

## Checklist for a complete application (START)

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

### I. *Elane*: Forms

#### Mandatory

- Form *Research institute assignment*
- Contact form*
- Application form*
- Form *Programme-specific data*
- Form *Cost breakdown*
- Form *Academic abstract* (no more than 3,000 characters) – according to the START [application guidelines](#)
- Form *Co-authors*

#### To be filled if necessary

- Form *Associated Research-Partner*: One form per associated research-partner
- Form *Other Cooperation* – for national and international cooperation partners that are stated to be essential in the project description; one for per cooperation partner

### II. *Elane*: Files to upload

#### Mandatory upload in a single file

- [Proposal.pdf](#) - this PDF file must contain the project description as well as annexes 1-4 and where applicable annex 5. 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 project description (on a max. of 22 pages) must contain the following sections designated by headings:

- Table of contents
- State of the art of the relevant international research (including own preliminary work, if applicable) and relation of the project to this context
- Clearly defined aims and hypothesis/hypotheses or research question(s) of the project
- Description of the project's anticipated level of originality or scientific/scholarly innovation
- Methods
- Associated research partners (if applicable): Description of the contributions of the associated research partners to the proposed research; associated research partners must

be named in the *Associated research partner* form.

- National and/or international cooperation partners (if applicable): Please specify the intended collaboration partners and the subject of the intended collaboration(s) or the planned contribution to the project. **All** national and/or international cooperation arrangements that were stated to be essential in the project description must be listed on the **other cooperation form** (one form must be completed for each collaboration partner) and may be confirmed by a collaboration letter.
- Work plan and timeline
- Research-related qualifications of the researchers involved
- All potential ethical, safety-related, or regulatory aspects of the submitted project and the planned handling of them must be described briefly in a separate section. These questions should be addressed briefly in the text even if the principal investigator believes the project does not raise any ethical issues.
- A separate section must describe what sex-specific and gender-related issues the planned project may potentially give rise to, and how the applicant intends to deal with them. These questions should be addressed briefly in the text even if the principal investigator believes the project does not raise any sex-specific and gender-related issues.
- Annex 1: List of literature cited in the application (References) on no more than 5 pages
- Annex 2: Description of financial aspects according to the template in Appendix A of the application guidelines
- Annex 3: Academic CV and description of previous research achievements of the principal investigator (no more than 3 pages)
- Annex 4: Declaration of commitment from the research institution (no more than 3 pages)
- Annex 5 (optional): Collaboration letters (each no more than 1 page) from national and international cooperation partners which are comprehensibly listed in the project description as being essential for the implementation of the project.

### III Additional documents:

#### Mandatory to be uploaded

- PI\_publication.pdf* - Two publications written by the applicant must be named, documenting that the applicant fulfills the general requirements to apply (see Template [PI-publication](#)). The FWF will base the applicant's eligibility to apply on these publications.
- Publication\_list.pdf* – Lists of all academic works of the principal investigator published over the last five years (broken down into “quality-assured publications” and “other publications”)

#### Files to be uploaded if necessary:

- Cover\_Letter.pdf* – Letter accompanying the application
- Negative\_list.pdf* – of up to three researchers whom the principal investigator would like to exclude from the review process, including a brief justification

If the application is a revised version of a previously rejected application ([resubmission](#)):

- Overview\_revision.pdf* - overview of all changes made in the resubmitted application (For FWF internal use only)
- Revision.pdf* - response to all reviews in one document (for all reviewers)