

**NEUES ENTDECKEN**

**TALENTE FÖRDERN**

**IDEEN UMSETZEN**

**FWF**

Der Wissenschaftsfonds.

In accordance with its Funding Guidelines of 1 January 2019  
(as last amended), the FWF has issued the following

## **Application Guidelines for the Lise Meitner Programme (Incoming/Reintegration)**



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## 1. General Information

### 1.1. Aims of the programme

The “Lise Meitner” training and career development programme aims to

- attract highly qualified researchers of all disciplines from abroad to research institutions and research programmes in Austria and take targeted measures that provide them with a maximum of support in their research work and career development during the postdoc stage. Mentoring by the co-applicant is an especially important part of this programme;
- create added value through the research cooperation between co-applicants and the Lise Meitner Fellows by opening up new fields of research, by establishing new research approaches, methods, processes, and techniques, and by sustainably enhancing the quality of research at the host institutions;
- integrate fellows into the research institutions and thus generate “brain gain”;
- promote cooperation between Austrian researchers and the Lise Meitner Fellows’ countries of origin;
- provide researchers who have been outside Austria for a long period of time with the opportunity to re-establish themselves at an Austrian research institution during the post-doc stage.

### 1.2. Submission

There are no submission deadlines for this programme; applications can be submitted at any time. Applications must be submitted online at <https://elane.fwf.ac.at>.

Once the application has been submitted online, a PDF cover sheet will be generated.. The application shall not be considered officially submitted until the FWF receives the signed cover sheet (see also Section [2.2.3](#)).

### 1.3. Who is eligible to apply?

The following researchers are eligible to apply:

**Incoming:** Postdocs from abroad who do not fulfil the [territoriality principle](#) at the time of submitting the application. This means that an application may only be submitted by researchers whose main place of residence has been in Austria for less than three of the last ten years and who have not worked continuously in Austria for the last two years.

**Reintegration:** Postdocs whose main place of residence has been outside of Austria for at least four years at the time of application (regardless of whether they fulfil the [territoriality principle](#)) and who are seeking to re-establish themselves at an Austrian research institution through the Lise Meitner Programme.

Applicants for a Lise Meitner Fellowship must have

- A doctoral degree (PhD). An application may be submitted at an earlier point in time if all the other requirements are fulfilled and if it appears that the applicant will receive the official doctoral degree (PhD) within the average processing period (approx. four months).
- a co-applicant at the Austrian research institution where the project will be carried out. Please note that the number of ongoing/ approved projects in which one researcher can serve as co-applicant is limited to a total of two projects (either a Lise Meitner and a Hertha Firnberg project or two Lise Meitner projects), and that the submission of another application as co-applicant is not permitted until 12 months before the end of one of these ongoing/approved projects).

Please note that there are limits to the number of ongoing/approved projects in which one researcher can serve as principal investigator. Further information on restrictions concerning the number of ongoing projects and limits on the submission of applications can be found at [Restriction on the number of projects](#).

#### 1.4. What types of projects can be funded?

Funding may be requested for projects in the field of basic research that are clearly defined, convincingly described in terms of objectives and methods, and limited in time (no more than 24 months). Basic research refers to research that is knowledge-oriented and whose value is primarily defined by its significance for the advancement of science and scholarship. Aspects of a research project that go beyond the realm of science and scholarship may be mentioned, but they will not play a part in the assessment of whether the project should be funded. Double funding is not permitted (see [Funding guidelines](#)).

The **funding period** is 24 months.

#### Additional information

Part-time employment (at least 50%) is possible and, if applicable, must be indicated in the forms as well as the project description. However, the total duration of the requested project must not exceed 24 months.

Since this is an incoming programme, stays abroad (e.g., in connection with international cooperation arrangements, field work, etc.) must not exceed three months per project year.

Researchers may only serve once as the principal investigator of a Lise Meitner project.

#### 1.5. What requirements must be met to apply?

Researchers are eligible to apply if their publication record over the last five years has been internationally visible and if their current career stage is commensurate with the career progression expected in their field. The following criteria are decisive in assessing their publication record—documented in the “Publication list” (see Section [2.4.](#))—and in initiating the review process:

- **Quality assurance:** Most relevant in assessing the applicant'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 applicant must provide a link to the publisher's website, describing the respective quality assurance procedure. If no description should be available, it is the applicant's responsibility to provide evidence that the publication has been subject to an appropriate quality assurance procedure.
- **International visibility:** Most of the applicant'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 applicant'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 applicant. At least one first- or last-author publication is required in the life sciences.

