

## Terms of Reference – Funds for Work Life Research 2023

The application deadline is February 15th 2023, 12:00 noon GMT. The call text is available [here](#)

All applications must be submitted via the application portal prior to deadline.

All required fields are marked with (\*). Explanations are provided when hovering over the circled question mark.

Below are rules and guidelines for the various sections in the application portal.

### **General Information**

The title should provide a clear description of the project. Also provide a short name, an acronym, preferably describing the core project theme.

We kindly ask you to provide a maximum of 5 keywords describing the intended project area in order of importance. These will guide the Research Council in the selection of experts for proposal evaluation.

Please suggest a maximum of three peers who you think could evaluate the application. These must be specialists in the project's research field. There must be no conflicts of interest to your knowledge. You and the key researchers of the consortium can't have co-authored any work with these persons in recent years

This information will help us in our search for relevant peers.

Also, list the main workplaces, where the project will be carried out.

### **Summary**

Please provide a brief summary of the full project plan - Enclosure 1 – in English and Faroese. Please note, that the application summary of projects that receive funding will be published in the Project database on [Gransking.fo](http://Gransking.fo)

The field for additional relevant information is optional. Information may include notice from PhD students' present position, explanations on preferred starting day due to present position, comments regarding previous applications or ongoing projects, etc.

Also, please state whether the current proposal (or a very similar one) has been submitted and evaluated by the Research Council in the past 3 years. If so, notify us on changes in the proposal

and the reason for these changes. This information will be used in the scientific evaluation process.

### **Project Consortium**

The Host Institution is the formal applicant, represented by the Head of Institution or a person delegated with the task. If your institution is not on the list, please contact us at [Gransking@gransking.fo](mailto:Gransking@gransking.fo), so we can add the institution with the relevant contact information.

The Project leader is the main contact person and must provide personal contact information.

The Project leader must send the complete application to the Head of Institution for final approval and submission prior to the deadline. Drafts of the application can be downloaded in pdf version throughout the process.

In submitting the application, the Institution commits to the administration of a possible grant and to the funding listed as co-funding from the Host Institution.

Please provide a list of key researchers of the project. CVs for these researchers are required. The persons listed will receive a copy of the application when finally submitted.

A description of the research team is also required: Participating institutions, researchers and other staff, academic positions, scientific fields, gender balance etc.

Please provide an overview of the knowledge / expertise each researcher will contribute, how they collectively cover the academic field of the project, and if relevant, how the members of the supervisory team will cooperate. When relevant, please include a description of cooperation with external parties.

### **Budget**

The Research Council may grant funding up to 2/3 of the total cost of the project.

The minimum amount available to apply for is 300,000 DKK. There is no set maximum for the budget total, however, funding granted by the Research Council rarely exceeds 1 million DKK for research projects and 1.5 million DKK for PhD projects.

The total cost for the entire project and the funding applied for from the Research Council must be listed. All references to funds must be in DKK.

For information purposes, a summary of the total budget is to be provided. The summary must be split per calendar year and into the categories: *Salary*, *Expenses* and *Overhead*.

A plan for the total funding must also be provided. Please specify for each funding source whether the funding already has been obtained or is applied for. Co-funding may be in cash or in-kind. In-kind funding may include work paid by the Host Institution or company, or equipment time (research vessel, laboratory time etc.). Unpaid work is not accepted as co-funding.

Please provide documentation for obtained funding in the enclosures.

A detailed budget must be enclosed.

*Eligible budget posts:*

*Salary*

Please provide monthly salary costs per person and include number of planned person months. The salary costs must follow Faroese standards and should include all contributions, pension and holiday allowance.

It is the responsibility of the Host Institution and the Project Leader to determine the correct salary level and to include the expected yearly increases.

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 - "Akademikarafelag Føroya, løn á 1. stigi, Master". Please consult [fmr.fo/lonardeildin](http://fmr.fo/lonardeildin).

PhD salary will only be granted for full-time PhD studies and for a maximum of 3 years work. If the PhD project is organized according to the 3+3, 4+4 or 3+5 system, it is only possible to receive funds for the last 3 years of the project.

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.

*Expenses*

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

*Overhead*

Overhead to research institution or company for housing, supervision, insurances, audit, etc. Maximum 25% of salary costs or 20% of total budget (infrastructure exempted).

