



Der Wissenschaftsfonds.

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In implementation of its Funding Guidelines of 21 February 2006 (in the currently valid version), the FWF hereby issues the following

Application Guidelines¹ for HERTHA FIRNBERG POSITIONS FOR YOUNG FEMALE SCIENTISTS

I PRINCIPLES OF THE PROGRAMME

Hertha Firnberg positions were conceived as a measure to promote the careers of young female scientists. They represent a further step towards targeted support for women.

1 Aims

Highly qualified university graduates of all disciplines should be offered the most generous level of support possible to conduct research during the post-doc phase, either at the start of their scientific careers or upon resuming their careers after maternity leave. Apart from having the goal of improving career prospects for female scientists, in which mentoring by the co-applicant should play a particular role, the programme aims to facilitate their integration into the institution's research activities and their establishment in the international scientific community.

Ideally, the programme should lead to positions for female scientists at the research institution where their projects are undertaken and should permit them to establish international research cooperation arrangements.

2 Application requirements

Please note that the number of ongoing/approved projects in which one researcher can serve as principal investigator is limited. Additional information on these limits can be found at http://www.fwf.ac.at/fileadmin/files/Dokumente/Antragstellung/project_number_limit.pdf

Co-application: Co-applicants may not be involved with more than one Hertha Firnberg position at a time. Please note that the number of ongoing/approved projects in which one researcher can serve as the co-applicant is generally limited to a total of two (either a Meitner and a Firnberg project, or two Meitner projects) and a submission of another application as co-applicant will not be permitted until 12 months before the end of one of these ongoing/approved projects.

Applicants for a Hertha Firnberg position

- must submit a **research proposal** in the field of non-profit-oriented scientific research² covering the period of funding. The goals and methodology of the project should be precisely described.

¹ **Please note** that all limits (e.g. on the number of pages, publications, enclosures) specified in these guidelines must be observed.

² Clinical studies are funded only if they are hypothesis-driven and meet the scientific criteria that are applicable to all other projects supported by the FWF. For clinical studies in the field of human medicine, the Programme Clinical Research (KLIF) is offered; see also <http://www.fwf.ac.at/en/research-funding/fwf-programmes/programme-clinical-research-klif/>.

- must show that they have **completed their doctoral studies** (PhD). An earlier submission is possible, if it is foreseeable that the graduation will officially be completed within the application processing time (six months), and provided that all other requirements are met. Courses of study abroad which are equivalent to the level of a doctorate at an Austrian university will be accepted irrespective of their designation. Graduates of degree programmes in medicine in Austria are only eligible to apply if their degree programme was based on the curriculum **N, O, Q 201 or N, O, Q 094 or N, O 790, Q 794 or N 090 (please specify the relevant curriculum in the *academic curriculum vitae*)**.
- Scientists who have already completed their "*Habilitation*" (professorial examinations) are not eligible to apply. Researchers who have been awarded an Elise Richter position are no longer eligible to apply for a Hertha Firnberg position.
- may neither have a position at a research institution (except if the contract is of limited duration and will expire before the Hertha Firnberg position is taken up) nor intend to request leave without pay from a position for the duration of the Hertha Firnberg position. Teaching contracts are excluded from this restriction.
- must have performed scientific research in an area relevant to the field of the application. The following criteria are decisive in the assessment of the applicant's research qualifications and determine whether a review procedure is initiated:
 - **Number of publications:** The applicant's number of publications should correspond to his/her career to date; however, each applicant must have at least two publications in the five years prior to submission of the application.
 - **Independence:** The applicant's independent contribution to the publication should be visible. For example, at least one publication listing the applicant as the first author is required in the Life Sciences category.
 - **Peer review:** All the publications listed (or more than half in the case of the humanities) must have been subjected to a quality assurance procedure in line with high international standards, normally meaning that the journals should be listed in the Web of Science, Scopus or the Directory of Open Access Journals (DOAJ). In the case of journals not listed in those databases, or monographs, edited volumes or contributions therein, or other publication types, the peer-review procedure must be documented on the publisher's website to which the applicant should provide a link. In the case of monographs, edited volumes or contributions therein, or other publication types where the policy is not documented on the publisher's website, or journals not listed in the Web of Science, Scopus or the Directory of Open Access Journals (DOAJ) the onus is on the applicant to provide evidence of the outlet's quality assurance policies.
 - **International publications:** In the natural sciences, life sciences and social sciences, the majority of the applicant's publications listed must be in English. In the case of the humanities and cognate fields a majority of publications must have wider than national reach.

