

In accordance with its [Funding guidelines](#) dated 1 January 2022 (as amended), the FWF has issued the following Application Guidelines for Stand-Alone Publications –

# Accelerated Decision-Making Procedure

(valid starting 30 March 2023, version 2)

## Contents

<b>1</b>	<b>General information on the accelerated decision-making procedure.....</b>	<b>3</b>
<b>2</b>	<b>Application content and form .....</b>	<b>3</b>
2.1	Parts of the application .....	3
2.2	Formal requirements and application process.....	4
2.2.1	Language of application.....	4
2.2.2	Formatting .....	4
2.2.3	Submitting the application.....	4
2.3	Eligible costs.....	5
<b>3</b>	<b>Processing and decision-making .....</b>	<b>5</b>
<b>4</b>	<b>After approval .....</b>	<b>5</b>
<b>5</b>	<b>Compliance with legal requirements and standards of research integrity .....</b>	<b>6</b>
<b>6</b>	<b>Publication of application data and results .....</b>	<b>6</b>

## 1 General information on the accelerated decision-making procedure

Applications for funding of scientific/scholarly publications (book publications or digital publications) publishing the results of FWF-funded projects may be eligible for an accelerated decision-making procedure. To be eligible, the intended publication must be based on a project that has already successfully undergone FWF'S quality control procedure. In addition, the publisher must submit two positive, relevant reviews to the FWF that meet the FWF's decision-making requirements (see [section 3](#) and [General principles of the decision-making procedure](#)).

Applications for an accelerated decision may only be submitted if

- 1) The intended publication is the result of a project funded by the FWF
- 2) The publisher has subjected the full text of the proposed publication to an international peer review process

Please note that the application requirements specified in section 1 of the [Application Guidelines for Stand-Alone Publications - Book Publications](#) or the [Application Guidelines for Stand-Alone Publications - Digital Publications](#) apply.

## 2 Application content and form

### 2.1 Parts of the application

A complete application must contain the following components:

- 1) Manuscript in digital form with the components specified in section 2.1 of the [Application Guidelines for Stand-Alone Publications - Book Publications](#) or the content section (including annexes 1 to 4) with the components listed in section 2.1. of the [Application Guidelines for Stand-Alone Publications - Digital Publications](#).
- 2) The following attachments are uploaded separately:
  - Required: Declaration of commitment from the publisher (only for book publications), two non-anonymised reviews on the entire publication commissioned by the publisher. In order to protect the reviewers' anonymity, publishers can send these reviews by email, stating the name of the applicant, directly to [wissVeroeff@fwf.ac.at](mailto:wissVeroeff@fwf.ac.at).
  - Where applicable: Accompanying letter, cost calculation for the entire publication for book publications if applying for the *Modul\_Zusatzkosten*, etc.
- 3) Completed forms: Application form, Contact form, Cost breakdown, Academic abstract, Co-authors

## 2.2 Formal requirements and application process

### 2.2.1 Language of application

The application can be submitted in German or English.

### 2.2.2 Formatting

The formatting guidelines under section 2.2.2 of the [Application Guidelines for Stand-Alone Publications - Book Publications](#) or the [Application Guidelines for Stand-Alone Publications - Digital Publications](#) apply.

### 2.2.3 Submitting the application

Applications are submitted online at <https://elane.fwf.ac.at> (see also section 2.2.3 of the [Application Guidelines for Stand-Alone Publications - Book Publications](#) or of the [Application Guidelines for Stand-Alone Publications - Digital Publications](#)).

#### 1) Mandatory components of the application

##### a) Files

- *Certification.pdf* (= Declaration of commitment from the publisher - only for book publications)
- *Manuscript.pdf* (= manuscript in a well-structured and legible form) or *Proposal.pdf* (= content part incl. annexes 1-4 for digital publications)
- *Review\_1\_NN.pdf*; *Review\_2\_NN.pdf* (= reviews commissioned by the publisher). In order to protect the reviewers' anonymity, these reviews can also be sent by email, stating the name of the applicant, to [wissVeroeff@fwf.ac.at](mailto:wissVeroeff@fwf.ac.at).

##### b) Forms

- *Application form*
- *Contact form*
- *Cost breakdown*
- *Academic abstract*
- *Co-authors*

#### 2) Optional file uploads

- *Cover\_Letter.pdf* (= accompanying letter)
- *Costs.pdf* (= cost calculation for the entire book publication if applying for the *Modul\_Zusatzkosten*)

## 2.3 Eligible costs

Costs are applied for as specified in section 2.3 of the [Application Guidelines for Stand-Alone Publications - Book Publications](#) or section 2.4 of the [Application Guidelines for Stand-Alone Publications - Digital Publications](#).

## 3 Processing and decision-making

Upon receipt, the FWF checks all applications for completeness and any formal errors.

The **informative value of the reviews** is based on their in-depth evaluation of the full text of the following criteria:

- Adequate presentation of the current state of research
- Degree of innovation
- Fulfilment of current scientific standards
- Appropriate choice of publication form

The applicant will be informed of the FWF's decision in writing.

For information on requested changes or applications returned without review, please see section 3 of the [Application Guidelines for Stand-Alone Publications - Book Publications](#) or the [Application Guidelines for Stand-Alone Publications - Digital Publications](#).

Applications that do not meet the FWF's requirements cannot be rejected, only returned without review. For this reason, the points mentioned in section 3 of the application guidelines mentioned above (reasons for rejection, revisions, proposal bans, exclusion of reviewers) do not apply to applications for an accelerated decision.

## 4 After approval

The FWF issues a funding agreement.

In the case of book publications, the original funding agreement must be signed in hard copy by the applicant and the publisher and returned to the FWF by post, or sent by email, signed with the applicant's and the publisher's **qualified electronic signatures (Citizen card/cell phone signature)** ([office@fwf.ac.at](mailto:office@fwf.ac.at)).

In the case of digital publications, the original funding agreement must be signed by the applicant in hard copy and returned to the FWF by post, or sent by email, signed with the applicant's **qualified electronic signature (Citizen card/cell phone signature)** ([office@fwf.ac.at](mailto:office@fwf.ac.at)).

In addition, summaries in German and English must be sent to the FWF for public relations purposes<sup>1</sup>.

In the case of book publications, payment is made directly to the publisher after submission of an identical digital copy for open-access archiving (PDF/A format) and the metadata form, or, if the proofreading and editing, foreign language editing, and/or translation is not being handled by the publisher, to the editor(s) and translator(s) (see section 4.1 and section 4.2 of the [Application Guidelines for Stand-Alone Publications - Book Publications](#)).

Payment for digital publications is made as described in section 4 of [Application Guidelines for Stand-Alone Publications - Digital Publications](#).

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

The regulations specified in section 5 of the [Application Guidelines for Stand-Alone Publications - Book Publications](#) or the [Application Guidelines for Stand-Alone Publications - Digital Publications](#) apply.

## **6 Publication of application data and results**

The regulations specified in section 6 of the [Application Guidelines for Stand-Alone Publications - Book Publications](#) or the [Application Guidelines for Stand-Alone Publications - Digital Publications](#) apply.

---

<sup>1</sup> Please see: [Specifications for Preparing PR Summaries](#)