

**NEUES ENTDECKEN**

**TALENTE FÖRDERN**

**IDEEN UMSETZEN**

**WE STRENGTHEN  
SCIENCE AND THE HUMANITIES  
IN AUSTRIA.**

## Procedures and decision-making

## Contents

- Presentation of FWF procedures
- Project management, quality assurance, evaluation

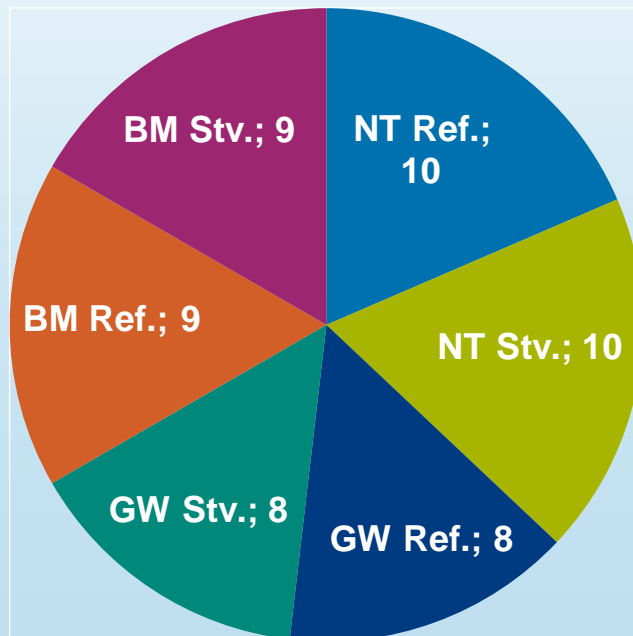
## Objectives

- To enhance researchers' understanding of general conditions and procedures at the FWF
- To debunk "myths" and "mystifications"
- To enable realistic assessments of chances/opportunities and risks
- To allay any doubts/reservations about submitting proposals to the FWF

# The "heart" of the FWF funding machine

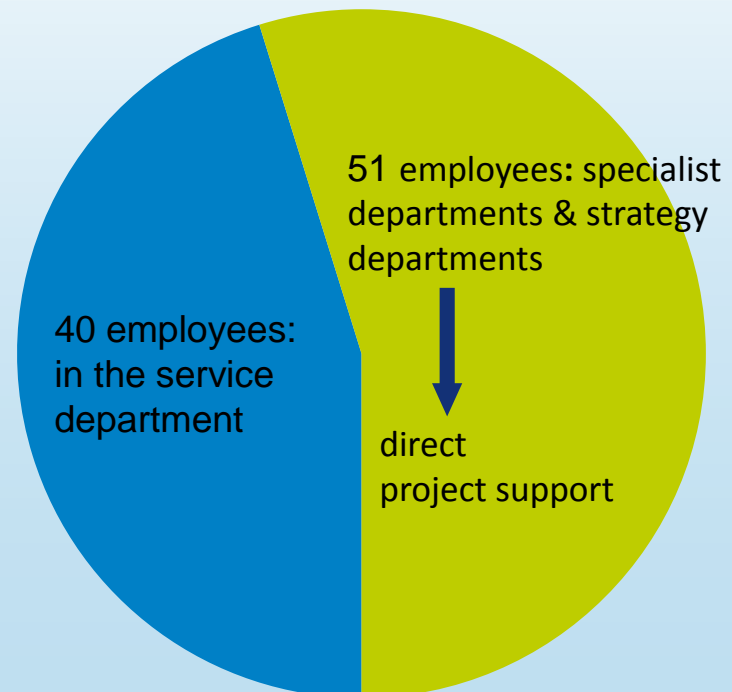
## FWF Board

27 reporters (full professors),  
27 alternates (full professors)



