

**NEUES ENTDECKEN**

**TALENTE FÖRDERN**

**IDEEN UMSETZEN**

**FWF**

Der Wissenschaftsfonds.

In accordance with its funding guidelines of 1 January 2019 (as last amended), the  
FWF has issued the following

# **Application Guidelines for #ConnectingMinds 1<sup>st</sup> Stage: Workshop**



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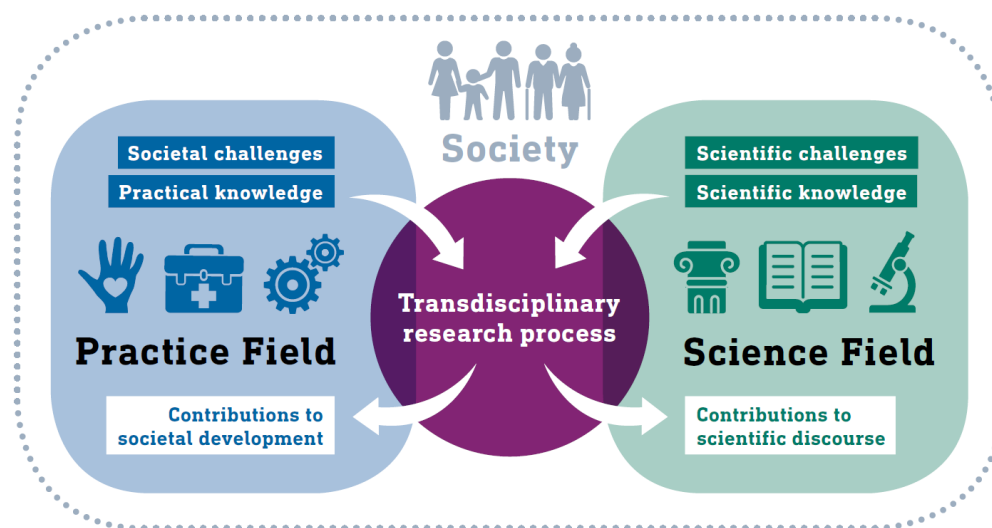
## 1. General information

### 1.1. General aim of the programme

The #ConnectingMinds programme aims to support teams working on cooperative research projects which combine scientific and societal knowledge in order to meet the social, technological, ecological, and economic challenges that lie ahead. Transdisciplinary researchers deliberately seek out this integrative exchange of knowledge in order to not only contribute to the scientific debate, but also to actively shape social transformations and stimulate technical and social innovations. These socially relevant topics include, among others, the UN Sustainable Development Goals (SDGs)<sup>1</sup> as well as studies on the conditions, mechanisms, and causes of social change in general.

The #ConnectingMinds programme pursues the following objectives:

- Initiate cooperative research projects that combine scientific knowledge and practical know-how (transdisciplinary research);
- Support research projects on topics of high current and future social relevance in which possible solutions are sought to complex challenges;
- Expand the dialogue between science and society as well as increase the transfer of research results into practice (support the “third mission” concept<sup>2</sup>);
- Improve the capacity building of researchers in terms of transdisciplinary research



<sup>1</sup> <https://sustainabledevelopment.un.org/>; <https://www.bundeskanzleramt.gv.at/nachhaltige-entwicklung-agenda-2030>

<sup>2</sup> This refers, among other things, to the targeted use of scientific knowledge for resolving manifold societal challenges.

The #ConnectingMinds programme provides teams of 2-5 researchers with a grant for a maximum of 5 years to carry out a transdisciplinary research project, among other things, with the participation of societal actors. These societal actors can include, for example, representatives from NPO/NGOs, associations, public administrations, companies, and health or educational institutions (but not private individuals). The main thing is that the research project addresses complex social issues and facilitates the use of a methodically sound transdisciplinary research process. The activities that will facilitate the exchange of knowledge produced in the project with other societal actors, in the broad sense, and with different target groups are also to be described in detail (see also 1.4.).

