

CALL FOR APPLICATIONS: NOP-HS JOURNAL GRANTS 2019

Call opens on 3 September and closes on 30 September 2019 at 16:15 local Finnish time (UTC+03:00)

Contents

CALL FOR APPLICATIONS: NOP-HS JOURNAL GRANTS 2019	1
1 INTRODUCTION	3
2 GRANT APPLICATION REQUIREMENTS.....	4
The applicant	4
The journal	4
Administrating organisation.....	4
Allowed costs.....	5
Grant period	5
Financial report	5
3 GRANT SIZES	5
4 EVALUATION OF APPLICATIONS.....	6
5 DECISIONS.....	6
6 INSTRUCTIONS FOR APPLYING	7
How do I apply?.....	7
Create an account, submit the application in time	7
Commitment of the administrative organisation is necessary	7
What does the application contain?	8
Language	8
Online form: Application subsections are marked with tabs of the form.....	8
Tab 1. Personal data and CV.....	8
Tab 2 General description	8
Tab 3. Project partners/The editorial board	8
Tab 4. Abstract.....	9
Tab 5. Funding for the project: Funding period, VAT, Costs, Commitment Issuer.....	9
Tab 6. Appendices	9
Tab 7. Submit application.....	10
Signing the application	10
7 WHAT HAPPENS WHEN THE CALL CLOSES?	11
Decisions.....	11
CONTACT	11
Contact: Questions regarding the content of the application	11
Contact: Technical questions	11
8 APPENDICES TO THE NOP-HS CALL FOR APPLICATIONS.....	13

Appendix 1, NOP-HS ELIGIBILITY CHECK.....	13
Appendix 2, NOP-HS JOURNAL PROJECT DESCRIPTION	13
Appendix 3, NOP-HS JOURNAL BUDGET PROPOSAL	14
Appendix 4, APPLICATION DETAILS FOR NOP-HS SCIENTIFIC JOURNAL GRANTS	15
Appendix 5, PUBLISHING CONTRACT	15

1 INTRODUCTION

The Nordic Board for Periodicals in the Humanities and Social Sciences (NOP-HS) invites proposals for funding of Nordic scientific journals within the humanities and social sciences. The NOP-HS supports open access Nordic journals of highest scientific quality that promote renewal within their fields and aim to promote the dissemination of qualified research results.

NOP-HS is a sub-board to the Joint Committee for Nordic Research Councils in the Humanities and Social Sciences (NOS-HS).

Type of grant	NOP-HS Scientific journal grant 2019
Objective	The aim of the grant is to promote the dissemination of qualified research results within the humanities and social sciences. The NOP-HS supports open access Nordic journals of highest scientific quality that promote renewal within their research fields.
Subject field	Humanities and Social Sciences
Applicant status	Editor or editor-in-chief, must hold a doctoral degree
Grant period	One year, from 1 Jan 2020 to 31 Dec 2020 or two years, from 1 Jan 2020 to 31 Dec 2021
Grant amount	Small grant: €2,800 per year Medium grant: €5,600 per year Large grant: €11,200 per year
Total call budget	max €340,000
Call deadline	30 September 2019, at 16:15 local Finnish time (UTC+03:00)
Grant decisions published	Beginning of December 2019
Grant start	1 January 2020
Where to apply	The Academy of Finland's online services

2 GRANT APPLICATION REQUIREMENTS

The NOS-HS secretariat including NOP-HS is hosted by the Academy of Finland starting 2019 and will be subject to Finnish administrative law accordingly. This means that any application or applicant that does not fulfil the guidelines and criteria of the call may be rejected at any time and not be processed further.

The grant funding from the NOP-HS is subject to the availability of appropriate funds in the budget of NOP-HS.

The applicant

The grant is open for editors or editors-in-chiefs of open access Nordic journals within the humanities and social sciences. The editor/editor-in-chief must hold a Nordic doctoral degree or an equivalent foreign degree.

The journal

To be eligible for the NOP-HS scientific journal grant, your journal must

- have a **broad Nordic editorial board** with members from at least **three** Nordic countries. The editorial board must be responsible for the journal's policies and a majority of the members must hold a Nordic **doctoral degree** or an equivalent foreign degree. The editorial board should be composed of **scientific experts** and be representative of the journal's scientific domain. (An editorial advisory board is not equal to an editorial board.)
- have a **review system** with external quality control. All submitted material must be reviewed by at least two scientific experts independent of the editorial team.
- be **electronically accessible**.
- have **abstracts in English** for all published articles.

