FWF Austrian Science Fund

User manual - electronic application system

elane

https://elane.fwf.ac.at

Vienna, 10 March 2025, Version 10

Discovering what matters.

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1 Introduction

The FWF's electronic application system **elane** is a web-based platform that allows researchers to submit funding applications to the FWF online.

The requirements for using the platform are as follows: an up-to-date version of a Web browser and an onetime registration.

1.1 Basics: How the system works

When applying electronically, the data from online forms and in the form of document attachments are uploaded to a secure server in the FWF network.

When you submit an electronic application to the FWF online, the system requires you to fill out a number of online forms and upload files (documents) to a secure server in the FWF's IT network.

The data entered in the forms are saved automatically, meaning that you do not have to press the **Save** button to store the data on the server. In other words, you can interrupt this process at any time without losing your data. If you encounter problems with the stability of your Web browser (e.g. the browser freezes/crashes), the data entered in the forms will still be available when you log back in to the **elane** system.

In each form, you can carry out a formal check of the data entered by clicking the **Validate input** button. This function verifies all required fields, date formats and interrelated/dependent data then highlights any necessary corrections.

Once you have filled out the online forms and uploaded all necessary file attachments (free-form application, etc.), you can complete the application.

Ad personam applications: The generated cover sheet must be printed out and signed by all relevant persons involved in the application, and the original must be sent to the FWF. As an alternative, you can also scan in the signed cover sheet, sign it with a digital signature, and send it to the FWF as an e-mail attachment.

PROFI (Project funding via institutions) applications: Approved applications are automatically transferred to the “Completed applications tab” and submitted to the FWF.

1.2 Software requirements

1.2.1 Supported browsers

- Firefox
- Google Chrome
- Microsoft Edge
- Opera
- Safari

In order to use the **elane** platform, you are required to activate Javascript in your browser.

Should you have any questions or problems related to the required software settings, please contact the **elane** technical support team (→ elane@fwf.ac.at).

2 Basic operations

2.1 Logging in

The **elane** platform can be accessed at the following address:

https://elane.fwf.ac.at

This URL points to the **elane** start page.

2.1.1 Start page

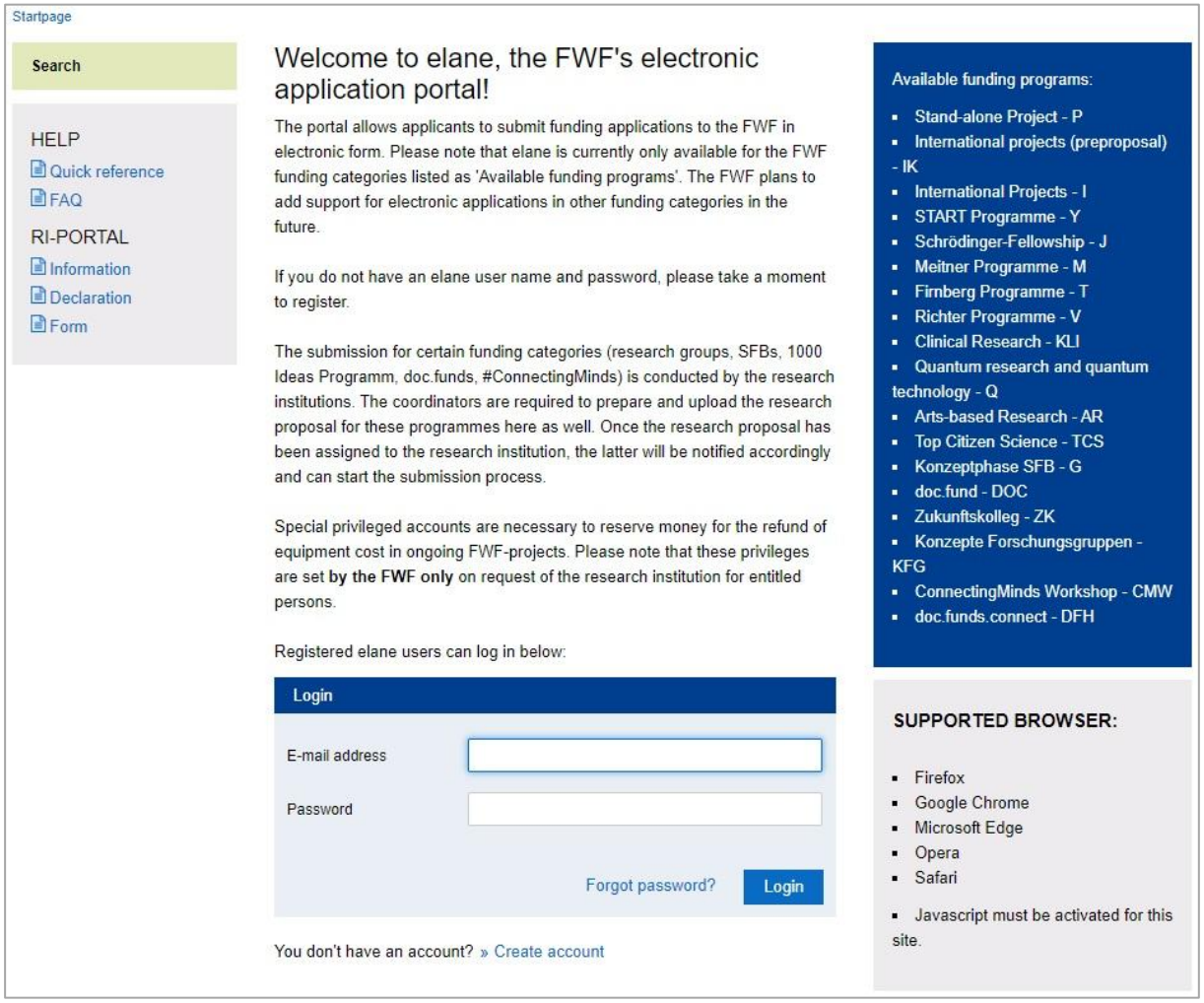


Illustration 1 Start page

The figure shows the elane start page, which includes the following sections:

- Header
- Navigation menu
- Content panel
- Right-hand column
- Footer

Header

In the header, the user can change the language (English/German) and search certain areas of the **elane** platform (FAQ, user's manual, application information). Please note that this search function does *not* include the data entered in funding applications to the FWF.

Navigation-, Help-, and RI-Portal-Menu

The navigation menu on the left-hand side adapts dynamically to the content area. On the start page, the navigation menu contains the item **Search** and below the Help- and RI-Portal. Once you have logged in, the menu will also contain the items **News Archive**, **Application ad personam**, **Application PROFI**, **Change account settings** and **Search**.

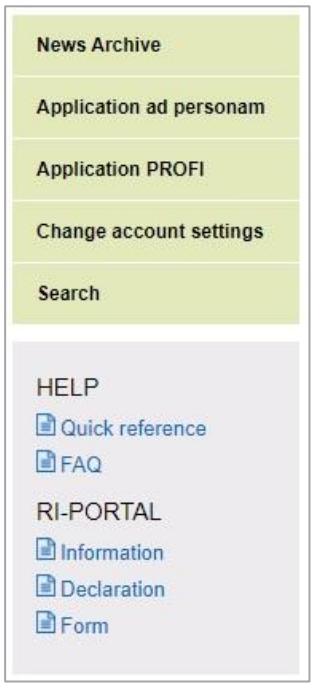


Illustration 2 Navigation

Content panel

This panel shows page-specific data, such as login data entry fields, the overview of applications, details on applications, etc.

