

# Checklist for a complete application (Stand-Alone Publications – Academic Journals)

The complete application must be submitted using the FWF's online application portal <https://elane.fwf.ac.at>. To make sure you have completed your application correctly, please consult the [Application Guidelines](#).

Formatting requirements apply to all attachments written by the applicant (not including the manuscript): The body text must be written exclusively in font size 11 pt with 15-20 pt line spacing and margins of at least 2 cm. Applicants must comply strictly with all upper limits given (e.g., number of pages).

## 1 elane: Forms

- Application form* (completed in full)
- Contact form*
- Cost breakdown*
- Academic abstract* (the academic abstract is used to inform potential reviewers about the proposal)
- Co-authors* (completed in full); if there are no co-authors, this must be stated on the form

## 2 elane: File upload – Content section

- **Proposal.pdf:** This PDF file must include both the application for funding for the establishment or modernisation of an academic journal with the aim of meeting the requirements of Plan S of the cOAlition S<sup>1</sup> and the annexes 1 and 2.
  
- **Application:** The application for the establishment or modernisation of an academic journal may not exceed 12 pages (consecutively numbered), incl. the table of contents, list of abbreviations, headings, figures, figure captions, tables, footnotes, list of literature cited in the application ("*References*") etc., and must contain the following components:
  - 1) **International visibility:** The application must describe how the journal plans to achieve the highest possible level of international visibility (also beyond disciplinary borders) or increase its current impact. It should address factors such as the journal's thematic orientation, target groups, unique selling points, and strategies for attracting internationally renowned authors.
  - 2) **Editorial policy:** Journal editors and members of the editorial board must be listed. The majority of the journal editors and the members of the editorial board must be known when the application is submitted and must have agreed to actively participate if funding is approved.
  - 3) **Plan S compliance:** Implementation of the *common requirements* and *specific conditions* of Plan S (see Part III 1.1 and 1.2 of the [Principles and Implementation | Plan S](#))
  - 4) **Timetable** (max. 3 years): A schedule for the establishment or modernisation of the academic journal
  
- **Annex 1: Costs:** Concise justifications for the funding requested and a strategy for the long-term maintenance of the journal: Individual expenses for start-up funding by the FWF must be listed and justified.

If additional financial support is being provided from other sources during the start-up funding period, please itemize and explain what it will be used for.  
A financing model (e.g. through institutional sponsorship, author fees, etc.) must be detailed for the six years following the start-up funding period.
  
- **Annex 2: Confirmation:** Confirmation by the journal editor of the funding and strategy for the long-term continuation of the journal for at least six years after the end of the start-up funding.

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<sup>1</sup> [Principles and Implementation | Plan S](#)

### 3 elane: Attachments

#### Optional file uploads:

If the application is a resubmission of a previously rejected proposal:

- Overview\_revision.pdf:** Overview of all changes made (for FWF internal use only)
- Revision.pdf:** Overall response to all reviewers
  
- Negative\_list.pdf:** List of names of reviewers who are to be excluded from reviewing the proposal (max. 3 names; incl. brief justification)
- Cover\_Letter.pdf:** Cover letter accompanying the application