Where one or more of the above conditions are not met, the applicant must make a case for exemption to the rule which will then be considered by the FWF Executive Board.

- must have had their main residence in Austria for at least three of the past ten years at the time the application is submitted, and/or must have been working continuously as a researcher in Austria for at least the two consecutive years preceding the submission of the application.

This restriction does not apply to researchers who have received grants under the Lise Meitner Mobility Programme and who submit applications for funding to continue their research in Austria following completion of their Meitner projects.

- must present an **affirmation of their research institution signed** by the head of the research institution (or the person to whom this responsibility has been delegated by the head of the research institution; see page 8 of the application form).
- must present a **career plan signed by the applicant and the co-applicant** who supports the career plan and the performance of the proposed research project within the framework of one of the institution medium-term work programmes.

The co-applicant is to act as a mentor and support the applicant in her scientific/scholarly as well as her personal development in the course of the project. For the sake of career development, the FWF **recommends that an applicant's previous thesis and dissertation supervisor(s) should not serve as her mentor during the post-doc stage.**

- must present a letter of support from an university rector, confirming that if the FWF grants funding for the requested Hertha Firnberg position the university in question will guarantee funding for teaching at a level of 2 hours per week per semester.
- Principal investigators must mention the ORCID persistent digital identifiers (<http://orcid.org/>) in the application forms.
- Principal investigators who have been awarded a Hertha Firnberg grant in the past are no longer eligible for grants in this programme.

3 Salary

- The **duration of the grant is three years**; extensions are not possible. Provided that the research institution consents to a **period of research abroad**, the project may also include an uninterrupted stay abroad of up to 12 months. In such cases, the project description must also indicate the reasons why the research institution abroad was chosen.
- The level of support includes **personnel costs for the project leader** (Postdoc) and **project-specific costs** of EUR 12,000.00/year. Of this latter amount, up to EUR 2,000.00/year may be foreseen for coaching or personal development³.
- The type of employment is analogous to a post-doctoral contract of employment, i.e. personnel costs are granted at a level of (currently) EUR 64,670.00/year (gross). Part-time employment is not permitted. Additional income (e.g. resulting from lecture contracts) to full-time employment is allowed either up to 5 hours per week or up to the legally defined limit for marginal part-time employment ("*Geringfügige Beschäftigung*"), provided that these additional occupations serve to further the principal investigator's career. The FWF must be informed immediately (even before a positive funding decision) of any changes in the extent of this additional employment.
- Project leaders who are employed with a 100% employment contract after the birth of a child can receive a child allowance of EUR 9,600.00 per child per year (gross, including all employer's and employee's contributions; to be paid 12 times per year) until the third birthday of the child.
- The project leader is the employee. If a research institution that is subject to the 2002 Universities Act (UG 2002) so agrees, the research institution is the employer.

If the research institution is not the employer, the co-applicant, as the project leader's employer, will be accountable to the FWF for ensuring adherence to all relevant provisions of labour and social security law, and salary payments will be made by a payroll office to be specified by the FWF in the grant agreement. The employer must provide the payroll office with all relevant information and must give instructions for salary payment. The net salary (i.e. after deduction of all taxes, including social security contributions) will be transferred to the project leader's account.

- **Dissemination activities:** Funding for publication costs cannot be requested in FWF applications for research projects. However, the FWF does provide additional funding for [peer-reviewed publications](#) upon request up to three years after the end of an approved project.

4 Use of grants

If all criteria for the granting of a Hertha Firnberg position are met, a grant agreement will be drawn up between the applicant and the FWF. This will describe in detail the amount and duration of the funds awarded and the way in which they will be paid out. It will also describe how the funds are to be used and what reports are required.

5 Third-party funds

Any other grants relating to the theme of the application that have been requested from or awarded by the FWF or other funding agencies (e.g. the EU, OeNB, government ministries etc.) must be mentioned (see application forms). Applicants are obliged to inform the FWF in writing about the progress of any other applications.