The evaluation of the project is divided into two stages. In the first stage, two to five researchers can submit an application through the respective research institutions to carry out a **project-specific workshop (#ConnectingMinds workshop)**. The aim of this workshop is for the researchers to work together with the other project participants (for example, societal actors) to further develop and elaborate the existing project idea and research question as well as the planned transdisciplinary research process for a **#ConnectingMinds project**.

In the second stage, after receiving a positive decision on the first application, the full application can be submitted. This serves as the funding application for a **#ConnectingMinds project**. The project has a maximum duration of 5 years with a maximum funding amount of €200,000 per year. The project requirements are the same as those developed during the #ConnectingMinds Workshop. The application guidelines for the full application for a **#ConnectingMinds project** will be published in autumn 2020.

## 1.2. Definitions

The most essential terms used in the application guidelines are explained below:

<i>Lead research institution</i>	The Austrian research institution that submits the application and where the coordinator is located
<i>Collaborating research institution</i>	Austrian research institution that is involved in the application and where the participating researchers work
<i>Researchers</i>	2–5 scientists/scholars of the FWF project incl. coordinator
<i>Coordinator</i>	This researcher is responsible for the management and is appointed as a representative of the lead research institution within the framework of the project implementation in the funding agreement.

## 1.3. Deadlines

Applications must be approved and submitted by the lead research institution online via the electronic application portal [ELANE](#) by **16 April 2020 (2 p.m. Vienna local time)**.

Applications submitted after the deadline will be returned without review, regardless of the circumstances.

#### **1.4. Who is eligible to apply?**

All Austrian research institutions are eligible to apply. There is no limit to the number of applications that can be submitted by a research institution. The research question is to be explored more deeply or newly consolidated at Austrian research institutions. The team of researchers working on this question will be concentrated at one location or link several researchers at different locations throughout Austria.

The persons named in the application must possess the relevant qualifications, sufficient time resources, and have access to the infrastructure necessary to carry out the proposed project. All the persons involved in the realisation and implementation of the project must be indicated appropriately. The researcher must confirm that all the participants involved in the realisation of the #ConnectingMinds workshop (and consequently a #ConnectingMinds project) agree to the submission of the application.

The team of researchers must consist of **at least 2 and no more than 5 researchers**; it is expected that a third of the team – dependant on the total size of the team – is from the underrepresented gender. In the context of the evaluation procedure, the composition of the team is defined as a decision-making criterion. These are internationally outstanding researchers from all academic disciplines, especially the humanities, social sciences, and cultural studies. One researcher from the team assumes the tasks of coordinator of the #ConnectingMinds project. Each researcher may only participate in one #ConnectingMinds project. The submission of an application in the 1<sup>st</sup> stage and the approval of the workshop by the FWF are the prerequisites for submitting a full application in the 2<sup>nd</sup> stage. As a rule, the composition of the team may not change for the 2<sup>nd</sup> stage (full application for a #ConnectingMinds project).

**Restrictions on the number of projects:** In addition to participation as a researcher in the #ConnectingMinds programme, it is possible to act as the principal investigator of three projects that differ in terms of content from the #ConnectingMinds programme in the categories of Stand-Alone Projects, International Programmes, Clinical Research, and the Programme for Arts-based Research. Further information on the restriction on the number of ongoing projects and the limit on the number of applications can be found at [Restriction on the number of projects](#).

#### **1.5. For what types of projects can funding be requested?**

Funding can be requested for a project-specific seminar- or workshop-like event (#ConnectingMinds workshop).

The purpose of the #ConnectingMinds workshop is to establish and further develop a transdisciplinary research cooperation in order to facilitate the submission of an application for and the implementation of a #ConnectingMinds project in the 2<sup>nd</sup> stage. The proposal for a #ConnectingMinds workshop must contain both a description of the carefully planned

workshop/seminar event with a specific working objective and include an outline of the planned project.

The first stage thus involves an evaluation of the concept for the seminar or workshop including the outlined #ConnectingMinds project, which is to be described in detail during the second stage.

The following requirements apply for the planned workshop:

A maximum of **€10,000** can be requested as project-specific costs for carrying out the #ConnectingMinds workshop.

