

NEUES ENTDECKEN
TALENTE FÖRDERN
IDEEN UMSETZEN

FWF

Der Wissenschaftsfonds.

In accordance with its [funding guidelines](#)
of 1 January 2022 (as last amended),
the FWF has issued the following

Application Guidelines for the 1,000 Ideas Programme



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1. General information

1.1. Aim of the programme

It is often difficult for researchers to take the first step when it comes to new, particularly original, or daring research ideas that go beyond the common understanding of science and scholarship. This is where the 1,000 Ideas programme comes in. The project's chances of successful implementation are not as important as having the 'courage to fail,' which is an integral component of the programme. The key aim of the programme is to tackle novel, forward-looking themes with high relevance for science, research, and, ideally, society. They should exhibit the potential to transform existing research domains and/or fundamentally challenge established paradigms in science and research.

The 1,000 Ideas programme provides seed funding for radically new and original or daring research ideas which cannot be supported by the existing funding programmes, at least not at the present time. The exploratory phase is expected to provide initial evidence of the appropriateness of the idea and the underlying research hypothesis.

Through the use of a double-blind selection procedure, the FWF wishes to identify projects worthy of funding solely on the basis of the project idea and the description of a conclusive plan for its implementation. Other usual criteria like the researcher's publication record or reputation are not considered in assessing the proposals.

1.2. Deadline

Proposals must be approved and submitted by the research institution online via the electronic application portal elane.fwf.ac.at by **13 January 2022 (2 p.m. Vienna local time)**. Proposals submitted after the deadline will be returned without review, regardless of the circumstances.

1.3. Who is eligible to apply?

All Austrian research institutions are eligible to apply. There is no limit to the number of proposals that can be submitted by a research institution. The project must be carried out in Austria or under the auspices of the Austrian research institution submitting the application at which the principal investigator works.

The principal investigator (PI) must be employed at least 50% time at the Austrian research institution submitting the proposal for the duration of the project. Funding of the 1,000 Ideas programme cannot be used to finance this portion of the PI's employment. This is to be confirmed by the research institution as part of approving the proposal. There is the possibility to request funding to cover employment up to 100% time as part of the project (see [2.5.2.](#)).

A researcher may only serve as the principal investigator in one project proposal. The FWF's limit on the number of funded projects in other programmes does not apply to proposals for the 1,000 Ideas programme.

1.4. What types of projects can be funded?

Funding can be requested for projects that investigate radically new and daring or original research ideas at an early stage. The project must be clearly defined and include a convincing description of the aims and methods. Additionally, the project must have high relevance for science or (arts-based) research and fall in the domain of basic research. These kinds of unconventional research ideas often involve interdisciplinary research approaches or are located at the boundaries of existing disciplines. Ideas incorporating one or the other of these aspects might very well have good chances of meeting the innovative objectives of the 1,000 Ideas programme. There are no restrictions regarding the research topics and academic disciplines. The exploratory phase is expected to provide initial evidence of the appropriateness of the concept, and the research project is limited in duration to a minimum of 6 and a maximum of 24 months.

Double funding is prohibited (see [Funding guidelines](#)).

1.5. What requirements must be met to apply?

The principal investigator must show that he/she possesses the basic (arts-based) research qualifications needed to carry out the project by means of a publication record over the last 5 years that meets the criteria listed below.

The following criteria are essential for evaluating the publication record and initiating the review process:

- The principal investigator must have a **doctoral degree** (PhD / MD) at the time of application¹
- **Quality assurance:** Most relevant in assessing the principal investigator's publication record are those publications that have undergone a quality assurance procedure in line with international standards (peer review or an equivalent procedure; in the natural and life sciences, peer review is expected). Journals must usually be listed in Web of Science, Scopus, or the Directory of Open Access Journals (DOAJ). In the case of journals that are not listed in these databases, or in the case of monographs, edited volumes, contributions to edited volumes, or other publication types, the principal investigator must provide a link to the publisher's website, describing the respective quality assurance procedure. If no description should be available, it is the principal investigator's responsibility to provide

¹ If other achievements can be considered as equivalent due to the specific nature of the subject or discipline, a request to this effect must be submitted to the FWF. In cases of doubt, the decision-making bodies of the FWF shall make the final decision.

evidence that the publication has been subject to an appropriate quality assurance procedure.

- **International visibility:** Most of the principal investigator's publications must have a wider than national reach. In the natural sciences, life sciences, and social sciences, most of the publications listed must be in English.
- **Number/scope and quality** of the principal investigator's publications must be commensurate with the expected career progression and the field concerned. At least two publications must have undergone a quality assurance procedure and must be internationally visible with a substantial and independent contribution on the part of the principal investigator. At least one publication with first or last or corresponding authorship in the life sciences is required.

