

Checklist for a Complete Application (Interregional Research Projects Tyrol-South Tyrol-Trentino)

The complete application must be submitted in English, using the online application portal [elane](#). To make sure you have completed your application correctly, please consult the [Application Guidelines](#).

I. elane: Forms

Required forms:

- *Research institution assignment*
- *Contact*
- *Application form*
- *Cost breakdown form for Tyrol*
- *Program-specific form for the consortium member from South Tyrol*
- *Program-specific form for the consortium member from Trentino*
- *Academic abstract* (up to 3,000 characters) – Pursuant to the Application Guidelines
- *Co-authors*

Where applicable

- *Other cooperation* – To be completed for all international collaboration partners listed in the project description; one form for each cooperation partner

II. elane: File uploads

Required upload (in *one* file)

- ***Proposal.pdf*** – This PDF file must include the project description, Annexes 1–3, and, if applicable, Annex 4. Formatting requirements apply to the project description and Annexes 1–3 (font size 11 pt. with 15–20 pt. line spacing and margins of at least 2 cm).

The project description (no more than 20 pages) must include the following components:

- Table of contents
 - State of the art of the relevant international research (including own preliminary work, if applicable) and relation of the project to this context
 - Clearly defined aims and hypothesis/hypotheses or research question(s) of the project
 - Research-related qualifications of the researchers involved and a clear description of the planned cooperation between the three consortium members (Tyrol, South Tyrol, Trentino), presenting the joint research question and the added value
 - Description of the project's anticipated level of originality or scientific/scholarly innovation
 - Methods
 - Work plan and timeline
 - Wider impact
 - Dissemination strategies for the results
 - Implications for other research disciplines
 - Impacts that will extend beyond the specific field of research
 - International collaboration partners (if applicable): Please specify the intended collaboration partners and the subject of the intended collaboration(s) or the planned contribution to the project. **All** international collaboration partners that were named as essential must be listed on the ***Other cooperation form*** (one form must be completed for each collaboration partner).
 - All potential ethical, safety-related, and regulatory aspects of the proposal and how applicants plan to deal with them must be described in a separate section. These questions should be addressed briefly in the text even if the applicant believes the project does not raise any ethical issues.
 - A separate section must describe any potential sex-specific and gender-related aspects of the proposal. How will they be integrated into the research approach? These questions must be briefly addressed, even if the applicant does not feel that the project involves any such aspects.
- Annex 1: **List of literature cited** in the application (references) on no more than 5 pages
 - Annex 2: **Financial aspects:** Please use the template provided in the Application Guidelines (Appendix A). The information provided must be presented plausibly and understandably for the FWF and the reviewers. Implausible information may lead to reductions in the funding amount. The list of and justification for the requested funds must correspond to the costs indicated in the *Cost breakdown* form for the consortium member from Tyrol and [the Excel tables](#) (Cost breakdown Tyrol-South Tyrol-Trentino, *tst_costbreakdown.xlsx*) for the consortium members from South Tyrol and Trentino.
 - a) Details on the lead research institution and of the partner research institutions (South Tyrol, Trentino)

- Existing personnel (not financed by the Euregio Science Fund, usually the principal investigator and research personnel at the research institutions)
 - Existing infrastructure
- b) Information on the funding requested:
- Explain briefly why the personnel requested is needed for the project (number and type of requested positions, job descriptions, extent of employment, and duration of involvement in the project)
 - Explain briefly why the non-personnel costs requested are justified (equipment, materials, travel, and other costs). If funding for equipment is requested, applicants must explain why this does not constitute part of the basic equipment of the given research environment.

Please list and provide justifications for the following:

- Personnel costs
 - Equipment costs
 - Material costs
 - Travel costs
 - Other costs (including independent contractor agreements)
- Annex 3: **Academic CVs** and research achievements for the consortium members as well as a of a maximum of *one* other key project participant per research institution (no more than 3 pages per person)
 - Annex 4 (optional): **Collaboration letters** (each no more than 1 page) from international cooperation partners named in the project description as being essential for the implementation of the project and whose role is plausibly described

III. Additional documents:

Required uploads

- ***tst_publication.pdf*** – Two publications by each consortium member published within the last five calendar years must be named, documenting that the applicants fulfil the general requirements to apply (see Template publication record for consortium members [tst_publication.docx](#)). The FWF will determine eligibility to apply based on these publications.
- ***Publication_lists.pdf*** – A list of all research publications over the last five calendar years (categorized into “quality-assured publications” and “other publications”) by all project participants for whom a CV has been submitted, as well as for all academic project staff members for whom personnel costs are requested, in *one* PDF file.

Where applicable

- **Cover_letter.pdf** – Accompanying cover letter
- **Negative_list.pdf** – List of up to 3 researchers – including, if applicable, reviewers of a rejected proposal – who are to be excluded from the review process, with a brief justification
- If the application is a continuation of an FWF-funded project:
 - **Follow.pdf** – Results or Final Project Report of the previous project, no more than 6 pages
- If the application is a revision of a previously rejected application (resubmission):
 - **Overview_revision.pdf** – Overview of all changes made in the resubmitted application (for FWF internal use only)
 - **Revision.pdf** - response to all reviews of the previously rejected application, even if one of the reviewers of the rejected application is to be excluded from reviewing the resubmission. A limit of 3 pages per review must be observed, whereby the FWF only checks the maximum number of pages if 2 or more reviews are submitted (e.g., 2 reviews = 6 pages, 3 reviews = 9 pages) and in these cases the number of pages per review does not necessarily have to be observed.