Applicants for Hertha Firnberg positions must not submit parallel applications to the same programme or to any other FWF programme for the promotion of junior researchers (Erwin Schrödinger, Lise Meitner, Elise Richter [/PEEK]). However, Firnberg applicants may apply for FWF funding in other programme categories by submitting a separate proposal.

Double-funding is not permitted. In other words, a project for which support is being requested may not receive full support from another funding source or under a different FWF programme. Applications that are essentially identical may not be submitted – either in the same programme or in different FWF programmes – unless the programme-specific application guidelines explicitly make an exception to this general rule.

³ i.e. measures for coaching and personal development, such as those offered by the University of Vienna within its programmes to support the training of scientists. Links:

CEWS – Centre of Excellence for Women in Science and Research: <http://www.gesis.org/cews>;

Centre for Gender Equality of the University of Vienna: <http://personalwesen.univie.ac.at/frauenfoerderung/>;

Office for Human Resources Development of the Univ. Vienna: <http://www.univie.ac.at/personalentwicklung/>.

II INSTRUCTIONS TO APPLICANTS

1 How should applications be submitted?

The applicant is the female scientist/scholar submitting a research proposal for review. The co-applicant is her supervisor at the research institution.

If the available level of funds is sufficient there will be **2 calls for applications per year** (spring and autumn) with a 6 to 8-week deadline for applications in each case. At the time of a call, the Board meeting will be specified at which the funding decisions will be taken (generally in November for the spring call and in June for the autumn call).

All parts of the free-form application, the abstracts and the enclosures must be submitted in 11pt type, line spacing 1.5.

A complete application must include the following parts:

- 1 One-page academic abstract in English** comprising no more than 450 words, or 3,000 characters incl. spaces in the case of online applications (DIN A4 format; no formulas or special characters). The academic abstract will be used to inform potential reviewers about the project. Applicants are therefore asked to address the following points as concisely as possible: 1) research questions/hypotheses, 2) scientific/scholarly innovation/originality of the project, 3) methods to be used, and 4) main researchers to be responsible for the project;
- 2 Two one-page abstracts** for the FWF's **public relations (PR) work**: one in German, one in English. These abstracts are also subject to the limit of 450 words (DIN A4 format) or 3,000 characters incl. spaces and should contain the following information: 1) project title, 2) content of research project, 3) hypotheses, 4) methods, and 5) an explanation indicating what is new and/or special about the project. The language of the PR abstracts should be comprehensible to non-specialist audiences and contain as few technical/specialist terms as possible;
- 3 Completed forms** (necessary: application form, form "programme specific data"; optional: form for international cooperation arrangements);
- 4 Form with the names (and contact details) of all persons (co-authors)** who have made substantial scientific/scholarly contributions to the application, either in its conception or composition. A brief description of the nature of each contribution should be included. In cases where no co-authors are involved, it is necessary to indicate this explicitly in the attachment;
- 5 A free-form application** (DIN A4, printed on one side only, with consecutively numbered pages, unbound) composed of:
 - **Project description: no more than 20 pages** including all tables and figures with no more than **9,000 words** (including headings, footnotes, captions, etc.), but not including the table of contents;
 - Bibliography⁴ relevant to the project, including a list of abbreviations (**no more than 5 pages**);
 - Academic curriculum vitae (CV; **no more than three pages**) and a list of publications for the applicant (see page 7);
- 6 Enclosures** (see page 7).

Applications can be submitted on paper (along with a data medium) or online at <https://elane.fwf.ac.at>.

a) Submission on paper with data medium:

One copy of the **complete** application (see above) is to be submitted on paper and in electronic form on a **data medium**.

The following files must be stored on the **data medium** (no protected files; signatures not required):

- **One-page academic abstract** in English for the reviewers (no formulas or special characters);
- **Two one-page abstracts** for the FWF's PR activities, one in German and one in English, each in a separate file (format: Word for Windows, **no** formulas or special characters);
- **In one file** (format: PDF; do not use scanned files): **completed application form, completed form "programme specific data", form detailing all co-authors, free-form application including a project-related bibliography, academic CV and publication list for the applicant;**
- **Enclosures** (see page 7), each in a separate file (PDF format).

The submission of a copy of the application on an electronic data medium serves to simplify and accelerate the review process. No signatures are required in the electronic version. Files must be named as specified below and their size must be kept as small as possible. The total size of all files submitted on the electronic data medium must not exceed 5 MB.

