



**LUNDS**  
UNIVERSITET

2021-05-20

Research Services

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**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 2022.**

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's 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: [Research projects with high scientific potential](#) and [Assessment criteria for evaluation of project grants](#).

KAW supports researcher-initiated projects of the highest international standard, primarily within science, engineering and medicine. The projects are normally to be concerned with basic research and focus on a cohesive research issue. Normally, projects should have a budget between **SEK 15 to 40 million** with a running time of **three to five years**. 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.

**Changes in KAW guidelines as of the 2019 call for applications:**

- **A project group consists of two to five researchers** that collaborates in a project that focuses on a coherent academic research question.
- A principal investigator must have a long-term association with a Swedish institution of higher education, and **spend at least 70 % of their position and working time in Sweden. Co-investigators must spend at least 50 % of their position and working time in Sweden.**
- **The overall competence of the group will be evaluated**, and the following criterion will be important in the Foundation's assessment process. **Projects are prioritized where there are obvious that the complementing competences of the researchers make it possible to address hypotheses and research questions, where a single researcher would have had difficult to address on his or her own.**

For a **complete list of guidelines**, please see the KAW website: [Research projects with high scientific potential](#).

**Requirements on the faculties' prioritisation of applicants**

The faculties design their own internal procedure for prioritising the applicants' Letters of Intent (LOI).

Each faculty is to secure the quality of the applicants' LOI so that they comply with the KAW guidelines for research projects of high scientific potential (Appendix 1) and responds to the questions in the LOI (Appendix 2). Furthermore, the prioritisation is to take into account the gender equality of the projects in terms of an even gender balance. Each faculty is only to submit the projects that they fully support and to filter out any others. KAW will accept a total number of 10–15 applications from LU.

The faculties are to send the prioritised LOIs and a cover letter including a half-page justification for each LOI to Research Services ([ansokan@fs.lu.se](mailto:ansokan@fs.lu.se)). The cover letter is to describe why the project and project group are important and explain the faculty's prioritisation. The letter of justification will serve as basis for the Research Board's prioritisation and the Vice-chancellor's letter of endorsement. Each faculty is also to attach an overall justification including a list ranking the applications (numbered 1, 2, 3 in order of priority etc., or prioritised in groups, in which group 1 is most highly prioritised, followed by less prioritised groups, including at least 3 groups).

An application involving more than one faculty is to be sent to and prioritised by all faculties concerned.

If an application became rejected in the 2020 call on the grounds of lack of funding, it may be resubmitted in 2022 (see also Appendix 1). If the applicant decides to apply again, s/he must submit a new LOI. Otherwise, the following applies: When an application is not approved for granting, the application cannot be submitted again based on the same scientific question within three years.

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

Faculty of Engineering (LTH): Heiner Linke ([heiner.linke@lth.lu.se](mailto:heiner.linke@lth.lu.se)) and Kristin Scott ([kristin.scott@lth.lu.se](mailto:kristin.scott@lth.lu.se)).

Faculty of Medicine: Birgitta Larsson ([birgitta.larsson@med.lu.se](mailto:birgitta.larsson@med.lu.se)).

Faculty of Science: Anders Tunlid ([anders.tunlid@biol.lu.se](mailto:anders.tunlid@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: Johanna Mellgren ([johanna.mellgren@fs.lu.se](mailto:johanna.mellgren@fs.lu.se)) and Sara Naurin ([sara.naurin@fs.lu.se](mailto:sara.naurin@fs.lu.se)).

**Please note:** Any questions directed to KAW must go via the foundation's contact person Brita Larsson, Research Services ([brita.larsson@fs.lu.se](mailto:brita.larsson@fs.lu.se)).

**Timetable**

<b>Date</b>	<b>Person responsible</b>	<b>Task</b>
20 September, 9 am	Applicants	Letter of Intent (LOI, see Appendix 2 for content) to be emailed to the faculties' contact people.
11 October, 12 am	Faculties' contact persons	The faculties send the prioritised LOIs, a half-page justification for each prioritised LOI, an overall justification of the prioritisation process and a list ranking the applicants to Research Services ( <a href="mailto:ansokan@fs.lu.se">ansokan@fs.lu.se</a> ). The requirements are specified in Appendix 1 and under the heading "Requirements on the faculties' prioritisation of applicants".
8 November	Research Board	Working group meeting for the Research Board. Review of LOIs and proposal for prioritisation of applications, i.e. which ones may be submitted, as well as feedback on the applications.
15 November	Research Board	Decision on which applicants may submit their applications to KAW.
17 November	Research Services	Information to applicants, copy to the head of department, on the decision of the Research Board.
22 November–3 December	Applicants and Research Services	Individual meetings between Research Services and the applicants. Information on the writing of applications and budget.
November – 21 January 2022	Applicants	Applicants finalise their applications.
12 January 2022, 9 am	Applicants	Text for the Vice-chancellor's letter of endorsement in accordance with the template is sent to Research Services ( <a href="mailto:ansokan@fs.lu.se">ansokan@fs.lu.se</a> ).  Completed budget according to LU template for KAW budget, a co-financing certificate signed by the head of department and, where applicable, a letter of endorsement concerning co-financing from a co-applicant higher education institution, are sent to Research Services ( <a href="mailto:ansokan@fs.lu.se">ansokan@fs.lu.se</a> ).
24 January 2022, 9 am	Applicants	Applicants send final version of the whole application according to Appendix 3 to Research Services ( <a href="mailto:ansokan@fs.lu.se">ansokan@fs.lu.se</a> ) for approval. The application must be in such a state that it is final and can be submitted to KAW. Research Services will send the Vice-chancellor's signed letter of endorsement to the applicant once the application is cleared by Research Services.
1 February 2022	Applicants	External deadline for submission to KAW. The applicants submit electronically the application to KAW and email receipt + a copy of the final application to Research Services ( <a href="mailto:ansokan@fs.lu.se">ansokan@fs.lu.se</a> ).