**Communication and knowledge exchange strategy**

Please provide a strategy for communication and knowledge exchange. This includes scientific and public outreach. Open Access publications are required to the largest extent possible.

Please see [Gransking.fo](http://Gransking.fo) for further guidelines.

**Data Management Plan**

Please provide a Data Management Plan including a description of handling, storage, and access to the accumulated research data in the project. Open Access to data is required to the largest extent possible. There are no specific national rules in the Faroe Islands on research data management yet, but in general terms, your research data should be 'FAIR', that is findable, accessible, interoperable, and re-usable.

Please see [Gransking.fo](http://Gransking.fo) for further guidelines.

**Ethics**

Please provide a description of the relevant legal and ethical frameworks and procedures needed to carry out the research. Please consult the [guidelines](#) (in Faroese) of the Faroese Data

Protection Agency. We also suggest that you use [this page](#) as further help to identify issues relevant to your research field.

If the project requires authorization from The Faroese Committee on Biomedical Research Ethics, a time plan for application for authorization must be included here, or if this is granted already, copies of the authorizations must be enclosed.

### References

Please include a list of relevant references. Maximum 30 references.

### Enclosures

Required enclosures are marked with a \*

#### *Project Description \**

Maximum 6 pages including graphs and figures.

We expect the project description to include the following points:

#### 1. Main objective

Present the main objective of the project. (max. 5 lines)

#### 2. Project background and scientific basis

Provide a brief survey of existing research efforts and scientific basis, preferably with references to scientific literature. If your project is part of a larger research effort requiring coordination, explain specifically your planned contributions within the larger framework.

#### 3. Research questions and scientific challenges

Outline your research questions and scientific challenges. Explain their scientific foundation and your approach to address them. Describe your ambitions of reaching beyond the state-of-the-art and how to reach these goals.

#### 4. Scientific method

Outline your method for reaching your scientific goals. Describe how you are planning to use empirical, analytical or other methods for your research. Please state how these methods relate to the expected scientific contributions of the thesis. If applicable, describe the source of your data.

#### 5. Expected Impact

The description of impact should address impact on science, impact on technology and societal impact, if appropriate.

#### *Management plan \**

Please provide a management plan including risk assessment. The management plan must include a timeline for the various stages of the project including milestones and deliverables. We recommend using a Gantt chart for this plan.

Please see [Granskingar.fo](http://Granskingar.fo) for further guidelines.

#### *An overall budget \**

The full budget should include details on the expected costs and funding of the project. Please see the paragraph on Budget requirements above.

*CV, including a short list of max. ten publications \**

Please provide all CVs in one single pdf file. The CV must be max. 3 pages for the Project leader, PhD students, and PhD Supervisors, and max. 1 page for each key researcher.

*Letters of commitment from all project partners \**

Please provide all Letters of commitment in one pdf file. For PhD projects, please also include a statement from the main supervisor regarding the applicant's research abilities and acceptance of being supervisor.

*Ethics documentation*

If relevant, please include copies of ethics authorization or other relevant documentation

*Diploma and transcript of records*

Only relevant for PhD and Postdoc applications

**Approval and Submission**

When ready for submission, the project leader must send the application to the head of institution for final approval and submission via the application portal.

While approval is in progress, the application is closed for further editing.

The head of institution can either approve and submit the application or deny the request for approval. In the latter case, the application can be sent back to the project leader for corrections.

Upon return, the project leader can access the application again and edit before resending request for approval.

When the application is finally submitted, the head of institution, the project leader and key researchers will receive an email with a copy of the submitted application.

Prior to deadline, it is possible for the head of Institution to reopen the application and allow editing by the project leader. The submission process will be the same as described above.

When the call is closed, the submission is final and no changes will be accepted.

**General conditions**

Funds will be granted for the project as outlined in the application and on the condition that the project is fully funded.

Contract negotiations between the host institution and the Research Council will start, when the necessary documentation regarding funding is provided.

The first rate of the grant may be transferred, when the contract has been signed and the formal commencement date is approaching.

It is possible to receive grants for projects already in progress prior to the application deadline, however, the grant from the Research Council may only cover expenses held after the grant date.

*Published 8<sup>th</sup> September 2022*

*This call for proposals and Terms of reference may be subject to revision until six weeks before the application submission deadline. If the call is revised, we will provide notification here.*