On the **programme specific data form**, under the item *Proof of academic qualifications*, two (and only two) publications or artistic works must be listed (where necessary, with a link to the publisher's website or other proof of a quality assurance procedure having been performed on the publication, see the above-mentioned information on this requirement) that clearly meet the above-mentioned criteria.

Should a principal investigator fail to meet one or more of the above criteria, the principal investigator must include an explanation with the application (statement on publication record). In cases of doubt, the decision-making bodies of the FWF shall decide whether the research qualifications are adequate.

If there is any uncertainty about the principal investigator's eligibility to apply, he/she must contact the FWF Office in good time prior to the submission deadline and have his/her eligibility checked.

1.5.1. Consideration of career breaks

The FWF will take justified career breaks (e.g., parental leave, caring for a family member, or long-term illness) into consideration in assessing the application requirements.

1.5.2. Inclusion of disabled and chronically ill people

The FWF will also take any exceptions to typical career paths due to disability and/or chronic illness into consideration in assessing the application requirements.

1.5.3. Anonymity

The project description and the overview revision, if applicable, are to be written anonymously, meaning that the identity and career stage of the principal investigator as well as all the other researchers involved in the project, including the cooperation partners, must not be identifiable from the project description (see [2.3.](#)). No research institution may be

mentioned by name. Self-citation (i.e., reference to one's own publications) is only possible if no conclusions can be drawn about the identity of the principal investigator or the participating researchers. No more than 15 references may be used, of which no more than 20% may be self-citations. Applications that do not meet these requirements will be returned without review by the decision-making bodies of the FWF.

1.6. What types of funding can be requested?

Project-specific costs are eligible for funding. These include personnel and non-personnel costs that are necessary for carrying out the project (at least €50,000 and no more than €150,000, with 5% general project costs already included, for a minimum duration of 6 months and a maximum of 24 months) and that go beyond the resources provided by the infrastructure of the research institution. The FWF does not finance the infrastructure or basic equipment of research institutions.

For information on requesting funding for the personnel costs of the principal investigator (= own position), see [2.5.2.](#)

Funding for the personnel costs of doctoral candidates cannot be requested.

2. Application content and form

2.1. Sections of the application

For an application to be complete, it must contain the following sections 2.1.1-2.1.3:

2.1.1. Academic abstract

In English comprising no more than 700 characters (incl. spaces). The abstract must use the required English headings provided below and be entered into the form provided in *elane* for this purpose. It is not part of the document *proposal.pdf*. The following key questions should be addressed:

- *Research question / hypothesis:*
Which unconventional or original research question(s) or hypothesis/hypotheses would you like to address?
- *Intended approach and research design:*
How do you intend to address this question / these questions and/or test this hypothesis / these hypotheses?
- *Expected results:*
What results or consequences do you anticipate if your idea is successful and what value might this project have if the results differ from your expectations?

2.1.2. Project description (7 pages + references)

The PDF must be in English, consisting of five sections. Sections 1-4 must include all figures, captions, tables, footnotes, etc.

- Summary, 1 page (see [2.3.1.](#))
- Research approach, 3 pages (see [2.3.2.](#))
- Project implementation, 2 pages (see [2.3.3.](#))
- Risk assessment and learning potential, 1 page (see [2.3.4.](#))
- Max. 15 references with max. 20% self-citation (see [2.3.5.](#))

The project description must be uploaded as a file named *proposal.pdf*. The FWF will forward this document to the jury.

2.1.3. Attachments

The following attachments are a required part of the application and are to be uploaded individually:

- Attachment 1: Financial aspects (see [2.4.1.](#))
- Attachment 2: Academic and/or arts-based research CV and description of the principal investigator's previous research achievements (max. three pages) (see [2.4.2.](#))

In addition, the following attachments should be uploaded, where applicable:

- Cover letter,
- Copy of the doctoral certificate, and third-party confirmation of 2 years of postdoctoral research experience,²
- Statement on the arts-based research dimension/research questions,
- Vendor quotes for equipment
- Vendor quotes for "Other costs"
- Statement on publication record (e.g. in the case of career breaks or also evidence of the quality assurance process).

2.2. Formal requirements and submission of application

2.2.1. Language of application

To allow applications to be reviewed by international scientific, scholarly, or arts-based research experts, applications must be submitted in English **without exception**.