The following requirements apply for the outlined #ConnectingMinds project:

- The research project must address current or future socially significant issues and challenges. The #ConnectingMinds project must aim to generate new scientific/scholarly knowledge and indicate possible solutions to a complex social problem.
- The application must address not only how the bodies of knowledge/groups of people are to be involved and integrated into the project, but also how the research activities and results and knowledge gained are to be transferred to the public as part of a dialogue between science and society.
- The commercial exploitation of the research results is not an objective of the programme during the project duration; therefore, the exploitation strategies are not part of the funding.
- The use of a transdisciplinary methodological approach, the cooperation of all project participants, and the resulting procedural nature of the research project (for example, how are the results generated? Who will be integrated when? What are the key milestones of the project? How and when is the knowledge transferred within the project team and to the outside?) are of great importance.

Double funding is prohibited (see [Funding guidelines](#)).

## **1.6. What requirements must be met to apply?**

### **1.6.1. Academic qualifications**

All researchers participating in the application must show that they possess excellent research qualifications. Proof of the researchers' qualifications is to be established by means of a publication record over the last 5 years commensurate with their career stage, which demonstrates their international visibility.

The following criteria are essential for assessing the publication record — documented in the “Publication list” annex (see [2.5.](#)) — and initiating the review process:

- **Quality assurance:** The primary publications for evaluating the publication record are those that have been subjected to a quality assurance procedure in line with high

international standards (peer review or an equivalent procedure; peer review is expected in the natural and life sciences). The journals must usually be listed in the *Web of Science*, Scopus, or the *Directory of Open Access Journals* ([DOAJ](#)). For journals not listed in those databases; monographs, edited volumes, or contributions therein; or other publication types, the researcher must provide a link to the publisher's website which contains a description of the respective quality assurance procedure. Should no such description be available on the website, it is the/ researcher's responsibility to provide evidence that the publication has been subject to a quality assurance procedure in accordance with the standards of the field.

If forms of artistic practice and their critical reflection are presented, these must be accessible to the public. Their quality is to be documented in a verifiable manner and thus be comparable with the research results published in internationally renowned journals. In order to be accepted for consideration, the (arts-based) research dimension as well as the underlying research questions must be described individually in a brief statement. This is to be prepared by the researcher and included with the curriculum vitae (hereinafter referred to as CV) as part of the three pages allowed. Where appropriate, a list of all lectures and talks (in galleries, theatres, or similar forums) about the artistic work are also to be included.

- **International visibility:** The publications/artistic works of the researcher must have a wider than national reach. In the natural sciences, life sciences, and social sciences, most of the publications listed must be in English.
- **Number/volume and quality:** At least two publications must be quality-assured and internationally visible publications/artistic works with a substantial and independent contribution on the part of the researchers; moreover, at least one first-author or last-author publication is required in the life sciences.

Should a researcher fail to meet one or more of the specified criteria, the researcher must include a justification with the application. In cases of doubt, the decision-making bodies of the FWF shall decide whether the research qualifications are adequate.

The FWF takes justified career breaks (for example, parental leave, caring for relatives, long-term illness) into consideration in the assessment of the researchers involved in the planned project. Relevant information can be included in the academic CV and thus also be understandable for the reviewers.

If there is any uncertainty about the researcher's eligibility to apply, the coordinator must contact the FWF Office in good time prior to the submission deadline and have his/her eligibility checked.

### 1.6.2. Participants in the #ConnectingMinds workshop

Each application must be uploaded for the lead research institution and all participants by a coordinator and must be approved and submitted by the lead research institution. This coordinator is the planned coordinator of the #ConnectingMinds project who will be located at the lead research institution of the planned project. Each researcher must make an essential

contribution to the #ConnectingMinds workshop and be important for the #ConnectingMinds project.

### **1.7. What types of funding can be requested?**

A maximum of **€10,000** can be requested for project-specific costs related to the #ConnectingMinds workshop, which include travel costs (national and international) as well as locally incurred costs necessary to carry out the workshop and that go beyond the resources provided by the infrastructure of the research institution. The FWF does not finance the infrastructure or basic equipment of research institutions.