## FWF Secretariat

91 employees



# Interaction between reporters and the FWF Secretariat

## FWF Secretariat

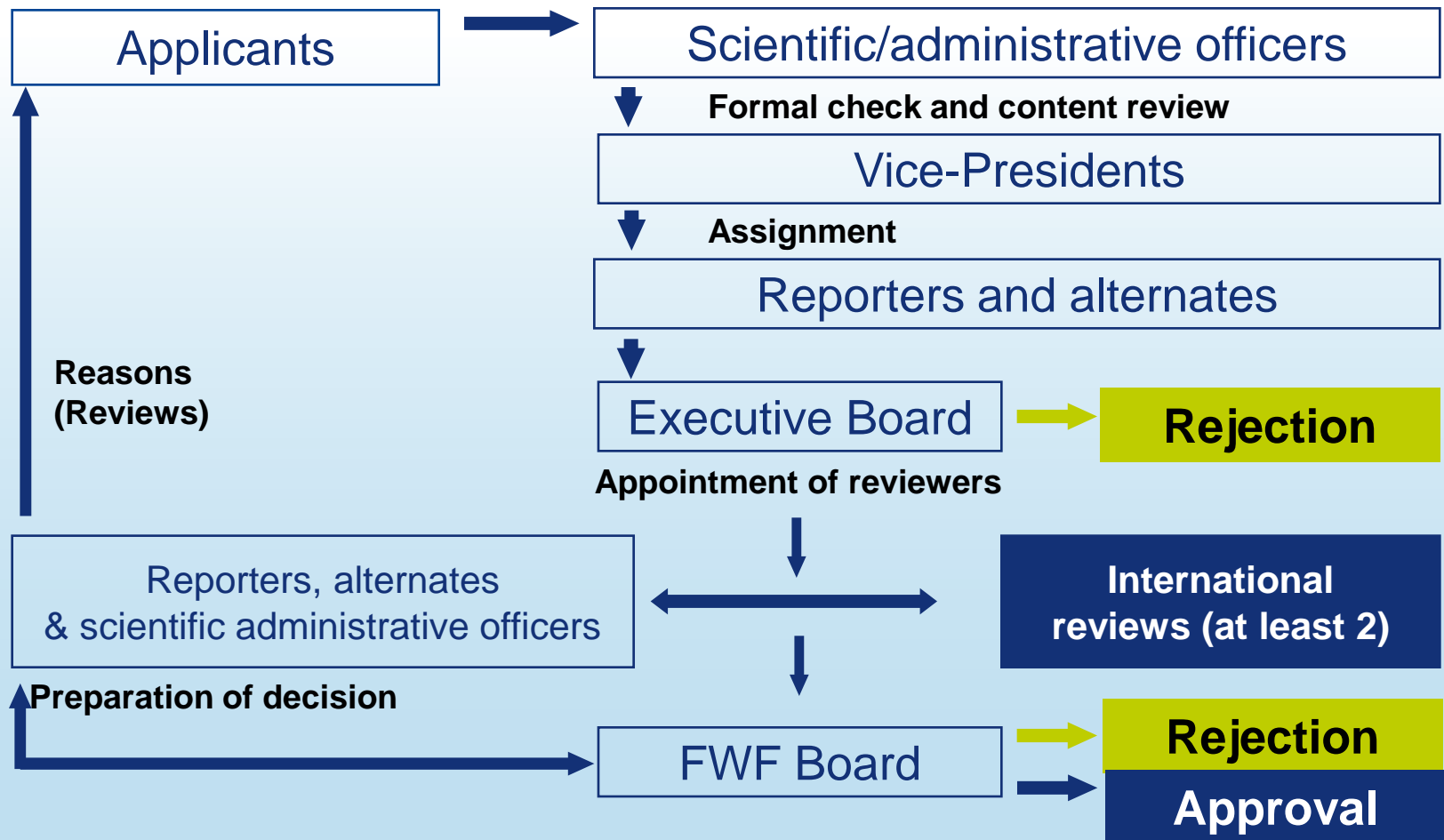
- Advising of applicants
- Application processing
- Interaction with FWF bodies
- Organisation of review process
- Communication with reviewers and applicants
- Preparation of decision recommendations for the FWF Board