² Only when a senior postdoc rate is applied for the own position (see [2.5.2.](#))

2.2.2. Formatting

The project description and attachments 1-2 must be written in 11 pt. font with 1.5 line (15-20 pt.) spacing and at least 2 cm margins. The document must be created in such a way that 1) it is searchable in PDF format and 2) the formatting can be reviewed.

The structure and headings (in English) provided in section 2.3 [Project description](#) and the upper limits (e.g., number of pages, attachments, etc.) must be strictly followed, without exception.

Citations in the text and the list of works cited (References) in the application must be in line with the conventions of the respective discipline, preferably according to a widely used style guide (e.g., Chicago Manual of Style, APA Publication Manual). Principal investigators are free to choose the referencing conventions or style guide they prefer, but, if applicable, the first 20 authors of each reference, regardless of the style used, must be written out in full and the style guide must be applied consistently throughout the application. If available, a [DOI address](#) or another [persistent identifier](#) should be used for the literature cited.

2.2.3. Submitting the application

Applications must be submitted exclusively online via the [elane](#) electronic application portal.

To do this, both the user accounts of the principal investigator as well as the responsible research institution must be activated in the electronic application portal. All the forms required for the application are to be filled in afterwards online; the other documents such as the project description and the attachments are to be uploaded as separate files.

The principal investigator must finish creating the application in time to ensure that the responsible research institution has sufficient time to approve and submit the application by **13 January 2022 (2 p.m. Vienna local time)**.

1) Required parts of the application:

a) Files:

- *Proposal.pdf* (project description with sections 1-5 in one file, with PDF bookmarks, at least for the major sections)
- *Cost_justification.pdf* (cost justification as well as information on the research institution)
- *CV.pdf* (academic curriculum vitae and research achievements of the principal investigator)

b) Forms:

- Academic abstract
- Application form
- Cost breakdown
- Co-authors
- Programme specific data form: Proof of academic qualifications

2) File uploads – if applicable:

- *Cover_Letter.pdf* (= Letter accompanying the application)
- *Quotes_equipment.pdf*
- *Quotes_other_costs.pdf*
- *Ph.D_certificate.pdf* and *third-party_confirmation.pdf*
- *Arts-based_research.pdf*
- *Statement on publication record.pdf*
- *Overview revision.pdf* (= in the case of resubmission, overview of all changes made in the resubmitted application, in English and in anonymous form)

2.3. The project description

The academic abstract, the overview revision and the project description must be prepared **anonymously**, meaning that these texts must not reveal the identities of the principal investigator or the participating researchers, nor their career status or the research institution. No research institution may be mentioned by name (see [1.5.3.](#)).

The project description consists of five subsections and may not be longer than seven pages plus 15 references. Please note that the page limit per section also must not be exceeded.

The headings provided for each section (*summary, research approach, project implementation, risk assessment and learning potential, references*) must be used and all the items of each section must be addressed.

2.3.1. Summary

The summary of the research project and, in contrast to the abstract, must be written in such a way that the research idea is understandable for researchers from outside the respective

field and presented in a convincing manner. The description must begin with the heading **Summary**. It should describe the innovative, original, and/or daring aspects and the importance of the research project with respect to its potential to transform the research domain.

2.3.2. Research approach

The scientific/scholarly or arts-based research foundation as well as the transformative potential of the research idea are to be described on no more than three pages (incl. figures, captions, tables, footnotes, etc.). The innovative aspects as well as the originality and/or risk must be clearly evident. The description of the research approach must begin with the heading **Research approach** and address the following items:

- Arts-based research or scientific/scholarly foundation,
- Originality and/or risk involved,
- Novelty and (especially) innovative elements,
- Transformative potential (related to the research area / field).

All potential ethical, safety-related, or regulatory aspects³ of the submitted project and the planned handling of them must be described briefly. This aspect should be addressed briefly in the text even if the principal investigator believes the project does not raise any ethical issues.

All potential sex-specific and gender-related aspects⁴ in the planned project as well as the planned implementation of these research questions must be briefly described in a separate paragraph. This aspect 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.

2.3.3. Project implementation

The third subsection must include a conclusive description of the specific project implementation and must begin with the heading **Project implementation**. The description should focus primarily on the methodological research approaches and their suitability with regard to the research idea and consist of **no more than two pages** (incl. figures, captions, tables, footnotes, etc.). A brief outline of a coherent plan for implementation adjusted to the planned duration of the project should be given. The following items must be addressed explicitly:

³ For instance, the European Commission's [Ethics for Researchers](#) or [The European Code of Conduct for Research Integrity](#) can serve as a guide here.