Should an applicant fail to meet one or more of the above criteria, the applicant must include an explanation with the application. In cases of doubt, the decision-making bodies of the FWF shall decide whether the research qualifications are adequate.

### 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 applicant's eligibility to apply. Relevant information can be included in the academic CV and thus also be available to the reviewers.

### 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 applicant's eligibility to apply. Relevant information can be included in the academic CV and thus also be available to the reviewers.

## 1.6. What types of funding can be requested?

### Principal investigator's salary

Principal investigators who have at least two years of research experience as a postdoc (since the date of conferral of the PhD) and can provide adequate proof of such experience receive a [senior postdoc salary](#). Principal investigators who cannot at the time of application show at least two years of postdoc experience receive a [postdoc salary](#).

### **Project-specific costs**

In addition to the principal investigator's salary, EUR 12,000.00 per project year is available for project-specific costs. Of those costs, up to EUR 2,000.00/year may be allocated for coaching or personal development.

### **Publication costs**

As part of the [Peer-Reviewed Publications programme](#), the FWF provides additional funding upon request for publications resulting from approved projects, up to three years after the end of the project.

### **Travel costs**

The principal investigator receives a travel subsidy. Funding can also be requested for the travel costs of family members (spouse/partner and children), provided that they will reside with the applicant in Austria for at least six months.

### **Additional subsidy for children**

This is paid for children who will reside with the principal investigator in Austria for at least six months. The amount is EUR 1,500.00 (before taxes) per child per year and is prorated based on the actual stay of the child in Austria.

### **Removal allowance**

A one-time lump-sum payment of EUR 2,200.00 (before taxes) is paid to help defray the additional costs of relocation. The FWF would like to point out that it cannot assist in arranging accommodation in Austria.

## **1.7. Applying for additional funding**

Applicants for a Meitner project

cannot submit parallel applications to the FWF for the same programme or for another career development programme (Erwin Schrödinger, Hertha Firnberg, Elise Richter or Elise Richter PEEK). Applicants may apply for FWF funding in other programme categories by submitting a separate proposal, provided that they meet the application requirements of the respective programme;

can also apply simultaneously to other agencies for funding for the planned research project. However, applicants are obliged to promptly notify the FWF in writing of such applications to other funding institutions as well as their decisions. The decision-making body of the FWF will decide whether and how much of the third-party funds will be deducted. If substantially identical applications are approved by other national and international funding bodies, and their scope of funding is sufficient to carry out the planned research project, the applicant must choose one of the approved grants. A combination is not permitted.

## 2. Application content and form

### 2.1. Sections of the application

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

**1) Academic abstract in English** comprising no more than 3,000 characters (incl. spaces; no formulas or special characters). The academic abstract will be used to inform potential reviewers about the project. The abstract must be subdivided into the following sections using the given English terms:

- Wider research context / theoretical framework
- Hypotheses / research questions / objectives
- Approach / methods
- Level of originality / innovation
- Primary researchers involved

Where options are given (indicated by slashes), please choose an option that is appropriate for your project.

#### 2) Project description:

A project description on no more than 20 consecutively numbered pages, incl. table of contents, list of abbreviations, headings, figures, captions, tables, footnotes, etc.

The project description must also include the following annexes on additional pages (specifications see Section [2.3.3.](#) onwards)

Annex 1: List of literature cited in the application (*References*) on no more than five pages

Annex 2: Academic CV and description of previous research achievements (of applicant and co-applicant; no more than three pages per CV)

Annex 3: Career plan

Annex 4: Co-applicant's letter of recommendation

Annex 5 (optional): Collaboration letters

Annex 6 (optional): one additional letter of recommendation

#### 3) Attachments to be uploaded individually:

Mandatory: publication list for the last five years, broken down into broken down into quality assured and non-quality assured (see Section [2.4.](#)).

Where applicable: cover letter; list of reviewers to be excluded (see Section [2.6.](#)); report on results or final report for follow-up applications, response(s) to reviews, for resubmissions; in the case of resubmissions, overview of all the changes made in the resubmitted application.

#### 4) Completed forms

Required forms: *academic abstract, application form, Programme-specific data and Co-authors form*;

Optional forms: *National / International cooperation arrangements* form.

