Lund University’s internal management rules for applications to the Knut and Alice Wallenberg Foundation – grants for research projects of high scientific potential. Application deadline 1 February 2018.

Project applications to the Knut and Alice Wallenberg Foundation (KAW) are to be prioritised and approved by the vice-chancellor of Lund University (LU). The present management rules contain a timetable for the internal prioritisation of project applications with a principal investigator from LU. They are based on the current information available and may be revised if new information is forthcoming from KAW.

**Guidelines for research projects of high scientific potential**

KAW primarily awards grants within science, engineering and medicine. KAW supports researcher-initiated projects of the highest international standard. The projects are normally to be based on basic research and focused on a cohesive research question. **Normal projects should have a budget between SEK 15 to 50 million with a running time of three to five years.** For projects with only one applicant, grants of maximum SEK 20 million are awarded. As of the 2016 call for applications, an individual researcher may only be involved in two ongoing projects of which at most one as principal investigator. Funding for infrastructure can be applied for, given that it is related to the implementation of the project.

KAW’s complete guidelines for research projects of high scientific potential can be found in appendix 1. See also KAW guidelines for project evaluation on the KAW website. [https://www.wallenberg.com/kaw/anslagsguide/ansokanriktlinjer/projektanslag](https://www.wallenberg.com/kaw/anslagsguide/ansokanriktlinjer/projektanslag) and [https://www.wallenberg.com/kaw/en/assessment-criteria-evaluation-project-grants](https://www.wallenberg.com/kaw/en/assessment-criteria-evaluation-project-grants).

**Contact people at the faculties and at Research Services**

Faculty of Engineering (LTH): Erik Swietlicki ([erik.swietlicki@nuclear.lu.se](mailto:erik.swietlicki@nuclear.lu.se)).
Faculty of Medicine: Birgitta Larsson ([birgitta.larsson@med.lu.se](mailto:birgitta.larsson@med.lu.se)).
Faculty of Science: Almut Kelber ([almut.kelber@biol.lu.se](mailto:almut.kelber@biol.lu.se)) and Tobias Nilsson ([tobias.nilsson@science.lu.se](mailto:tobias.nilsson@science.lu.se)).

Other faculties: contact the relevant faculty office.