⁴ Positioning and reflecting on the research approaches in the planned for the project in terms of sex-specific and gender-related issues, for instance: Is the research approach likely to produce sex-specific and gender-related findings? If so, what findings? How and where are these integrated into the research approach? (For information on checking the relevance of sex-specific and gender-related issues to a project, see <https://www.fwf.ac.at/en/about-the-fwf/gender-issues/fix-the-knowledge/fix-the-knowledge-detail/>)

- Description of the methodological approaches and their suitability for verifying the hypotheses or working on the research questions,
- Brief coherent plan for implementation adjusted to the planned duration of the project.

2.3.4. Risk assessment and learning potential

The fourth subsection should include an assessment of critical points, the risk of failure, as well as a brief description of the resulting learning potential. The heading **Risk assessment and learning potential** must be used and the following items must be addressed on **no more than one page** (incl. figures, captions, tables, footnotes, etc.).

- Risk assessment,
- Learning potential in the case of failure.

2.3.5. References

Finally, a list of the literature cited in the application (heading: **References**) should be included according to the requirements in [2.2.2.](#) Self-citation (i.e., reference to one's own publications) is possible; however, the type and manner of citation must not allow any conclusions to be drawn about the identity of the principal investigator or the participating researchers. A total of no more than 15 references may be used, of which no more than 20% may be self-citations. References must be numbered (e.g. 1-15).

2.4. Attachments to the project description

2.4.1. Attachment 1: Financial aspects

The template for the description of projected costs can be found in [APPENDIX 1](#).

- Information on the research institution
 - Existing personnel (not financed by the FWF, usually the research personnel at the research institution)
 - Existing infrastructure
- Information on the funding requested
 - Concise justifications for the personnel requested (type(s) of requested position(s), job descriptions, extent of employment, and duration of involvement in the project); please note that funding cannot be requested for doctoral candidate positions.
 - Concise justifications for non-personnel costs (equipment, materials, travel expenses, and other costs). If funding for equipment is requested, applicants must explain why this does not constitute part of the basic equipment of the given research environment—see also [2.5.3](#).

2.4.2. Attachment 2: CV and description of previous research achievements

The academic CV and research achievements for the principal investigator should be described on no more than three pages. The form of the CV must meet the standard requirements for all FWF programmes and is used for internal purposes (assessment of conflicts of interest).

2.4.2.1. Required contents for academic CV

- Name and contact details of the person, address of the research institution, and relevant websites. It is also required to provide a publicly available link (hyperlink) to a list of all publications; the use of [ORCID](#) is expressly recommended for this purpose.
- List of academic milestones and relevant positions held to date (with a brief explanation of any career gaps, if applicable).
- Main areas of research and short statement of the most important research results achieved to date.

2.4.2.2. Required description of previous research achievements

- Academic publications or artistic work: list of **no more than ten** of the most important published or accepted **academic publications** (journal articles, monographs, edited volumes, contributions to edited volumes, proceedings, etc.); for each publication, if available, either a [DOI address](#) or another [persistent identifier](#) must be indicated. In accordance with the *San Francisco Declaration on Research Assessment (DORA)*, journal-based metrics like the journal impact factor should not be included.
- **Additional artistic, scientific, scholarly, and/or arts-based research achievements:** list of no more than ten of the most important research achievements apart from academic publications (such as awards, conference papers, keynote speeches, important research projects, research data, software, codes, preprints, exhibitions, knowledge transfers, science communication, licenses, or patents).

2.5. Eligible project-specific costs

Principle

The regulations of the respective research institution must always be taken into account when applying for funding (such as for personnel and contracts for work and services). The requested costs shall be summarised in a spreadsheet (Cost breakdown form).

The only projected costs eligible for funding are those in the following cost categories.

2.5.1. Personnel costs

Only those personnel may be applied for who are needed in addition to the existing personnel resources for the realization of the project and only to the extent required for the project.

The available legal categories of employment are contracts of employment for full-time or part-time employees and marginal employment. Funding for doctoral candidate positions cannot be requested as part of this programme.

The personnel cost rates that can be applied for within the framework of PROFİ (project funding via research institutions), including a fixed percentage increase for the subsequent year to compensate for wage rises, can be found on the [FWF homepage](#).

2.5.2. Own position

The FWF understands 'own position' to mean that the researcher's salary is financed by the third-party funds of the research project.

In this programme, the principal investigator must be employed at least 50% time at the Austrian research institution for the duration of the project, and the requested project funding cannot be used to finance this portion of the PI's employment. However, the researcher can apply at any time for funding to finance the remaining portion of one's own position.