# Interaction between reporters and the FWF Secretariat

## Reporters (Alternates)

- Nomination of reviewers
- Presentation of review results before the FWF Board, decision recommendation
- Cooperation in decision-making process

# The FWF funding machine



## elane – electronic application system

www: <https://elane.fwf.ac.at> (since January, 07 2015)

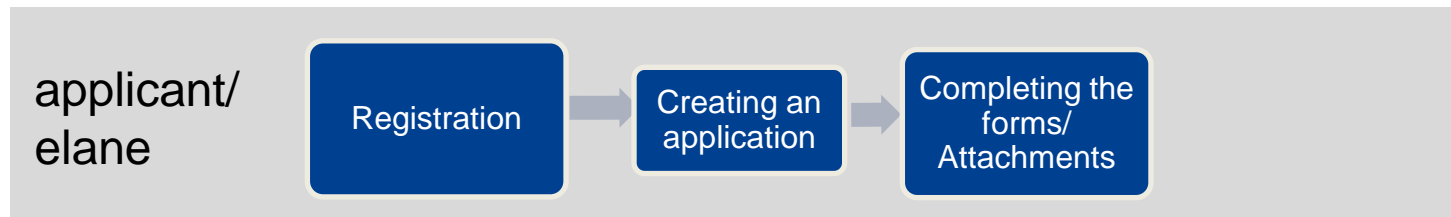
Current for following programmes:

- Stand-alone Projects
  - Schrödinger-Fellowships
  - Meitner-Programme
  - Firnberg-Programme
  - Richter-Programme
- 
- KLIF and International Programmes: from the middle of this year

Contact:

[elane@fwf.ac.at](mailto:elane@fwf.ac.at)





1. **Registration:** The applicant does not have to be the same as the person registered on the elane platform
2. **Creating new application:** After saving the project type and the title it is no longer possible to change the project type or to delete the application
3. **Completing the forms and Attachments:**