⁴ Literature lists must include the following information: All authors, complete titles, journal, year and page numbers. For publications with more than 20 authors, an "et al." reference can be used.

File naming requirements

1. Required files

- **Academic_abstract.docx** (academic abstract in English)
- **PR_Abstract_deu.docx** and **PR_Abstract_eng.docx** (abstracts for public relations purposes in German and in English, each in a separate word file)
- **Proposal.pdf**, consisting of: 1.) completed application form, 2.) form programme specific data, 3) form detailing co-authors, 4.) free-form application including a project-related bibliography, and 5.) academic CV and publication list of the applicant.
- **Annex_Career.pdf** (= career plan of the applicant)
- **Annex_Co-Applicant.pdf** (= CV and publication list of the co-applicant)
- **Annex_Recommendation.pdf** (= letter of recommendation from the co-applicant)
- **Annex_Rector.pdf** (= letter of support from a university rector relating to funding for teaching; this document may be submitted in German)

2. Enclosures (as necessary)

- **Annex_Coop.pdf** (FWF form[s] for international cooperation arrangements, in one file)
- **Annex_Collaboration_Letters.pdf** (max. 3 collaboration letters, in one file)
- **Annex_Invitation.pdf** (= informal invitation from the host research institution abroad)
- **Annex_Overview_Revision.pdf** (overview of all changes made in the resubmitted application)
- **Annex_Revision.pdf** (responses to reviews or review excerpts **in a separate file for each review or excerpt**; Annex_Revision_A.pdf, Annex_Revision_B.pdf etc.)
- **Annex_Follow.pdf** (report on previous project's results if the proposal is for the continuation of a prior FWF project)
- **Annex_Reviewers.pdf** (list of reviewers who should not be contacted)

b) Online submission (<https://elane.fwf.ac.at>):

In order to submit applications online, users are first required to register at the address shown above. All of the necessary forms must then be filled out online; additional files such as the free-form application, etc. can be uploaded. For additional information, please see the user's manual available at the address shown above.

1. Required forms:

- Application form
- Form programme specific data
- Academic abstract in English
- Form detailing co-authors

2. Optional forms (to be filled out as necessary):

- Form international cooperation arrangements

3. Required file uploads

- **Proposal.pdf** (consisting of the free-form application including a project-related bibliography, academic CV and publication list of the applicant)
- **PR_Abstract_deu.docx** and **PR_Abstract_eng.docx** (project abstracts for PR purposes in English and German, each in a separate Word file)
- **Annex_Career.pdf** (= career plan of the applicant)
- **Annex_Co-Applicant.pdf** (= CV and publication list of the co-applicant)
- **Annex_Recommendation.pdf** (= letter of recommendation from the co-applicant)
- **Annex_Rector.pdf** (= letter of support from a university rector relating to funding for teaching; this document may be submitted in German)

4. Optional file uploads (general annex)

- **Annex_Collaboration_Letters.pdf** (max. 3 collaboration letters, in one file)
- **Annex_Invitation.pdf** (= informal invitation from the host research institution abroad)
- **Annex_Overview_Revision.pdf** (overview of all changes made in the resubmitted application)
- **Annex_Revision.pdf** (responses to reviews or review excerpts **in a separate file for each review or excerpt**; Annex_Revision_A.pdf, Annex_Revision_B.pdf etc.)
- **Annex_Follow.pdf** (report on previous project's results if the proposal is for the continuation of a prior FWF project)
- **Annex_Reviewers.pdf** (list of reviewers who should not be contacted)

Once the application has been completed, a PDF cover sheet can be generated. This cover sheet must be signed, stamped, and sent to the FWF by conventional mail. **The application is not officially considered to be "submitted" until the FWF receives the cover sheet.** Alternatively, the signed/stamped cover sheet can be scanned in, signed using the applicant's qualified electronic signature⁵ and sent to the FWF by e-mail (office@fwf.ac.at). Please note that a signed/stamped version of the cover sheet without a qualified electronic signature will **not suffice**.