## 2.2. Form requirements and submission of application

### 2.2.1. Language of application

To allow applications to be reviewed by international experts, applications must be submitted in English. If desired, a version in German or another language may be added as a supplement; however, submission solely in German or another project-relevant language other than English is permitted only in exceptional cases. Such exceptions apply exclusively to applications from the fields of linguistic and literary studies which concern only texts in German or languages other than English. In all such cases, it is absolutely necessary to consult the responsible project officers of the [Strategy - Career Development Department](#) prior to application and then submit an academic abstract for the project as well as a brief yet convincing statement explaining why submission in a language other than English is justified for substantive academic reasons. The final decision shall be made by the decision-making bodies of the FWF.

### 2.2.2. Formatting

The continuous text in the project description, annexes 1-3, and the attachments (except for vendor quotes) must be written in 11 pt. font with 15-20 pt. spacing and at least 2 cm margins. Applicants must comply strictly with all upper limits (e.g., number of pages, attachments, etc.).

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*). Applicants are free to choose the citation conventions or style guide they prefer, but they must apply them/it 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

The application must be submitted online at <https://elane.fwf.ac.at>.

To submit the application online, applicants are required to register at the address shown above. All the necessary forms must then be filled out online; additional documents such as the project description are to be uploaded as well. For additional information, see the “Quick reference” guide at <https://elane.fwf.ac.at>.

#### 1) Required parts of the application:

##### a) Files:

- *Proposal.pdf* (project description incl. annexes 1-4 and where applicable 5 and 6, with PDF bookmarks, at least for the major sections)

- *Publication\_list.pdf* (publication list of the applicant and the co-applicant for the last five years, broken down into quality assured and non-quality assured)

**b) Forms:**

- *Academic abstract in English*
- *Application form*
- *Programme-specific data*
- *Co-authors (mandatory information)*
- *National and international cooperation arrangements (if applicable)*

**2) File uploads – if applicable:**

- *Cover\_Letter.pdf* (= accompanying letter)
- *Negative\_list.pdf* (= list of reviewers who should be excluded)
- *Follow.pdf* (= result report or final report of the previous project in case of follow-up applications)
- *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 the reviewers or, if preferred, a short response to each reviewer saved in a separate file: *Revision\_A.pdf*, *Revision\_B.pdf* etc.)

Once the application has been submitted, a [PDF cover sheet](#) will be generated automatically. This cover sheet must be signed by hand and stamped by the responsible representative of the applicant's research institute before being sent to the FWF by conventional mail. The application shall not be considered officially submitted until the FWF receives the signed and stamped cover sheet. Alternatively, the signed and stamped cover sheet can be scanned in, signed using the applicant's qualified electronic signature<sup>1</sup> (e.g., mobile phone signature), and sent to the FWF ([office@fwf.ac.at](mailto:office@fwf.ac.at)) by e-mail. Please note that a scanned, signed and stamped cover sheet is invalid if it does not have a qualified electronic signature.

### 2.3. Project description

The project description must comprise no more than 20 pages and include a table of contents as well as the contents described in [2.3.1](#). Annexes must be attached to the project description in the order given from section [2.3.3](#) onwards.

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<sup>1</sup> For example: <https://www.buergerkarte.at/en/pdf-signature-mobile.html>

### 2.3.1. The proposed research

- (1) State of the art of relevant international research (including own preliminary work, if applicable) and relation of the project to this context
- (2) Clearly defined aims and hypotheses or research question(s) of the project
- (3) Description of the project's anticipated level of originality or innovation<sup>2</sup>
- (4) Methods
- (5) Intended [cooperation arrangements](#) (national and/or international) as part of the planned project should be explained. This explanation should specify the people with whom the applicant aims to collaborate, what the subject of the intended cooperation arrangement(s) will be and what they will contribute to the project. All of the national and/or international cooperation arrangements that were stated to be essential in the project description should be listed on the *cooperation arrangements* form and may be evidenced by a collaboration letter.
- (6) Work plan and timeline
- (7) Research-related qualifications of the researchers involved
- (8) All potential ethical, safety-related, or regulatory aspects<sup>3</sup> of the submitted project and how the applicant plans to deal with them must be described in a separate section. These questions should be addressed briefly in the text even if the applicant believes the project does not raise any ethical issues.
- (9) A separate section must describe what sex-specific and gender-related issues<sup>4</sup> the planned project may potentially give rise to, and how the applicant intends to deal with them. These must be addressed briefly in the text even if the applicant believes the project does not raise any sex-specific and gender-related issues.

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<sup>2</sup> Examples of projects worthy of funding include, among others:

- Research on new ideas and/or examination of new research questions,
- Application or development of new research methods, new technologies, or original approaches to solving research questions,
- Application or modification of existing methods, technologies, or approaches to new research questions.