Either a postdoc rate or a senior postdoc rate can be requested for one's own position (correspondingly proportionate in the case of partial funding). The following condition must be met when applying for a senior postdoc rate:

Researchers who have two years of research experience as postdocs at the time of submitting an application, or researchers who have already successfully served as the principal investigator of their own FWF project, can apply for the senior postdoc rate. As proof, a copy of the doctoral certificate and a confirmation by a third party of a total of at least two years of research experience as a postdoc must be added. This is not necessary if you already have two years of research experience as part of FWF-funded projects; however, this should be indicated in an [accompanying letter](#).

Female researchers who finance themselves to the extent of at least 50% through their own position have the additional option of applying for up to €2,000.00 per year in the category of 'Other costs' for personal coaching and further training measures that directly contribute to the career development of the researcher. Coaching is understood to mean person-centred counselling and support processes in the professional context. Continuing education measures include courses to acquire or deepen scientific, in particular, subject-specific competences (e.g., specific methodological skills or techniques etc.) and personnel development measures such as those offered at some research institutions (e.g., in the areas of teaching, academic writing, personnel management and project management,

conflict and problem solving, scientific organisation as well as vocation training and other seminars directly related to career development, e.g., as part of the promotion of women).

2.5.3. Equipment costs

Equipment may only be requested if it is specifically required for the project and if it is not part of the institution's existing infrastructure. "Infrastructure" is considered to include all equipment (and components for the equipment) that must be available in a modern research institution to conduct basic research in the relevant discipline at an internationally competitive level. Please note that if such equipment or components are requested nonetheless, doubts may be raised whether it is possible to conduct leading-edge basic research in such an environment (and indeed how it was possible to carry out the preliminary work related to the project in the first place). This may have an impact on the funding decision.

In this context, "equipment" includes scientific instruments, system components, self-constructed devices (generally assembled from smaller pieces of equipment and materials), and other tangible fixed assets as well as intangible assets such as licenses, industrial property rights, and licenses derived from such rights, whose acquisition cost per item exceeds the amount specified in Article 13 of the Austrian Income Tax Act 1988 as last amended, Federal Law Gazette No. 400/1988, which is currently €1,500.00 (incl. VAT, unless the research institution is entitled to deduct VAT). A vendor quote from a company (PDF scan) must be uploaded with the application for each piece of equipment whose acquisition cost (including VAT) exceeds €5,000.00.

For items of equipment which are required specifically for the project and whose acquisition cost (including VAT) is €24,000.00 or higher, applicants must confirm with their signatures on the application form (*affirmation of applicant*) that they have verified that no comparable equipment that could be used or shared is available within a reasonable distance, and that the possibility of (co-)financing by third parties has been explored. Applicants must also ensure that they are aware of any possible costs that could arise from the use, maintenance, and repairs of the equipment.

The principal investigator is to instruct his/her research institution to order the equipment and effect payment accordingly. In all equipment purchases, the research institution's procurement guidelines are to be observed. Each item of equipment is to be recorded in the institution's inventory and the acquisition costs are to be reimbursed from the respective project budget in accordance with the relevant agreement between the research institution and the FWF.

2.5.4. Material costs

“Materials” encompasses consumables and small pieces of equipment (cost per item is below €1,500.00 incl. VAT).

The calculation of requested funds for project-specific material costs should be justified with reference to the timelines, work plans, and experiment plans. In making the calculation, experience from previous projects should be considered.

2.5.5. Travel costs

Funding may be requested for project-specific travel and accommodation, field work, expeditions, etc. The project description must include a detailed travel plan broken down by project participant. This plan must indicate which persons, for what purpose, when (in which year of the project), for how long and where they will be travelling, and how much this will cost.

When planning travel in connection with a project, researchers should always carefully consider whether travel is absolutely necessary or whether the relevant information can be exchanged virtually. If a project requires travel, transportation by train is preferred to travel by air as a contribution to environmental sustainability. Funding can be requested for any resulting extra costs such as an additional overnight stay. When travelling by air, it is strongly recommended to make a carbon offset contribution⁵, which can be requested as part of the travel expenses or funded through the budget for general project costs. A carbon offset contribution can be requested for up to 15% of the ticket price.

Travel expenses for researchers from other Austrian and foreign research institutions can only be granted in exceptional cases and require detailed justification.

The calculation of travel and accommodation costs should generally be based on the federal regulations governing travel costs (RGV). The current RGV rates for travel abroad can be found in the following [document](#).

For longer stays, a transparent and appropriate budget should be prepared; in general, this budget will be lower than the costs calculated based on RGV rates.

Applicants must not request funding for the presentation of project results at conferences; the costs associated with attending such conferences should be covered by the “general project costs”.

