Saxo Institute Research Support

Internal procedures for applications for The Carlsberg Foundation

If you are planning to apply for funding from The Carlsberg Foundation for a research project, and if you want it to be hosted by the Saxo Institute, the Research Support Team of the institute can offer you help to handle all questions and possible problems, which usually arise during the application process, and ensure that all formalities and technical requirements are observed – including correctly filled in forms, housing statements etc.

It is important to underline that this is meant as an aid and a service – both for the applicant, the Institute, and the secretariat – and not an attempt to control your work and your project. The responsibility of your application of course remains your own.

Whether you want to make use of the service or not, please notice that you will have to submit your project proposal to the Research Support Team. The Carlsberg Foundation requires a housing statement from the head of institute, and an approval/signature on your budget from the Economy Department. The Research Support Team takes care of these procedures.

Applying for funding is an extensive work for both the applicants and the Research Support Team. In order to secure the best possible process with ample time for thorough reviews of applications and budgets etc. it is necessary to start the preparatory work already 9 weeks before The Carlsberg Foundation’s deadline. Therefore the Research Support Team has introduced the specific procedures and internal deadlines described on the next page. If you want support from the team, please respect the deadlines.

We recommend you to read carefully the guidelines in The Carlsberg Foundation's call for proposals, both the general guidelines and the specific ones for the instrument in question. You can find the call on The Carlsberg Foundation's homepage:

http://www.carlsbergfondet.dk/en

All project proposals must be sent to the Research Support Team at the Saxo Institute.

The Research Support Team: Jane Finnerup Johnsen and Per Fjordside.

E-mail: saxosupport@hum.ku.dk
## Statement of Interest + Review by a Colleague

All projects referring to the Saxo Institute as host institution must be viewed and approved by the head of institute. Therefore you must submit a brief statement of interest, **1-2 pages**. In other words the statement does not have to be the full and finished project description, but it must contain adequate information on:

- The objectives and content of the project
- Which instrument you are applying for
- How many participants the project includes
- The project period
- Whether you want review from a colleague or not

**Review by a Colleague**

We offer you a review by a fellow researcher, who will read and comment your project description. The task of the reviewer is not to judge whether your project should be approved or not, but exclusively to provide you with constructive feedback.

If you **do not** want to make use of this offer, please **tell us expressly** as you submit your Statement of interest.

## Reply + Request of Budget Information

We expect to reply to your statement of interest about this date. Together with the approval of your project we will send you the name and e-mail address of the reviewer, so you can contact him/her yourself and send your project description directly. Please send a copy to the Research Support Team at the same time.

Furthermore you will be asked to send us some information for calculating your salary costs and operating expenses. You will receive a guide by then. You need not calculate the budget yourself. We will help you.

## Submission of Budget Information

Your information for calculating your budget must be submitted by this date, and preferably sooner.
| 03.09. | **Send project description to reviewer + the Research Support Team**
Send a draft of your project description as soon as possible and at the latest on 4 September.

The Research Support Team offers to read and comment your project description during the writing process. Do not hesitate to send an early draft. Experience shows that many applicants can avoid inconvenient surprises and lots of extra work by starting the dialogue with the Research Team at an early stage.

We expect to deliver our first feedback within two weeks and at the latest on 18 September.

The requirements for the project descriptions, their form and content, have become rather rigorous, and you have to address many aspects beyond the scientific ones, such as:

- Societal relevance
- Collaborators
- Work plans
- Communication and dissemination
- Target audiences
- Impact
- Future perspectives

The Research support Team is available for advice on how to describe such issues and to shape and pitch your application. We do not interfere with the scientific contents. |

| 10.09. | **The Electronic Application System**
Your application must be submitted electronically in The Carlsberg Foundation's electronic application system. By this date, at the latest, you must set up your user profile and application (preliminary) in the system. The system opens 1 September.

In order to make the Research Support Team help you with your application you need to send us your username and password.

You will find the application system here:

http://ansogning.carlsbergfondet.dk/Account/Login?ReturnUrl=%2fApplications |

| 17.09. | **First feedback on the project description**
Project descriptions received by 4 September will get the first feedback at the latest on 18 September. It would be an advantage for you, though, if you send your draft earlier than 4 September.

We offer additional feedbacks during your writing process, so you are welcome to send us a revised draft as soon as possible. |
| 24.09.-01.10. | **Budget confirmation + upload**  
You receive your budget by e-mail for approval or correction.  
When you have informed us about your accept of the budget, the Finance Department will sign it to confirm that both you and the Saxo Institute have accepted it.  
The Research Support Team provides the housing statement.  
This is a special document confirming that the Saxo Institute is willing to host you and your project.  
The Research Support Team uploads the signed budget and the housing statement.  
The rest of the documents you are expected to upload yourself. |
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| 01.10. | **The Carlsberg Foundation’s Deadline 16.00**  
The application system closes down for submission at 16.00 precisely.  
The system is highly stressed on the day, and system failure can occur. So we recommend to upload as many documents as possible before 1 October or as early on the day as possible. |