### 3. Completing the forms and attachments:

Application overview

Change account settings

Application information

Quick reference

FAQ

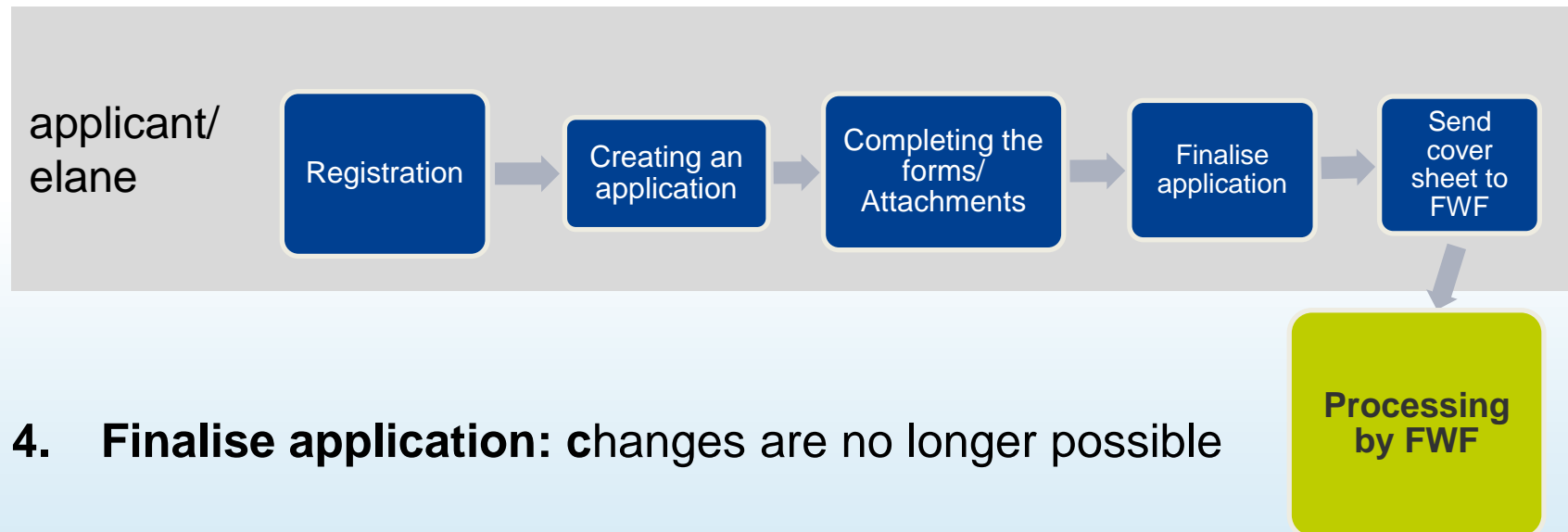
Search

#### Forms for Information

Description	Last change	Status	Notes
<a href="#">Application form</a>		new	<input type="text"/>
<a href="#">Cost breakdown</a>		new	<input type="text"/>
<a href="#">Academic abstract</a>		new	<input type="text"/>
<a href="#">Co-authors</a>		new	<input type="text"/>
<a href="#">National research partner</a>		new	<input type="text"/>
<a href="#">Intern. cooperation arrangement</a>		new	<input type="text"/>
<a href="#">Equipment data</a>		new	<input type="text"/>
<a href="#">Equipment transfer</a>		new	<input type="text"/>
<a href="#">Cover sheet</a>		new	<input type="text"/>

#### Attachments

Description	Last change	Attachment	Notes
<a href="#">Free-form application</a>			<input type="text"/>
<a href="#">PR abstract (german)</a>			<input type="text"/>
<a href="#">PR abstract (english)</a>			<input type="text"/>
<a href="#">Userdefined attachment</a>			<input type="text"/>