**Appendix 1. KAW guidelines for research projects of high scientific potential. NB crosscheck the Foundation website information on guidelines for research projects of high scientific standard to ascertain that you have the latest version.**

- The Foundation supports investigator-initiated projects of the highest international standard.
- The Foundation primarily grants funding in natural sciences, technology and medicine.
- Projects in other disciplines may receive support on the condition that they are related to research questions of relevance to natural sciences, technology and medicine.
- A project group consists of two to five researchers that collaborates in a project that focuses on a coherent academic research question.
- The overall competence of the group will be evaluated by the Foundation, i.e. not the PI and the co-investigators one by one.
- PIs must have a long-term association with a Swedish institution of higher education, and spend at least 70 % of their position and working time in Sweden. Co-investigators must spend at least 50 % of their position and working time in Sweden.
- Projects are prioritised where it is obvious that the complementary competences of the researchers make it possible to address hypotheses and research questions that a single researcher would have difficulties to address on his or her own.
- For subjects in which research is generic in nature, such as mathematics, a project may consist of joint concept development.
- Project allocations must not primarily constitute auxiliary funding for current operations or other projects in progress.
- The research must be undertaken at a Swedish institution of higher education but otherwise there are no limits regarding the localisation of research groups in terms of organisation or geography.
- Projects normally have a budget of between SEK 15 million and SEK 30 million. Projects can have a duration of three to five years. Grants for equipment necessary to the project are approved through financing of depreciation costs.
- An individual researcher is only allowed to participate in two ongoing projects, and act as a PI on one of these.
- Research funded by the Foundation must be published with open access, i.e. published articles must be archived in open searchable databases. The additional cost for this can be stated as a direct cost in project applications.
- Grants can be applied for once per year, with 1 February as the deadline.
- A letter of support from the Vice-chancellor must be attached to the application.
- When an application is not approved for funding, the application cannot be submitted again based on the same scientific question within three years. The only exception is when an application has been rejected due to lack of funding. In this case, it can be submitted again during next year's application period.
- Grants for equipment are normally only awarded as part of a project in which the cost of the equipment is directly related to the scientific operations of the project. Equipment is financed through depreciation, which must be calculated linearly across its entire economic/scientific life, not merely across the project period applied for. Procurement must take place no later than 2 years after the project starts, and depreciation can thereby commence and be applied for for 2 years longer than other costs.

Read more on the KAW [website](#).

## Appendix 2. Template for Letter of Intent

The project proposal must be in line with KAW [guidelines for research projects of high scientific potential](#).

The Letter of Intent (LOI) is to be at most five pages long plus a short CV (max 2 A4 pages, template in appendix 4) and a list of 10 selected publications per person. 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. Novelty

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

### 3. 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.

	Y1	Y2	Y3	Y4	Y5	Total Y1-5
Personnel						
Running costs						
Investments						
Indirect costs/rent						
<b>TOTAL</b>						

### 4. Participants

KAW focuses on excellent researchers and the group’s complementary competencies. Is the excellence made apparent, and is it clear who does what and why in the project? Does the principal investigator 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-

investigators in other KAW projects which are ongoing or which are being applied for to KAW?

**9. Approval from department(s)**

The applicant's department must support the application. The head of department must be informed of potential co-financing costs, since KAW does not cover all the costs involved. The applicant certifies that s/he has been in contact with the department, that the Head of Department is aware of the co-financing requirement in KAW grants, and that s/he is in support of the application. Please state name + email address of the Head of Department.

**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 are to be attached to the LOI.

The documents (LOI, CV and publications list) 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

LU templates for the KAW budget and the Vice-chancellor's letter are available from Research Services.

Only minor adjustments can be made after the complete application has been submitted to Research Services (see the timetable in the Management Rules).

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.

#### Appendix 4. Template for CV

- CV and a list of ten selected publications for principal investigator and for each co-investigator
- Use Times New Roman and font size 12
- Insert name and social security number/date of birth of principal investigator in the page heading of every page in every document.
- 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)

#### The CV should contain the following information:

- **Contact information** Name, address, telephone (work), email
- **Social security number** (personnummer) or date of birth if non-Swedish
- **Education in reverse chronological order** Degree, subject, place, thesis title, supervisor, year
- **Postdoc stays** (year, place)
- **Qualification for readership 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 which have affected your opportunities for qualification, such as parental leave, illness, general or specialist positions for clinically active professional categories, 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**
- **Commissions as editor, referee**
- **Scholarly/academic societies** (only appointed/elected member)
- **Supervision, PhD graduates 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 finding with stakeholders/end users**
- **Current funding from other funders**
- **Other relevant information of significance to the application**

