# Checklist Incoming Fellowship

| Steps and Documents Needed | Before | Yes | Comments |
| --- | --- | --- | --- |
| I have carefully read the [information](https://www.oeaw.ac.at/en/fellowship-funding/promotional-programmes/incoming-fellowship/) on the OeAW Website | Contacting OeAW institute |  |  |
| 1A) I checked the eligibility criteria as set up by the [Work Programme 2016-2017](file:///J:\Administration\CorporateDesign\TIM%20-%20Wordvorlagen%20-%20Tschauko\TIM%20-%20Wordvorlagen%20-%20Tschauko%20Englisch%20Kommissionen%20und%20Verwaltung\OEAW%20KOMMISSIONEN%20EN_von-S-Tschauko\weitergeleitet%20an%20Verwaltung\ec.europa.eu\research\...\data\...\h2020-wp1617-msca_en.pdf) Marie Sklodowska Curie –Individual Fellowship (experienced researcher, mobility) and I fulfill these criteria. | Contacting OeAW institute |  | PhD yes/no |
| 1B) Alternatively, I checked the eligibility criteria of the ERC [Work Programme 2017](https://erc.europa.eu/sites/.../ERC-Work-Programme-2017.pdf) and I fulfill the formal criteria regarding the application for an ERC Starting/Consolodator Grant | Contacting OeAW institute |  | ERC STG  or  ERC CoG? |
| 2) I identified the [OeAW institute](https://www.oeaw.ac.at/en/research-institutes/research-institutes-of-the-oeaw/all-oeaw-institutes/) where I would like to spend my fellowhip | Contacting OeAW institute |  | Specify institute |
| 3) I have written my statement of interest including a brief abstract on the project idea (1 page) | Contacting OeAW institute |  |  |
| 4) I contacted the OeAW institute (incl. Statement of interest and CV) to know whether it would be ready to host me | Submission of application |  | Please wait for the invitation letter |
| 5) I received a Letter of recommendation of a distinguished professor in my field of research | Submission of application |  |  |
| 6) I filled in the [Application form](https://www.oeaw.ac.at/fileadmin/NEWS/2017/PDF/incoming-fellowship/Application_Form_Incoming_fellowships.docx) is completed | Submission of application |  |  |
| 7) I received the Invitation letter by the Director of an OeAW institute | Submission of application |  | Specify institute |
| 8) I have all documents (3,5-7) ready for submission | NOW please submit the application to grantservice(a)oeaw.ac.at |  | Please await decision |