Right-hand column

The right-hand column contains additional information on **elane** registration, login, password rules and general system information (browser compatibility, etc.). This column is not displayed in all parts of the **elane** platform. For example, it does not appear when you open the application overview or specific forms.

Footer

The page footer contains the following items:

- Quick Reference
- FAQ

- FWF - Homepage
- Accessibility declaration
- Contact
- Terms of Use
- Deutsche Version
- Legal Info

2.2 Info button

In the online forms, you will see an info button next to certain fields. Roll the mouse pointer over the ⓘ symbol to show tips on how to fill out the form, information on required formats, and other information on the fields to be filled in.

2.3 Required fields

2.3.1 General

All required fields are marked with an asterisk (*) in the online forms for logging in and managing account settings, and for creating a new application.

2.3.2 Required fields in application forms

In the application forms, the required fields are usually not marked because in many cases there are fairly complex interdependencies between fields which affect whether a certain field needs to be filled in or not. Instead, each online form includes a check function at the end of the form that allows you to validate the information entered in the various fields of the form (where possible on the basis of formal criteria). This function makes it possible to validate the entries in each form in a way that accounts for differing dependencies between the entry fields. If the validation function finds an error, a red frame will appear around the corresponding field(s), and information on how to remedy the problem will be shown.



Illustration 3 Required fields

2.4 Navigation

The user can navigate around the **elane** platform in a number of ways: To navigate between different panels on the platform (application overview, FAQ, etc.), use the navigation menu on the left-hand side of the page. To navigate between various forms *within* an application, use the breadcrumb navigation bar below the header.



Illustration 4 Breadcrumb navigation bar

Within a form, use the **Tab** key to move from one field down to the next, or **Shift**+**Tab** to go back one field.

3 Getting started

3.1 Registration

In order to use the **elane** electronic application form, you will need to set up an user account, which essentially consists of an e-mail address and a password for the **elane** system.
If you do not have an account yet, use the » Create account link on the start page (https://elane.fwf.ac.at/) to set up an account (i.e. register).

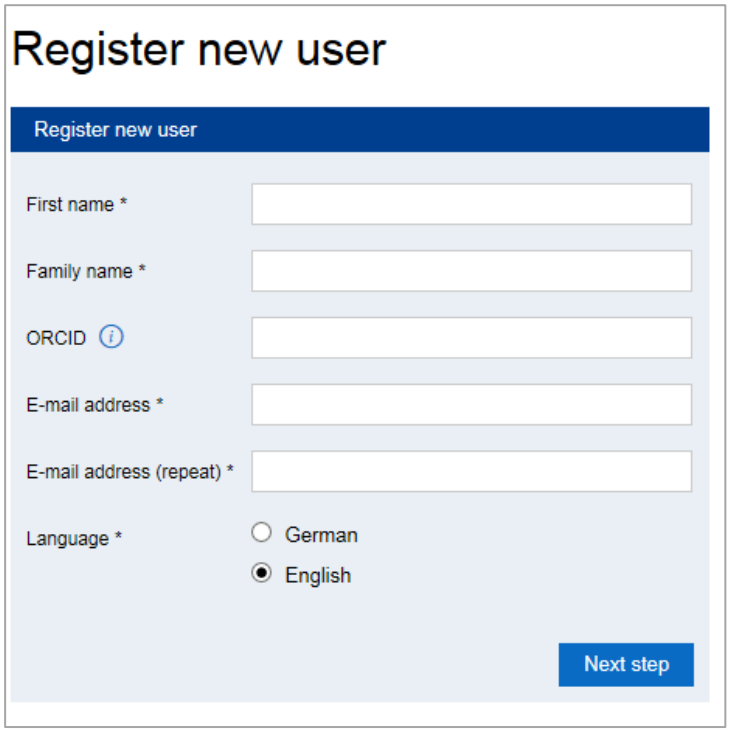


Illustration 5 Registration

In order to register on the **elane** platform, you will need to enter your first and last name, a valid e-mail address as well as a ORCID (Open Researcher and Contributor ID). Aside from that, you will need to choose the desired language for **elane** correspondence (German/ English) on the registration page. This setting determines the language in which messages from **elane** are sent to the e-mail address provided.

Once you have agreed to the terms and conditions of use, you will receive an e-mail with a confirmation link from **elane**. Clicking on the link will open a web page where you can set the password for your account.

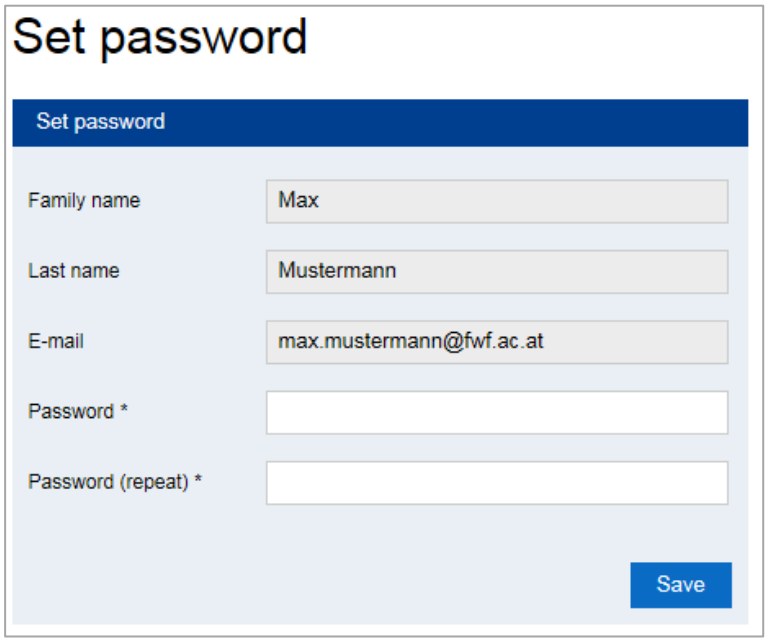


Illustration 6 Set password

Passwords have to fulfill the following requirements:

The password must be at least 8 characters long and fulfil 3 of the following 4 criteria:

- At least one capital letter
- At least one lower-case letter
- At least one numeral
- At least one of the following special characters: § ' $ % & / ( ) { } + * ~ #

3.2 Logging in & out of *elane*

As a registered user, you can log in by entering your e-mail address and password in the login window.