Please note: Applications that are incomplete or do not comply with the FWF's regulations (in particular those which exceed the permitted length or do not comply with the formatting guidelines) will be returned to the applicants for revision. Errors and problems are to be dealt with **within no more than 10 days after receipt of a notification** from the FWF. If the applicant fails to do so, the FWF's Executive Board will reject the applications without subjecting them to review (see also page 9).

Reviews are provided by international reviewers whose anonymity is ensured by the FWF.

In order to enable this international peer review, applications must be submitted **in English**. If desired, an additional version may be submitted in German or in another language which is in widespread use in the particular discipline. Submission only in German or in a project-relevant language other than English is possible only in exceptional cases. Such exceptions can be made only for proposals from the fields of linguistics and/or literature which concern only texts in German or in languages other than English. In such cases, it is absolutely necessary to contact the project officers administering the application in the FWF office first and then to submit an abstract (no longer than 1 DIN A4 page) for the application and a written justification for submission in a language other than English (in electronic form). The FWF's Executive Board will decide whether submission in a language other than English is to be permitted.

2 Forms

The formal part of the application consists of the application form, the form "programme specific data", the form "co-authors" and supplementary forms.

2.1 Application form and form "programme specific data"

These forms must be completed in their entirety. For the application to be legally binding, the FWF requires a copy of the "Affirmation of applicant", the "Affirmation of the research institution of the applicant" and the "Affirmation co-applicant" with original signatures and, if requested, an original stamp (seal).

2.2 Form naming all co-authors

All persons who have made substantial scientific contributions to the application, either in its conception or during its writing, should be named. 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.

3 Project description

The project application will be reviewed by international reviewers. It is in the applicant's own interest to describe the research proposal in full detail.

The project description⁶ must address the following points:

3.1 Scientific aspects

- Aims (hypotheses or research questions):
 - relationship to international research in the field (international status of the research);
 - explanation of how the project could break new ground scientifically (innovative aspects);
 - importance of the expected results for the discipline (based on the project described);
- Methods;
- Work plan, time plan as well as strategies for dissemination of results;
- Cooperation arrangements (national and international);

⁵ <https://www.digitales.oesterreich.gv.at/web/digitales-osterreich/die-burgerkarte>

⁶ Hyperlinks in the project description or in enclosures to contents, for which a login/password is required, will be disregarded.

- Where ethical issues⁷ have to be considered in the proposed research project: All potential ethical, security-related or regulatory aspects of the proposed research project and the planned handling of those issues must be discussed in a separate paragraph. In particular, the benefits and burdens arising from the experiments as well as their effects on the test subjects/objects should be explained in detail. Applicants must also provide a brief explanation in cases where no ethical issues have to be taken into account.
- Applicants must indicate appropriate reasons if they plan to spend a **period of up to 12 months abroad**. In particular, it is necessary to indicate why cooperating with the research institution abroad would be indispensable to realising the objectives of the project. Applicants who do not yet have international research experience are recommended to apply for a stay abroad.

3.2 Research institution

Candidates should describe the integration of the project in the research institution's activities, the possibilities for making use of the available infrastructure, both personnel and equipment, and the inter-institutional connections.

4 Academic curriculum vitae (CV) and publication list

The following information must be provided with regard to the applicant (and the co-applicant, see Section 5.1):

4.1 Academic curriculum vitae (no more than 3 pages)

- Personal information, address(es) and web site
- Main areas of research
- Description of academic career⁸ and positions held to date (with brief description of reasons for any career breaks)
- (where applicable) Highest academic prizes/recognition received (**no more than 5** in each of the following categories: 5 most important invitations to present at scientific conferences; 5 most important academic prizes/awards received; 5 most important peer review activities, editorships and/or memberships in academic organisations)
- (where applicable) Most important research projects funded in the past (**no more than 5**)⁹
- (where applicable) Names and institutions of key international cooperation partners in the last 5 years.

4.2 Publication list¹⁰

- List of all published or accepted scholarly publications (journals, monographs, anthologies, contributions to anthologies, proceedings, research data, etc.) **in the last five years**, broken down into a) peer-reviewed publications and b) non-peer-reviewed publications;
- Separate listing of the **10 most important** scientific publications in the researcher's entire career to date.

5 Enclosures

The project description and the application forms should be accompanied by the following enclosures¹¹, where applicable:

5.1 Information of the co-applicant:

- Academic curriculum vitae, max. 3 pages **as specified in Section 4.1**;
- Publication list **as specified in Section 4.2**;
- Recommendation including a statement on the project and the applicant's qualifications.

