potential effects on other research disciplines

Annex 1: Financial aspects: The template from the application guidelines must be used.

The explanations must be presented in a way that is comprehensible to the FWF and the reviewers. Non-transparent information may lead to a reduction in the grant amount. The list and justification of the costs requested must be in accordance with the costs indicated in the *Cost breakdown* form.

- Information on the research institution and – if applicable – those of the national research partners:
 - Available personnel – not financed by the FWF
 - Available infrastructure – Information on the research institution(s) and the project-specific basic equipment available
- Information on the funding requested:
 - Personnel
 - scientific/scholarly employees
 - non-scientific/-scholarly employees
 - Equipment costs

- Material costs
 - Travel costs
 - Other costs
 - Independent contracts for work and services
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- Annex 2: List of works cited in the application (References) on max. 5 pages
 - Annex 3: Academic curriculum vitae and description of previous research achievements (no more than three pages per person) of the principal investigator as well as a maximum of three other project participants
 - Annex 4: If applicable: confirmations (collaboration letters, no more than 1 page) of national and international cooperation partners that are stated to be essential in the project description.

III Attachments:

Mandatory file to be uploaded (attachment)

- Publication_lists.pdf – publication list of all the key project participants for the last 5 years, broken down into peer-reviewed and non-peer-reviewed, of all participants for whom a scientific curriculum vitae is enclosed, as well as for all essential project members for whom personnel costs are requested; merged into one PDF document.

Optional files to be uploaded (attachment):

- Cover_Letter.pdf – Letter accompanying 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)
- Quotes_equipment.pdf – Quotes for equipment pieces from an acquisition value of EUR 5,000.00 incl. VAT (1 offer per requested equipment piece; in the case of several offers merged into one PDF file)
- Quotes_other-costs.pdf – e.g., costs for the project-specific use of available equipment (project-specific “equipment time”) or large research facilities, costs for project-specific work carried out outside the applicant’s research institution; in case of several offers merged into one PDF file.

If the Stand-Alone project submitted is the continuation of an FWF-funded project:

- Follow.pdf* - report on previous results or a final report, no more than 6 pages

If the application is the revision of a rejected application (resubmission):

- Overview_revision.pdf* - overview of all changes made in the resubmitted application (For FWF internal use only)

In the application form must be indicated, whether the response(s) should be passed on to the relevant previous reviewer or all reviewers:

If all the reviewers are to receive this response:

- Revision.pdf - overall response to all reviews

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

- Revision_A.pdf – response to review A
- Revision_B.pdf – response to review B