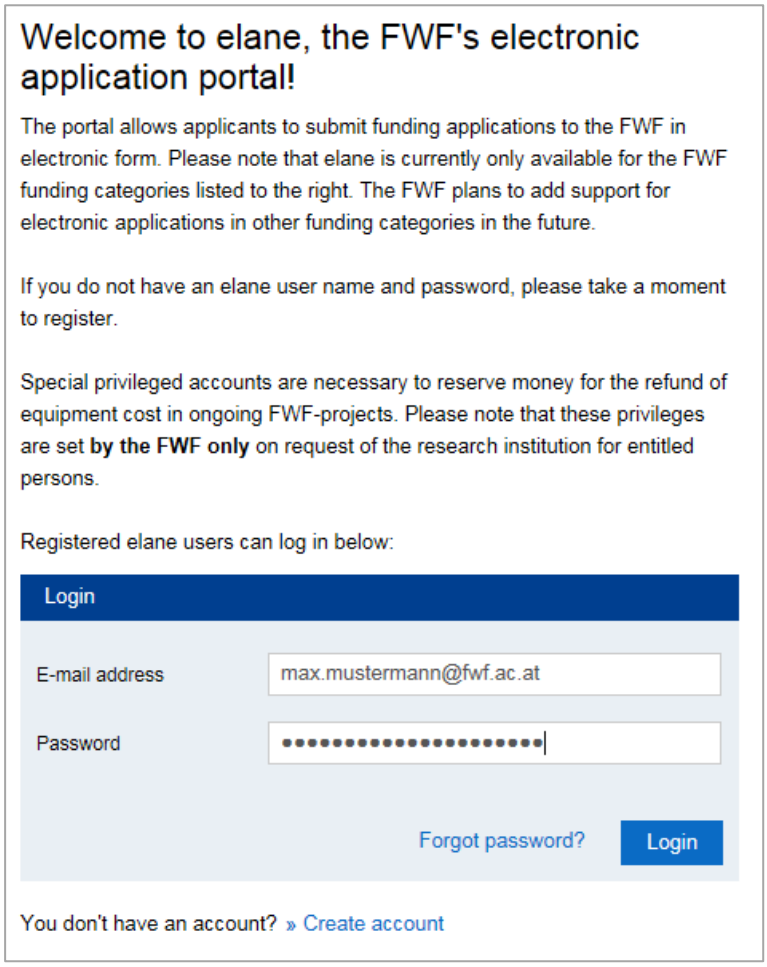


Illustration 7 Login

For security reasons, it is highly advisable to log out at the end of each **elane** session. This is especially important if you log in from a computer that is used by various people. Once you have logged out of the system, the login page will reappear. After 60 minutes of inactivity (i.e. no entries or navigation activity), your session will time out and you will be logged out of **elane** automatically. You will then have to re-enter your e-mail address and password to access the system.

3.3 Forgotten passwords

If you have forgotten your password, click on the » Forgot password? link on the login page. This link will open a page where you can enter the e-mail address you provided when you created your account. Click the **Request link** button to receive an email with a reset link, which opens a page where you can set a new password for your account. Please note that each password reset link will only remain valid for 6 hours, after which you will have to request a new one.

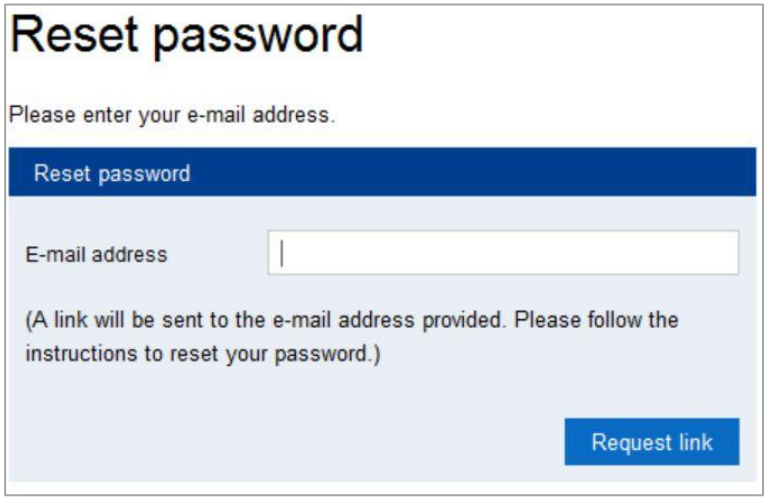


Figure 8 Reset password

3.4 Changing account settings

Registered users can edit the data on existing accounts by clicking **Change account settings** in the left-hand navigation menu. (Please note that you must be logged in to **elane** in order to see this menu item). Use the » Change e-mail or » Change password link to edit the e-mail address or password associated with your account.

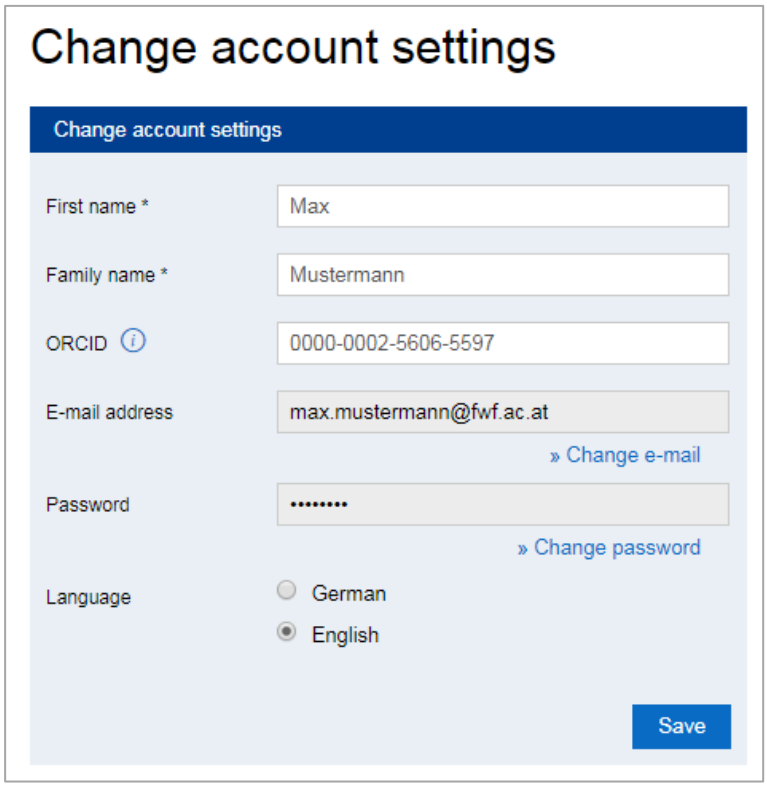


Illustration 9 Edit account data

If you change your e-mail address, you will receive an e-mail with a link to a web page where you can confirm the change. Please note that this message will be sent to the *new* e-mail address.

If you wish to change the e-mail address as well as the password, it is necessary to do so in two steps, as the first change has to be completed before the second one can be initiated.

4 Applications

Once you have logged in, click **Application overview** in the left-hand navigation menu to open an overview of all applications created using the **elane** platform. Conventional (paper-based) applications will not appear on this list.

4.1 Creating an application

Click the **New application** button to create a new funding application. This will open a dialog box in which you are required to enter the project type and the title of the project in English.