Your journal must also be open access: The NOP-HS requires that the scientific articles published with its support are open access. It means, in brief, that the articles can be found via a search on the Internet and can be read by everyone, free of charge.

The journal must be fully open access following the golden open access model, which means that the journal is published immediately as open access on the Internet.

Administering organisation

The grant must be administered by a research organisation. A 'research organisation' refers to an **organisation** (e.g. higher education institute, research institute, and research-oriented physical or virtual collaborative entity), irrespective of its legal status (organised under public or private law) or financing source, **whose primary goal** is to

- conduct independent basic research, industrial research or experimental development
- or to disseminate its results widely by means of education, publication or knowledge transfer.

Funding cannot be used for economic activity which is defined as all activity where goods or services are offered on an open market regardless of whether profits are pursued or made. When an administering organisation is also engaged in economic activities, separate accounts must be kept of the funding and costs of and the revenue generated by such activities.

Allowed costs

The grant may be used to cover necessary costs directly related to the journal, for example graphic production costs, electronic publishing and distribution costs, language revision costs and operation costs.

Grant period

The grant is awarded for either one year or for two years starting 1 January 2020. Any remaining funds may be used for up to an additional six months after the grant period has ended.

Financial report

If you have received funding from the NOP-HS before, the final financial report for the previous grant must have been submitted by 30 September 2019. If a final financial report is not sent in, your current application may be rejected.

The report form can be downloaded at the [NOS-HS website](#).

You cannot apply for funding from NOP-HS if you have an ongoing grant during 2020.

3 GRANT SIZES

The grant is available in three sizes: small, medium and large. State in the application form which grant you apply for. The NOP-HS reserves the right to move an application to a different grant category when this category is deemed more suitable.

Grant in €	1-year grant 1.1.-31.12.2020	2-year grant 1.1.2020- 31.12.2021	OA journal description
Small	2,800	-	newly established journals with convincing quality and demand
Small	2,800	5,600	established, low budget journals with convincing quality and demand
Medium	5,600	11,200	established, stable journals with 1-2 issues*/year, less than 300 pages/year
Large	11,200	22,400	established, stable journals with 3 or more issues*/year, min. 300 pages/year
			*one issue including min. 3 refereed articles

Small grant: €2,800 per year

A grant for 1) newly established journals that cannot yet show great impact and 2) other journals with lower budget, which nevertheless make a convincing case of the journal's quality and the demand for the journal.

Medium grant: €5,600 per year

A grant for journals publishing less than three issues and 300 pages per year. One issue is expected to contain a minimum of three refereed articles.

Large grant: €11,200 per year

A grant for established, stable journals publishing at least three issues and 300 pages per year. One issue is expected to contain a minimum of three refereed articles.

4 REVIEW OF THE APPLICATIONS

The applications are reviewed by active researchers representing Nordic countries who are members of the NOP-HS committee. All applications will be assessed on their quality, impact and stability.

Aspects considered in the review include:

- **Scientific quality in general perspective** How does the applicant describe the importance of the journal in relation to other existing Nordic journals in the field; acceptance rate; other issues mentioned in the application
- **Nordic added value** Does the journal have a Nordic profile? Does it have a broad range of Nordic editorial board members? Where do the authors and readers come from? Journals with authors from only one Nordic country will not be funded by the NOP-HS.
- **Impact of the journal** How does the applicant describe the impact? Is the number of downloaded articles sufficient? The size of active readership must be documented by average number of downloads per article.
- Where does the funding come from? When did the journal start?

Journals that receive funding from the NOP-HS are regularly assessed by independent experts. Some of the journals that apply for funding under this call will be subject to external assessment during the grant period.

5 DECISIONS

The grant decisions of the NOP-HS committee will be made official in December 2019, with a list of successful applicants published on the NOS-HS website. Additionally, all applicants will get a notification on their decision through the Academy of Finland's online services.

6 INSTRUCTIONS FOR APPLYING

You will find all information needed for applying in the call text below. We advise you to familiarise yourself with the instructions and the Academy's online services in good time before the call deadline. The deadline is non-negotiable. Application addenda will not be accepted after the deadline has passed.

How do I apply?

Applications are submitted in the online services used by the Academy of Finland. You create an application in the system by filling out the required text fields and attaching the required appendices.