⁵ The amount of a carbon offset contribution for flights can be calculated, for example, using the [CO2 calculator](#) on the website of Climate Austria.

2.5.6. Costs as part of national and international cooperation arrangements

Costs arising within the context of a research collaboration with an external research institution are to be borne by that research institution.

Within the context of cooperation arrangements, funds may only be transferred to a cooperation partner (whether or not they are based abroad) if they are clearly limited contracts or services and directly necessary for carrying out the Austrian project. These costs must be substantiated by a vendor quote, and funding for them can be requested under “Other costs”.

This does not apply to [cooperation arrangements with scientists or scholars from developing countries](#).

2.5.7. Other eligible costs

- Independent contracts for work and services (costs for work of clearly defined scope and content carried out by individuals, provided that they are justified in terms of research and are economical);
- Costs for the preparation, archiving, open access, and reuse of research data in repositories in accordance with the FWF’s [Open Access Policy](#);
- Costs that cannot be included under personnel, equipment, materials, or travel costs, for example:
 - Coverage of costs for the use of research facilities, e.g., costs for the project-specific use of available equipment (i.e., project-specific “equipment time”) or of large research facilities; if the costs exceed €5,000.00 including VAT, vendor quotes must be provided; please upload a PDF scan. Where the costs exceed €10,000.00 not including VAT (over the entire term of the project), each vendor quote must be accompanied by the corresponding calculation basis. This calculation must include information on the nature and scope of the services for which project-specific costs are incurred (according to internal charging procedures, e.g., based on usage days or hours, or based on the number and type of measurements/analyses performed, etc.) and may not contain any infrastructure-related costs like equipment depreciation, supplementary charges for overheads, costs of research premises, etc.;
 - Costs for any laboratory animals necessary for the project;
 - Costs for project-specific work carried out outside the principal investigator’s research institution (e.g., for analyses carried out elsewhere, interviews, sample collection, preparation of thin slices, etc.); in case the costs exceed €5,000.00 including VAT, vendor quotes must be uploaded;
 - Costs for the disposal of project-specific hazardous waste.

2.5.8. General project costs

For reasons of simplicity, general project costs refer to all those costs that are generally permitted but cannot be requested separately. These include, for example, costs for conference travel, dissemination activities as well as smaller, unforeseen costs necessary for the project. “General project costs” should not be understood in the sense of “overhead costs” of the research institution.

General project costs are to be entered in the appropriate field in the *cost breakdown* form and calculated as 5% of the total funding requested. No justification for general costs is needed in the project description.

Up to three years after the completion of the project, the principal investigator can apply for additional funds for publications resulting from projects supported by the FWF as part of its [peer-reviewed publications](#) programme.

2.6. Forms and confirmation of the research institution

- Required forms: academic abstract, application form, Cost breakdown form, Co-authors form, Programme specific data form: Proof of academic qualifications.
- Required as part of the research institution’s confirmation when approving the proposal: Confirmation that the principal investigator is employed at least 50% time at the research institution for the duration of the project, and funding of the 1,000 Ideas programme will not be used to finance this portion of the PI’s employment.

2.7. Additional attachments

In addition to the project description and the forms, the following attachments must be uploaded, where applicable:

- Cover letter,
- When a senior postdoc rate is applied for the own position: copy of the doctoral certificate and third-party confirmation,
- Brief description on the arts-based research dimension/research questions as well as the underlying research questions,
- Statement on one’s own publication record;
- Vendor quotes for requested pieces of equipment whose acquisition cost (including VAT) is €5,000.00 or higher. (Please provide one quote from one company for each piece of requested equipment. These quotes may be submitted in German).
- Vendor quotes for any relevant items requested under “Other costs” (e.g., use of research facilities).

2.8. Revising a rejected application (“resubmission”)

A resubmission is defined as the revision of a rejected application which – regardless of the programme category – deals with the same or similar research questions. Where a principal investigator submits an application on the same or very similar research questions, yet does not consider it to be a resubmission but an entirely new project, the principal investigator must submit a separate accompanying letter to the FWF Office explaining how the research questions have in fact changed. For example, changes in research methods alone are not sufficient for a proposal to qualify as a completely new project. In cases of doubt, the decision-making bodies of the FWF shall decide.

An accompanying letter addressed to the FWF must contain an overview of all changes made in the resubmitted application (overview revision). This document must also be written in anonymous form (see [1.5.3.](#)).

In the case of resubmissions to the 1,000 Ideas programme which were rejected due to standardised reason I, we recommend updating the state of research and elaborating on the strengths of the application. Applications that were returned without review during the first call of the 1,000 Ideas programme due to form errors are not considered to be resubmissions. Applications that were rejected during the first call of the 1,000 Ideas programme due to reason II may not be resubmitted as part of this call.

