



LUNDS
UNIVERSITET

2022-09-13

Research Services

Lund University's management rules for standard project applications to the Marcus and Amalia Wallenberg Foundation and the Marianne and Marcus Wallenberg Foundation.

Note: Should any information in this document differ from the corresponding management rules in Swedish (hanteringsordning), the Swedish version applies.

Deadline to apply to the foundations is 1 April 2024.

Note: 1st of April is Easter Monday, see the timetable.

Also note: Special calls are not covered by this document. In the event special calls are announced a separate management rules document will be published.

Project applications to the Marcus and Amalia Wallenberg Foundation (MAW) and the Marianne and Marcus Wallenberg Foundation (MMW) are prioritised by the Vice-Chancellor of Lund University (LU). The management rules contain a timetable for the internal process of prioritisation of standard project applications with a main applicant from LU. It is based on the current information available to Research Services. Note that the Foundations may make changes to the calls with short notice.

Guidelines for project applications

MAW and MMW support research projects of high scientific potential, researcher-initiated projects of the highest international standard focusing on a coherent research question. Note that the Wallenberg Foundations are not interested in providing additional funding for already ongoing projects. Prioritised projects cover new research areas and interdisciplinary research. An individual researcher is only allowed to participate in two ongoing projects, and act as a PI on one of these.

The principal investigator must have a long-term association with a Swedish institution of higher education and must spend at least 70 % of their position and working hours in Sweden. Co-applicants must spend at least 50 % of their position and working hours in Sweden. Note that this refers to permanent positions, from this there will be no exceptions.

MAW primarily awards grants to projects within the humanities and education. A normal project for MAW should have a budget of between SEK 1 million and SEK 5 million with a project period of three to five years.

MMW primarily grants funding for projects related to law, economics, and the social sciences. A normal project for MMW should have a budget of between SEK 3 million and SEK 10 million and a project period of three to five years.

The Foundations state that a project can only be subject for review at two separate application periods. At Lund University, applicants may reapply once with the same project idea provided that the Research Board deems that the potential to answer the research question has developed substantially in relation to the original application, for example through preliminary research results. See appendix 1 for information regarding additional documents that are required from applicants who are reapplying with the same project.

Requirements on the faculties' prioritisation of applicants

Each faculty establishes their own internal procedure for prioritising the applicants' Letters of Intent (LOI). Note that at least 3 persons must be involved in the faculty's prioritisation process. The group must include men and women. Each faculty is to secure the quality of the applicants LOIs so that they comply with guidelines of MMW or MAW. All faculties shall clearly and transparently communicate their process to their researchers. If the faculty wishes to use expertise outside of their prioritisation group, it must be clearly communicated to the applicants. External reviewers that are involved must be informed that they are not allowed to distribute any information about the project proposals.

In addition to the applicants LOI (see appendix 1), the faculties must also provide Research Services (ansokan@fs.lu.se) with the following:

1. Checklist for each LOI (according to appendix 2)
2. A document ranking the projects (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). This document should state who has been involved in the faculty's prioritisation process. This will be shared with the applicants.
3. A short (max 0.5 A4) motivation for each LOI, explaining how the faculty has prioritised the project and why.

Final decision of applicants

The Research Board will decide, based on recommendations from the designated working group, which applicants will be permitted to submit a full application. Projects that have been discussed by the working group will receive feedback by their faculty representative after the Research Board's decision. Research Services will contact the selected applicants for the continued application process.

Contact

School of Economics and Management: Maria Stanfors (maria.stanfors@ehl.lu.se)

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

Faculty of Law: Henrik Wenander (henrik.wenander@jur.lu.se)

Faculty of Social Sciences: Anna Meeuwisse (anna.meeuwisse@soch.lu.se)

Specialised centres (USV): Oksana Mont (oksana.mont@iiee.lu.se)

Other faculties: contact the relevant faculty office.

Research Services: Sara Naurin (sara.naurin@fs.lu.se), Johanna Mellgren (johanna.mellgren@fs.lu.se), Sam Madjidian (sam.madjidian@fs.lu.se), Malin Bredenberg (malin.bredenberg@fs.lu.se).

Any questions for MAW and MMW need to go through the foundations' contact person. Please contact Research Services.

Timetable

Date	Person responsible	Task
15 December 2023 09:00	Faculty	Each faculty send Letters of Intent (LOI) and CV(s), and other requested material (see <i>Requirements on the faculties' prioritisation of applicants</i> above) to Research Services (ansokan@fs.lu.se). See appendix 1 for content of LOI.
16 January 2024, 13:00-16.00	Research Board	Research Board working group meeting. Review of LOI and proposal for prioritisation of applications.
22 January 2024	Research Board	Decision on which applicants may submit a complete application to MAW and MMW.
23 January 2024	Research Services	Information to applicants, copy to the head of department, about the decision of the Research Board.
23 January – 20 March 2024	Applicant and Research Services	Applicants complete their applications. Applicants authorised to submit their applications to MAW/MMW are contacted by Research Services for further support with their application, budget, and vice-chancellor's letter of endorsement.
11 March 2024 09:00	Applicant	<p>A complete draft of the application according to appendix 3 is sent to Research Services (ansokan@fs.lu.se) for approval. The draft must meet all the guidelines and formality requirements from Research Services and the foundation.</p> <p><u>Note that this includes:</u></p> <ol style="list-style-type: none"> 1. Text for the Vice-Chancellor's letter of endorsement according to template 2. Complete budget according to template 3. Co-financing certificate for each participating researcher from Lund University and letters of support concerning co-financing for co-applicants from other universities. <p><i>Templates will be provided by Research Services to the applicants after the Research Board's decision of who gets to submit a full application has been announced.</i></p>
11 March – 20 March 2024	Research Services	<p>Arrange signature on the Vice-Chancellor's letter of endorsement.</p> <p>The signed letter of endorsement will be sent to the applicant after Research Services has reviewed and approved their application.</p>
22 March 2024	Applicant	<p>The applicant submits the application to MAW/MMW electronically and emails a copy of the final application (all files) to Research Services (ansokan@fs.lu.se).</p> <p style="text-align: center;">***NOTE***</p> <p style="text-align: center;">The application should be submitted the latest on 22 March!</p> <p style="text-align: center;">Due to Easter, Research Services cannot guarantee assistance with communication with the Foundations after the 22 March.</p>
1 April 2024 (Note: Easter Monday)	Applicant	External deadline for submissions to MAW/MMW.