⁷ For orientation purposes, applicants may wish to review the document "[Ethics for researchers](#)" published by the European Commission or "[The European Code of Conduct for Research Integrity](#)". In cases of uncertainty, researchers can also contact their more experienced colleagues or the person/department responsible for ethical issues at their respective research institution.

⁸ Applicants who have completed their **medical studies in Austria** must specify the curriculum (*Studienplan*: N, O, Q, etc.) in which the degree was earned; see also Section 1.2. Application requirements.

⁹ Please indicate only those (peer-reviewed) research projects in which the applicant is/was the main person responsible for the project in terms of both planning and execution. For each project, please provide the following information: Project title, funding agency, project duration (from/to) and amount of funding granted.

¹⁰ Publication lists must include the following information: All authors, complete titles, journal, year and page numbers. For each publication, either the DOI address (Digital Object Identifier – see <http://www.doi.org/>) or another persistent identifier (see http://en.wikipedia.org/wiki/Persistent_identifier) should be indicated; for publications with more than 20 authors, an "et al." reference can be used. In addition, the publications should be freely accessible in line with the FWF's Open Access Policy (<http://www.fwf.ac.at/en/research-funding/open-access-policy/>). This requirement applies to all publications from ongoing or completed FWF projects.

¹¹ in each case in the language used for the project description, generally **English**

5.2 Career plan

The career plan (max. two pages) must be signed by the applicant and by the co-applicant. It should give information about the goals of the programme with regard to the applicant's opportunities for scientific development as well as her employment opportunities after the funding period.

5.3 Letter of support from the university rector (see Section I.2 – "Application requirements")

This attachment may also be submitted in German.

5.4 Revision of rejected applications (resubmission)

A *resubmission* is defined as an application which has already been submitted to the FWF in the past with the same research question(s), regardless of the programme category in which the application was rejected. Where an applicant submits a funding application on the same topic but does not consider it to be a resubmission, s/he must also indicate specifically how the research question has changed in the accompanying letter. For example, changes in research methods alone are not sufficient to qualify a proposal as a completely new application. In cases of doubt, the FWF's Executive Board will make the final decision.

- In cases where a project is revised and resubmitted after previous rejection by the FWF, the applicant must indicate that it is a resubmission (e.g., in a footnote) at the beginning of the project description (narrative text).
- In any case, applicants resubmitting projects are required to provide the FWF with an accompanying letter containing an overview of all changes made in the resubmitted application; this overview will not be passed on to the reviewers.
- In addition, the applicant must include brief comments on each review (with each set of comments in a **separate document**). These comments should address the suggestions and criticism expressed in each review of the previous application and point out the changes made based upon them. Such comments are not necessary in the case of reviews written by persons who are to be excluded from the review process for the resubmitted application. However, such exclusions must be justified appropriately and will also be counted toward the list of undesired reviewers for the resubmission.
- Recommendation: As a rule, new reviewers are also called in to review resubmitted projects. Therefore, it may be helpful to include brief notes on modifications made as a direct result of reviewer suggestions in an appropriate form in the project description (i.e., in parentheses or footnotes).

In cases where no substantial changes are made in a resubmitted application, the application may be rejected by the FWF Executive Board without review.

5.5 If the project submitted represents the continuation of a project previously funded by the FWF, a report on the previous project's results and a list of publications resulting from the project should be submitted in the language of the application (10 pages maximum).

5.6 The form for international cooperation arrangements assists the FWF in interpreting the application. This form should be completed as necessary and included with the enclosures.

All forms of research collaboration directly related to the project are considered to be cooperation arrangements. Such arrangements are expected to create added value for the project and must work to the advantage of all parties involved.

The FWF assumes that the costs arising from scholarly collaboration at each research institution will be borne by the respective cooperation partner.

In the course of such arrangements, funds can only be transferred to a cooperation partner (including partners abroad) in cases where they cover clearly defined and limited work assignments or services and where such assignments or services are directly necessary in order to carry out the Austrian project.

This rule does not apply to [cooperation arrangements with researchers and scientists from developing countries](#).

