Management rules for University-wide funding of research infrastructure at Lund University

Approved by the Vice-Chancellor 14 April 2016

Lund University has reserved funds for the financing of University-wide infrastructure. Applications for these funds will be invited annually by the University-wide Research Board (hereafter referred to as the Research Board). The call for applications will focus on interdisciplinary research environments that are of particular strategic significance for the University. If an application is supported by more than one faculty, this will be considered a special qualification.

The call for applications for University-wide infrastructure funding will be issued once a year. The decision on allocation is made by the Vice-Chancellor after preparation by the Research Board.

The minimum amount that can be applied for is SEK 250,000/year, and the total available funding for each application is SEK 2 million/year. The infrastructure can receive support for no more than 5 years.

Preparation and decision

World-leading research requires both strategic research investments and strategic research facilities. The need for different types of joint and University-wide research infrastructure has significantly increased. Therefore, resources have been reserved for University-wide research infrastructure since 2012. Meanwhile, the faculties have been encouraged to reserve some of their own resources for investments in infrastructure.

As of 2017, the University-wide resource amounts to a total of SEK 20 million per year.

Applications for funding for both faculty and boundary-crossing infrastructure are processed by the Research Board in accordance with a separate procedure.

A group consisting of the chair of the Research Board, at least three other board members, and a representative from MAX IV, process the applications. The working group draws up a proposal for a prioritisation of applications, which is then considered by the board.

The board’s proposal is submitted to the Vice-Chancellor for a decision.
Eligible research infrastructures

Research infrastructures that are eligible for central funding are primarily advanced research instruments, electronic archives/databases, and service staff or user support for long-term use, maintenance and development of the infrastructure.

Criteria for central funding of research infrastructure at Lund University

University-wide interest
The application must show that a number of researchers/research groups from several different departments and/or faculties have expressed strong interest in the infrastructure.

Open access
Researchers are to have open access to the infrastructure and receive qualified service in order to use it, regardless of their academic affiliation within Lund University. The use of the infrastructure may involve a fee. If so, this fee is to be the same for all users within the University.

In case of infrastructure with limited access in terms of physical accessibility, staff resources or time, a selection method based on scientific prioritisation is to be applied.

Access may be restricted for other reasons, including ethical, legal or copyright reasons. These must be clearly explained.

Qualified service and training for users
Qualified service and training shall be provided for advanced research assignments. The user shall not be obliged to be an expert on the technology used; rather, they are only expected to pursue qualified research in this context, and have knowledge of how the results can be used to illustrate the research.

Long-term strategic plan
The applications are to include a long-term strategic plan (5–10 years) for the development of the infrastructure, e.g. in terms of technology, methods, service for users, collaboration with other stakeholders, education and communication. The responsibilities with regard to research data and data management are to be specified.

Long-term financial plan
The infrastructure is to have a long-term financial plan (5–10 years) which includes any user fees and collaboration with different stakeholders.

Communication
Appropriate information is to be provided to potential users about opportunities for advanced research at the facility. New opportunities and breakthroughs in research that occur because of the infrastructure are to be communicated to the research community and the interested public.

Decommissioning
There is to be a decommissioning plan which clearly defines and explains the
responsibilities for staff, buildings, equipment, financing, ownership, disposition rights of resources and management of research data during the decommissioning phase.

Follow-up and report
A brief report (max 2 pages) is to be submitted in February of each year to the Research Board, covering the following items:

- How many people have used the infrastructure since the start/last follow-up? What was the proportion of new users?
- How many and which research groups used the infrastructure during the year and within what subjects?
- Description of any major organisational changes or updates to the infrastructure since the start/last follow-up.
- Financial report including any other significant contributions to the development that have been applied for/granted since the start/last follow-up.
- Brief description of any significant national and international collaborations, both with research groups and industry.
- Brief description of any scientific breakthroughs that were enabled by the activities of the infrastructure.
- List of relevant publications.

If the report is sent to external funders, a copy is to be sent to the Research Board.

Annual cycle for applications, establishment and report

- April: deadline for applications for a University-funded infrastructure
- May–June: processing and prioritisation of received applications
- August: decision by the Research Board
- January: new infrastructure is established, and disbursement of funds in accordance with the Research Board’s decision
- February: follow-up and reporting on the activities during the previous year

Amount
Minimum amount SEK 250 000/year
Maximum amount SEK 2 million/year

Application process

The application is to be structured in accordance with the instructions provided in appendix 1.

The applications received will be processed by the Research Board and then submitted to the Vice-Chancellor for a decision.
Instructions
The application is to be submitted in full to the Research Board. Incomplete applications, or applications that do not comply with the instructions below, will not be considered.

The application may not exceed 3 pages (not including appendices). All parts of the application are to be combined into one single PDF document, named after the main applicant, e.g. nn.nn.pdf.

The following items must be included in the application (use the headings below in the order in which they are given):

1. Title of the application
2. Name, title, department, email and telephone number of the principal applicant. (NB: the general rule is that the principal applicant must be a permanent employee of Lund University)
3. The research significance of the infrastructure
4. Description of the infrastructure
5. Placement of the infrastructure – physically and administratively
6. Proposal for the management of the infrastructure, and those responsible for the procurement, installation, maintenance and decommissioning
7. An account of where identical or similar equipment can be found at LU
8. An account of whether the application has been, or is intended to be, submitted to other funding bodies
9. Approval by the head of department, entailing that the department will fund the costs that arise, if the application is granted.

The following items are to be submitted as appendices:

Appendix 1. A long-term strategic plan, max 1 page.
Appendix 2. A long-term financial plan, max 1 page.
Appendix 3. A decommissioning plan, max 1 page.
Appendix 3. A risk analysis including the risks associated with investing as well as the risks associated with not investing, max 0.5 page.
Appendix 4. List of co-applicants: name, title, department and contact information.
Appendix 4. Brief CV of the principal applicant, or the management of the infrastructure. Max 2 pages + a list of 10 selected publications, and a brief account of the total number of publications, book chapters, reports, etc.
Attachment 5. List of 10 selected publications by the entire group of applicants that are relevant to the application.