



LUNDS
UNIVERSITET

Research Services

MANAGEMENT RULES

1

18 September 2020

Lund University's internal management rules for project applications – including WASP-HS – to the Marcus and Amalia Wallenberg Foundation and the Marianne and Marcus Wallenberg Foundation. Application deadline 1 April 2021.

Project applications to the Marcus and Amalia Wallenberg Foundation (MAW) and the Marianne and Marcus Wallenberg Foundation (MMW) are to be prioritised 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 applicant from LU. They are based on the current information available to Research Services and consequently may be revised if we receive new information from the foundations.

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. Prioritised projects cover new research areas and cross-boundary research, with a preferred orientation towards IT and digital media. The principal applicant is to have a long term association with a Swedish higher education institution 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.

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

MMW primarily awards grants within the social sciences. A normal project for MMW should have a budget of between SEK 3 and SEK 10 million and a project period of three to five years.

Both MAW and MMW support the WASP-HS programme within humanities and social sciences. Within the framework of applications for project grants, applications within WASP-HS, focusing on consequences and challenges relating to AI and autonomous systems, can be made relating to:

- Human wellbeing, healthcare, welfare and environmental sustainability.
- Equality, inequality, fairness, inclusion and diversity.
- Democracy, social trust, governance, justice, data protection and privacy.
- Economy, business, organisation and work.
- Human learning.

For more information, visit the foundations' websites [MAW](#) and [MMW](#). Read the foundation's information carefully before writing your Letter of Intent (LOI) and the accompanying application. The formal requirements are to be met in order for the application to be assessed.

LU's policy for applications

The applicant 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.

Contact people

School of Economics and Management: Mats Benner (mats.benner@fek.lu.se). Faculties of Humanities and Theology: Barbara Törnquist-Plewa (barbara.tornquist-plewa@slav.lu.se). Faculty of Law: Xavier Groussot (xavier.groussot@jur.lu.se). Faculty of Social Sciences: Anna Meeuwisse (anna.meeuwisse@soch.lu.se). Other faculties: contact the relevant faculty office. Research Services: Johanna Mellgren (johanna.mellgren@fs.lu.se) or Sara Naurin (sara.naurin@fs.lu.se) **Any questions for MAW and MMW are to go via the foundations' contact person, Brita Larsson, Research Services.**

Timetable

Date	Person responsible	Task
11 January 2020 at 09:00	Applicants	Send the Letter of Intent (LOI) and CV(s) to Research Services ansokan@fs.lu.se . See appendix 1 for content of LOI. If the applicant wishes to reapply with the same project idea that was rejected in a previous round of applications, the original complete application is to be sent to Research Services ansokan@fs.lu.se along with a max. 1 A4 page justification of how the potential to answer the research question has been substantially developed.
21 January 09:00–11:00	Research Board	Research Board working group meeting. Review of LOI and proposal for prioritisation of applications, i.e. which ones may submit, and feedback on the applications.
29 January	Research Board	Decision by circulation on which applicants may submit their complete applications to MAW and MMW.
1 February	Research Services	Information to applicants, copy to the head of department, on the decision of the Research Board.
1 February–22 March	Applicants 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, including personal meetings, budget and vice-chancellor's letter of endorsement.
11 March at 09:00	Applicants	Text for the vice-chancellor's letter of endorsement according to the template is sent to Research Services ansokan@fs.lu.se .
11 March at 09:00	Applicants	Completed budget according to LU template for MAW/MMW, and, where applicable, Letter of Intent from an external party, and a co-funding certificate signed by the head of department are sent to Research Services ansokan@fs.lu.se .
22 March at 09:00	Applicants	Complete application in final version according to Appendix 2, is sent to Research Services ansokan@fs.lu.se . The application is to be presented in a definitive form that can be submitted to MAW/MMW. Research Services will send the vice-chancellor's signed letter of endorsement to the applicant once the application is cleared by Research Services.
1 April 2020	Applicants	External deadline for submissions to MAW/MMW. The applicants submit the application to MAW/MMW electronically and email a copy of the final application (all files) to Research Services ansokan@fs.lu.se . Please note that this date is during the Easter holiday – 26 March is the final date for any questions for Research Services.

Appendix 1. Content of Letter of Intent and CV

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

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

The LOI is to consist of no more than 5 A4 pages

The LOI is to contain:

1. Name of the foundation the application is to be submitted to, as well as a note stating whether the project is within the framework of WASP-HS.
2. Name and home organisation of the principal applicant and co-applicants at the start of the text.
3. 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.
4. A simple budget. Specify the project's total cost, and costs for salaries, travel, other costs and overheads. A complete budget according to LU's Wallenberg template is not required at this stage.
5. CV – maximum of 2 A4 pages (template attached; Appendix 3 below) plus a list of 10 selected publications for the principal applicant and each co-applicant.
6. A sentence in which the applicant certifies that the head of department has been informed about the project and supports it. The head of department's name is to be stated. NB: it is important that the head of department has been informed, as the department must fund the overheads not covered by the foundation if the application is successful.
7. **If the principal applicant is not employed for an indefinite term:** Please note that due to the foundations' directive that the principal applicant is to have a long term association with a Swedish higher education institution, the **head of department is to certify that the principal applicant, who does not have employment for an indefinite term, will be employed for the entire period of the project if the project is granted.** In this case, the head of department's signed certificate is attached with the LOI and thus replaces point 6 above.

Appendix 2. Complete application

The complete application, which is to be sent via email to Research Services for clearing, is to contain the following:

- All parts of the application according to the [MAW](#) or [MMW](#) guidelines:
 - Project description
 - Swedish popular science summary
 - Scientific abstract in English
 - Budget for the amount applied for, submitted in the foundation's template (Excel)
 - CV and list of 10 selected research publications by the principal applicant and co-applicants
 - **Applications relating to WASP-HS** are also to contain a description (max. 1 A4 page) of the project's significance for the understanding of autonomous systems and AI's impact on society.
- A co-funding certificate signed by the head of department. This is NOT to be sent to the foundation. It is to ensure that the department has accepted the budget. This also applies to co-applicants from outside LU.

Please 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. Use the file title format of three-letter foundation acronym followed by the principal applicant's surname.

It is recommended that you log in to the [MAW](#) or [MMW](#) portal for e-applications at an early stage, in order to view the application format.

Appendix 3. CV template

Template for CV

- Max. 2 pages each for the principal applicant 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 every 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-page CV)
Briefly explain why you chose to highlight these particular publications.

The CV should contain the following information:

- Contact information Name, address, telephone (work), email
- Swedish personal identity number or 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