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**.

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).
2. **Suggestions for assessors:**

You may submit three suggestions for independent assessors 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 assessors, but will typically choose one of the three candidates and find the other two experts in the field covered by the application itself.

- 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. **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)
gmj@veluxfoundations.dk

June 2023