In general, funding can be requested from the FWF for the following costs:

- Hotel costs (for international and Austrian participants)
- Costs of meals/catering for the participants
- Travel costs
- Daily allowances for visiting researchers
- Rental costs for seminar rooms (only if the research institution does not make suitable rooms available; reasons must be provided)
- Miscellaneous additional costs (for example, moderator costs, etc.; reasons must be provided)

## **2. Application content and form**

### **2.1. Sections of the application**

For an application to be complete, it must contain the following sections:

- 1) **Academic abstract** in **English** comprising no more than 3,000 characters (incl. spaces; no formulas or special characters). The academic abstract will be used to inform potential reviewers about the project. The abstract must be subdivided into the following sections using the given English terms:
  - *(Wider research context / theoretical framework)*
  - *(Hypotheses/research questions/objectives)*
  - *(Approach/methods)*
  - *(Level of originality / innovation)*
  - *(Researchers and those involved)*
- 2) **Project description:**
  - Cover sheet: project title, lead research institution (address and director) and name and institution address of the coordinator; list of the collaborating research



institution(s) (address and director), including details of the researchers working there (name and institution address)

- Table of contents
- Project description of no more than 15 pages (with consecutively numbered pages), incl. list of abbreviations, headings, figures, captions, tables, footnotes, etc.

The **following contents** are expected:

- Description of the project-specific workshop
- Description of the project's innovative research programme
- Quality and composition of the research team
- Research management

### **Annexes:**

Annexes are a part of the application and they must be attached to the project description in the order listed below as part of the proposal.pdf file:

- Annex 1: Information on the research institution and justification for the funding requested for the costs of the workshop and an overview of the planned costs of the #ConnectingMinds project;
- Annex 2: List of literature cited in the application (References) on no more than 5 pages;
- Annex 3: academic or arts-based research CV and description of previous research achievements for all researchers involved in the application (no more than 3 pages per CV);
- Annex 4: Overview and confirmations (collaboration letters) of all national and international cooperation partners essential for the project (no more than 1 page per letter);

### Attachments to be uploaded individually:

Mandatory:

- Attachment 1: for each researcher and staff member from the postdoc level, a publication list for the last 5 years, broken down into peer-reviewed and non-peer-reviewed (see also Section 2.5.); please combine the publication lists of all persons in one PDF document.

Where applicable:

- Cover letter
- List of reviewers to be excluded

### **3) Completed forms**

- Required forms: *Academic abstract*, *Application form*, *Programme specific data form*, and *Co-authors form*

## **2.2. Form requirements**

### **2.2.1. Language of application**

To allow applications to be reviewed by international scientific, scholarly, or arts-based research experts, applications must be prepared in English **without exception**.

### **2.2.2. Formatting**

The project description and annexes 1-4 must be written in 11 pt. font with 1.5 line (15-20 pt.) spacing and at least 2 cm margins. The beginning of each new paragraph should be clearly recognisable (e.g., by indenting the first line and/or spaces between paragraphs).

The structure and headings (in English) provided in Section 2.3 Project description must be used. Applicants must comply strictly with all upper limits (e.g., number of pages, attachments, etc.).

Citations in the text and the list of works cited (References) in the application must be in line with the conventions of the respective discipline, preferably according to a widely used style guide (e.g., Chicago Manual of Style, APA Publication Manual). The researchers are free to choose the citation conventions or style guide they prefer, but they must apply them/it consistently throughout the application. If available, a [DOI address](#) or another [persistent identifier](#) should be used for the literature cited.

### **2.2.3. Submitting the application**

Applications must be submitted exclusively online via the [ELANE](#) electronic application portal.

Both the coordinator as well as the responsible research institution must be registered to do this (see [Information](#)). All the forms required for the application are to be filled in afterwards online; the other documents such as the project description (incl. annexes) and the attachments are to be uploaded as separate files.

The coordinator must finish preparing the application in time to ensure that the responsible lead research institution has sufficient time to approve and submit the application by **16 April 2020 (2 p.m. Vienna local time)**.

