

Checklist for a complete START application

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

I. Elane: Forms

Mandatory

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

To be filled if necessary

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

II. Elane: Files to upload

Mandatory upload in a single file

[Proposal.pdf](#) - this PDF file must contain the project description as well as Appendix 1-4 and, if applicable, Appendix 5. For the project description and Appendix 1-3, the formatting specifications must be observed (font size 11pt, line spacing 15-20 pt, page margins at least 2cm). The beginning of each paragraph should be clearly recognisable (e.g., by indenting the first line and/or spaces between paragraphs).

The project description (max. 55,000 characters on a max. of 22 pages) must include the following contents:

1) Scientific/scholarly aspects: Decisive for the assessment of the quality of the project

- Description of clearly defined aims and hypotheses or research question(s) of the project
- Description of the project's anticipated level of originality or scientific/scholarly innovation
- Description of the relevance to international research in the field (international state of

research)

- Description of the methods
- Description of the planned cooperation arrangements (national and/or international)
- Presentation of the work plan and timeline
- Description of all potentially ethical, safety-related, or regulatory aspects. Important: this aspect should be addressed briefly in the text even if the applicant believes the project does not raise any ethical issues.
- Description of all potentially sex-specific and gender-related aspects. Important: this aspect should be addressed briefly in the text even if the applicant believes the project does not raise any sex-specific and gender-related issues.

2) Human resources: Are the participating researchers qualified to carry out the project?

- Description of the research-related qualifications of the researchers involved.

Annex 1: Financial aspects: The template from the application guidelines (Appendix 1) must be used.

The explanations must be presented in a way that is comprehensible to the FWF and the reviewers. Non-transparent information may lead to a reduction in the grant amount. The list and justification of the costs requested must be in accordance with the costs indicated in the *Cost breakdown* form.

- Information on the research institution and – if applicable – those of the national research partners:
 - Available personnel – not financed by the FWF
 - Available infrastructure – Information on the research institution(s) and the project-specific basic equipment available

Information on the funding requested:

- Personnel
 - scientific/scholarly employees
 - non-scientific/-scholarly employees
- Equipment costs – acquisition costs starting from EUR 800.00 (incl. VAT) per piece
- Material costs
- Travel costs
- Other costs
- Independent contracts for work and services

Annex 2: List of works cited in the application (References) on max. 5 pages

Annex 3: Academic curriculum vitae and description of previous research achievements (no more than three pages) of the principal investigator

Annex 4: letter of recommendation¹ from the head or the group leader of the research institute, where the project will be hosted.

¹ The person writing the letter may send it directly to the FWF Secretariat.

- Annex 5: If applicable: confirmations (collaboration letters, no more than 1 page) of national and international cooperation partners that are stated to be essential in the project description.

III Attachments:

Mandatory file to be uploaded (attachment)

- Publication_lists.pdf – publication list of the principal investigator for the last 5 years, broken down into peer-reviewed and non-peer-reviewed,

Optional files to be uploaded (attachment):

- Cover_Letter.pdf – Letter accompanying the application
- Negative_list.pdf – List with names of reviewers who are to be excluded from the review of the application for various reasons (max. 3 names)
- Quotes_other-costs.pdf – e.g., costs for the project-specific use of available equipment (project-specific “equipment time”) or large research facilities, costs for project-specific work carried out outside the applicant’s research institution; in case of several offers merged into one PDF file.
- Interruptions.pdf – If the age limit is exceeded: Evidence of periods of child care, compulsory military or civilian service, or time spent obtaining qualifications/training relevant to the field of research or for long-term illness should be submitted

If the application is the revision of a rejected application (resubmission):

- Overview_revision.pdf - overview of all changes made in the resubmitted application (For FWF internal use only)

In the application form must be indicated, whether the response(s) should be passed on to the relevant previous reviewer or all reviewers:

If all the reviewers are to receive this response:

- Revision.pdf - overall response to all reviews

If these responses are to be passed on only to the reviewers who were previously involved:

- Revision_A.pdf – response to review A
 - Revision_B.pdf – response to review B
- etc.