



LUNDS
UNIVERSITET

Research Services

2021-09-02

Lund University's management rules for project applications – including special grants aimed at a sustainable society – to the Marcus and Amalia Wallenberg Foundation and the Marianne and Marcus Wallenberg Foundation.

Application deadline 1 April 2022.

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 project applications with a principal applicant from LU. It is based on the current information available to Research Services and may consequently 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. 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.

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.

Both MAW and MMW will support research projects within sustainable society. The foundations will fund applications in the borderland between ecology, economics, and other social sciences with the aim of expanding the understanding of the interaction between ecology, climate, social and economic development in relation to a long-term sustainable society.

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

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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 need to go through the foundations' contact person, Brita Larsson, Research Services.

Timetable

Date	Person responsible	Task
5 January 09:00	Applicant	Send 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 idea that has previously been rejected, in addition to the LOI the original complete application is to be sent to Research Services along with maximum 1 A4 page justification of how the potential to answer the research question has been substantially developed.
17 Januari, 09.00-12.00	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.
27 January	Research Board	Decision by circulation on which applicants may submit their complete applications to MAW and MMW.
28 January	Research Services	Information to applicants, copy to the head of department, of the decision of the Research Board.
31 January – 21 March	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, including personal meetings, budget, and vice-chancellor's letter of endorsement.
10 March 09:00	Applicant	Text for the vice-chancellor's letter of endorsement according to the template is sent to Research Services, ansokan@fs.lu.se .
10 March 09:00	Applicant	<u>Completed budget</u> according to LU template for MAW/MMW (distributed by Research Services), and, where applicable, <u>Letter of Intent from an external party</u> , and a <u>co-funding certificate signed by the head of department</u> ¹ , are sent to Research Services, ansokan@fs.lu.se .
21 March 09:00	Applicant	Final version of application according to appendix 2, is sent to Research Services, ansokan@fs.lu.se . The application must 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	Applicant	External deadline for submissions to MAW/MMW. The applicant submits the application to MAW/MMW electronically and email a copy of the final application (all files) to Research Services, ansokan@fs.lu.se .

¹: The co-funding certificate signed by the head of department is not to be sent to the foundation, but is for internal use only. This is to ensure that the department has accepted the budget. This also applies to co-applicants from outside LU.

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 a sustainable society.
2. Name and home organization of the principal investigator 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 indirect costs. 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 investigator 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 name of the head of the department's name has to be stated. Please note! It is important that the head of department has been informed, as the department must fund the indirect costs not covered by the foundation if the application is successful.
7. **If the principal applicant lacks a permanent position:** Please note that due to the foundations' directives that the principal investigator need to have a long term association with a Swedish institution of higher education, the **head of the department need to certify that the principal investigator that lack a permanent position, will be employed for the entire project period should the project be granted**. In this case, the head of department's signed certificate shall be 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, shall contain the following:

- All parts of the application according to the [MAW](#) or [MMW](#) guidelines:
 - Project description in English
 - 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 ten selected research publications by the principal investigator and co-applicants
 - Applications relating to research projects within sustainable society shall, in addition to the above, submit an additional appendix (max. 1 A4), specifying the expected significance of the proposed research

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

All documents, apart from 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.

We recommended that you log on 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 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-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
- 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