

Guidelines – applications for research grants

The application form and enclosures should be submitted to the Research Council in 1 single PDF document. In case of extensive enclosures, please provide links to this material on the internet.

The application form should be **signed** by the applicant (institution, company) and the project manager and submitted **by e-mail** to gransking@gransking.fo

Formal requirements

Field 1

The main title of the project should be written here in no more than 20 words – English and Faroese versions.

Field 2

Facts related to the main applicant. Applicant signifies the Institution, Company etc. which applies for the grant and its Director or Head of Department. This person must be empowered to legally represent and engage the Institution/Company. If other applicants are involved, please indicate this in Field 10b.

Field 3

Facts about the Project Manager: Present occupation and academic background. We require the home address - for information purposes only. Please provide work telephone and email if possible. Full CV must be enclosed, please see Field 15.

Field 4

Institution, company, department etc. in which the main part of the project is to be carried out.

Field 5

The period during which the project is to be carried out

Field 6

Total cost of the entire project. All references to funds must be in DKK.

Field 7

The amount of money applied for from the Research Foundation.

Field 8

Financial need from the Research Foundation split per calendar year – must match field 12. The total must match field 7.

Field 9

Detailed plan for funding. State whether grants have been applied for **and/or** obtained from other foundations, companies, etc. Own institutional funding should also be stated.

Specify amounts in **either** A (Applied) **or** O (Obtained). Obtained amounts **must** be documented in the enclosures.

The totals for the Fields A and O should correspond to the total financial need for the whole project as stated in Field 6.

Field 10a

Name of the project's supervisor. (If relevant - mainly for PhD projects) The supervisor's formal confirmation and CV must be enclosed.

Field 10b

If the project is part of a larger research project, and/or other participants are involved in the project, please indicate this here and list other participants with name, title and institution. Documentation must be provided, e.g. an email confirmation from the involved participants.

Field 11

A summary of the complete project description (Enclosure 1 - which must be max. 10 pages). **Please note that the summary of applications that are granted will be published on the Research Council's website in the Project database.**

Field 12

Total budget for the project stated in main posts **per calendar year**.

A detailed budget for the entire project must be enclosed. This must be in accordance with the main posts stated in Field 12.

Please state the main posts applied from the Research Foundation and the main posts applied/obtained from others.

The totals should correspond to the Fields 6, 7 and 9.

Explanations for the different items:

VIP = scientific employees – salaries for project manager and other researchers

TAP = technicians and office staff – salaries for research assistants

The salary costs should include all contributions, pension and holiday allowance. PhD students are paid according to “Akademikarafelagið, løn á 1. stigi, cand.mag/cand.scient, Master”.

See <http://www.fmr.fo/lonardeildin/lonartalvur/galdandi-lonartalvur> and the budget example on www.gransking.fo NB. There are special rules for PhD students enrolled at universities in Great Britain and US. Please contact us at gransking@gransking.fo for detailed information.

Working expenses

Travel expenses, accommodation at research institutions abroad, purchase of books, samples, analysis, materials, etc.

Overhead

Overhead to research institution or company for housing, supervision, insurances, audit, etc.

Field 13

All projects are classified in accordance with the categories listed on the website <http://www.gransking.fo/default.aspx?pageid=16621§ionid=105>

Please mark the relevant box – one mark only.

Field 14

Additional relevant information may include notice from PhD student’s present position, explanations on late starting day due to present position, etc.

Field 15

In addition to the application form, the following must be enclosed:

1. Description of the project (max. 10 pages) should contain these main points (if applicable):
 - a. General reasons, i.e. the general importance of the project estimated by the applicant
 - b. Professional reasons, i.e. the professional or special importance of the project estimated by the applicant
 - c. Expected results of project, including milestones and deliverables
 - d. Methodology and theory, i.e. information as to how the applicant intends to start working from a professional point of view

- e. Ethical issues. Describe the ethical issues (if any) relevant to the project. We suggest that you use this page as a help to identify issues relevant to your research field.
Enclose relevant formulas for informed consent. If the project requires authorization from The Faroese Committee on Biomedical Research Ethics and/or from the Faroese Data Protection Agency, a time plan for application for authorization must be included here or if this is achieved already, copies of the authorizations must be enclosed. Statement of previous research or development in the field, including relevant references. You are expected to state in short how your research fits with previous research in the field and to document that you are up to date with the recent developments in your field of work.
 - f. Information regarding material, i.e. source material, questionnaires, etc.
 - g. Links to other projects
 - h. Plan for dissemination and exploitation of project's results. We require Open Access to the largest possible extent.
 - i. A data management plan including handling, storage and access to the accumulated research data in the project. We require Open Access to the largest possible extent.
 - j. International co-operation and partnerships if relevant
2. Work- and time schedule per calendar year including milestones (1c)
 3. A detailed budget per **calendar year** of the main posts stated in Field 12
 4. Curriculum Vitae (CV). Minimum required information in the CV: The project manager's qualifications, work experiences and academic background, including research experiences (participating in or leading a comprehensive research) and publications.
 5. The Project Manager's Exam Certificates on University level.
If PhD student has not yet completed his or her university degree, a statement from present supervisor regarding the applicant's research abilities must be enclosed
 6. Statement from researcher who accepts to act as supervisor (if applicable) **and** supervisor's CV
 7. A statement from the institution/company at which the project is planned to take place.
 8. Other enclosures must be short and precise.

The application must be signed by the two persons mentioned in Field 2 and 3.