

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

The entire application must be submitted in English. For a correct application, please observe the information in the application guidelines.

I. Forms

Mandatory

- Application form
 - signature research institution
 - signature coordinator
 - stamp
- 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

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

Submission on a data storage device:

- forms.pdf - this PDF file must contain all mandatory forms and, if applicable, the Form cooperation arrangement.

II. Project description and Annexes

Mandatory files of the application (submitted on paper and on a data storage device)

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 recognisable (e.g., by indenting the first line and/or spaces between paragraphs).

- Project description:**
 - Cover sheet: Project title, research institution submitting the application (address and head of institution), name of existing doctoral programme, and responsible institute/department (including information on the programme coordinator)
 - Table of contents
 - Project description: no more than **50,000 characters** (incl. spaces) on no more than **20 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. 8 pages)
 - Description of faculty (max. 4 pages)
 - Description of education programme (max. 5 pages)
 - Contribution of research institution (max. 2 pages)
 - Discussion of added value generated by the programme (max. 1 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.

Submission on a data storage device:

- Proposal.pdf** - this PDF file must contain the **project description as well as Annexes 1-3** and, if applicable, Annex 4.

III Attachments:

Mandatory attachments (submitted on paper and on a data storage device)

- 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. To be submitted on paper along with an electronic copy (merged into one PDF document, with PDF bookmarks)
- Attachment 2: Supervision_list.pdf** – Table with an overview of all doctoral students supervised in the existing doctoral programme in the last five years (2014-04/2019) including the following information: name of doctoral candidate, name of supervisor, title/topic of dissertation, start date, and date of doctoral degree or on-going. To be submitted on paper along with an electronic copy (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. To be submitted on paper along with an electronic copy (merged into one PDF document, with PDF bookmarks).

Optional attachments (submitted on paper and on a data storage device)

- 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)

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

etc.