



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 final reports shall be filled out using the University of Iceland Research Fund forms provided specifically for this purpose. **To be awarded a new grant, an applicant must submit a final report regarding previous grants.** Applicants must provide complete and unambiguous answers to all items on the application form. Incomplete applications will not be processed. Applicants are also reminded to obtain necessary permissions 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 typed into the application form itself or sent as an accompanying document.**

**Form:** [http://sjodir.hi.is/rannsoknasjodur\\_haskola\\_islands\\_umsoknareydublad](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 the applicant must save onto their computer.

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 Svavar Steinarr Guðmundsson, [svavarst@hi.is](mailto:svavarst@hi.is), should you require assistance.

Applicants who have previously received a grant, must submit a final report no later than when a new application is submitted. Link to the final report form (word document):

[http://sjodir.hi.is/rannsoknasjodur\\_haskola\\_islands\\_umsoknareydublad](http://sjodir.hi.is/rannsoknasjodur_haskola_islands_umsoknareydublad)

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### 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 proper financial records are kept and final reports regarding the project are submitted.

#### 1.1. Name:

**1.2. Identification number:** Remember to include the hyphen in 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. associate professor (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*).

**1.7. Email address:**

**1.8. ORCID number:** Optional.

## **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.

**4.3.** Number of years for which a 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](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 for 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. Include citations but submit the bibliography separately under item 7. Describe the main objective and divide into separate objectives as applicable. The research plan must describe the methodology to be used and include a time plan. The project can be divided into work packages if appropriate. (Section 6 (excluding the bibliography) 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. Item sent as an attachment:** Item 6 is to be submitted as a file attachment (e.g. PDF, word). Select “hengja við” in the form or email to: [svavarst@hi.is](mailto:svavarst@hi.is).

### Section 7: Bibliography.

A bibliography accompanying item 6 is to be submitted as a file attachment (e.g. PDF, word). Select "hengja við" in the form or email to: [svavarst@hi.is](mailto:svavarst@hi.is).

### Section 8: Accounting.

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). If needed, the applicant can request a new Oracle identification number from the applicable Faculty/School.

### Section 10.1: Itemised budget.

Enter an itemised budget for the requested grant period.

**N.B.** 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](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	1000	1000	1000
Equipment expenses	700	700	700
Travel expenses			
Paid services			
Other			
<b>Total</b>	<b>1700</b>	<b>1700</b>	<b>1700</b>

## **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](http://sjodir.hi.is/rannsoknasjodur_haskola_islands)

Year 1:

Year 2:

Year 3:

## **Section 11: Statement from the applicant regarding their publication output of the past 5 years (for the years 2013-2017)**

In this section, applicants can include a statement regarding their publication output of the past 5 years, in particular if they have made particularly significant contributions to specific publications, have had strong impact on their field of research, or contributed to their academic field in ways that are not reflected in their publication output.

## **Section 12: Statement regarding recruitment into an academic position, sick leave or parental leave during the previous 5 years.**

In this section, applicants have the opportunity to draw attention to factors that may influence the final ranking by the board of the fund and can possibly lead to a higher grant category.

## **Section 13: Confirmation of application.**

Check the box!

Applicants certify that they 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 a final report to the board of the fund.