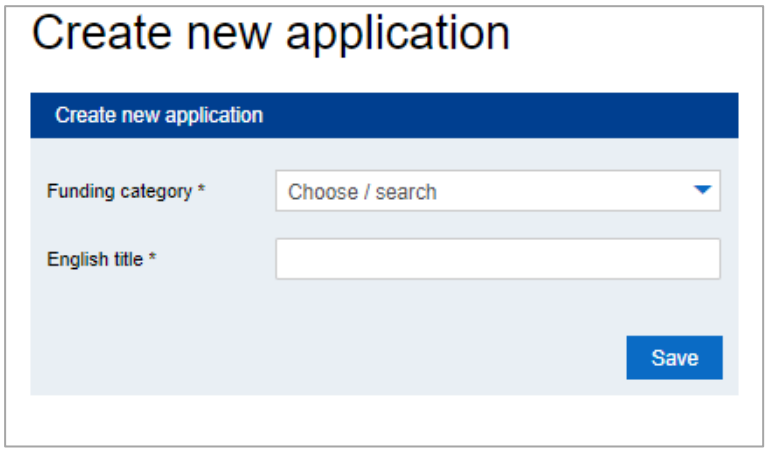


Illustration 10 Create new application

Not all project types can be submitted using **elane**, but the system is being expanded on an ongoing basis. The types of projects that can be submitted are shown on the **elane** start page.

Once you have saved your entries on this page, it is no longer possible to change the project type or delete the application. Once you click **Save**, a list of forms and a list of attachments will appear in the content panel. These lists show required forms and attachments in **bold**, while optional forms and attachments are shown in a normal, non-bold font.

Some forms and attachments can be duplicated, meaning that they can be used multiple times within one application (e.g. cooperation form). At the end of the list of forms and the list of attachments, you will find a drop-down list box with which you can create additional copies of the forms/attachments that can be duplicated. You can also remove those forms by clicking the **Delete form** button at the bottom of each form.

In general, you can fill out the forms in any sequence, but it is advisable to work through the list from top to bottom because the entries made in the application form are transferred to the cover sheet automatically.

4.1.1 Completing the forms

You can find detailed information on submitting applications under the **Application information → Application guidelines** menu item in the left-hand navigation menu.

At the bottom of each form, you will see a button labelled **Validate input** which allows you to validate the required fields, data formats and interrelated/dependent entries in the form at any time.

As soon as at least one field in a form has been filled in, the status of the form will change from **new** to **in progress**, and the date and time of the most recent changes will be shown next to the name of the form. The **Notes** field allows you to enter additional remarks on the form. However, please note that the content of these fields is *not* included in the funding application itself.

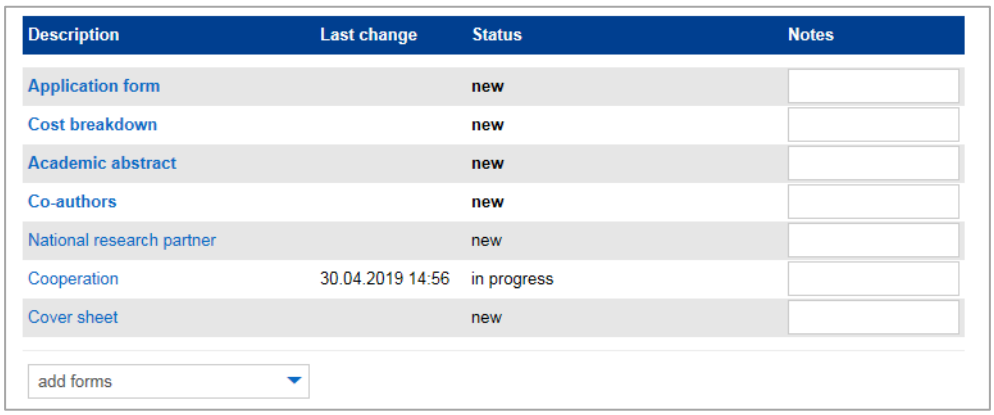


Illustration 11 List of forms

The **Cost breakdown** form requires you to enter the project costs for each year of the project to be submitted. The number of years shown in this form will be equal to the maximum number of years permitted for the given project type (e.g. four years for stand-alone projects). If you do not plan to carry out your project for the number of years shown, simply leave the remaining fields blank.

Personnel costs: Please enter information on each project collaborator/employee and the personnel costs requested for that employee. Click **Name** in the **Personnel costs** section to enter specific information on each collaborator/employee. If you do not know who is going to fill the position, then activate the checkbox next to *The project collaborator is currently unknown*.



Illustration 12 Information on project collaborators

Costs can be entered by clicking on the amount fields in each line and column of the **Cost breakdown** form. Before entering personnel costs, select the type of employment from the drop-down list box, then enter the amount, duration and extent of that collaborator's employment in the project. The duration of employment is based on the selected year of the project.

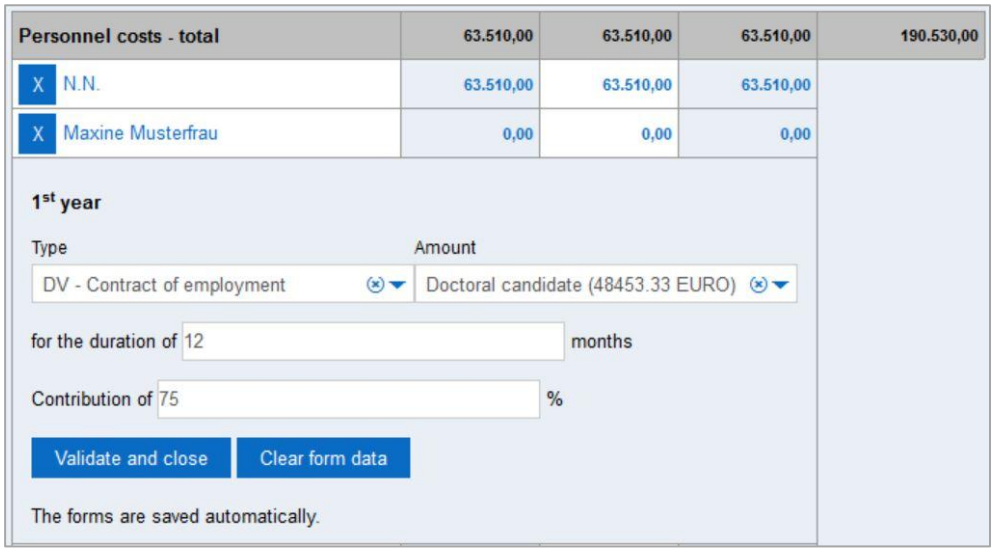


Illustration 13 Entering personnel costs

When entering equipment costs, you will be required to enter a name for each piece of equipment; for service contracts, you will be required to enter the name of the independent contractor.

The **Cost breakdown** form will calculate all totals and the general costs automatically.

4.1.2 Attachments

The free-form parts of the application can be uploaded using the list of attachments. Click on the name of the desired attachment to open the dialog box.