All cooperation arrangements planned within the proposed project (national and/or international) should be detailed in the free-form application. In the case of individual cooperation arrangements, it is necessary to specify the persons with whom project members will cooperate as well as the object of the planned cooperation arrangement(s), i.e. their specific contribution to the project. Each of the planned **international** cooperation arrangements on an individual basis (even within the framework of international programmes such as COST, EUREKA, or EU framework programmes) should be included with all relevant information in the "International cooperation arrangements"¹² form.

5.7 Both national and international cooperation arrangements essential to the project can be evidenced by means of collaboration letters (no more than 3 letters, each no longer than 1 DIN A4 page).

¹² Only those international cooperation arrangements which are discussed in the free-form project description are to be indicated on the "International cooperation arrangements" form.

5.8 Applicants who plan to spend a longer period abroad are also required to submit an **invitation from their research institution abroad** (with original signature; on institute paper).

Please note that the FWF will disregard any enclosures above and beyond those described. Please also note that applicants confirm with their signatures on the application forms that the electronic and hard-copy versions of the application are identical.

6 Processing¹³ of applications

A **formal check** of all applications submitted within the deadline is undertaken by the FWF office. Valid proof is either the postal stamp of the mailing or, in case of a full electronic submission, the sending date of the e-mail with the applicant's qualified electronic signature. Please note that no alterations may be made to the application after the submission deadline. Only errors and problems communicated by the FWF can be corrected within no more than 10 days after receipt of an official notification of the FWF. If the applicant fails to do so, the FWF's Executive Board will reject the applications without subjecting them to review. Similarly, applications that have previously been rejected by the FWF and are resubmitted without substantial revisions will generally be rejected by the FWF's Executive Board without review. All applications that pass this formal check will be sent to reviewers (based outside of Austria). The FWF Executive Board decides whether a review procedure is to be initiated and appoints reviewers on the basis of the recommendations submitted by the FWF's Reporters and/or Alternates. Once the review procedure has begun, it is not possible to make changes to applications.

In cases where the application is a **revised version of a previously rejected application** (resubmission), the FWF will generally request a second review from those reviewers who provided **constructive** criticism on the previous application. Reviewers who gave entirely positive or negative comments without qualification will generally not be contacted for a second review. However, please note that all resubmissions are also evaluated by new reviewers.

On completion of the review procedure the FWF Board will decide, in the meeting specified in the call text, on whether and to what extent to fund an application based on the reviews. Applicants will be informed in writing of the decisions taken by the FWF committees.

For a funding approval, at least two reviews are required.

Proposal bans: Applications that are rejected for reason "C5" will be barred from resubmission for at least 12 months from the date of the decision and cannot be resubmitted during that period.

Applications that have been submitted three times and rejected under grounds for rejection C3 or C4 (= original application and corresponding new planning (see point 5.4)), are also blocked for 12 months (from the decision date); this does not affect applications rejected under C1 or C2.

6.1 Reviewers¹⁴

Applicants may include (on paper and in electronic form [Word format]) a list of reviewers who should not be asked to review the application due to possible conflicts of interest ("negative list"):

Negative list: Applicants may exclude **up to three** potential reviewers from the review procedure if they feel that biases or potential conflicts of interest may arise. If the grounds for exclusion can be verified, the Executive Board will generally fulfil such request. The negative list must include a brief justification for excluding the persons in question.

Reviewers are considered to have a potential conflict of interest if:

- they stand to gain professionally, financially or personally from the approval or rejection of the application;
- they have published, cooperated, served on professional boards or other bodies involving frequent or regular meetings, or worked at the same research institution with the applicant or any co-applicants (including project employees) in the last five years (see also below);
- they have fundamental differences of scientific/scholarly opinion with the applicant or any co-applicants (including project employees);

¹³ More details about the decision procedure, the criteria for the selection of international peer reviewers as well as the rules regarding bias, conflicts of interest, and the composition of expert juries and boards are discussed in the document "General Principles of the Decision-Making Procedure" (<http://www.fwf.ac.at/en/research-funding/decision-making-procedure/decision-making-procedure/>).

¹⁴ The criteria for the selection of international peer reviewers as well as the rules regarding bias, conflicts of interest, and the composition of expert juries and boards are discussed in the document "General Principles of the Decision-Making Procedure" (see http://www.fwf.ac.at/files/Entscheidung_Evaluation/fwf-decision-making-procedure.pdf).