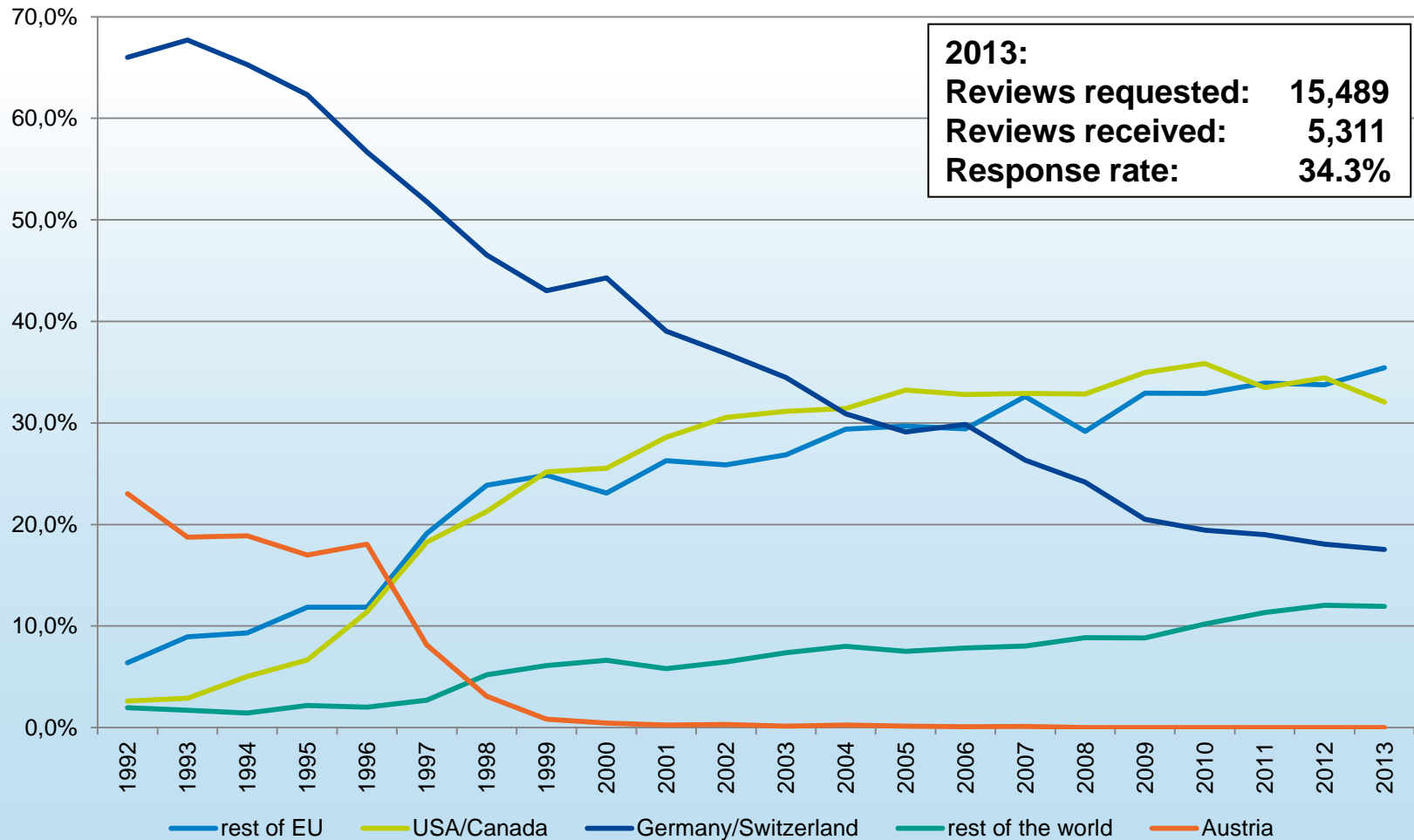


- 4. Finalise application:** changes are no longer possible
- 5. Cover sheet to FWF:** the processing will start, once the cover sheet has reached the FWF

## Reviewer profile in the peer review procedure

- Reviewers must be experts based outside of Austria who are still active in the field and have attained at least the same scholarly/scientific level as the applicant.
- Always selected specifically for each application, no fixed set of reviewers (never more than 2 reviews per year)
- Regional distribution according to share of scholarly/scientific output
- Increase in share of female reviewers aimed at
- In smaller disciplines, "generalists" may also be called upon.
  
- Negative list: exclusion of up to 3 reviewers
- Review of competence: abstract sent to reviewers
- Check on potential conflicts of interests/bias by FWF secretariat
- Declaration of interests: confirmation of declaration regarding bias

## Percentage of reviews per region 1992-2013



## General information on reviews

- Quality standard: International scientific community
- Peer review: Only reviewers based outside of Austria
- FWF reporters: Subject-specific reviewer recommendations
- FWF Executive Board: Responsible for nomination of reviewers
- Number of reviews: At least 2 (additional reviews based on funding requested)
- Decision meetings: 5 per year
- Decisions: Issued by FWF Board on basis of reviews
- Multiple-party checks: Mutual review by 2 reporters, FWF office and Executive Board
- Reasons: Reviews (full content passed on to applicant)
- Ex-post reviews: Peer review of final reports

## Summary: Key features of the FWF decision procedure

- Strictly bottom-up approach, no prescribed research topics, no preference for specific researchers
- Multiple-party checks in all steps of procedure and decisions
- Close interaction with applicant to maximise transparency
- Independent, international peer review as the basis for quality assurance
- Text of reviews as most important basis for decisions (ratings treated as mere indicators)
- Discussion of and decisions on all projects from all disciplines during an FWF Board meeting with representatives from all disciplines

