

Checklist for a complete application (*doc.funds.connect* Programme)

The entire application must be submitted in English via [elane](#). For a correct application, please observe the information in the application guidelines.

I. Forms

Mandatory (elane)

- Application form
- Form programme specific data (all faculty members)
- Form Cost breakdown
- Form Co-authors
- Form Academic abstract (no more than 3,000 characters) – according to the FWF application guidelines

To be filled if necessary (elane)

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

II. Project description and Annexes 1-3, if applicable 4

Mandatory upload in a single file (elane)

- Proposal.pdf**: this PDF file (with PDF bookmarks, at least for the major sections) must contain the project description as well as Annexes 1-3 and, if applicable, Annex 4.

For the project description and Annexes 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 recognizable (e.g., by indenting the first line and/or spaces between paragraphs).

Project description:

- Cover sheet: Project title, research institutes submitting the application (address and head of institution), name and institution address including information on the coordinator(s)
- Table of contents
- Project description: on no more than **30 consecutively numbered pages**, incl. list of abbreviations, headings, figures, captions, tables, footnotes, etc.; this description should **address the following points**:
 - Description of research framework (max. 9 pages)
 - Description of faculty (max. 4 pages)
 - Description of education programme (max. 9 pages)
 - Organisational structure and contribution of research institute (max. 4 pages)

- Discussion of added value (max. 4 page)
- Annex 1: Information on and justification of requested funding: The list and justification of the requested funding must be in accordance with the costs indicated in the Cost breakdown form.
 - number of doctoral positions
 - education and training costs
- Annex 2: List of literature cited in the application (References) on max. 5 pages
- Annex 3: Academic curriculum vitae (hereinafter referred to as CV) and description of previous research achievements for all faculty members involved in the project (no more than 3 pages per CV)
- if applicable** Annex 4: 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 files to be uploaded individually (elane)

- Attachment 1: Dissertation_topics.pdf – Description of the planned dissertation projects on no more than 1 page and in a structured form addressing hypotheses/research questions, approach/methods, time frame, and participating faculty. Please note that the number of described dissertation projects must correspond with the number of doctoral candidate positions requested. (merged into one PDF document, with PDF bookmarks)
- Attachment 2: Supervision_list.pdf – Table with an overview of all doctoral candidates (co-) supervised and all the dissertations assessed by the faculty members in the last five years (August 2015-August 2020), listed separately for each faculty member and including the following information: name of supervisor/co-supervisor, name of doctoral candidate, title/topic of dissertation, start date, and date of doctoral degree or on-going. (merged into one PDF document, with PDF bookmarks)
- Attachment 3: Publication_list.pdf – Publication or works list for the last 5 years, broken down into peer-reviewed and non-peer-reviewed for all faculty members involved. (merged into one PDF document, with PDF bookmarks).

Optional attachments (elane)

- 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)