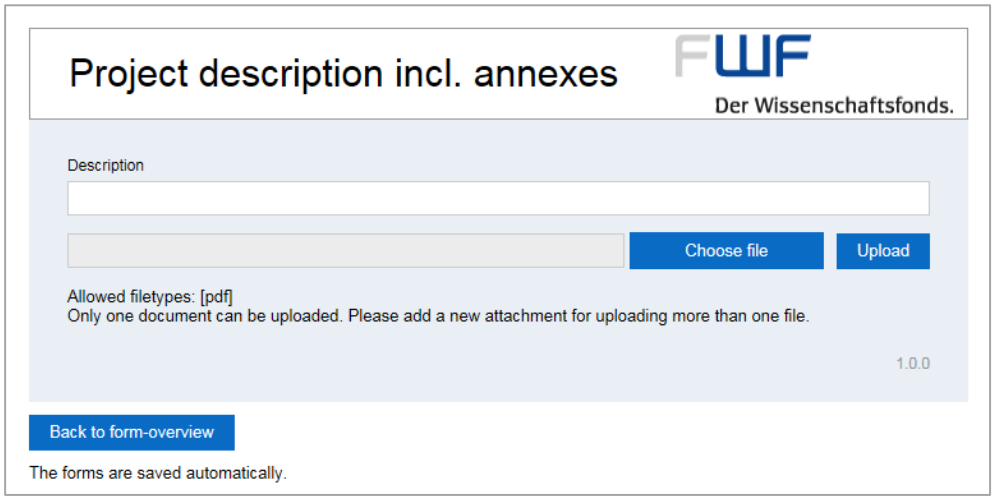


Illustration 14 Attachments

Click **Choose file** to find the desired file on your computer, then click **Upload** to transfer the file to the **elane** server. In the **Description** field, you can add an optional note regarding the attached file.

Depending on the type of funding application, the following file types are permitted: Word documents (*.doc, *.docx) and/or pdf files. In principle, the size of each file must not exceed 5 MB.

4.1.3 Creating drafts

By clicking “Create PDF-Draft” you can generate printable pdf-files of the forms and the cover sheet whenever you like. The draft status of the files is indicated by water-marks. This step can be repeated as often as necessary.

The content of the forms and the attachments can still be changed after you created a draft.

4.1.4 GDPR - General Data Protection Regulation

Due to GDPR, the providing of personal data for this funding application being passed on to a reviewer appointed by the FWF from a non-EU country (for example, Canada, USA or Switzerland) for the purposes of reviewing the funding application is only allowed with the consent of the applicant.

For this purpose, you will find the paragraph “Consent of the applicant relating to GDPR”.

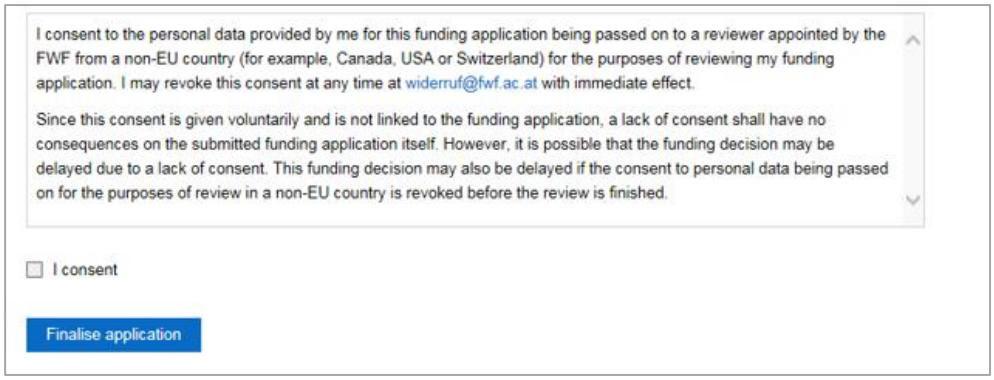


Illustration 15 GDPR

This consent can be revoked at any time at widerruf@fwf.ac.at or via additional application.

4.1.5 Finalising your application

Once you have completed all of the necessary forms and uploaded all necessary attachments, you can complete the online stage of the application process by clicking on the **Finalise application** button. When you click this button, the content of all forms as well as the attachments are validated one last time. If any errors are found in the data, you will see an error message indicating that you need to correct those errors before finalising your application. The next page will show a warning message indicating that you can no longer make any changes once you have confirmed that you wish to finalise your application.
Click **Finalise application** to complete this step.

For programmes which are subject to an application deadline, this dialog box will also indicate that users must observe the requirements for the free-form application, as proposals which exceed the maximum length will be rejected without review.

Once you have finalised your application, its status will change to **forms completed**.

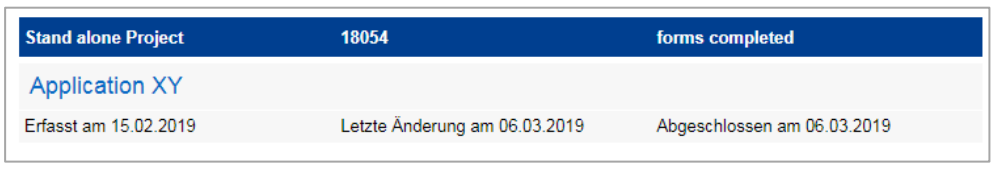


Illustration 16 Finalised application

4.1.6 Application and cover sheet (only applies to ad personam applications)

The system will then generate two PDF files: The application will contain all of the completed forms. The cover will contain basic information from your application. *ID* stands for the electronic application ID, and *PI* stands for the last name of the applicant (principal investigator).

Once the application has been finalised, individual forms will no longer be shown. Instead, the PDF files containing the forms and the cover sheet will be available as downloads.

The ID will be shown in the top right-hand corner of the cover sheet. Please note that this identifier is *not* the project number, which you will receive when receipt of your application is confirmed.

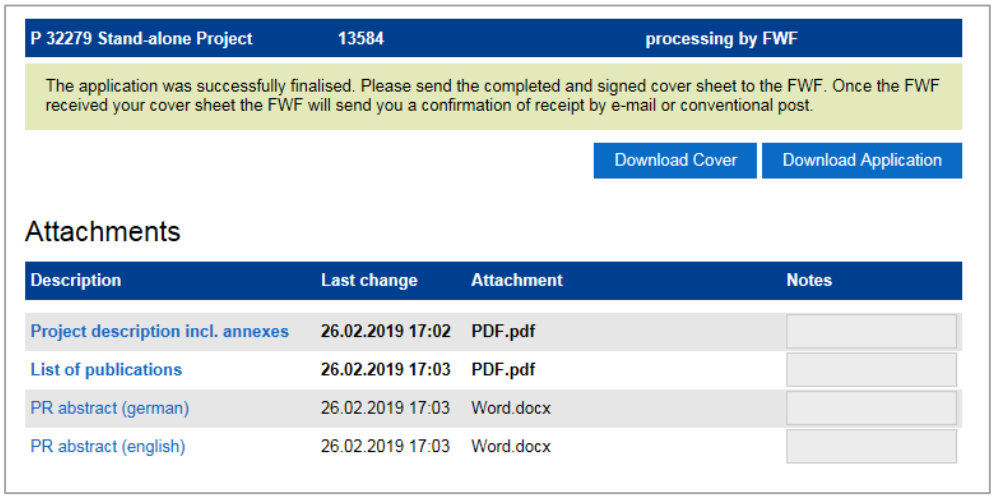


Illustration 17 Details on completed application

In order to submit your application, print out the *ID_PI_cover.pdf* file and add all required additional information and signatures, then send the signed original to the FWF. Your application will only be considered *submitted* once the FWF has received the signed cover sheet, and FWF employees cannot view applications until this sheet has been received.

