



Guidelines for applications under the core group programme

Applications can be submitted by invitation only from the foundation via the head of department.

1. Application

The **deadline** for the application with all attachments in pdf format is **14 December 2023 at 13:00**.

✕ The application must be uploaded via the foundation's application portal.

The following **five separate** attachments must be submitted:

1. **A cover** with project title, title and name of PI, title and name of CO-PI (if relevant), university, department, five lines about the purpose of the project (in Danish) and info about the number of characters of the project description as well as an abstract of the project. **Use template.**
2. **The project description**, up to **12 standard pages of 2400 characters incl. spaces** (excluding bibliography) **in English**. *See further guidelines for the project description under section 3 below.*
3. **CV (max. 2 pages) with track record (max .1 page)** of the participants in English in one overall file. **Use template.**
4. **Budget** in English. **Use template.**
5. **Popular science summary** of approx. 10 lines in both Danish and English (suitable for publication in case of grant)

Target group and level: The outcome of the external assessment is the decisive criterion for the final prioritisation among the invited applications. The application must therefore be aimed at experts in the field of research covered by the application in terms of presentation, language, structure, internal cohesion, contents and information, so that the application provides the best possible basis for an assessment of the research quality of the project.

Budget

Applications can be submitted for up to DKK 5.7 million:

- ✕ PhD or postdoctoral fellowships.
- ✕ Salary funds for project management to a limited extent (overall max. 10% of the amount applied for in connection with one project manager and 15% in total for two project managers).
- ✕ Project costs for operations, publications, meetings, conferences etc.
- ✕ Dissemination of results and anchoring of methods and activities.
- ✕ 5% unspecified overhead.

Specifically for postdoc positions

Please note that all postdoc positions must be advertised. You should incorporate this in your project plans. If you find that it would strengthen your application to include suggestions for suitable candidates, a CV for these can be attached together with the rest of the project group (see above about attachments).

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2. Suggestions for reviewers:

You may submit three suggestions for independent reviewers at professor level from foreign universities. This must not be anyone with whom you have a professional or personal relationship. The foundation is not obliged to choose any of the three suggested reviewers, but will typically choose one of the three candidates and itself find the other two experts in the field covered by the application.

- ✘ Suggestions for assessors must be submitted by email to Gry Minor Jensen (gmj@veluxfonden.dk) by **14 December 2023**.
- ✘ Please provide information about the suggested candidates' position, name, email address and link to website.
- ✘ The assessors must not be part of the project (e.g. as Advisory Board member) or otherwise be assumed to be disqualified from assessing the application.
- ✘ The assessors are not to be contacted in advance.

3. Guidelines for the project description

Your application must always include a project description:

- ✘ The project description, excl. references/bibliography, may take up **no more than 12 normal pages** – regardless of whether there are figures/tables etc. or not.
- ✘ A normal page is 2400 characters, including spaces, figure texts, fodnotes etc.
- ✘ You are recommended to use Times New Roman, font size 12 and line spacing 1,5.
- ✘ Tables, figure texts and any fodnotes should be legible using font size 10 and line spacing 1.
- ✘ The project description is not allowed to contain links to external material.
- ✘ References/bibliography must be placed after the project description in the same document.
- ✘ References/bibliography may contain links to the indicated bibliographic references.

Your project description should account for:

- ✘ The purpose of the project, including problem statement og any hypothesis.
- ✘ The scientific and societal perspectives and relevance of the project.
- ✘ State of the art in the field, nationally and internationally, as well as the project's precise placement therein.
- ✘ Choice of theory, method and empirical investigations.

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- ✘ The coherence between – and necessity of – the individual subproject in relation to the overall project.
- ✘ A research plan, including an account of any possible challenges to the feasibility of the project as well as a timetable. It is important that the overall timetable takes into account any recruitment of junior researchers through open calls.
- ✘ Reflections on publications and dissemination of the research results.
- ✘ The project's relation to the departments plans for research and education.

Please also notice the assessment criteria, stated in section 4 below.

4. Assessment criteria

The external assessors will be asked to assess the following:

- ✘ Project idea, relevance, quality and innovative contents;
- ✘ The correlation between – and the necessity of – the individual sub-projects in relation to the overall project;
- ✘ The project manager's and other participants' qualifications and requirements for a successful completion of the project within the project period;
- ✘ Collaboration relations and position in national and international research;
- ✘ Budget and finances, including whether the project could be successfully implemented in a reduced form if the foundation should wish not to grant the full amount applied for;
- ✘ The strengths and weaknesses of the project;
- ✘ Any special circumstances.

For more information:

Gry Louise Minor Jensen
Senior adviser (humanities and culture)
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June 2023