

Checklist for a complete Emerging Fields (EF)-proposal

Proposals must be in English and submitted in full online on [elane](#) (electronic application portal). The deadline for submission is **1 February 2023, 2:00 pm CET**. Proposals are not considered to have been officially submitted until the lead research institution has approved it in [elane](#). To make sure you have completed your application correctly, please consult the Emerging Fields [Application Guidelines](#).

1. elane: Forms

The coordinator is required to complete the following:

- Research institution assignment*: data on the lead research institution
- Contact form*: contact data of the coordinator and the lead research institution. Different (administrative) contacts at the research institution can be specified here for the application and submission phase or the decision phase.
- Application form*: to be completed by the coordinator
- Programme-specific data*:
 - Coordinator
 - Each member of the principal investigation team must complete one of these forms (at least two and up to six researchers)
The percentage of the requested funds (out of 100% FWF funding) that are expected to be consumed at the research institution must be stated. If several members of the principal investigation team work at the same research institution, the percentage must only be stated for one individual.
- Cost breakdown*: FWF funding applied for
- Co-authors*
- Academic abstract*: max. 3,000 characters incl. spaces and headings

If applicable:

- other cooperation*: To be completed for all national and international cooperation partners listed in the project description.

2. elane: File uploads

Required:

- Synopsis.pdf*: a brief project description in the context of the program objective, max. 3 pages)
- Proposal.pdf*: font size 11 pt, line spacing 15-20 pt, margins of at least 2 cm; the following components must be consolidated in this document:
 - Project description; max 30 pages,
 - Appendix 1: List of references; max. 5 pages
 - Appendix 2: Financial aspects
 - Appendix 3: CVs and description of previous research achievements
 - Appendix 4: Cooperation letters, if applicable: max. 1 page per letter
- Publication_list.pdf*: a list of all the principal investigation team members' academic publications from the last five years, categorised into "quality-assured publications" and "other publications"
- Total-costs.xlsx*: if more than one research institution is involved in the project, the requested funding must be broken down by lead and partner research institutions and presented as an Excel spreadsheet

If applicable:

- Cover_letter.pdf*: an accompanying letter to the FWF
- Negative_list.pdf*: list of reviewers to be excluded
- Overview_Revision.pdf*: in the case of resubmission, overview of all changes made in the resubmitted application
- Revision.pdf*: in the case of resubmission, an overall response to all reviewers or, if preferred, a short response to each individual reviewer, each saved in separate files: *Revision_A.pdf*, *Revision_B.pdf* etc.