Resubmissions from other programmes must show changes. If an application has been rejected for the standardised reasons C3, C4, and C5, these changes need to be substantial (based on the comments in the reviews). If no such changes are made, the FWF’s decision-making bodies will return the application to the applicant without review.

There is no deadline within which a resubmission of a rejected application must be submitted, but any relevant application requirements must be considered. Submission of a resubmission follows the application procedure described in [2.2.3.](#), meaning that it is submitted as a new independent application and not as an additional application to the previously rejected application.

3. Processing of and decision on the application

All applications approved and submitted by the research institutions by **13 January 2022 (2 p.m. Vienna local time)** will be subjected to a formal check by the FWF Office.

The **review process** takes about five months. The FWF Board decides on the awarding of funding, based on the recommendation of an international panel of experts. On account of the intentional high risk and originality of the project ideas, the following changes have been made to the FWF’s usual [decision-making procedure](#):

All the applications that meet the formal criteria are initially checked for completeness of content by the scientific project officers of the FWF Office (for this, see the items addressed

in the project description). Then, there is a pre-evaluation of the anonymised applications by the members of the FWF Board. The evaluation criteria described in [APPENDIX 2](#) are used for this evaluation. Each criterion is rated on a scale from 1-5 (5 = highest score; 1 = lowest score). The applications are then ranked according to the total number of points awarded to each application.

Following this, an interdisciplinary panel of 20 international experts reviews the applications top-ranked according to this procedure. The panel consists of researchers covering a broad range of academic disciplines. As such, it is not a subject-specific panel of experts.

Each application is evaluated by two panel members with regards to the transformative potential, the suitability of the methods, as well as the coherence and the strength of the project idea, based on the scale from 1-5. Moreover, each panel member can evaluate additional applications which were ranked below the top-ranked applications. A new total number of points is assigned to each application based on the ratings of the panel members, and the applications are re-ranked on the basis of these new totals. This final ranking serves as the basis for the panel meeting.

During the panel meeting, the panel members engage in a detailed discussion about the ranking of the applications. One possible outcome of this discussion is that applications with a lower total score can be ranked higher if the entire panel agrees with this new ranking. Based on this discussion, the panel defines a cut-off line, meaning a limit above which all the applications are deemed to be generally worth funding ('worthy of funding' pool).

From this pool of applications worth funding, the panel selects the most convincing applications based on the discussion of the criteria (no more than 10 approvals). Each panel member also has one wild card: Each panel member can use his/her wild card to select a project of his/her choice from the 'worthy of funding' pool and include it on the list of actually funded projects, contrary to the opinion of the other panel members. However, the total number of selected projects cannot exceed 10.

Then, an equal number of applications are chosen by random from the remaining pool of applications worth funding (an additional 10 approvals). This decision-making procedure, which is being used for the first-time by the FWF, only applies to applications that have already been identified by the panel as being worthy of funding on the basis of the quality criteria. The reason why this procedure is only being used for these applications is that it can be assumed that the applications in the 'worthy of funding' pool display only slight or hardly noticeable differences in terms of scientific/scholarly quality. This partially random procedure, as a new component of the decision-making process, and the entire procedure are being evaluated on an ongoing basis.

The research institution and the principal investigator are informed in writing of the FWF's decision. On account of the high number of applications expected and to ensure a quick and efficient procedure, only two standardised reasons for rejection are used. The reviews/evaluations are not sent to the principal investigator. Applications in the 'worthy of funding' pool that are not chosen for funding can be submitted again as part of the next call

for proposals. All the other applications that were not part of the pool cannot be submitted again in the next call for proposals.

Requests for changes

After the end of the deadline, no changes can be made to

- the project description (i.e., Research approach, Project implementation, Risk assessment and learning potential, and References),
- the academic abstract,
- the programme specific data form: proof of academic qualifications as well as
- Attachments 1 and 2.

Inaccurate or incomplete information can be corrected on the application form, the Co-authors form, the programme specific data form: proof of academic qualifications, or the Cost breakdown form, provided that the project-specific cost justification included in the application is not affected by these changes. These errors can only be corrected after the FWF Office has prepared and sent a list of formal errors. The principal investigator has 10 working days from when the list is sent to correct the errors. If the problems have not been resolved within this period of time, the decision-making bodies of the FWF will return these proposals without review.

