

Saxo Institute Research Support

Internal procedures

for applications for Forskningsrådet for Kultur og Kommunikation, FKK
(The Danish Council for Independent Research)

If you are planning to apply for funding from FKK 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.

If you want to apply FKK in the spring 2017 you must submit a statement of interest to the Research Support Team as soon as possible and **at the latest on 23 January 2017**.
See the plan and the deadlines for the internal process on the following pages.

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. All projects must be approved by the head of institute, and FKK requires a housing statement from the head of institute, an approval/signature on your budget from the Economy Department, and a budget conformation signed both by you and the head of institute. 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 **10 weeks before** the deadline of FKK's.

Therefore the Research Support Team has introduced the specific procedures and internal deadlines described on the following pages. If you want support from the team, please respect the deadlines.

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

<http://ufm.dk/en/research-and-innovation/funding-programmes-for-research-and-innovation/calls/2016/files/DFP-call--autumn-2016-and-spring-2017.pdf>

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

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Saxo Institute Research Support

Internal deadlines. Spring 2017

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| Date 23.01. | Statement of interest + Review by a colleague <p>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:</p> <ul style="list-style-type: none">• The objectives and content of the project• Which instrument you are applying for• How many participants the project includes• The project period• Acceptance of review by a fellow researcher Review by a colleague <p>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. You are welcome to suggest reviewers of your own choice, and the Research Support Team can offer you to contact them, if you want us to.</p> <p>If you do not want to make use of this offer, please tell us expressly as you submit your Statement of interest.</p> |
| 30.01. | Reply + Request of budget information <p>We expect to reply to your statement of interest about this date.</p> <p>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.</p> |
| 06.02. | Fellow researcher for review <p>At this date at the latest we will send you the name and e-mail address of the fellow researcher, so you can send your project description directly to him/her for review.</p> |
| 13.02. | Submission of budget information <p>Your information for calculating your budget must be submitted by this date, and preferably sooner.</p> |

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| <p>27.02.</p> | <p>Send project description to reviewer + the Research Support Team</p> <p>Send a draft of your project description as soon as possible and at the latest on 27 February.</p> <p>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.</p> <p>We expect to deliver our first feedback within two weeks and at the latest on 13 March.</p> <p>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:</p> <ul style="list-style-type: none"> • Societal relevance • Collaborators • Work plans • Communication and dissemination • Target audiences • Impact • Future perspectives <p>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.</p> |
| <p>06.03.</p> | <p>E-grant</p> <p>Your application must be submitted electronically in the research council's system called E-grant. By this date, at the latest, you must set up your user profile and application (preliminary) in the system.</p> <p>In order to make the Research Support Team help you with your application you need to enter the system and give us access as agents to your application. You do so from the front page of your application. Go to the right side of the page to the box called "Case access", click "Add participant" and follow the instructions.</p> <p>You will have to choose an invitation code (password) for us. You are expected to send us the password yourself. Please do so right away.</p> <p>Until we have received the password we will have no access to your application.</p> |
| <p>13.03.</p> | <p>First feedback on the project description</p> <p>Project descriptions received by 27 February will get the first feedback at the latest on 13. March. It would be an advantage for you, though, if you send your draft earlier than 27 February.</p> <p>We offer additional feedbacks during your writing process, so you are welcome to send us a revised draft as soon as possible.</p> |

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| <p>28.03.- 04.04.</p> | <p>Budget confirmation + upload</p> <p>You receive your budget by e-mail for approval or correction.</p> <p>The Research Support Team provides the budget confirmation form. This is a special form where you and the head of institute confirm the budget by your signatures.</p> <p>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.</p> <p>The Research Support Team uploads the budget, the budget confirmation form, and the housing statement.</p> <p>The rest of the documents you are expected to upload yourself.</p> |
| <p>04.04.</p> | <p>FKK's Deadline 16.00</p> <p>The E-grant system closes down for submission at 16.00 precisely.</p> <p>The system is highly stressed on the day, and system failure can occur. So we recommend to upload as many documents as possible before 4. April or as early on the day as possible.</p> |