#### **1. Required parts of the application:**

##### **a) Files:**

- *Proposal.pdf* (project description incl. annexes 1-4 in one file, with PDF bookmarks, at least for the major sections)
- *Publication\_list.pdf* (publication list of the key researchers for the last 5 years, broken down into peer-reviewed and non-peer-reviewed)

**b) Forms:**

- *Academic abstract in English*
- *Application form* for the coordinator
- *Co-authors*
- *Programme specific data form*. List of other participating researchers

**2. Optional file uploads:**

- *Cover\_Letter.pdf* (= accompanying letter)
- *Negative\_list.pdf* (= list of reviewers who should be excluded)

## **2.3. The project description**

The project description (max. 15 pages) must include the following contents:

### **2.3.1. Content-related aspects / Research programme (max. 7 pages)**

- Clearly defined aims and hypothesis/hypotheses or research question(s) of the project
- Description of the project's anticipated level of originality or scientific/scholarly innovation
- Relevance to current international state of research
- Description of the project's transformative potential: what social issue does the project address? Why is it relevant? What is the specific challenge being dealt with? What is the potential contribution of the research project?
- Methodology; in particular, the quality and method of integrating practical know-how; planned approach and activities with regard to the exchange and dialogue between science and society
- All potential ethical, safety-related, or regulatory aspects<sup>3</sup> of the submitted project and the planned handling of them must be described briefly in a separate section. This aspect should be addressed briefly in the text even if the coordinator believes the project does not raise any ethical issues.
- All potential sex-specific and gender-related aspects<sup>4</sup> in the planned project as well as the planned implementation of these research questions must be described in a

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<sup>3</sup> For instance, the European Commission's [Ethics for Researchers](#) or [The European Code of Conduct for Research Integrity](#) can serve as a guide here.

<sup>4</sup> Positioning and reflecting on the research approaches in the planned for the project in terms of sex-specific and gender-related issues, for instance: Is the research approach likely to produce sex-specific and gender-related

separate section. This aspect should be addressed briefly in the text even if the coordinator believes the project does not raise any sex-specific and gender-related issues.

### **2.3.2. Description of the project-specific workshop (max. 3 pages)**

- Specific objectives and the anticipated results of the event
- Methodology and implementation of the event
  - Overview of the agenda and programme of the event in table form
  - Potential list of participants, planned location and date

### **2.3.3. Research team (max. 3 pages)**

- Description of the relevant academic qualifications (commensurate with their career stage) of the participating researchers
- Description of the experience and complementarity, for example, with regard to the implementation of a transdisciplinary research project
- Intended cooperation arrangements (national and/or international) as part of the planned project are to be explained in the project description. List of persons, organisations, and/or societal actors with whom cooperation arrangements are to be established and a description of the purpose of the intended cooperation arrangement(s) and the contribution to the project. All the national and/or international cooperation arrangements that are deemed to be essential to the project must be indicated on the *Cooperation arrangements* form and confirmed by a collaboration letter.

### **2.3.4. Research management (max. 2 pages)**

- Work plan and timeline / coherent plan for the implementation of the #ConnectingMinds project
- Summary table showing the total costs requested, broken down by categories for the #ConnectingMinds workshop; specific description of the costs requested in Annex 1
- Summary table showing the planned total costs for the #ConnectingMinds project; overview of the planned costs in Annex 1

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findings? If so, what findings? How and where are these integrated into the research approach? (For information on checking the relevance of sex-specific and gender-related issues to a project, see <https://www.fwf.ac.at/en/about-the-fwf/gender-issues/fix-the-knowledge/fix-the-knowledge-detail/>)

- Organisation and cooperation: Description of the internal communication, cooperation, and information structures

## **2.4. Annexes to the project description**

Annexes are not included in the maximum page limit for the project description. They must be attached to the project description in the following order in the *proposal.pdf*.

### **2.4.1. Annex 1: Description of financial aspects**

The template for the description of costs can be found in [ANNEX 1](#).

- Information on the research institution(s)
  - Existing personnel (not financed by the FWF, usually the researchers and staff at the research institutions)
  - Existing infrastructure
- Information on the funding requested
  - Concise justifications for the funding requested

### **2.4.2. Annex 2: List of references**

- List of literature cited in the application (References) on no more than 5 pages

### **2.4.3. Annex 3: CVs and description of previous research achievements**

The (arts-based research) academic CV and the research achievements of the researchers are to be described on no more than three pages per person.