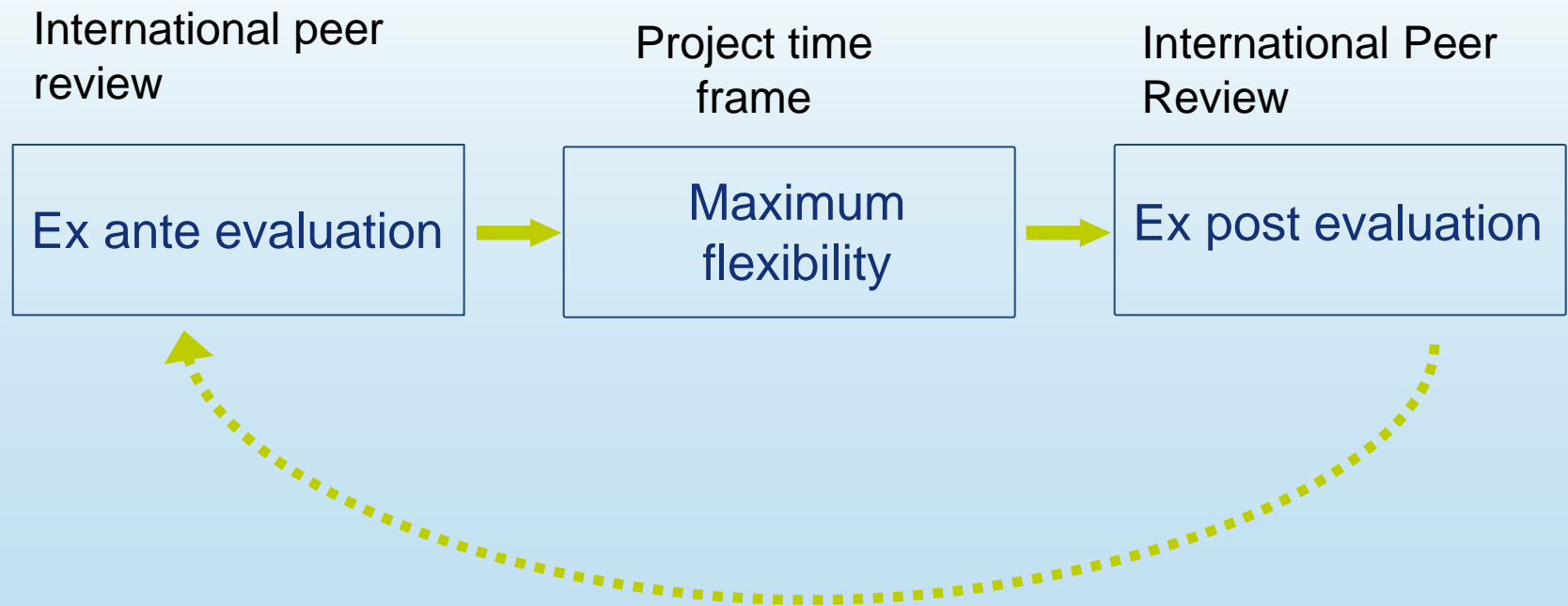
# **Project management, quality assurance, evaluation (Stand-Alone Projects)**



## Project Management

- Start as early as possible and carry out the project quickly and efficiently.
- Take advantage of the flexibility allowed in carrying out the project:
  - Overall budget + 5% "General project costs"
  - Extension (without impact on costs) up to 24 months
- Remain within the limits of your budget. Additional funds are not provided.
- Use the funds within the planned time period (projects may be extended to 24 months without an impact on costs).