Please note that the next logical step or the incremental further development of published data is not considered to be innovative or original.

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

<sup>4</sup> Positioning and reflecting on the research approaches 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/>)

### 2.3.2. Information on the research institution and career development

- Justification why this research project should be carried out at this research institution, and what added academic value is to be expected from this collaboration
- Importance of the project for the academic and research reputation of the applicant and his or her career development.

### 2.3.3. Annex 1: List of references

- List of literature cited in the application on no more than five pages

### 2.3.4. Annex 2: CVs and description of previous research achievements

The academic CVs and research achievements of the applicant and the co-applicant should be described on no more than three pages per person.

#### 2.3.4.1. Required contents for academic CVs

- 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.

#### 2.3.4.2. Required description of previous research achievements

- Academic publications: 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 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).

### 2.3.5. Annex 3: Career plan

- Career plan to be signed by the applicant and the co-applicant (no more than two pages). This should contain information about the aims of the programme regarding the applicant's academic development opportunities as well as any potential employment opportunities after the end of the funding period.

### **2.3.6. Annex 4: Co-applicant's letter of recommendation**

with the signature and letterhead of the research institution providing following information:

importance of the research project to the aims of the programme

justification for selecting the applicant (qualifications, potential career development, and planned support)

description of the expected added value generated for the Austrian research institution by collaborating with the project participants.

### **2.3.7. Annex 5: Collaboration letters (optional)**

- Confirmations (each no more than 1 page) of national and international cooperation partners that the project description clearly identifies as essential for the project.

### **2.3.8. Annex 6: Additional recommendation (optional)**

- one additional letter of recommendation

## **2.4. Mandatory appendix: Publication list**

A list of all research publications<sup>5</sup> over the last five years (broken down into “quality assured publications” and “other publications”) of the applicant and co-applicant (merged into the document *publication\_list.pdf*). This list – which will not be forwarded to the reviewers – is used to assess applicants' eligibility and helps the FWF to speed up the process of finding reviewers who do not have a conflict of interest.

## **2.5. Forms**

All required forms must be completed in their entirety. For the application to be legally binding, the FWF requires the cover sheet generated automatically at the end of the submission process, including the original signatures and stamps:

- Affirmation of applicant,
- Declaration on ethical rules,
- Affirmation of co-applicant,
- Declaration of consent by the applicant's research institution.
- Consent of the applicant relating to GDPR

*Co-authors* form: All persons who have made substantial research-related contributions to the conception and writing of the application should be named as co-authors. A brief descrip-

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<sup>5</sup> Publication lists must include: all authors, complete titles, journal, year, and page numbers. For each publication, if available, either a [DOI address](#) or another [persistent identifier](#) should be indicated; for publications with more than 20 authors, an “et al.” reference can be used.

tion of the nature of each contribution should be included; where there are no co-authors, applicants should state this explicitly on the form.

## **2.6. Additional attachments**

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

- Cover letter;
- List of reviewers who should be excluded;
- If the project submitted is the continuation of an FWF-funded project, a report on previous results or a final report and a list of publications resulting from the project must be uploaded in the language of the application (no more than six pages);
- For the attachments needed when a rejected application is revised and resubmitted, see [Section 2.7.](#);

It should be noted that any annexes or attachments in addition to the ones mentioned above will not be considered in further stages of the application process (such as letters of recommendation, “forthcoming” publications etc.).

## **2.7. 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 an applicant 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 applicant 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 containing an overview of all changes made in the resubmitted application must be submitted to the FWF. This overview will not be passed on to the reviewers.
- Response(s) to reviews: the applicant can decide whether the response(s) should be passed on only to the previous reviewer concerned or to all reviewers (see Section 3). These response(s) should address the suggestions and criticism expressed in each review of the previous application and point out the changes made on that basis. Such responses are not necessary in the case of reviews written by persons who are to be excluded from the review process for the resubmitted application. However, such exclusions must be justified and will also be counted toward the list of reviewers who are to be excluded for the resubmission.

If all the reviewers are to receive the response(s), the applicant must submit a single document containing an overall response. If the response(s) are to be passed on only

to the reviewers who were previously involved, the applicant should include a short response to each review in a separate document.

Resubmissions 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**

The FWF Office undertakes a formal check of the application. A detailed description of the decision-making process, the criteria for selecting international reviewers, detailed rules concerning conflicts of interest and the composition of expert juries and boards can be found in the [General Principles of the Decision-Making Procedure](#).

