

Checklist for a complete SFB draft proposal

The entire application must be submitted in English and it must be submitted via the FWF's [electronic application portal](#). For a correct application, please observe the information in the [SFB application guidelines](#).

I. Elane: Forms

Mandatory

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

To be filled if necessary

- Form Cooperation arrangements – for 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 the abstracts as well as Appendix 1-3 and, if applicable, Appendix 4. 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 (on a max. of 15 pages) must include the following contents (incl. sub items described in the application guidelines):
 - The research programme
 - The human potential of the SFB
 - Wider impact
 - Organisation and financing structure
- Abstracts: In addition, 1 abstract per sub-project must be created on no more than 1 page (see formal and content requirements in the guidelines)

- Annex 1: Financial aspects: The template from the application guidelines (Appendix I) 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:

- Available personnel – not financed by the FWF
- Available infrastructure – Information on the research institution(s) and the project-specific basic equipment available incl. the components promised by the research institutions as part of Appendix A&B

- Information on the funding requested:

- Personnel
 - scientific/scholarly employees
 - non-scientific/-scholarly employees
- Equipment costs
- 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 per person) of the researchers as well as postdocs, for whom personnel costs are requested

- Annex 4: 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 for the last 5 years, broken down into peer-reviewed and non-peer-reviewed, of all researchers for whom a scientific curriculum vitae is enclosed, as well as postdocs for whom personnel costs are requested; merged into one PDF document.
- Appendix A B research organisation A – Commitment of the participating research organisations A; to be prepared for each research organisation)

Optional files to be uploaded (attachment):

- Cover_Letter.pdf – Letter accompanying the application
- PhD certificate_name researcher.pdf – *PhD certificate of the researcher*
- Postdoc-research experience_researcher.pdf – *proof of the postdoc experience of the researcher*
- 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)

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.