



LUND
UNIVERSITY

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Research Services
Brita Larsson
Research funding advisor

Lund University's internal management rules for project applications to the Marcus and Amalia Wallenberg Foundation and the Marianne and Marcus Wallenberg Foundation. Application deadline: 1 April 2019.

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 may be revised if new information is forthcoming from the foundations.

NB! Information on project applications to MMW regarding research into autonomous systems and AI is available in separate management rules.

Guidelines for project applications

MAW and MMW support research projects of high scientific potential. The projects are to be focused on a cohesive issue and be of the highest international standard. Prioritised projects are to cover new research areas and cross-boundary research, with a leaning towards IT and digital media.

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

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

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 university-wide Research Board finds that the potential to answer the research question has essentially increased in comparison to the original project application, for example through preliminary 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:

Brita Larsson (brita.larsson@fs.lu.se) or Sara Naurin (sara.naurin@fs.lu.se). **Any questions to MAW and MMW are to go via the foundations' contact person, Brita Larsson, Research Services.**

Timetable

Date	Person responsible	Task
24 January 2019 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 a project application which has previously been rejected, you must resubmit your previous application to Research Services, ansokan@fs.lu.se , together with a justification for how your project has substantially progressed, not exceeding 1 A4 page.
6 February kl 9.00-13.00	Research Board	Working group meeting for Research Board. Review of LOI and proposal for prioritisation of applications i.e. which ones may submit, and feedback on the applications.
11 February	Research Board	Decision on which applicants may submit their applications to MAW and MMW.
13 February	Research Services	Information to applicants, copy to the head of department, on the decision of the Research Board.
13 February – 15 March	Applicants and Research Services	Applicants prepare and complete their applications. Applicants authorised to submit their applications to MAW/MMW are contacted by Research Services for further support with their application, including budget and Vice-Chancellor's letter of endorsement.
15 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 .
15 March at 09:00	Applicants	Completed budget according to LU template for MAW/MMW budget and, where applicable, declaration of intent from external party and co-financing certificate signed by the head of department are sent to Research Services ansokan@fs.lu.se .
25 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 must be in such a state that it is final and 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 2019	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 to Research Services ansokan@fs.lu.se .

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:

- Name of the foundation the application is to be submitted to.
- Name and home organisation of the principal applicant and co-applicants at the start of the text.
- A short description of the project. Structure the text according to the tradition within the area of research, but always include the project's aim and goals, research issue, method, theory and project group. Clearly indicate the project's novelty value and its cross-boundary nature.
- 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.
- 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.
NB: 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 – maximum of 2 A4 pages (template attached) plus a list of 10 selected publications for each applicant. One CV and one list of selected publications per applicant.

Appendix 2. Complete application

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

- All parts of the application according to the [MAW/MMW](#) guidelines:
 - Project description
 - Swedish popular science summary
 - English summary
 - Budget of 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
- A co-financing 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.

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/MMW](#) portal for e-applications at an early stage, in order to see the application format.

Appendix 3. CV template

Template for CV

- Max 2 pages each for principal applicant and co-applicant(s) (if applicable)
- Use font size 12
- Insert name and Swedish personal identity number/date of birth of principal applicant 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)
- 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 (corresponding to Lund University's academic qualifications portfolio, appendix B):

- **Contact information** Name, address, telephone (work), email
- **Swedish personal identity number** (personnummer) or date of birth if not registered in Sweden
- **Education in reverse chronological order** Degree, subject, place, thesis title, supervisor, year
- **Postdoc 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 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**
- **Assignments 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 findings with stakeholders/end users**
- **Current grants from other funders**
- **Other relevant information of significance to the application**