#### *2.4.3.1. Required contents for academic CVs*

- Name and contact details of the person, address of the research institution, and relevant websites. It is also required to provide a publicly accessible link to a list of all published publications; the use of [ORCID](#) is expressly recommended for this purpose.
- List of academic milestones and relevant positions held to date (with a brief explanation of any career gaps, if applicable);
- Main areas of research and short statement of the most important research results achieved to date.

#### *2.4.3.2. Required description of previous research achievements*

- (Arts-based research) academic publications or artistic works: List of no more than ten of the most important published or accepted academic publications or works (*journal articles, monographs, edited volumes, contributions to edited volumes, proceedings, concerts, exhibitions, installations, performances, art works, etc.*); for each publication, either a [DOI address](#) or another [persistent identifier](#) should be indicated, if available. In accordance

with the San Francisco Declaration on Research Assessment (<https://sfdora.org/DORAhttps://sfdora.org/>), journal-based metrics like the journal impact factor should not be included.

- Additional artistic, scientific, scholarly, and/or arts-based research achievements: List of no more than ten of the most important scientific/scholarly research achievements apart from academic publications, such as awards, conference papers, keynote speeches, important research projects, research data, software, codes, preprints, exhibitions, knowledge transfers, science communication, licenses, or patents.

#### **2.4.4. Annex 4: Collaboration letters**

- Confirmations (each no more than 1 page) of national and international cooperation partners, in particular of participating societal actors, that are convincingly stated as being essential for the implementation of the project in the project description.

#### **2.5. Mandatory attachment: Publication list**

- A list of all published publications of the last five years<sup>5</sup> (divided into peer reviewed and non-peer-reviewed) of all researchers for whom an academic CV will be enclosed is to be uploaded in a single PDF document (Publication\_list.pdf). This list helps the FWF to determine if there are any potential conflicts of interest with reviewers and thus speeds up the process of identifying reviewers. This list will not be forwarded to the reviewers.

#### **2.6. Forms**

All required forms must be completed in their entirety:

- Application form
- *Co-authors* form: All persons who have made substantial research-related contributions to the conception and writing of the application should be named as co-authors. A brief description of the nature of each contribution should be included; where there are no co-authors, applicants should state this explicitly on the form.
- *Programme-specific data* form: Researchers in addition to the coordinator involved in the application (max. 4 additional researchers)
- *Academic abstract* form, see also 2.1.

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<sup>5</sup> Publication lists must include: all authors, complete titles, journal, year, and page numbers. For each publication, either a DOI address or another persistent identifier should be indicated; for publications with more than 20 authors, an “et al.” reference can be used. For each publication, either a [DOI address](#) or another [persistent identifier](#) should be indicated; for publications with more than 20 authors, an “et al.” reference can be used.

## 2.7. Additional attachments

In addition to the project description and the forms, the following attachments should be uploaded, where applicable:

- Cover letter;
- List of reviewers to be excluded;
- Vendor quotes for any relevant funds requested under “Other costs” (e.g., use of seminar rooms);

It should be noted that any annexes or attachments in addition to the ones mentioned above shall not be considered in further stages of the process (such as letters of recommendation, publications not yet published).

## 3. Processing and decision on the application

All applications approved and submitted by the research institutions by **16 April 2020 (2 p.m. CET local time)** will be subjected to a formal check by the FWF Office.

All applications meeting the FWF’s formal criteria will be sent out for review. The reviewers (generally persons working outside of Austria) are members of the jury established for the selection procedure of the #ConnectingMinds programme. The specific nature of the requirements (transdisciplinary research) justifies the use of a jury. The members of the jury are confirmed by the decision-making bodies of the FWF.

Once the review process has begun, no more changes can be made to the application. Any changes in the research team must be notified to the FWF immediately during the review process and the FWF’s approval must be obtained.