Returning applications without review

Please note that all applications that do not meet the provided form requirements/formats (page limit, font size, line spacing, character limit of the abstract, completeness of the application, etc.) and other requirements (submission deadline; minimum requirements of the publication record; anonymity; ethical, safety-related, or regulatory aspects; sex-specific and gender-related aspects; maximum number of references used, incl. no more than 20% self-citation; as well as missing cost justifications, etc.) will be returned without review in all cases by the decision-making bodies of the FWF.

4. Compliance with legal requirements and standards of research integrity

The FWF would like to point out that the research institute must comply with all legal requirements and safety provisions (e.g., Federal Disabilities Act) that apply for the project and obtain all the necessary permits (e.g., from the Ethics Commission, the Commission for Animal Experimentation, the Federal Monuments Authority Austria, or the relevant foreign authorities).

The research institute is also responsible for ensuring that the guidelines for [good scientific practice](#) of the Austrian Agency for Research Integrity (ÖAWI) are complied with when submitting the application and carrying out the project.

If there is reason to believe that there have been deviations from these standards, an investigation is to be carried out by the respective research institution or the [Austrian Agency for Research Integrity](#) (ÖAWI) is to be informed of this suspicion. At any rate, the research institution must report any cases of suspected serious deviations to the ÖAWI. The FWF reserves the right to suspend, in part or in whole, any procedures related to applications or ongoing projects until these investigations have been concluded. For more detailed information, see [FWF procedure in cases of suspected scientific misconduct](#).

5. Publication of project data and results

Should the project be approved, a summary of the project in German and English for public relations purposes must be sent to the FWF when returning the grant agreement. The FWF will publish on its website—the amount of funding granted and, on project completion, summaries of the final report of the project will publish on the website of the FWF. The content of these summaries is to be written in such a way as to safeguard the legitimate interests of secrecy for reasons of national security and patent rights and to guarantee that trade secrets are protected appropriately.

In addition, the FWF requires a data management plan (DMP) for all approved projects. This should also be sent to the FWF when returning the grant agreement. The template for the DMP can be viewed and downloaded at <https://www.fwf.ac.at/en/research-funding/open-access-policy/research-data-management/>.

In presentations and publications of project results, the principal investigator must comply with the relevant requirements on acknowledging the FWF as the funding institution and the FWF's [Open Access Policy](#).

APPENDIX I: Template: Information on the research institution and finances

Note: The information on the research institution and the description of project finances must be presented using the following structure. The list and justification of the costs requested must be consistent with the costs indicated in the *cost breakdown* form.

a) Details on the research institution:

- Existing personnel (not financed by the FWF, usually the principle investigator and research personnel at the research site)
- Existing infrastructure

b) Information on the funding requested:

- Explain briefly why the personnel requested is needed for the personnel requested (type(s) of requested position(s), job descriptions, extent of employment, and duration of involvement in the project);
- Explain briefly why the non-personnel cost applied for are justified (equipment, materials, travel, and other costs). If funding for equipment is requested, applicants must explain why this does not constitute part of the basic equipment of the given research environment – see also Section [2.5.3](#).

Listings and justifications:

Personnel costs:

Equipment costs:

Material costs:

Travel expenses:

Other costs (including independent contracts for work and services):

APPENDIX II: Notes and questions jury members of the funding programme

In all of its programmes, the FWF actively supports equal opportunities and equal treatment. The review of an application must not put applicants at a disadvantage for non-research-related reasons.

The FWF is obligated to ensure the best possible use of public-sector funds for basic research according to scientific/scholarly research criteria. We would ask you to rate the application – in comparison to the other applications you are assessing for the present call – by assigning a number from 1-5 (5 = highest score, 1 = lowest score) for each of the following evaluation criteria. We would also ask you to write an overall evaluation considering the key strengths and weaknesses of the application. Please keep in mind that your overall evaluations can be forwarded in anonymous form to other members of the panel.

Criterion 1: Transformative potential of the research idea

Assess the extent to which the underlying research idea has the potential to fundamentally challenge a research domain, an established notion of research, or the accepted status quo or cause an unexpectedly big leap in the current research domain. Consideration should also be given to whether the scientific/scholarly foundation of the research idea has been described in sufficient detail.

Criterion 2: Suitability of the proposed research approach and description of the risk assessment and the possible learning potential

Describe the extent to which the project proposal demonstrates a high degree of coherence between its constituent parts (research approach, project implementation, risk assessment, and learning potential) and has a complete, suitable, and coherent methodological approach for verifying the hypotheses and/or working on the research questions. Consideration should also be given to whether the risks associated with the project and the potential insights in the case of failure have been discussed convincingly.

Finally, make a few brief comments on the strengths and weaknesses of the application.