Both the applicant and the official representative of the administrating organisation must sign the application electronically. You can sign by submitting the application by the end of the deadline (submitting is considered a signature). Your organisation (commitment issuer) is asked to sign electronically only after the call is closed (commitment is considered a signature).

Create an account, submit the application on time

Before applying, you must create a personal account in the online services where you store your personal data and CV. **Please create your personal account well in advance.** The applications that you submit in the online services as well as your funding decisions will be linked to your personal account. Please note that applications cannot be submitted after the deadline. The deadline is non-negotiable.

You can access the online services [here](#). Most of the required steps in the system are described in [the how-to guides](#). We advise you to read through these documents when you write your application.

Commitment of the administrative organisation is necessary

Before you submit your application, you must confirm with your administrative organisation that they will commit to administrate the funding. It is a prerequisite for funding.

In your application, give the contact information of the person who is responsible for commitments at your institution. The official representative (commitment issuer) can be anyone who has the right to sign applications within your organisation (for example the dean, the rector, the grant official etc.). Ask the commitment issuer to create a personal account in the online services. The account can be created at any time. When the call is closed, the institutional commitment will be checked by the Academy. We will directly send an email to the commitment issuer whose contact information you give in the application as responsible for giving institutional commitments. The commitment issuer will acknowledge the commitment on behalf of the organisation by signing the application in the online services when requested.

It is not necessary to register institutions in the online services. However, it is required that the commitment issuer has a personal account in the system.

What does the application contain?

The application in the Academy's online services is a combination of an **electronic form** and the required appendices. All following documents must be appended to the application:

- 1) NOP-HS Eligibility check
- 2) NOP-HS Journal project description
- 3) NOP-HS Journal budget proposal (excel template)
- 4) Application details for NOP-HS Scientific Journal grants (excel template)
- 5) Publishing contract
- 6) The applicant's two-page CV

See details under *Tab 6*, Appendices.

Note that the CV will be appended under *Tab 1*, personal data and CV

Language

Your application and appendices must be in English, as the assessment of the applications is done by international peer reviewers.

Electronic form: Application subsections are marked with tabs

Below you will find an outline of the information required under each tab. Should there be any contradictions to the advice in the online services, the call text advise applies. Mandatory information is marked with an asterisk (*) in the form.

Tab 1. Personal data and CV

Check or enter your personal data. Append your own two-page CV. It will be automatically included in the final application.

Tab 2 General description

Administrating organisation ('Site of research') is entered here. The administrating organisation is the organisation that administers and accounts for the funds of the awarded project according to the specified terms and conditions.

It is not necessary for your organisation to have an account in the online services. If you cannot find your organisation in the English version of the organisation menu, please select Other organisation and type the name in a free text field.

The name of the journal ('Name of research project in English'), fields of research and descriptive keywords are entered in this tab.

Tab 3. Project partners

By project partners we mean the **editorial board of the journal**. Enter the members of the editorial board. The required information includes organisation, country, academic title, position, and mandate period as an editor for all editors.

Tab 4. Abstract

The abstract contains information on **the grant category** (a detailed project description is given as an appendix, see appendix 1):

- Indicate in which grant category (small, medium or large) your application should be placed. You can only apply for a fixed sum for each category. Please read the call text carefully before selecting a grant category to make sure that the journal fulfils the requirements of the chosen category.
 - Specify the number of issues you plan to publish each project year. Specify also the approximate number of pages per issue and the planned number of peer reviewed articles per issue.
 - You may provide additional justification for the requested grant amount, i.e. to describe why your journal qualifies for the grant category. Journals that do not fulfil the criteria will be moved to another grant category.
- Specify the web address where the journal is electronically accessible, and the dates for when the journal was made electronically accessible and fully open access.

Your abstract should be no more than 2500 characters (blank spaces included).

Tab 5. Funding for the project: Funding period, VAT, Costs, Commitment Issuer

Funding period for a one-year grant is 1 January 2020–31 December 2020, and for two-year grant 1 January 2020–31 December 2021.

Value added tax (VAT). Answer to the obligatory question: Other costs include VAT: Yes/No. VAT is applied according to your administrating organisation's practice and the local VAT. Please check the VAT practice from the finance administration of your organisation.