Appendix 1. Content of Letter of Intent and CV

The Letter of Intent (LOI), CV and publication lists are to be written in English. Use font size 12.

Send the LOI and CV + list of publications compiled in a single PDF with the file title: MAW_LOI_surname of the main applicant or MMW_LOI_surname of the main applicant.

The LOI is to consist of no more than 5 A4 pages. The CV is to consist of max 2 pages per applicant. List of publications (10 selected) for each applicant is preferably listed on 1-2 pages. Please note that CV:s and lists of publications is added in excess of the 5 page LOI.

The LOI is to contain:

1. In the beginning of the text:
 - Name of the foundation that the application wishes to submit to
 - Name and home organisation of the main and co-applicants.
 - Current form of employment and employment rate for all applicants
 - Which other Wallenberg projects (granted and ongoing applications) that the main applicant and every co-applicant is involved in
2. A short description of the project. Structure the text according to the tradition within the field of research, but include the project's aim and goals, research question, method, theory, and project group. Clearly indicate the project's news value and its cross-boundary nature.
3. A simple budget. Specify the project's total cost, and costs for salaries, travel, other costs, and indirect costs. A complete budget according to LU's Wallenberg template is not required at this stage.
4. A brief section in which the main applicant certifies that the head of department: 1) Will support the application should the Research Board select it, and 2) is informed that co-financing of a granted project will be necessary. Head of department's name plus email address must be stated. **An approval from the head of department is important, as a successful application will result in co-financing of indirect costs.**

If the project will involve **co-applicants from other departments and/or other universities**, concerned head(s) of department must also be informed and with name be included in the above certification. Alternatively, the main applicant's head of department can certify that they undertake all necessary co-financing.

Note: If the applicant intends to apply again with a project idea that has been rejected by the Foundation in a prior call the following must also be included:

1. The original full application
2. A motivation (max 1 A4 page) stating how the potential to answer the research question has been significantly developed.

Appendix 2. Checklist for LOI, CV and publication list (filled out by the faculty)

- Is LOI max 5 pages long?
- Does the LOI contain a simple budget?
- Is there a CV for the main applicant and every co-applicant?
- Are all CV's max 2 pages long?
- Is there a list with 10 selected publications for the main applicant and every co-applicant?
- Are all the publication lists max 2 pages long?
- Does the main applicant have a permanent position at Lund University?
- Does the main applicant have minimum 70% of their employment and working time in Sweden?
- Do all the co-applicants have a permanent position at a Swedish university?
- Do all co-applicants have minimum 50% of their employment and working time in Sweden?
- Are all involved researchers in the project involved in maximum two ongoing projects from the same foundation, and maximum one as main applicant?
- Has the project previously been submitted to the foundation?
 - If yes: is the previous application attached?
 - If yes: Is there a motivation (max 1 A4) about how the project has developed?
- Has the head of department certified that they support the project and that they are aware of co-financing costs?

Note that the working group is not obliged to consider applications that deviate from the guidelines.

Appendix 3. Complete application

The complete application, which is to be sent via email to Research Services for approval shall contain the following parts in accordance with the foundations' and Research Services' guidelines:

1. Vice-chancellors letter
2. Project budget filled out in the foundations' template
3. Co-financing statement for the main applicant and each co-applicant
4. Project description
5. Swedish popular science summary
6. Scientific abstract in English
7. CV and list of ten selected research publications for the main applicant and each co-applicant

Please note that minor adjustments can be made after the complete application has been submitted to Research Services.

All documents, apart from the budget file (Excel), are to be emailed to Research Services in Word format. Name the files using the three-letter acronym of the foundation, name of document type and the surname of the main applicant.

Example: MMW_project_description_Johansson

When the documents have been approved, with exception for the budget file (excel), they should be converted to pdf-files before they are uploaded in the application portal.

We recommended that you at an early stage log on to the [MAW](#) or [MMW](#) portal for e-applications to familiarise yourself with the application format.

Appendix 4. Recommendations for CV

- Max. 2 pages each for the principal investigator and co-applicant(s) (if applicable)
- Use font size 12
- Insert name and date of birth (yyyymmdd) of the principal applicant in the page heading of every page in each document (including co-applicant CVs and list of publications)
- Include a bibliometric analysis of the number of publications and their citation frequency (if applicable to the research field and if required by the funding body)
- List of publications with 10 selected publications (in addition to the 2-3 page CV) Briefly explain why you chose to highlight these publications.

The CV should contain the following information:

- Contact information: name, address, telephone (work), email
- Date of birth
- Education in reverse chronological order: degree, subject, location, thesis title, supervisor, year
- Postdoc stays (year, location)
- Attained qualifications of an associate professor 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 periods that have affected your opportunities for qualification, such as parental leave, illness, general or specialist positions for clinically active professional categories, elected office 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 postdocs for whom you were principal supervisor (name, year)
- Training in teaching and learning in higher education (training course, duration, year)
- Experience of communicating research findings to stakeholders/end users
- Current grants from other funding bodies
- Other relevant information of significance to the application