

# Checklist for a complete application (Young Independent Researcher Groups)

The entire application must be submitted in English and it must be submitted **in hardcopy and on data carrier** (date of postmark). For a correct application, please follow the information in the [ZK application guidelines](#).

## I. Forms

### Mandatory

- Form Academic abstract.docx (no more than 3,000 characters) – according to the FWF application guidelines
- Application form\_coordinator.pdf
- Application form\_researcher.pdf
- Form Cost breakdown.xlsx
- Form Co-authors.pdf

### To be filled out if necessary

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

## II. Files to submit

### Mandatory submission

Proposal.pdf - this PDF file must contain the project description as well as Appendix 1-3 and, if applicable, Appendix 4. For the project description and Appendix 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 with

- max. 62,500 characters on no more than 25 pages for 5 researchers
- max. 60,000 characters on no more than 24 pages for 4 researchers
- max. 57,500 characters on no more than 23 pages for 3 researchers

must include the following contents (incl. sub items described in the application guidelines):

- Research programme
- Quality and composition of the research team
- Wider impact

- Statutes of the Young Independent Researcher Group
  
- 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. Incomprehensible 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(s):
  - Available personnel – not financed by the FWF
  - Available infrastructure – Information on the research institution(s) and the available project-specific basic equipment
  
- 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
  
- Annex 2: List of literature cited in the application (References) on max. 5 pages
  
- Annex 3: Academic curriculum vitae and description of previous research achievements of the researchers as well as postdocs, who are expected to be financed by the project (no more than 3 pages per person)
  
- 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 submitted

- Publication list.pdf – publication list for the last 5 years, broken down into peer-reviewed and non-peer-reviewed, of all researchers for whom a scientific curriculum vitae is enclosed, as well as for all postdocs for whom personnel costs are requested; merged into one PDF document.
  
- PhD certificate\_name researcher.pdf - scanned copy of the doctoral degree certificate for each researcher
  
- Statutes – Hardcopy originally signed by the researchers

**Optional files to be uploaded (attachment):**

- Cover\_Letter.pdf – letter accompanying the application
- Postdoc-research experience\_researcher.pdf - Proof of the 2 years of the researcher's postdoctoral experience
- 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 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 specific reviewers who were previously involved:

- Revision\_A.pdf – response to review A
  - Revision\_B.pdf – response to review B
- etc.