- any other close professional or personal ties exist between the reviewers and applicants/co-applicants (including project employees) which may give rise to suspicions of bias or of conflicts of interest in the eyes of uninvolved third parties.

Please note that the FWF's Executive Board does not accept suggestions for possible reviewers from applicants. Any such suggestions (i.e. a "positive list" of reviewers) will be disregarded.

7 Designated use of funds

The acceptance of funding within the framework of the Hertha Firnberg Programme obliges the recipient to dedicate her work efforts fully to the project. Any changes in her personal or financial circumstances that may have an influence on funding must be communicated to the FWF.

With her signature the applicant confirms the correctness of all information she has provided. The sanctions provided by the Research Funding Act ("*Forschungsförderungsgesetz*") oblige all organs of the FWF and all specialists and reviewers to treat all information provided with discretion.

Any liability for the misuse of funds rests solely with the grant recipient.

8 Additional information

8.1 The FWF would like to draw attention to the fact that applicants are required to comply with all valid legal provisions (e.g. Austrian law relating to the equal treatment of disabled persons) and safety provisions, and to obtain any permits required for their research (e.g. from the Ethics Commission, the Commission for Animal Experimentation, the Department for the Protection of Ancient Monuments or the corresponding authorities abroad).

8.2 The [Guidelines for Good Scientific Practice](#) published by the Austrian Agency for Research Integrity (OeAWI) must be observed in any case.

Where a breach of those standards is suspected, the case will be investigated by the ombudsperson of the research institution responsible or by the Austrian Agency for Research Integrity. The FWF reserves the right to suspend any procedures related to applications or ongoing projects partly or entirely until such investigations have been concluded.

8.3 Applicants should be aware that in the event that funding is granted, the German and English summaries of the application as well as the amount of funding provided and (subsequently) the summaries of the final project report will be published on the FWF's web site. The project leader should ensure that these summaries are written in such a way that they do not lead to restrictions on any possible patent applications that might arise from the project.

In the presentation and publication of all project results, grant recipients are to comply with the requirements regarding the acknowledgement of FWF funding and with the FWF's open access policy.

APPENDIX I: Notes and questions for FWF reviewers of “Hertha Firnberg” proposals¹⁵

In all of its programmes, the FWF actively supports equal opportunities and equal treatment. The review of an application must not put the applicant at a disadvantage for non-scientific/non-scholarly reasons such as age, gender, etc. For example, the assessment of research proposals should not be based on the applicants' actual age, but instead on the individual circumstances relating to the duration of their scientific/scholarly careers and previous research achievements. The FWF endeavours to ensure equal opportunities for all applicants and thus takes into consideration any unavoidable delays in the scientific/scholarly careers of applicants, such as gaps in publication activity or less time spent abroad (e.g. due to longer qualification periods, time spent raising children, long-term illness etc.). When preparing your review, please keep in mind that your comments in Section I will be forwarded in their entirety to the applicant (without including your name).

It is the FWF's duty to ensure the best possible use of public-sector funds in the field of basic research. On the basis of the project application requirements defined by the FWF, reviewers should be able to provide brief comments on the aspects indicated below for each application.

Section 1 (to be transmitted to the applicant in its entirety):

- 1 Scientific/scholarly quality of the proposal with special attention to strengths and weaknesses
- 2 Approaches/methods and feasibility of the project with special attention to strengths and weaknesses
- 3 Research-related qualifications of the applicant (based on her academic age) with special attention to strengths and weaknesses
- 4 Research-related qualifications of the co-applicant and quality (international scientific reputation) of the Austrian research institution with special attention to strengths and weaknesses
- 5 Importance of the project for the career development of the applicant (objective of the funding programme) with special attention to strengths and weaknesses
- 6 Ethical issues
- 7 Overall evaluation with regard to key strengths and weaknesses and final funding recommendation

Section 2 (confidential remarks to the FWF)

Other comments intended solely for the FWF

¹⁵ Further information about the FWF's Corporate Policy and a copy of the Guidelines for the Firnberg Programme may be found on the FWF's website (<http://www.fwf.ac.at/en/> or <http://www.fwf.ac.at/en/research-funding/fwf-programmes/firnberg-programme/>).