For the evaluation of the #ConnectingMinds workshop proposal, two written reviews will be obtained from international jury members of the #ConnectingMinds jury. Then, in spring 2020, the Executive Board and the FWF Board will decide on the application on the basis of these reviews and, if the decision is positive, applicants will be invited to conduct the workshop and to prepare the full application. The workshop must be conducted by no later than the submission deadline of the full application (autumn 2020) since the content and results of the workshop must be incorporated into the full application.

The full application (in the 2<sup>nd</sup> stage of the process) will be evaluated by means of written reviews by international experts. Then, in spring 2021, approved applicants will be invited to a jury session. The international #ConnectingMinds jury will discuss the project with the researchers and the research institutions during the jury session and, on the basis of the presentations and discussions, prepare a recommendation for the FWF Board (in a closed session, i.e., in the absence of the FWF Board). Based on this recommendation, the FWF Board will make its funding decision in May 2021. The research institutions will be notified of these decisions in writing.

### *Requests for changes and returning applications without review*

Please note that no changes can be made after the deadline. These errors can only be corrected after the FWF Office has prepared and sent a list of formal errors. The applicants have 10 days from when the list is sent to correct the errors. If the problems have not been resolved within this period of time, the decision-making bodies of the FWF will return these proposals without review.

### *Reasons for rejection*

The reasons for rejecting a project will be assigned one of five categories (C1–C5) and will be sent to applicants along with the reviews.

### *Proposal bans*

Applications that are rejected for reason C5 will be barred for 12 months (from the date of the decision) and cannot be resubmitted during that period.

### *Exclusion of reviewers*

In addition to the annexes, researchers may include a separate document in the application with a list of reviewers who should not be asked to review the application due to possible conflicts of interest. A detailed description of the FWF's rules concerning conflicts of interests can be found in the [General principles of the decision-making procedure](#).

This list may include up to three potential reviewers whom the researchers believe may have conflicts of interests. This selection must be briefly justified. If the reasons for exclusion are professionally and technically sound, the FWF will generally fulfil such requests and will exclude those reviewers from the review process.

Please note that the FWF does not wish to receive, nor will it consider a list of possible reviewers from researchers.

## **4. Compliance with legal requirements and standards of research integrity**

The FWF would like to point out that the research institute must comply with all legal requirements and safety provisions (e.g., Federal Disabilities Act) that apply for the project and obtain all the necessary permits (e.g., from the Ethics Commission, the Commission for Animal Experimentation, the Federal Monuments Authority Austria, or the relevant foreign authorities).

The research institute is also responsible for ensuring that the guidelines for [good scientific practice](#) of the Austrian Agency for Research Integrity (ÖAWI) are complied with when submitting the application and carrying out the project.



If there is reason to believe that there have been deviations from these standards, an investigation is to be carried out at the respective research institution or the [Austrian Agency for Research Integrity](#) (ÖAWI) is to be informed of this suspicion. At any rate, the research institute must report any cases of suspected serious deviations to the ÖAWI. The FWF reserves the right to suspend, in part or in whole, any procedures related to applications or ongoing projects until these investigations have been concluded. For more detailed information, see [FWF procedure in cases of suspected scientific misconduct](#).

## **5. Publication of project data and results**

The FWF would like to point out that should the project be approved, the FWF will publish on its website a summary of the project in German and English for public relations purposes—which must be sent to the FWF when returning the grant agreement—as well as the amount of funding granted and, on project completion, summaries of the final report of the project. The content of these summaries is to be written in such a way as to safeguard the legitimate interests of secrecy for reasons of national security and patent rights and to guarantee that trade secrets are protected appropriately.

In addition, the FWF requires a data management plan (DMP) for all approved projects. This should also be sent to the FWF when returning the grant agreement. The template for the DMP can be viewed and downloaded at <https://www.fwf.ac.at/en/research-funding/open-access-policy/research-data-management/>.

In presentations and publications of project results, the applicants must comply with the relevant requirements on acknowledging the FWF as the funding institution and the FWF's [Open Access Policy](#).

## **ANNEX 1: Information on the research institute and description of financial aspects**

Note: The information on the research institute and the description of financial aspects shall be described in English using the following structure and submitted as Annex 1. The list and justification of the costs requested must be consistent with the costs indicated in the project description and may not exceed the sum of €10,000.

