VELUX FONDEN

Guidelines for applications under the core group programme
Applications can be submitted by invitation only from the foundation via the head of department.

1. <u>Application</u>

The **deadline** for the application with all attachments in pdf-format is **5th of February 2025 at 14.00**.

- ✄ The application must be uploaded through the foundation's application portal.

The following <u>three separate attachments</u> must be submitted:

1. **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.* **Use template.**

2. **CV (max. 2 pages) with track record (max. 1 page)** for each of the participants in English in <u>one overall file.</u> **Use template.**

3. **Budget** in English. **Use template.**

Target group and level: The outcome of the external review is the decisive factor in the board's final decision. 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 6 million to cover:

- ✄ PhD and/or postdoctoral fellowships.
- ✄ Salary funds for project management to a limited extent (overall max. 10% of the amount applied in the case of one PI and 15% in total with a co-PI).
- ✄ Project costs for operations, publications, meetings, conferences etc.
- ✄ Dissemination of results and anchoring of methods and activities.
- ✄ Project supplement according to the agreement between Danish Universities (DU) and a number of private foundations on the funding of research projects. See guidelines at DU's [website](#).

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 regarding CV template).

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2. <u>Suggestions for reviewers</u>

You may submit three suggestions for <u>independent</u> reviewers at professor level <u>from foreign universities.</u> The foundation is not obligated to choose any of the three proposals, but will typically select one of the three and find the other two experts in the application's field themselves.

- Suggestions for reviewers must be submitted by email to Henrik Tronier (htr@veluxfonden.dk) **by February 5th 2025.**

- Please provide information about the suggested reviewers' position, name, email address and link to website.

- The suggested reviewers must not be part of the project (e.g. as Advisory Board member) or otherwise be assumed to be disqualified from reviewing the application. They must not be anyone with whom you have a professional or personal relationship, e.g. you may not have published or written applications together, edited anthologies or arranged conferences together or been PhD supervisor for the person concerned (or vice versa).

- The reviewers are not to be contacted in advance.

3. <u>Guidelines for the project description</u>

Your application must always include a project description:

- The project description, excl. bibliography, may take up **no more than 12 standard pages** – regardless of whether there are figures/tables etc. or not.

- A standard page is 2400 characters, including spaces, figure texts, footnotes etc.

- You are recommended to use Times New Roman, font size 12 and line spacing 1,5.

- Tables, figure texts and any footnotes should be legible using font size 10 and line spacing 1.

- The project description is *not* allowed to contain links to external material.

- Bibliography must be places after the project description in the same document.

- 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.

- 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. <u>Assessment criteria</u>

The international reviewers 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:
Henrik Tronier
Grant area Director – Humanities and social science research and culture
htr@veluxfonden.dk

September 2024