## Quality assurance mechanisms



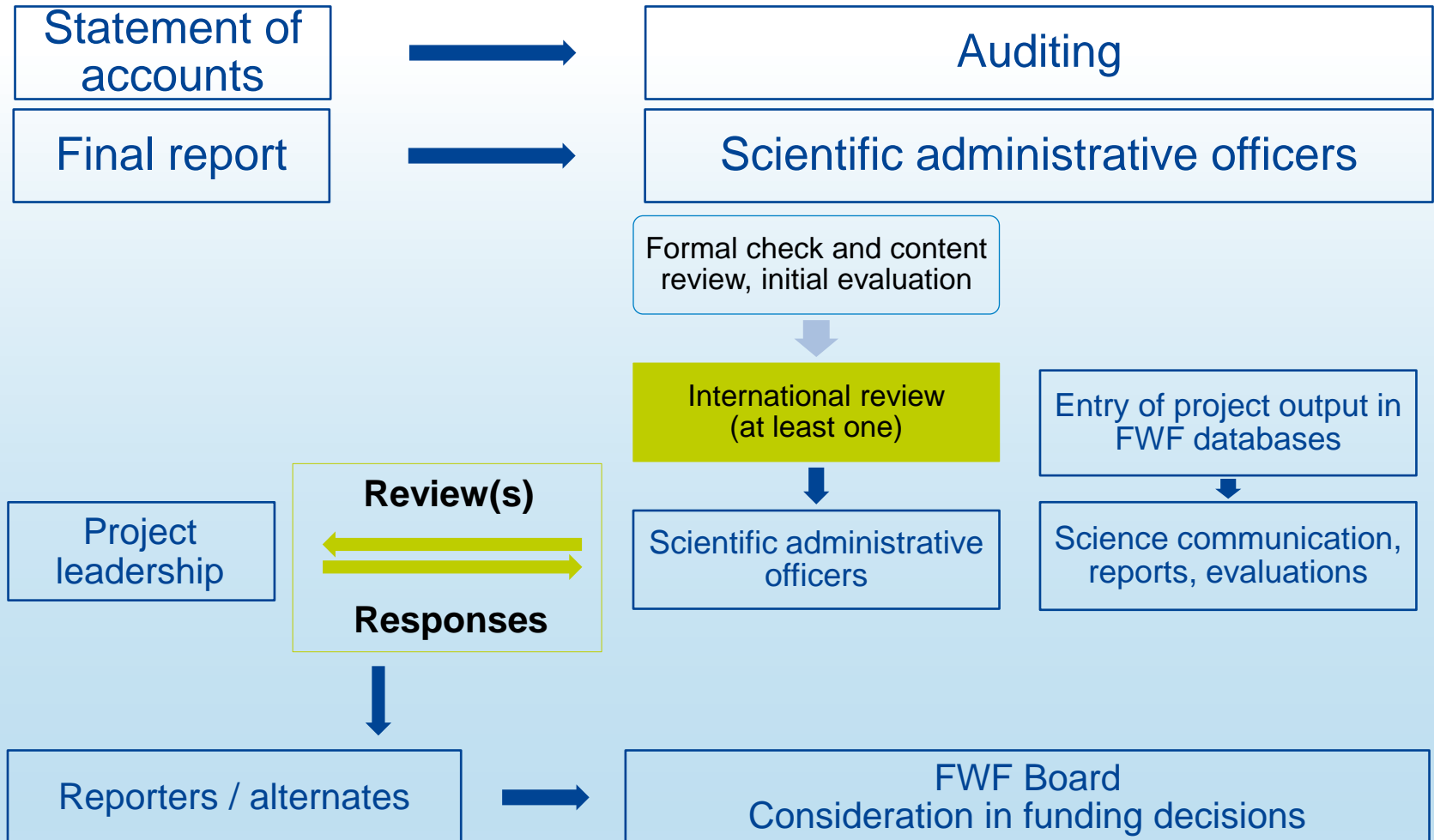
## FWF quality assurance principles

- **Stringent ex-ante evaluation**  
international peer review procedure, maximum transparency and fairness: one decision-making body, strict multiple-party reviews for all decisions
- **Maximum flexibility in project execution**  
General budget, additional 5% for general project costs, no interim reports, etc.
- **Result-oriented supervisory mechanisms**  
Peer review of project report, capture of output data in FWF databases (publications, career progress, conference attendance, etc.)