The **review process** generally takes about six months. When it is completed, the FWF Board considers the reviews and decides whether the proposal should be supported. The applicant will be informed in writing of the FWF's decision.

At least two reviews are necessary for an application to be approved.

#### *Requests for changes and returning applications without review*

The FWF will not process incomplete applications, those which do not comply with the FWF's regulations or which contain formal errors (in particular, if the maximum length permitted is exceeded), unless and until the applicant has rectified the problems within a reasonable period of time (generally three weeks). If the problems have not been resolved within this period of time, the FWF's decision-making bodies will return these proposals without review. Similarly, applications will not be reviewed if they have been previously rejected by the FWF and resubmitted without appropriate revisions.

All applications that conform with the FWF's regulations will be sent out for review. The reviewers (generally persons working outside of Austria) will be selected by the members of the FWF Board and confirmed by the FWF's decision-making bodies,

Once the review process has begun, no more changes can be made to the application.

The most common reasons why applications are returned without review are (a) that the applicant's track record of publications does not meet the requirements (see [Section 1.5.](#)) and (b) that the application does not address specific hypotheses or research questions (see [Section 2.3.1.](#)).

### *Reasons for rejection*

The reasons for rejecting a project will be analysed and assigned one of five categories (C1–C5). The result will be sent to applicants along with the reviews. A detailed description of the categories can be found in the [General Principles of the Decision-Making Procedure](#).

### *Resubmissions*

If the application is a resubmission of a previously rejected proposal, the FWF will generally contact those reviewers who provided *constructive* criticism on the previous application. Reviewers who gave entirely positive or negative comments will generally not be contacted for a second review. However, please note that all resubmissions are also evaluated by new reviewers.

### *Proposal bans*

Applications that are rejected for reason C5 will be barred for 12 months (from the date of the decision) and cannot be resubmitted during that period.

Applications that have been submitted three times and rejected for reasons C3 or C4 (with the “three times” referring to the original application and two resubmissions) are also barred for 12 months (from the date of decision). Rejections for reasons C1 or C2 do not count towards this total.

It is only ever topics that are temporarily banned according to these rules, and not applicants.

### *Exclusion of reviewers*

As mentioned in Section [2.6.](#), an additional document may be uploaded giving a list of up to three reviewers who the applicant believes may have a conflict of interest and whom the applicant therefore does not wish to review the application. A detailed description of the FWF’s policy on conflicts of interest can be found in the [General Principles of the Decision-Making Procedure](#) document.

The applicant must give reasons for why they wish to exclude certain reviewers. If the reasons given hold up to scrutiny, the FWF will generally fulfil such requests and will exclude those reviewers from the review process.

Please note that the FWF does not wish to receive, nor will it consider a list of possible reviewers from applicants.

## **4. Legal status**

In the case of approval, a grant agreement will be concluded with the FWF, in which the relevant rules regarding amount of funding, duration, payment, proper use of funds, and reporting are stated in detail.

The principal investigator is an employee. Universities according to the 2002 Universities Act (UG 2002) and research institutions that have a relevant agreement with the FWF are the employer; in all other cases, the co-applicant is the employer of the principal investigator. In this case, the co-applicant, as the employer, is responsible to the FWF for compliance with the relevant provisions of labour and social security law.

## 5. Compliance with legal requirements and standards of research integrity

Applicants must comply with all legal requirements and safety provisions (e.g. the Federal Disabilities Act) that apply to their Stand-Alone 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).

Applicants must also comply with the [Guidelines for Good Scientific Practice](#) of the Austrian Agency for Research Integrity (ÖAWI) when submitting the application and carrying out the project. If there is reason to believe that an applicant has failed to comply with these standards, the FWF will arrange for the ombudsperson of the respective research institution or the [Austrian Agency for Research Integrity](#) (ÖAWI) to carry out an investigation. The FWF reserves the right to suspend, in part or in whole, any procedures related to applications or ongoing projects until the investigation has been concluded. For more detailed information, see [FWF procedure in cases of suspected scientific misconduct](#).

## 6. Publication of project data and results

The FWF would like to point out that should the project be approved, the FWF will publish on its website a summary of the project in German and English for public relations purposes – which must be sent to the FWF by the applicant when returning the grant agreement – as well as the amount of funding granted and, on project completion, summaries of the final report of the project. The principal investigator should ensure that these summaries are written in such a way as to rule out any possible restrictions on patent applications arising from the results of the project.

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 (e.g. scholarly publications, research data), applicants must comply with the relevant requirements on acknowledging the FWF as the funding institution and the FWF's [Open Access Policy](#).