### a) Details on the research institution of the applicant:

- Existing personnel (not financed by the FWF, usually the researchers and research personnel at the research institution)
- Existing infrastructure

### b) Information on the funding requested:

- Concise justifications for the funding requested (see also 1.7) for the costs of the **#ConnectingMinds workshop**

List and justification of costs applied for:

- Hotel costs (of international and Austrian participants)/costs for meals/catering of the seminar participants
- Travel costs
- Daily allowance for visiting researchers (according to Austrian federal regulations governing travel costs in Austria, see <https://www.bmf.gv.at/themen/steuern/fuer-unternehmen/betriebseinnahmen-betriebsausgaben/reisekosten.html> )
- Rental costs for seminar rooms (only if the research institution does not make suitable rooms available; reasons must be provided)
- Miscellaneous additional costs (for example, moderator costs, etc.; reasons must be provided)
- Overview of the costs of the **#ConnectingMinds project**

Please provide a general estimate of the costs of the planned #ConnectingMinds project. To help you prepare the necessary cost description, please see the application guidelines for the [Research groups](#) programme (Section 2.6.). In addition, funding can be requested for “remuneration for services rendered for the participation of the societal actors involved” as well as for costs for “coaching and career development as well as capacity building for the research team”. Information on the actual cost description for the full application will be available in the application guidelines, which will be published in autumn 2020.

## **ANNEX 2: Notes and questions for jury members of the funding programme**

In all of its programmes, the FWF actively supports equal opportunities and equal treatment. The review of an application must not put researchers at a disadvantage for non-research-related reasons such as age, gender, etc. For example, the review of applications should not focus on the researcher's actual age, but on the relation between the researcher's previous research achievements and the length of his/her research career. For the FWF, equal opportunities also means taking into account any unavoidable delays in researchers' research careers that have led to publication gaps, less time spent abroad, etc. (e.g., due to well-founded, extended qualification periods; time spent raising children; long-term illness; caring for relatives; etc.).

In writing your review, please keep in mind that your comments in the first section of the review will be forwarded to the researchers and, where applicable, other reviewers, in an anonymous way.

The FWF would like to point out that the length and the form of the project proposal must fulfil the form requirements<sup>6</sup> of the FWF, and therefore we ask that you keep these restrictions in mind when writing your review.

The FWF is obligated to ensure the best possible use of public-sector funds for basic research according to scientific/scholarly research criteria. We therefore ask you to comment on the following aspects of the application in Section 1a. What are the specific strengths of the project? Does it have weaknesses, and if so, what are they?

### **Section 1a (forwarded to the researchers in its entirety):**

- 1) Scientific/scholarly quality of the application (incl. ethical as well as sex-specific and gender-related aspects)
- 2) The project's potential for transformation; the social issue addressed, and the potential contribution and impact of the research project
- 3) Transdisciplinary approach, appropriate methodology (for example, for integrating practical know-how), knowledge transfer activities and dissemination strategies
- 4) Evaluation of the planned workshop with regard to the concept, content, and methodology
- 5) Research team & research management

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<sup>6</sup> Form requirements: Project description incl. figures and tables, no more than 15 pages; list of project-related literature cited, no more than 5 pages; academic CVs and description of previous research achievements per researcher incl. the 10 most important publications, no more than 3 pages each.

- a) Research qualifications (commensurate with their career stage) of the participating researchers as well as experience and complementarity (in particular with regard to the carrying out of a transdisciplinary research project); gender ratio among the researchers
  - b) Quality of the existing and planned cooperation arrangements
  - c) Feasibility of the application (cooperation, quality of the research project's process, research management)
- 6) Overall evaluation with consideration of the key strengths and weaknesses and final funding recommendation. Please give a clear recommendation in favour of or against funding the project.

### **Section 1b (optional remarks to the researchers)**

Reviewers' recommendations to the researchers for actually implementing the project (in the case of approval). The recommendations made here generally should not play a role in the funding decision.

### **Section 2 (confidential remarks to the FWF)**

Other comments intended solely for the FWF.