



HÁSKÓLI ÍSLANDS

## University of Iceland Research Fund

### Guidelines for completing the form

**General:** Applications may be submitted in digital form only. Printed or signed copies of the application form are not required.

Applications may be submitted in English. Applications and progress reports must be submitted using the appropriate forms supplied by the University of Iceland Research Fund. **Progress reports concerning previous funding are a requirement for the allocation of grants.** Applicants must provide full, unambiguous information in all sections of the application form. Incomplete applications will not be processed. Where appropriate, applicants are also advised to obtain permits relating to their applications from bodies such as the Data Protection Authority, the Ethics Committee or the committee dealing with research involving animals.

**NOTE. The maximum word limits are to be respected and apply equally whether text is written on the application form itself or sent as an accompanying document.**

The on-line application form: <http://sjodir.hi.is/node/16131>

**Please note that the form can be saved** – however two mandatory fields must be filled in (applicant's name and e-mail), they are coloured yellow. Click "klára seinna" (finish later) at the top of the form – applicant must save the link that appears.

It is best to use the scroll bar when sliding the form up or down – scrolling does not work. After the application has been sent in, it can be printed out, choose "prenta" (print) at the top of the page.

The Progress report form in word-document (Framvinduskýrsla):  
<http://sjodir.hi.is/node/16131>

The application form is in Icelandic but you can use these guidelines for the appropriate fields. If not, or for further information, please contact Sólveig Nielsen ([solveign@hi.is](mailto:solveign@hi.is)) for assistance).

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#### **Item 1 - Principal applicant**

The principal applicant is responsible to the University of Iceland Research Fund for the project. This responsibility includes providing the Fund with progress and financial reports regarding the project.

**1.1. Name:**

**1.2. Icelandic ID No:** Please include the dash in your ID No.

**1.3. Address:** University of Iceland address (post address).

**1.4. Position (job title) and percentage%:** Enter your job title and indicate whether it is full-time or part-time with a percentage, such as professor (100%), assistant professor (37%), etc.

**1.5. School:** Select from the list. Félagsvísindasvið (School of Social Sciences) /Heilbrigðisvísindasvið (School of Health Sciences), /Hugvísindasvið (School of Humanities), /Menntavísindasvið (School of Education), /Verkfræði- og náttúruvísindasvið (School of Engineering and Natural Sciences).

**1.6. Research institute:** For researchers in Institutions connected to the University of Iceland.

**1.7. E-mail:**

## **Item 2 - Title of the research**

Icelandic or English title (max. 60 characters):.

## **Item 3 - Keywords**

Enter up to five keywords that describe the project, in Icelandic or English. Icelandic keywords should be in the nominative singular case. Max. 5 words.

## **Item 4 - The Research project**

**4.1. Field of specialisation:** Select from the list. Select the appropriate box to indicate the school under which the project falls. If nothing is selected, the application will be registered as where the principal applicant's department is located.

**4.2. Project status:** Select from the list. Nýtt verkefni (New project) eða Framhaldsverkefni (Continuing project). Indicate whether the project is new (i.e. new application for **this fund**) or whether it is an application for a further grant from the Fund.

## **Item 5 - Summary**

**5. Summary (Icelandic or English):**

Describe the core content of the project. The description should be appropriate for general publication. In Icelandic or English. Max. 200 words.

## **Item 6 -Level of knowledge, scientific values, objective, research schedule and methods:**

An exposition outlining the scientific values of the project and the level of knowledge in the field of specialisation. Describe the project's main objectives along with any special objectives where appropriate. The research schedule must describe methods and include a timetable. Split it into separate tasks where appropriate (Item 6 can be max 3 pages, A4 using a 12 pt font, calibri, 1,5 line spacing and 2,5 cm margins or about 1200 words). **Note that the web form can handle text only.** If you wish to include images or tables you can send this entire section as an attachment (e.g. PDF or Word document), see + in application form or to [solveign@hi.is](mailto:solveign@hi.is).

## **Item 7 - References**

Only list the main references.

## **Item 8 - Financial administration**

Specify which institution will handle the financial administration of the project, e.g. the University, the University Hospital, the Research Institute or others.

**Item 9 - Project number**

Specify the project number in the relevant institute's administration system (see. Item 8). If you do not have a project number, you must apply for one from the appropriate department.

**Item 10 - Itemised budget****10.1. Itemised budget.**

**Table:**

Type of expenses	Total cost (þkr.)
Personnel	3000
Materials and supplies	300
Travel	
Applied Services	
Other	
Total	3300

Note: Expenses from previous years are not supported by the fund.

Personnel: Expenses for masters, post-docs or other specialists. Information for expenses: [http://sjodir.hi.is/rannsoknasjodur\\_haskola\\_islands](http://sjodir.hi.is/rannsoknasjodur_haskola_islands)

Materials and supplies: Only for direct material for the project not usual office material as computers etc.

Travel: Only for direct work for obtaining material the research, not for conferences.

Applied Services: Special competence for processing data or obtaining material.

**10.2. Explanatory text.**

For instance: Personnel expenses. Applied for 5 months work for NN, MSc, (base for the application).

Information for expenses: [http://sjodir.hi.is/rannsoknasjodur\\_haskola\\_islands](http://sjodir.hi.is/rannsoknasjodur_haskola_islands)

**Item 11 – Has applicant applied for other grants in the last 5 years. Tick yes-já or no-nei, if yes, which grants?** This applies to all other funds, Icelandic/foreign, whether the result was positive or negative.

**Item 12 – Applicants comments regarding publications the last 5 year (the years 2011-2015).**

For example: Unusually large contribution in specific published work, high impact in applicants school or anything else that could influence applicants publication.

**Item – 13 Statement**

Please tick the box!

I have read the rules of The Research Fund of The University of Iceland and agree to all obligations these rules state, which includes providing financial report and a progress report to the governing body.
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