## APPENDIX: Notes and questions for reviewers in the Lise Meitner programme<sup>6</sup>

The FWF actively supports equal opportunities and fair treatment for all applicants. The FWF does not put applicants at a disadvantage for non-research-related reasons (such as age, gender, etc.) and therefore asks all reviewers to apply the same standards. For example, when assessing applicants' qualifications, please disregard their actual age, but consider their academic age instead. Our commitment to equal opportunities also means taking into account breaks or delays in applicants' research careers (e.g., due to parental leave; long-term or chronic illness; disability; caring responsibilities; etc.), which may have led to publication gaps, unorthodox career paths, or limited international research experience.

Only the ten most important academic publications and the ten most important additional research achievements of the applicant are to be considered when evaluating the application. As a signatory to the San Francisco Declaration on Research Assessment (DORA), the FWF also emphasizes that, in assessing research performance, reviewers should refrain from using journal-based metrics such as the Journal Impact Factor.

Please review the present proposal<sup>7</sup>, using the following eight assessment criteria:

1) innovation and originality, 2) quality of the proposed research, 3) approach and feasibility, 4) researchers' qualifications, 5) qualifications of the co-applicant and suitability as mentor, 6) career development / brain gain. 7) ethics and gender, and 8) overall evaluation. For each of these criteria except 7) we ask you for both written comments and a rating on a scale from "excellent" to "poor". Please be aware, however, that the FWF's funding decision will be based primarily on referees' written assessments rather than the ratings assigned.

Section 1 and 2 will be forwarded to the applicant in its entirety:

### Section 1

#### 1) Innovation and originality:

Is the proposed research innovative? Does it make an original contribution to its field?

#### 2) Quality of the proposed research:

Are the research questions formulated clearly? Are they timely, challenging and likely to lead to relevant insights?

#### 3) Approach and feasibility:

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<sup>6</sup> Further information on the FWF's corporate policy and mission or the application guidelines for the Lise Meitner programme can be found on our website at: (<http://www.fwf.ac.at/de/ueber-den-fwf/leitbild/> and <https://www.fwf.ac.at/en/research-funding/fwf-programmes/meitner-programme/>)

<sup>7</sup> The project proposal must meet the FWF's formal requirements. Please bear these in mind when writing your review. (Key formal requirements: 20 pages max. for the project description including figures and tables; 5 pages max. for the list of references; 3 pages max. for each academic CV, including a description of previous research achievements and the ten most important publications. For further details see <https://www.fwf.ac.at/en/research-funding/application/meitner-programme/>)

Is the research design well-conceived, clearly formulated, and suitable for answering the research question(s)? Is there a well-organized work plan? Have the methods been chosen well and does the proposal describe them in sufficient detail?

#### **4) Qualifications of the applicant:**

How well is the applicant qualified to carry out the proposed research? How would you assess the academic qualifications of the applicant? In evaluating the qualification of the applicant, please consider the career stage, taking into account unusual career paths and circumstances that may have slowed down their progress (e.g., parental leave, long-term or chronic illness, disability, caring responsibilities).

#### **5) Academic qualifications of the co-applicant and suitability as mentor as well as the quality (international research reputation) of the research environment:**

How would you assess the academic qualifications of the co-applicant and the quality (international research reputation) of the research environment? Is the co-applicant suitable for supporting the career of the principal investigator?

#### **6) Career development / Brain gain**

How important is the project for the career development of the applicant? Is an added value expected for the Austrian research institution through its cooperation with the applicant and co-applicant (brain gain)?

#### **7) Ethics and gender:**

- a) Ethics: Have ethical considerations been addressed satisfactorily?
- b) Gender: Applicants are required to address any relevant sex-specific and/or gender-related elements inherent in their research questions and/or research design. Please assess whether their treatment of these components is adequate.

#### **8) Overall evaluation:**

What is your overall impression of the proposal? Specifically, what would you consider its key strengths and weaknesses? Please give reasons for your answers, taking as much space as you need.

#### **Section 2: Optional recommendations for the applicant(s)**

If you are in favour of the project being funded, you may want to add to the formal assessment in Section 1 by making further and perhaps more informal comments or suggestions here. However, please note that these remarks, too, may impact on the FWF's funding decision, especially if they amount to substantive criticism of the project.

#### **Section 3: Confidential remarks to the FWF**

Please use this space to make any comments that you do not wish to be conveyed to the applicant(s). Feel free to also give us feedback about the evaluation process and your interactions with us.