

## Formal requirements to applications for financial support from the Research Council

1. The application must be written on the official application form and submitted by email to [gransking@gransking.fo](mailto:gransking@gransking.fo) prior to the deadline. Applications that are not submitted on time will not be considered.
2. The application form with required enclosures must be gathered in **one single** pdf-file.
3. The application form and the project description must be written in English, as the application will be professionally evaluated outside the Faroe Islands. Applications in other languages will not be considered.
4. In addition to the application form, these enclosures are required:
  - a. Project plan (maximum 7 standard pages including references), including these points:
    - i. Background and purpose of the project, including problem formulation and possible hypotheses.
    - ii. The scientific and societal perspectives and relevance of the project.
    - iii. The theoretical basis of the project, key concepts and status of the available knowledge / state of the art in the field.
    - iv. Theory, methods and analysis
    - v. An account of the empirical material of the project.
    - vi. International co-operation and partnerships.
    - vii. Risk Assessment
    - viii. References
  - b. Management plan (maximum 2 standard pages).
  - c. Communication and knowledge exchange strategy (maximum 1 standard page).  
Open Access publications are required to the largest extent possible .
  - d. Data management plan (maximum 1 standard page) including handling, storage and access to the accumulated research data in the project. Open Access to data is required to the largest extent possible.
  - e. An overall budget detailing the expected costs for the project. A specification of how the costs will be distributed among the different funding sources, including funding sought from the Research Council. The project partners' own contribution (cash and in-kind) towards the project must be documented. The main posts must be listed in Field 8 in the application form.

- f. CV, including a short list of maximum ten publications (maximum three standard pages for the project leader and one page for each key researcher).
  - g. Letters of Commitment from all project partners. If the project is a PhD project, a statement from prospective supervisor regarding the applicant's research abilities and acceptance of being supervisor.
  - h. A description of the relevant legal and ethical frameworks and procedures needed to carry out the research. We suggest that you use [this page](#) as a help to identify issues relevant to your research field. Enclose relevant forms 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 granted already, copies of the authorizations must be enclosed.
  - i. Other enclosures must be short and precise.
5. A standard page equals 450 words
  6. An institution/company and a project leader must be listed as applicants. In Field 2 the name of either the Director or Head of department/Company Leader authorized to legally represent and commit the Institution/Company must be provided. The project leader must be named in Field 3. Both persons must sign the application form.
  7. The person, carrying out the actual research must at least have a Masters' Degree (3+2 years) from a recognised university. In addition, this person must be able to document research abilities.
  8. If the project is a PhD project, it is required that the main supervisor is either an Associate Professor or a Professor.
  9. If the project manager doesn't hold documented research competences, it is required that an experienced researcher is part of the project team.
  10. If the project is a PhD project organized according to the 4+4 or 3+5 system, it is only possible to receive funds for the part of the project that is above Master's level, and for a maximum of 3 years work.
  11. The Research Council can fund up to 2/3 of the total cost of the project.  
If the project is an SME project, the limit is 1/2 of the total cost of the project.  
Exceptions can be made only in special cases.
  12. The remaining funding for the project may be funding form the Institution/Company and/or funding or grant from other sources.

The co-funding from the Institution/Company may be cash funds, but also in-kind funding, e.g. by work paid by institution or company, equipment time (research vessel, laboratory time etc.).

Other co-funding may be cash funds, but also in-kind funding specifically granted for this project. Unpaid work is not accepted as co-funding.

Formal documentation is required for all co-funding.

13. The Research Board determines whether the project is an institutional or an SME project and what type and level of co-funding level is acceptable.
14. Applications for less than 80,000 DKK are ineligible.
15. Salaries must follow official Faroese standards. For PhD students in the Faroe Islands, Denmark etc., where the salary is taxable, the standard salary level is level 1 of the Academic Union's agreement. In Britain, USA, Canada etc. where the grant is tax-free, the granted sum will be on the same level -40% which is equivalent to the taxation level in the Faroe Islands. Grant for pension is provided according to the same agreement and must be transferred to the grant recipient's designated pension's account. All recipients of grants according to this paragraph will receive a pension grant according to level 1 of the Academic Union's agreement, regardless of which system they are working under.
16. Grants for salary in PhD studies will only be granted for full-time PhD studies. If a person is working part-time on a PhD project in agreement with the work place, grants may only be provided to cover expenses for extra supervisor, courses, conferences and stay abroad, which is required as part of the PhD programme.
17. It is only possible to receive a grant for one project at the time. If an applicant applies for funding for a new project before the previous has been completed, a new grant may be given under the condition that the previous project is completed satisfactorily.
18. Grants from the Research Council are provided on the condition that the project is fully funded. When the necessary documentation for the funding is provided, a formal contract between the institution/company, the project leader and the Research Council must be agreed upon and signed. The first rate of the grant may be transferred when the contract has been signed and the formal commencement date is approaching.
19. It is possible to receive grants for projects that are already in progress prior to the application deadline, but the grant from the Research Council may only be used for expenses held subsequent to the grant date.

*Adopted by the Research Board in November 2016 with changes in November 2018 and December 2019.*

*Applicable for all projects granted after this date.*