



HÁSKÓLI ÍSLANDS

The University of Iceland Research Fund – Instructions for filling out the form

In general: Applications must be submitted online. There is no need to submit a printed copy of the application or a signed copy.

Applications may be in English. Applications and progress reports shall be filled out on the University of Iceland Research Fund forms provided specifically for this purpose. **To be awarded grants, a progress report regarding previous grants must be submitted.** Applicants shall answer all items on the application form unambiguously and exhaustively.

Unsatisfactory applications will not be processed. Applicants are also reminded to obtain the necessary permission for the application from, e.g., the Data Protection Authority, the Ethics Committee and/or the Committee on the use of Experimental Animals as applicable.

N.B. word limits are treated seriously and apply equally whether text is written on the application form itself or sent as an accompanying document.

Form: http://sjodir.hi.is/rannsoknasjodur_haskola_islands_umsoknareydublad

It is possible to save the form, but two mandatory fields (the name and email address of the applicant) must be filled in to do so. These fields are marked yellow. To save the form, click "finish later" (*klára seinna*) at the top part of the form. A link appears, which applicants shall save onto their computer.

It is recommended to move the form up and down using the scroll bar on the side of the browser window. The scroll function via mouse wheel or trackpad does not work. It is possible to print the application out once it has been submitted. To do so, choose "print" (*prenta*) at the top part of the form. Contact Sólveig Nielsen, solveign@hi.is, should you require assistance.

Applicants who have previously received a grant, shall always submit a progress report when the application is renewed or a new application is submitted. Link to the progress/final report form (word document):

http://sjodir.hi.is/rannsoknasjodur_haskola_islands_umsoknareydublad

Section 1: Primary applicant.

The primary applicant serves as the coordinator of the project for the University of Iceland Research Fund. He/she is to ensure that progress as well as financial reports regarding the project are submitted.

1.1. Name:

1.2. Identification number: Remember to add the hyphen of the identification number.

1.3. Sex: male (*kk*) / female (*kvk*) / other (*annað*) (drop-down list)

1.4. Address: At the University of Iceland or affiliated institute.

1.5. Professional title and employment ratio: Applicants shall provide their professional title as well as their employment ratio, e.g. senior lecturer (100%), lecturer (37%), and so forth.

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

1.8. Email address:

Section 2: Title of the research project.

In Icelandic or English. Maximum 60 characters.

Section 3: Key words.

Enter up to five key words in either Icelandic or English describing the project. Icelandic key words should be in the nominative singular.

Section 4: Application.

4.1. School: Select from the list. (School of Social Sciences/ *Félagsvísindavið* - School of Health Sciences/ *Heilbrigðisvísindasvið* - School of Humanities / *Hugvísindasvið* - School of Education / *Menntavísindasvið* - School of Engineering and Natural Sciences / *Verkfræði- og náttúruvísindasvið*). If no selection is made, the School the primary applicant's Faculty belongs to shall be applicable.

4.2. Project status: Select from the list. (New project = *Nýtt verkefni* or follow-up project = *Framhaldsverkefni*). Select whether the project is new, i.e. applying for a grant **from the University of Iceland Research Fund** for the first time, or a follow-up application for a project previously associated with the Research Fund.

4.3. Number of years for which grant is requested: 1 year – 2 years – 3 years (drop-down list)

4.4. Type of fund: General fund (*Almennur sjóður*), Fund for indexing projects (*Skráningarsjóður*), Relief from teaching duties (*Lausn frá kennslu*)

Consult the Rules for the Research Fund for a more detailed description:

http://sjodir.hi.is/sites/sjodir.hi.is/files/reglur_rannsoknasjods_enska2015_0.pdf. If an application for relief from teaching duties is submitted, the application must be accompanied by a statement from the Faculty/School. Submit to the Division of Science and Innovation.

N.B.! Grants to relief from teaching duties are awarded one semester at a time.

Section 5: Abstract.

Brief description of project. The description shall be suitable for publication. In Icelandic or English. Maximum 200 words.

Section 6: Knowledge and scientific value, objective, research plan and methodology:

Report on the scientific value of the project and the status of knowledge in the field.

Describe the main objective and divide into separate objectives as applicable. The research plan must describe methodology and schedule. The plan shall be divided into stages if appropriate. (Section 6 shall be a maximum of 3 pages, based on A4, 12 pt., Calibri font, 1.5 line spacing and 2.5 cm margins, or approximately 1200 words). **N.B. Send section as an**

attachment Section 6 shall be submitted as an attachment (e.g. PDF, word). Select “hengja við” in the form or email to: solveign@hi.is.

Section 7: Bibliography.

Only main sources.

Section 8: Accounting supervisor.

Specify the institute responsible for the financial accounting of the project. E.g. The University of Iceland, Landspítali University Hospital, The Árni Magnússon Institute for Icelandic Studies or the Science Institute. (drop-down list)

Section 9: Oracle identification number.

Specify the project identification number in accordance with the accounting records of the institute (cf. Section 8). An Oracle identification number shall be requested from the applicable Faculty/School, should the applicant not have one.

Section 10.1: Itemised budget.

Enter the itemised budget for the period of funding.

Amounts in thousand ISK (TISK=þkr.), e.g. enter "150" for one hundred and fifty thousand ISK.

Expenses:

N.B. Accrued expenses are not funded.

Project assistant salaries, i.e. Master's students, postdoctoral researchers or other research specialists for the project.

Information regarding reference pay for researchers can be found here:

http://sjodir.hi.is/rannsoknasjodur_haskola_islands

Equipment expenses: Only equipment directly necessary for research is funded. The Fund shall not award grants for the purchasing of equipment considered to be general office equipment, such as computers.

Travel expenses, i.e. data collection on site for the research project. The cost of travel abroad is not covered unless it can be demonstrated that such travel is completely unavoidable due to the nature of the project.

Paid services are, for example, specialist services used for data processing or data acquisition, surveys, and so forth. Care must be taken to obtain the required permits where applicable.

Other: Other expenses related to the research project not considered above.

The table should be filled out in accordance with the requested grant year.

Example:

Expenses	Total expenses for 2018 (in TISK)	Total expenses for 2019 (in TISK)	Total expenses for 2020 (in TISK)
Project assistant salaries	3000	3000	3000
Equipment expenses	300	300	300
Travel expenses			
Paid services			
Other			

Total	3300	3300	3300
--------------	-------------	-------------	-------------

Section 10.2: Explanation of expenses

Example:

Project assistant salaries: Application for salary for NN, Master's student (basis for application amount).

http://sjodir.hi.is/rannsoknasjodur_haskola_islands

Year 1:

Year 2:

Year 3:

Section 11: Has the applicant applied for other funds in the last 5 years? Check yes/no. If Yes is selected, specify the fund/s.

All projects of the applicant, both domestic/foreign funds, are considered, independent of whether the application was approved or denied.

Section 12: Statement of the applicant regarding their publication output of the past 5 years (for the years 2012-2016)

In this section, applicants can write a statement regarding their publication output of the past 5 years, to illustrate, if necessary, an applicants extraordinary contribution with a specific publications, impact on their field of research, or other forms of contribution to their academic field not reflected in their publication output.

Section 13: Confirmation of application.

Check the box!

Applicants have acquainted themselves with the rules for awarding grants from the University of Iceland Research Fund and will meet the requirements there stipulated, such as regarding financial cost claims and the submission of progress reports to the Board of the Fund.