

Checklist (START-Programme)

The entire application must be in English.

The proposal consists of the following components:

- Forms completed in full (original signatures and stamp)
- Informal application
- Enclosures
- Electronic Medium (USB-Stick, CD-Rom etc.)

I. FORMS

- Application form
- Form "Programme specific data"
- Form "itemization of requested funding"
- If appropriate: form(s) for national research partners
- Form Co-Authors

II. INFORMAL PARTS:

- Academic abstract in English (no more than 450 words)
- Two one-page abstracts for the FWF's PR activities, one in German and one in English (each no more than 450 words)
- Project description (no more than 25 pages including any tables and figures with no more than 11250 words, **11 pt type, line spacing 1.5**, printed on one side only, with numbered pages)
- List of literature relevant to the project incl. list of abbreviations (max. 6 pages)
- Academic CV of the applicant (max. 3 pages)
- Complete publication list of the applicant
- Publication list with the 5-10 most important publications of the applicant

III. ENCLOSURES

Obligatory Enclosures:

- Letter of recommendation from the head or the group leader of the research institute where the research project will be hosted. The person writing the letter may send it directly to the FWF Secretariat.

Optional Enclosures:

- Overview of all changes made in the resubmitted application (this overview will not be passed on to the reviewers)
- Response to former reviews: if the application is a resubmission a statement should be provided separately for each reviewer's report detailing the changes made to the application
- List of reviewers, negative
- Proof of periods of child care, compulsory military or civilian service and/or of time that has been required to obtain corresponding specific qualifications in the relevant field (e.g. for receiving clinical qualifications) and/or for long-term illness, should be submitted if the maximum permitted time following receipt of a PhD has been exceeded
- Form(s) for international cooperation as well as letters (not mandatory) from cooperation partners

IV. ELECTRONIC MEDIUM (no signatures required, the size of all submitted files may not exceed 5 MB)

- academic_abstract.pdf or.docx** (academic abstract in English)
- PR_abstract_deu.docx** and **PR_abstract_eng.docx** (= project summaries for public relations purposes in German and English, separate files)
- forms.pdf** (= application form, form "programme specific data", form "Itemization of requested funding" and supplement naming all co-authors in one file)
- proposal.pdf** (= narrative text incl. the list of literature relevant to the project and the list of abbreviations)
- cv.pdf** (= scientific curriculum vitae of the applicant)
- publications.pdf** (= complete publication list of the applicant)

- selected_publications.pdf** (= separate list of the 5-10 most important publications of the applicant)
- recommendation.pdf** (= letter of recommendation from the head or the group leader of the research institute where the research project will be hosted.), if preferred: the person writing the letter may send the electronic version directly to the FWF office.

Enclosures (if necessary):

- Annex_Overview_Revision.pdf** (= overview of all changes made in the resubmitted application)
- Annex_Revision.pdf** (= if the application is a resubmission a statement should be provided separately for each reviewer's report detailing the changes made to the application; Annex_Revision_A.pdf, Annex_Revision_B.pdf etc.)
- Annex_Reviewers.pdf** (=list of referees who should not be contacted)
- Annex_Coop.pdf** (= form(s) for international cooperation arrangements and if applicable letters of interest from cooperation partners)