Research Services: Tina Trollås ([tina.trollas@fs.lu.se](mailto:tina.trollas@fs.lu.se)). **Any questions to KAW are to go via the foundation’s contact person Tina Trollås, Research Services.**
<table>
<thead>
<tr>
<th>Date</th>
<th>Person responsible</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>27 September</td>
<td>Applicants</td>
<td>Letter of intent (LOI, see appendix 2 for content) to be emailed to</td>
</tr>
<tr>
<td>at 9:00</td>
<td>at 9:00</td>
<td>the faculties’ contact people. The application is to be supported by</td>
</tr>
<tr>
<td></td>
<td></td>
<td>the department and the head of department informed of the potential</td>
</tr>
<tr>
<td></td>
<td></td>
<td>co-financing costs as KAW does not contribute full coverage of the</td>
</tr>
<tr>
<td></td>
<td></td>
<td>project costs.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If an application involves more than one faculty, it is to be sent to</td>
</tr>
<tr>
<td></td>
<td></td>
<td>and prioritised by all the faculties concerned.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Those who applied in 2017 and wish to reapply if they were rejected</td>
</tr>
<tr>
<td></td>
<td></td>
<td>on the grounds of lack of funds must also send in a LOI. We do not</td>
</tr>
<tr>
<td></td>
<td></td>
<td>know when the decision on these applications will come from KAW.</td>
</tr>
<tr>
<td>23 October</td>
<td>Faculties’ contact people</td>
<td>The faculties are to have prioritised the applications. All LOIs which</td>
</tr>
<tr>
<td>at 12:00</td>
<td></td>
<td>are prioritised by their faculty are to be in line with KAW guidelines</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(see appendix 1) for research projects of high scientific potential</td>
</tr>
<tr>
<td></td>
<td></td>
<td>and should provide answers to the questions in LOI (appendix 2). In</td>
</tr>
<tr>
<td></td>
<td></td>
<td>addition, the faculties are to take gender equality into account in</td>
</tr>
<tr>
<td></td>
<td></td>
<td>the projects, in terms of equal gender distribution.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The faculties are to send the prioritised LOIs and a letter with a</td>
</tr>
<tr>
<td></td>
<td></td>
<td>brief motivation for each LOI as well as a list clarifying the ranking</td>
</tr>
<tr>
<td></td>
<td></td>
<td>of the applications (numbered 1, 2, 3 according to priority etc. or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>grouped by priority, where group 1 has highest priority, followed by</td>
</tr>
<tr>
<td></td>
<td></td>
<td>groups with lower priority, at least 3 groups) to Research Services</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(<a href="mailto:tina.trollas@fs.lu.se">tina.trollas@fs.lu.se</a>).</td>
</tr>
<tr>
<td>6 November</td>
<td>Research Board</td>
<td>Working group meeting for the Research Board. Review of LOI and</td>
</tr>
<tr>
<td>9-13</td>
<td></td>
<td>proposal for prioritisation of applications, i.e. which ones may</td>
</tr>
<tr>
<td></td>
<td></td>
<td>submit, as well as feedback on the applications.</td>
</tr>
<tr>
<td>13 November</td>
<td>Research Board</td>
<td>Decision on which applicants may submit their applications to KAW.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>KAW allows LU to submit in the order of 10–15 applications in total.</td>
</tr>
<tr>
<td>15 November</td>
<td>Research Services</td>
<td>Information to applicants, copy to the head of department, on the</td>
</tr>
<tr>
<td></td>
<td></td>
<td>decision of the Research Board.</td>
</tr>
<tr>
<td>21 November, at</td>
<td>Applicants and Research Services</td>
<td>Information meeting for applicants on the writing of applications to</td>
</tr>
<tr>
<td>13:00-15:00</td>
<td></td>
<td>KAW and budget – Research Services provide tips based on experiences</td>
</tr>
<tr>
<td></td>
<td></td>
<td>from earlier rounds of applications.</td>
</tr>
<tr>
<td>16 November –</td>
<td>Applicants and Research Services</td>
<td>Applicants prepare their applications. Applicants authorised to submit</td>
</tr>
<tr>
<td>26 January 2018</td>
<td></td>
<td>their applications to KAW are contacted by Research Services for</td>
</tr>
<tr>
<td></td>
<td></td>
<td>further support with their application, including budget and vice-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>chancellor’s letter (LU’s templates for KAW budget and vice-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>chancellor’s letter are obtained from Research Services).</td>
</tr>
<tr>
<td>9 January</td>
<td>Applicants</td>
<td>Text for the vice-chancellor’s letter of endorsement according to the</td>
</tr>
<tr>
<td>2018 at 9:00</td>
<td></td>
<td>template is sent to Research Services (<a href="mailto:tina.trollas@fs.lu.se">tina.trollas@fs.lu.se</a>).</td>
</tr>
<tr>
<td>16 January</td>
<td>Applicants</td>
<td>Completed budget according to LU template for KAW budget and, where</td>
</tr>
<tr>
<td>2018 at 9:00</td>
<td></td>
<td>applicable, letter of endorsement, and co-financing certificate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>signed by the head of department are sent to Research Services</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(<a href="mailto:tina.trollas@fs.lu.se">tina.trollas@fs.lu.se</a>, copy to <a href="mailto:kjell.josefsson@fs.lu.se">kjell.josefsson@fs.lu.se</a> and</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:peter.ahlm@rektor.lu.se">peter.ahlm@rektor.lu.se</a>).</td>
</tr>
<tr>
<td>26 January</td>
<td>Applicants</td>
<td>Applicants send final version of the whole application according to</td>
</tr>
<tr>
<td>2018, at 9:00</td>
<td></td>
<td>appendix 3 to Research Services for approval. The application must be</td>
</tr>
<tr>
<td></td>
<td></td>
<td>in such a state that it is final and can be submitted to KAW. Research</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Services will send the vice-chancellor’s signed letter of endorsement</td>
</tr>
<tr>
<td></td>
<td></td>
<td>to the applicant once the application is cleared by Research Services.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix 1. KAW guidelines for research projects of high scientific potential