Please note: The FWF will NOT accept any draft versions of the cover sheet, the signatures have to be put on the final version of the cover sheet which is generated by clicking “Finalise application”.

Both PDF files are available in German and English. You can change the language of the files by clicking the desired language in the top right-hand corner of the header.

For programmes subject to application deadlines, please note that the date of submission is determined by the date of the *postmark*, not by the date on which the application was finalised on the **elane** platform. If the cover sheet is sent to the FWF as a PDF file with a digital signature, the submission date will be based on the date of dispatch in the e-mail's header.

As an alternative, you can scan in the signed cover sheet and send it as an e-mail attachment (PDF file with digital signature) to the following address:

office@fwf.ac.at

The PDF must be signed with the applicant's own digital signature. For information on digital signatures, please refer to the Appendix.

Once the FWF has received your cover sheet, the application data will be released to the FWF's IT systems for processing, and the status of the application will change to **processing by FWF** in **elane**. From that point onward, the project number will also be shown before the project type on the left-hand side of the application's header.



Illustration 18 Application accepted for processing

5 Digitally signed cover sheets (only applies to ad personam applications)

As an alternative to sending your cover sheet by conventional post, you can also scan the signed cover sheet and send it to the FWF by e-mail as a PDF file with a qualified digital signature. In order to do so, please do the following:

- Scan in the signed cover sheet. The scan *must* be saved as a PDF (portable document format) file; no image files can be accepted.
- Sign the PDF file with a digital signature. The document *must* be signed with the applicant's own digital signature.
- Send the digitally signed document as an e-mail attachment to office@fwf.ac.at. Do not use a different e-mail address.
- For information on mobile signatures, please visit https://www.handy-signatur.at/

6 Additional applications (including changes and further submissions)

Once an application has been submitted and the initial processing at the FWF has been started –you will get an acknowledgement of receipt of your application, it is possible to send changes, further submissions, and additional applications to the FWF using the menu item of the same name.

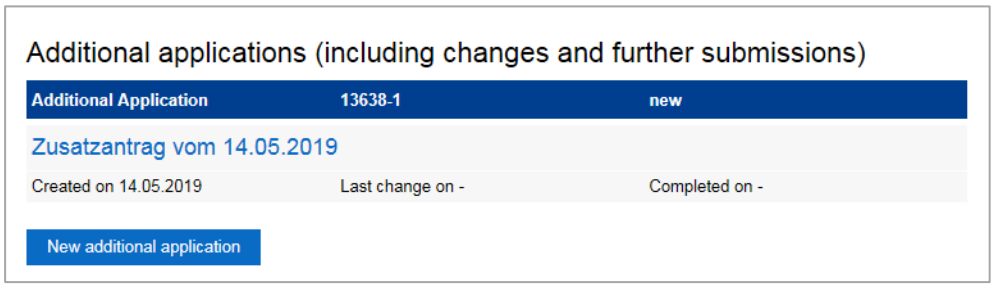


Illustration 19 Additional application

Additional applications: In the case of an approved project, additional applications may be submitted. These concern, for example, extension requests or changes of principal investigator.

Changes: These concern typos and/or changes to information on forms like title, code statistics Austria, keywords, cost breakdown, etc.

Changes regarding the attachments submitted with the application can also be made using this menu item.

Further submissions: Requests on the part of FWF for further information or documents – such as additional attachments, publication lists, and cost adjustments can also be submitted using this menu item.

You do not have to choose between the different types of applications because clicking on the “New additional application” button takes you to the general detail window.

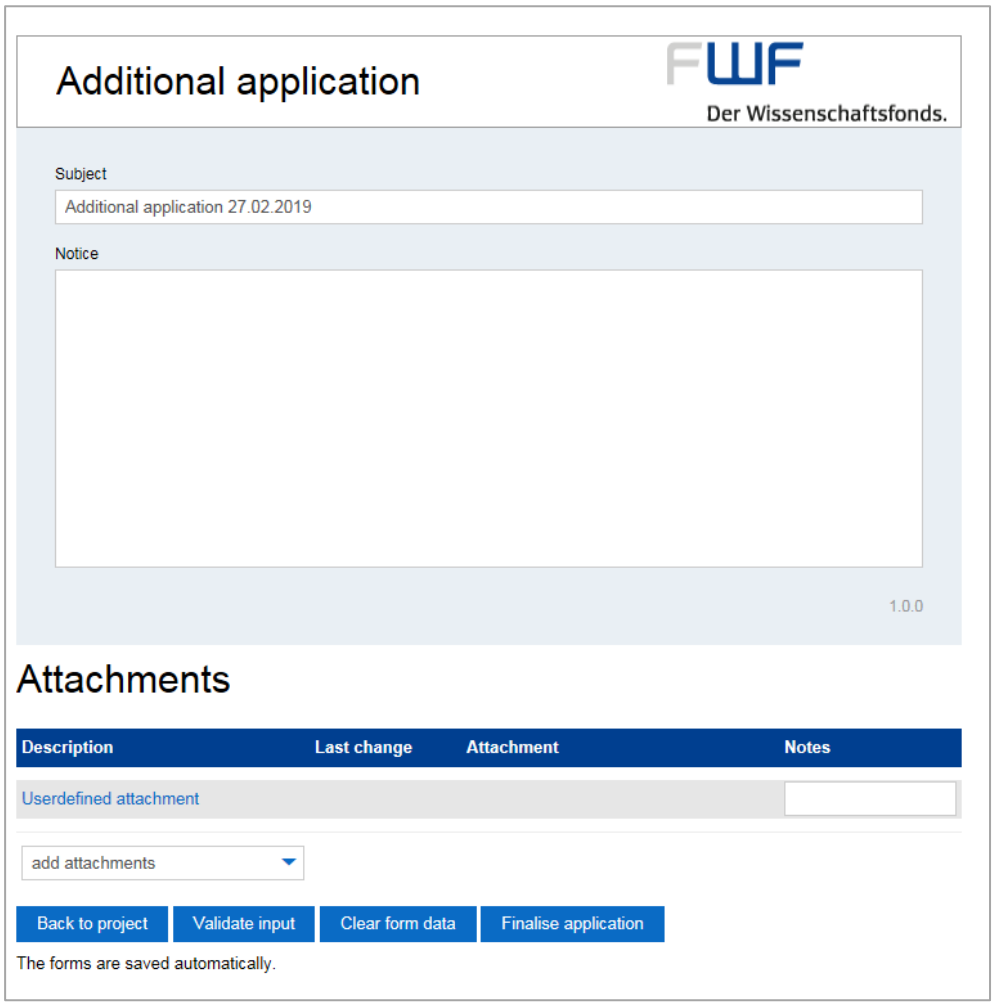


Illustration 20 Additional application

The “Subject” field will be automatically pre-filled but can be adjusted afterward.

The “Notice” field must contain an explanation of the circumstances of the matter.