## Project documentation / final report

- Annual statement of accounts and 1-page report
  - Comprehensive final report  
consisting of 5 parts (total: approx. 2,400 words / 4 pages):
    1. **Summary for PR-work (German and English)**
    2. **Brief project report**
      - 2.1. Report on the scientific work
      - 2.2. Personnel development – importance of the project  
for the scientific careers of those involved  
(including the project leader)
      - 2.3. effects of the project outside the scientific field
    3. **Information on project participants**
    4. **Attachments: 6 lists**  
(publications, conference participations, development of  
collaborations, habilitations/ PhD-/ diploma theses, effects of the  
project outside the scientific field, planned follow-up projects)
    5. **Cooperation with the FWF**
- [http://www.fwf.ac.at/fileadmin/files/Dokumente/Antragstellung/Einzelprojekte/p\\_endberichtsvorgaben.pdf](http://www.fwf.ac.at/fileadmin/files/Dokumente/Antragstellung/Einzelprojekte/p_endberichtsvorgaben.pdf)

# Project completion/evaluation



## Summary

- Do outstanding research work.
- Foster your employees' progress.
- Make international contacts.
- Publish your results as visibly as possible at the international level (leading journals, open access).
- Communicate your work and its results to a broader audience as well (project web site: use FWF templates).
- Pursue aspects which go beyond the field of science/research.

**Then the FWF will consider your project a success.**

## FWF services (excerpt)

## Interaction

- **FWF info magazine**

The FWF's science and research magazine appears four times per year and can be ordered free of charge from [redaktion@fwf.ac.at](mailto:redaktion@fwf.ac.at)

<https://www.fwf.ac.at/en/service/ordering-of-print-products/>

- **FWF newsletter**

Subscribe at

<https://www.fwf.ac.at/en/service/newsletter/>

- **FWF coaching workshops**

The FWF's principles and procedures as well as critical issues in application submission and project management are explained in a practice-oriented manner:

<http://www.fwf.ac.at/de/forschungsfoerderung/info-veranstaltungen/>

Information: [gerit.oberraufner@fwf.ac.at](mailto:gerit.oberraufner@fwf.ac.at)

Registration: [workshops@fwf.ac.at](mailto:workshops@fwf.ac.at)



# Resources on the FWF web site

## FWF web site

[www.fwf.ac.at](http://www.fwf.ac.at)

## Overview of funding programmes

<https://www.fwf.ac.at/en/research-funding/fwf-programmes/>

## Application documents

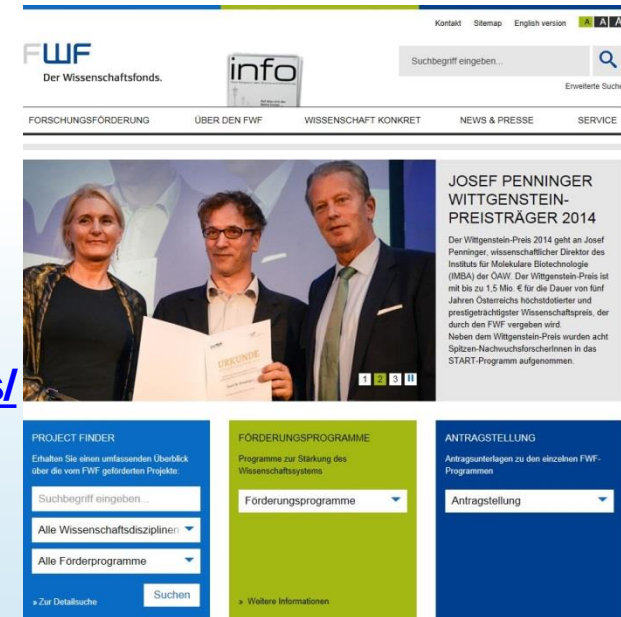
<https://www.fwf.ac.at/en/research-funding/application/>

## Principles of the decision-making procedure

[www.fwf.ac.at/en/projects/decision-making-procedure.html](http://www.fwf.ac.at/en/projects/decision-making-procedure.html)

## FWF contacts

<https://www.fwf.ac.at/en/about-the-fwf/organisation/fwf-team/organisational-chart/>



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