- The foundation supports researcher-initiated projects of the highest international standard
- The foundation primarily awards grants to projects in science, engineering and medicine
- Projects in other disciplines can obtain support on condition that they are connected to issues of relevance to science, engineering and medicine
- Projects are to be focused on a cohesive research issue
- For subjects in which research is of a generic nature such as mathematics, a project can consist of joint conceptual development
- Prioritised projects cover new research areas and research of a boundary-crossing nature
- Project grants are primarily not to constitute additional funding for ongoing activities and/or other already started projects. **Normally, one to five research groups can collaborate within a project. There are no limits regarding the localization of research groups in terms of organization or geography.**
- Applicants are to be permanently associated with a Swedish higher education institution
- Normal projects should have a **budget between SEK 15 and 50 million (NB! New upper limit from 2017).** Projects can have a running time of three to five years. Grants for equipment necessary to the project are awarded through the financing of depreciation costs
- As of the 2016 call for applications, an individual researcher can only be involved in two ongoing projects of which at most one as principal investigator (NB! New rule from 2016)
- Research funded by the foundation is to be published in open access, i.e. published articles are to be archived in openly searchable databases. The additional cost for this can be taken up as a direct cost in project applications
- Project grants can be applied for once per year with a 1 February deadline
- A letter of endorsement from the vice-chancellor is to be attached to the application
- Rejected projects cannot apply again on the same research issue for three years. Exceptions are made for projects rejected on the grounds of lack of funding in which case a renewed application can be re-submitted and processed in the regular round of applications.
- Grants for equipment are normally awarded as part of a project in which the cost of the equipment is directly related to the scientific operations of the project.

Read more on the KAW website: [https://kaw.wallenberg.org/en/node/1595](https://kaw.wallenberg.org/en/node/1595)
Appendix 2. Template for letter of intent
NB! The project proposal must be in line with KAW guidelines:

The letter of intent (LOI) is to be at most 5 pages long plus a short CV (max 2 A4 pages, template in appendix 4) and a list of 10 selected publications per person for at most three selected key people in the project. Use font size 12. Write in English.

The LOI is to contain the following headings and answer the associated questions:

1. **Organisational environment**
   What will be the organisational environment of the project/equipment? Clearly state all relevant departments and faculties.

2. **Brief project description and estimated total project cost**
   Brief description of what the application covers, project duration (3–5 years) and a simple budget specifying the costs.

<table>
<thead>
<tr>
<th></th>
<th>Y1</th>
<th>Y2</th>
<th>Y3</th>
<th>Y4</th>
<th>Y5</th>
<th>Total Y1-5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Running costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investments</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indirect costs/rent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. **Novelty**
   In what way does the application represent new research issues or methods. The key words for projects are bold, groundbreaking and innovative. KAW is not interested in “more of the same” or applications aiming to establishing research centres.

4. **Participants**
   KAW focuses on excellent researchers – is it clear that such researchers play a key role in the project? Do the applicants have a permanent association with LU?

5. **Strategic importance**
   What is the strategic importance of the project for LU, the faculty, the department and the team’s research? Where applicable, what is its strategic importance for Sweden? How does the project contribute to reinforcing/developing the research environment, research infrastructure?

6. **Collaborations**
   Does the project lead to collaborations, within a discipline as well as across disciplines; within LU, nationally and internationally?

7. **Equipment**
   If equipment is included in the application – is similar equipment already available in Lund? If the answer is yes – why is this particular equipment important? Does it complement existing equipment? In what way?

8. **Prior support from KAW**
Has KAW previously supported projects/equipment or other activities of the team/department in this field? Are any of the project participants involved as principal investigators and/or co-applicants in other KAW projects which are ongoing or which are being applied for to KAW?

9. Approval from department(s)
The applicant certifies that s/he has been in contact with the department and that the application is supported and prioritised by the head of department, and that the head of department is aware of the co-financing requirement in KAW grants.

10. Appendix: CV and a list of ten selected publications
Brief CV (max 2 A4 pages) plus a list of 10 selected research publications per person for a maximum of three selected key people in the project are to be attached to the LOI.

The documents (LOI, CV and publications) are to be compiled into a single pdf file with the file title: KAW_LOI_surname of applicant.

Appendix 3. Complete application
The complete application to be sent to Research Services is to contain the following parts according to KAW guidelines:

- Project description
- Swedish summary
- English summary
- CV and a list of ten selected research publications for each applicant

Minor adjustments can be made after the complete application has been submitted to Research Services.
All documents are to be emailed in Word format. Name the files according to the KAW headings followed by the principal investigator’s surname.

Applicants are advised to log in to the KAW portal for e-applications at an early stage to see how the application is structured (https://www.wallenberg.com/kaw/anslagsguide/ansokanriktiljoner/e-ansokan).

Appendix 4. Template for CV (separate file).