In the “Attachments” section, it is possible to send additional attachments.

If all the information is complete, the application can be submitted by clicking the “Submit application” button. The application will then be sent electronically to the FWF for processing.

7 PROFI applications – Project funding via institutions

Application for PROFI programs runs similar to ad personam on the researcher part. There are the following differences.

7.1 Creating an application by researcher

Clicking on **Application PROFI** takes the researcher to the Create a new application window. After selecting the appropriate funding category, the researcher can give the application an English title. This can be changed later on the application form, if necessary.

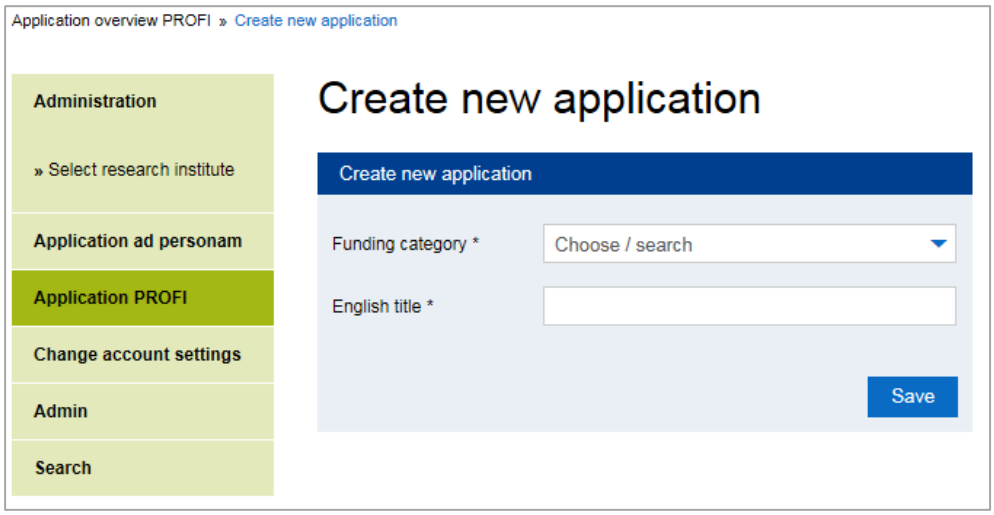


Illustration 21 Create new application PROFI

7.2 Application processing by researcher and research institute

After saving the application, the application details window opens up. In order to finalise an application, the forms must be filled in and validated. A signed cover sheet is no longer required for PROFI applications. The release takes place exclusively electronically.

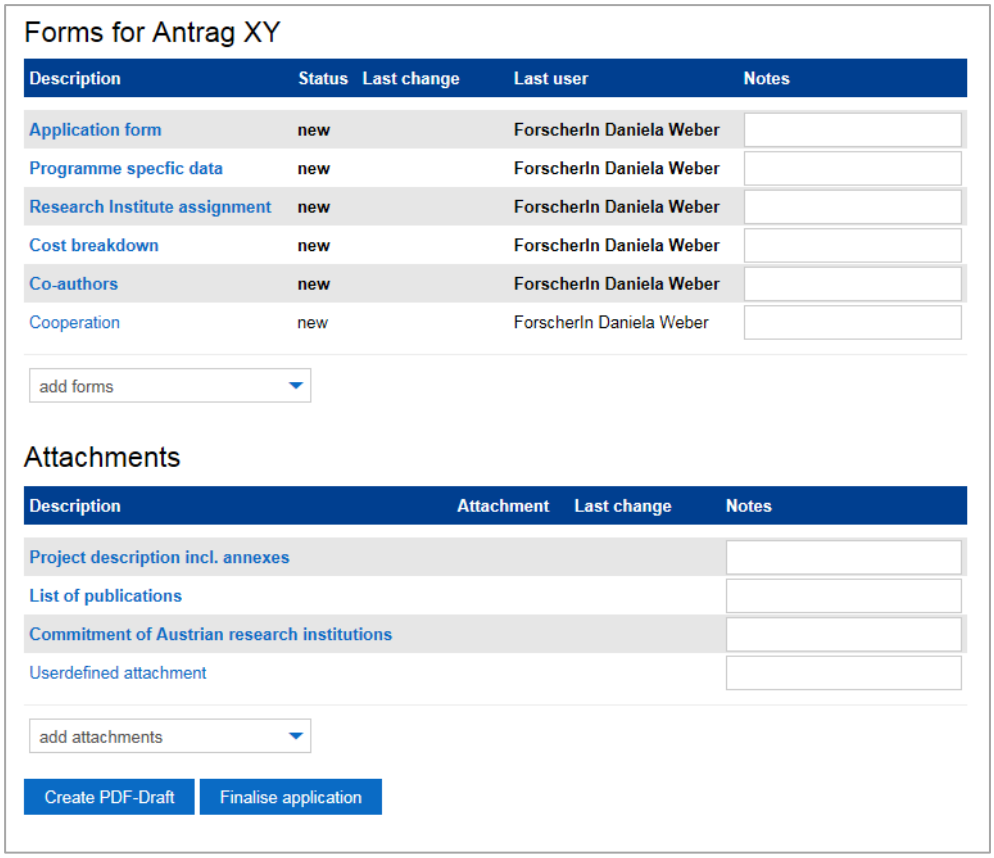


Illustration 22 Forms and attachments PROFI

As soon as the researcher assigns the research institute (and the organisational unit) using the appropriate form, the application can be viewed and edited by the research institute with the appropriate authorisation. This means that users of the research institute who are responsible for processing the application have write access to the individual sections of the forms.

