



LUNDS
UNIVERSITET

Research Services
Johanna Mellgren
Research Funding Advisor

MANAGEMENT RULES

2021-03-30

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Program for art history and archeology, Marcus and Amalia Wallenberg Foundation. Last day to apply: 1 June 2021.

The Foundation announces a call for a program for research within art history and archeology with focus on research that concerns Swedish and Nordic material. The PI must have a Ph.D. in archeology, art history or other topic within cultural history with focus on research that concerns Swedish and Nordic material. The PI must have a long-term connection to a Swedish academic institution.

These Management Rules includes a time plan and instructions for the internal Lund University process for prioritisations of applications, where the PI is based at LU. The first step is to send a Letter of Intent and a short CV, for the concerned faculty to consider; see below.

Guidelines

Note that the PI must have a long term affiliation with Lund University.

Note that the project PI must have a long-term connection to Lund University. The project is to be focused on a cohesive issue and is not to form additional funding of an already ongoing project.

A normal project budget (sum applied for) can be considered max 2 MSEK.

For further information, please visit the foundation webpage: [Marcus & Amalia Wallenberg Foundation](#).

Read carefully their application guidelines as well as terms and conditions before you start writing your application.

Economical prerequisites

Note that the Head of Department must be notified before the writing of the application commences. It is not clear how much of the indirect costs will be covered by the foundations. It is likely that the PIs department must co-fund indirect costs.

Contact

Humanities and Theology: Barbara Törnquist-Plewa (barbara.tornquist-plewa@slav.lu.se).

Research Services: Johanna Mellgren (johanna.mellgren@fs.lu.se). Any questions directed towards the Wallenberg Foundations must go via LUs contact person Brita Larsson (brita.larsson@fs.lu.se).

Time plan

This process begins with the applicant sending a so called Letter of Intent (LOI) with CV to Research Services, and in turn this material is evaluated by the HT faculties Research Board. The HT faculties Research Board will decide on which projects will move on to a full application.

Date	Person responsible	Task
29 April, 9.00 am	Applicant	Send the Letter of Intent (LOI) and CV(s) to Research Services ansokan@fs.lu.se . See appendix 1 for content of LOI
3 – 6 May	HT research committee	Evaluates submitted LOI and decide on which projects will move on to a full application.
7 May	Research Services	Decision to applicants. Instructions re the remaining process. Provides template for the Vice-chancellor's letter of endorsement and the Wallenberg budget template.
17 May, 9.00 am	Applicant	Text for the Vice-Chancellor's letter of endorsement according to the Template, plus completed budget and co-financing certificate is sent to Research Services ansokan@fs.lu.se .
26 May, 9.00 am	Applicant	Complete application in final version according to Appendix 2 is sent to Research Services ansokan@fs.lu.se
26-28 May	Research Services	Provides the signed Vice-Chancellor's letter of endorsement when the application has been approved.
1 June	Applicant	External deadline for submission to MAW. The applicants submit the application electronically and email a copy of the final application to Research Services ansokan@fs.lu.se .

Appendix 1. Content of Letter of Intent and CV (to Research Services 29 April 2021, 9 am)

The Letter of Intent (LOI) and CV are to be written in English. Use font size 12. Send to ansokan@fs.lu.se.

Send the LOI and CV compiled in a single PDF with the file title: MAW_LOI_surname.

LOI is to be max 3 A4-pages.

The LOI is to contain:

- Name of the foundation + the call in question.
- Name and home organisation of the principal applicant and any co-applicants at the start of the text.
- A short description of the project. Include the project's aim and goals, research issue, method, theory and project group. Clearly indicate the project's novelty value.
- A simple budget. Specify the project's total cost. A complete budget according to LU's Wallenberg template is not required at this stage.
- A sentence in which the applicant certifies that the head of department has been informed about the project and supports it. The name of the head of department is to be specified. It is important that the head of department has been informed, as we do not know the extent to which the foundation will cover the overheads. If the application is successful, it is likely that

the department must co-finance the overheads of the project that are not covered by the foundation.

CV – max 2 A4 pages plus a list of 10 selected publications for each applicant. One CV and one list of selected publications per applicant. See template for CV, Appendix 3.

Appendix 2. Complete application

The complete application to be sent to Research Services is to contain the following:

To be sent 17 May 2021, 9 am (ansokan@fs.lu.se)

- Completed Vice-chancellor's letter of endorsement, following template (Word)
- Completed budget according to LU adapted Wallenberg budget template (Excel)
- Co-financing certificate signed by the Head of Department. Note that this is in internal document and should not be submitted to the foundation.

To be sent 26 May 2021, 9 am (ansokan@fs.lu.se)

- All parts of the application according to the foundations guidelines:
 - Project description, max 10 pages
 - Swedish popular science summary (max 1 A4 page/ 3 500 characters incl. blanks)
 - English summary (max 2 000 characters incl. blanks)
 - Final budget (Excel)
 - CV and list of 10 selected research publications by the PI and Co-PI(s).

Note that only minor adjustments can be made after the complete application has been submitted to Research Services. All documents, with the exception of the budget file (Excel), are to be emailed in Word format. Name the files according to the foundation's headlines followed by the PI:s surname.

It is recommended that you log in to the [MAW application portal](#) at an early stage, in order to familiarize yourself with the application format. Note that instructions are to be found also in the portal.

Appendix 3. CV template

Template for CV

- Max 2 pages each for principal applicant and for (if applicable) co-applicant(s)
- Use font size 12
- Insert name and date of birth of principal applicant, on every page
- Include a bibliometric analysis of the number of publications and their citation frequency (if applicable to the research field and if required by the funder)
- List of publications with 10 selected publications (in addition to the 2-page CV).
Briefly explain why you chose to highlight these particular publications.

CV:et should contain the following information:

- **Contact information:** Name, address, telephone (work), email
- **Date of birth**
- **Education in reverse chronological order:** Degree, subject, place, thesis, supervisor, year
- **Post doc stays** (year, place)
- **Qualification for associate professorship or equivalent** (year)
- **Employment**, current post at the top (including percentage for research, teaching, etc.)
- **Breaks in research.** Indicate any breaks in your active research time that has affected your opportunities for qualification, e.g. parental leave, illness, elected positions or other reasons of a similar nature. Specify the reasons and state the date and duration of the break
- **Special assignments** (year, assignment)
- **Prizes and awards**
- **Stays abroad for research or teaching**
- **Assignments as editor, referee**
- **Scholarly/academic societies** (only appointed/elected member)
- **Supervision**, PhDs and post-docs for whom you were principal supervisor (name, year)
- **Training in teaching and learning in higher education** (training course, scope, year)
- **Experience of communicating research findings with stakeholders/end users**

- **Current grants from other funders**
- **Other relevant information of significance to the application**