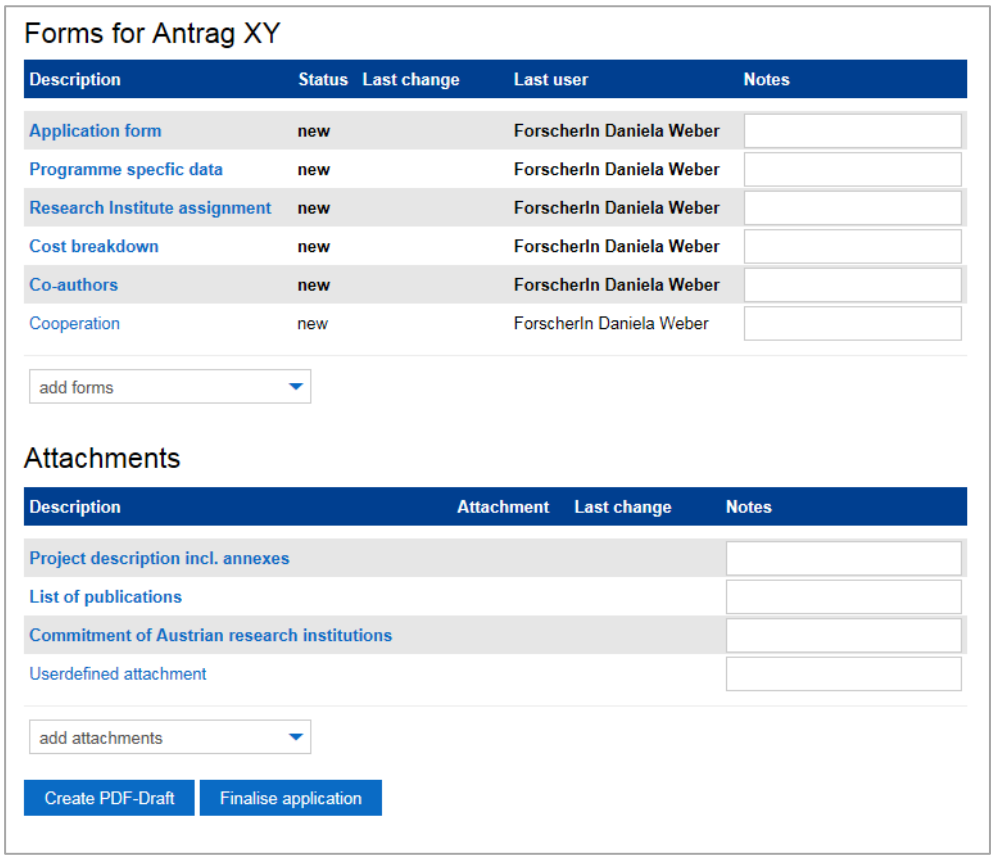


Illustration 23 Research institute assignment

The process for submitting the completed application is defined by the research institutes. Each institute can customise the submission process for the particular funding category. Basically, there are two methods of submission.

7.2.1 Submission with the approval of the research institute

When a PROFI application is completed by the researcher, a PDF draft is created with its own "***Researcher version"*** watermark. This draft can be saved by the researcher so s/he can compare it with the final version of the application.

With the appropriate authorisation, the research institute has write access to all sections of the forms but cannot make changes to the attachments. Here, it has only read access.

The **Last user** column shows the name of the user who has made the last change to the respective form. The date and time of the **Last change** is also shown.

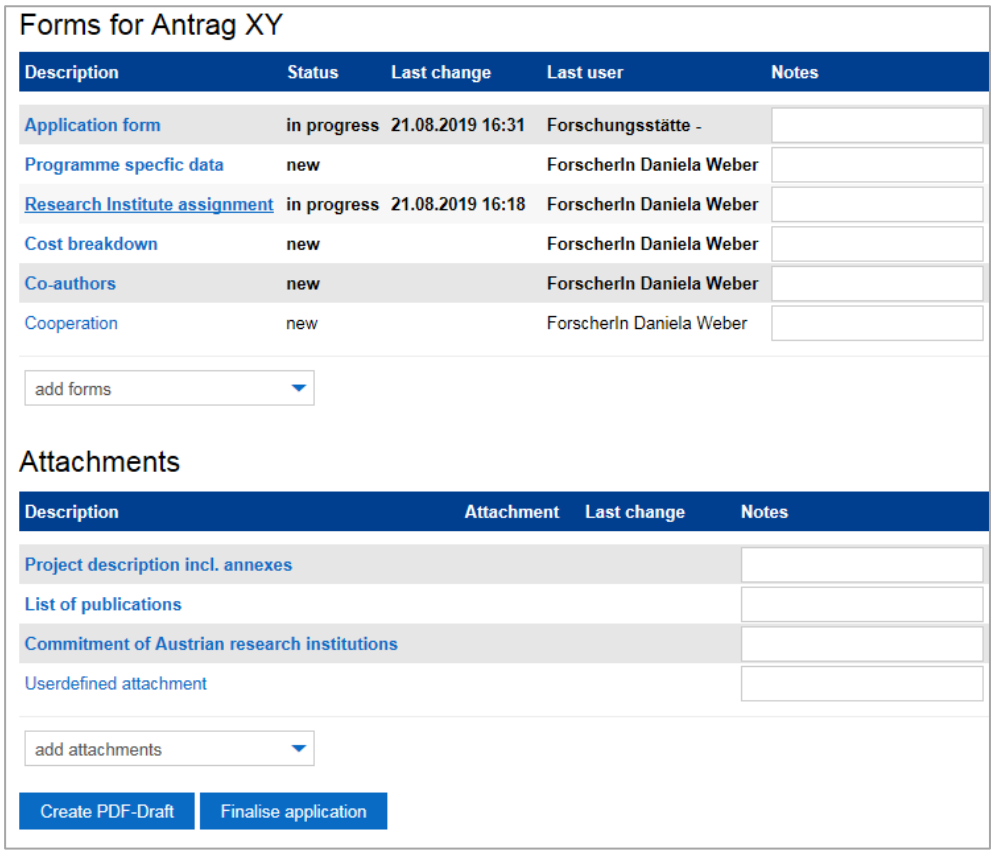


Illustration 24 Application processing PROFI

After being completed and given the status **In process by research institute**, the forms can still be edited by the research institute but not by the researcher.



Illustration 25 In process by research institute status

The application is finalised by the research institute. The final version of the PDF is available for download, and the status of the application changes to **forms completed**.

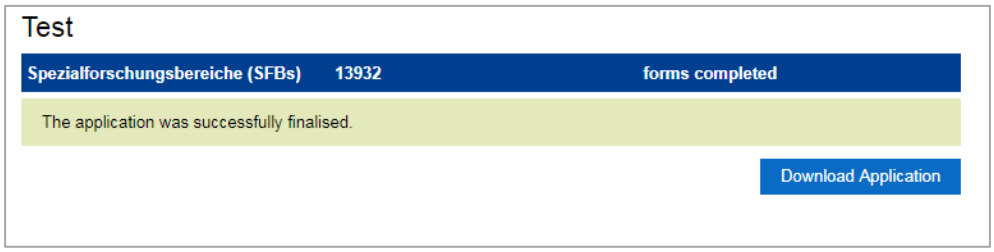


Illustration 26 Finalised application

7.2.2 Submission by researcher

When a PROFI application is finalised in this category, the final PDFs are created by the researcher, and the status of the application immediately changes to **forms completed**.

7.3 Funding contract data

These are available to the project investigator in the approved application in elane in the “PROFI applications” menu under “Forms for funding agreement data”, and to the representatives of the research institution in the application overview on the research institution portal. The funding agreement data must be completed in full in consultation between the project investigator and the representatives of the research institution and finalized by completing or releasing the application.

Important note: The funding agreement data must initially be finalized by the project investigator in the PROFI applications menu. If you see a view without a completion button, you are in the wrong screen - namely the application overview of the research institution portal. The approval of the research institution can only take place afterwards. This may be the case if you are both an elane user and have research institution portal rights for approving/viewing applications.



Prerequisites for the release of the funding agreement data are

1. notification of the desired project start date

2. notification of the authorized signatory in the funding agreement data form

3. upload of the required attachments (e.g. PR brief description, data management plan)

4. deposit of the bank details by the representatives of the sponsoring research institution

5. deposit of the contact points of the funding agreement by the representatives of the sponsoring research institution

- Contact person/office for personnel issues
- Contact person/office for finances
- Contact person/office for grant audit

The representatives of the research institution are responsible for entering or verifying the details of the authorized signatory in the funding agreement data and for approving it on the research institution portal. This person is either authorized to sign themselves or is responsible for forwarding the electronic funding agreement to the person(s) authorized to sign.