Costs. Enter only the sum (in euros) you apply for each year, 2,800 (small), 5,600 (medium), or 11,200 (large). Please, use the category 'other costs'. Note that you are *not* required to divide the sum into separate cost categories. The total budget of the journal is clarified in an appendix.

Commitment issuer is the person responsible for giving institutional commitments on behalf of your organisation. Ask them to create a personal account in the Academy's online services. Once they are registered, select their name from a drop-down menu. Personal account is required in order to make an electronic commitment to the submitted application. The commitment issuer will acknowledge the commitment on behalf of the organisation by signing the application in the system when requested. An automated email request will be sent to the commitment issuer.

Tab 6. Appendices

Note that appendices are added in two tabs. The applicant's CV will be added on *Tab 1 Personal data and CV*. Attach all other appendices on *Tab 6 Appendices*. The following appendices, as **PDF files**, are required on Tab 6:

- **NOP-HS Eligibility check.** See appendix 1, page 13
- **NOP-HS Journal project description.** See appendix 2, page 13
- **NOP-HS Journal budget proposal.** See appendix 3, page 14
- **Application details for NOP-HS Scientific Journal grants.** See appendix 4, page 15
- **Publishing contract.** See appendix 5, page 15

Tab 7. Submit application

When you open the *Submit application* tab, the system will perform a check to verify if any mandatory information is missing and inform you if you need to supplement the application.

Use the *preview* function to double-check your application before submitting it (*View your application PDF*, left hand corner of the screen).

The application will not be submitted until you click on the *Submit* button. Applications can only be submitted when the call is open. You are responsible for ensuring that the application is complete: the application form is filled out correctly, the required appendices are attached, and that the requested information is provided in accordance to the instructions. The deadline is non-negotiable.

The submitted application can then be viewed on your personal account, under *My Applications*. If needed, a submitted application may be edited and re-submitted until the call deadline. After the closing deadline, application addenda will only be accepted in cases where we have asked for supplements.

Signing the application

When you submit the application, it will automatically be signed by you as the project leader. To be considered complete and be processed further in the review process, the application must also be signed by the commitment issuer of the administrating organisation (see section Commitment of the administrating organisation is necessary).

The signature of *the applicant* confirms that:

- the information in the application is correct and in line with the instructions from the NOP-HS.

The signature of *the commitment issuer of the administrating organisation* confirms that:

- the organisation will accommodate the project
- the institution approves the cost estimate presented in the application
- the project will be conducted in accordance with applicable legislation.

See [Academy of Finland's funding terms and conditions 2019-2020](#) (excl. chapters 2, 4, 9.4-9.5, 10, and 17) for detailed guidelines, when applicable to NOP-HS- funding.

The parties must have discussed the above-mentioned points before the application is submitted. We will forward the submitted application to the commitment issuer of the administrating organisation. The official commitment issuer must sign the application in the

online services for it to move further in the review process. You will receive an automatically generated email when the application has been signed.

7 WHAT HAPPENS WHEN THE CALL CLOSES?

When the call closes, at 16:15 local Finnish time (UTC+03:00) on 30 September 2019, **the submitted application** will become final. You will find information about the status of your application under the tab *My applications* on your account.

Decisions

The NOP-HS committee decides which proposals are awarded a grant in late November 2019. As an applicant, you will receive an automatic email message after the decision has been made. After receiving this message, you can log in to the online services with your user ID to view the decision. You can also read the final statement for your application. The final statement contains the application's rating and written comments. The awarded grants will be published on the web page of the NOS-HS. Grant disbursements will be made as of January 2020 at the earliest.

CONTACT

Contact: Questions regarding the content of the application

- **Main contact point: NOS-HS secretariat/Academy of Finland**
Jussi Varkemaa, Science Adviser, nop-hs(at)aka.fi, tel. +358 29 533 5140
Päivi Messo, Senior Science Adviser, nop-hs(at)aka.fi, tel. +358 29 533 5074
Tiina Aliranta, Project Officer, nop-hs(at)aka.fi, tel. +358 29 533 5154
[NOS-HS website](#)
- *Office of the Independent Research Fund Denmark*
Mads de Wolff, Head of Section, mdw(at)ufm.dk, tel. +45 72 31 84 36
- *Rannís*
Ása Guðrún Kristjánsdóttir, Senior Adviser, asa.kristjansdottir(at)rannis.is, tel. +354 515 5818
Elísabet Andrésdóttir, Special Adviser, elisabet.andresdottir(at)rannis.is, tel. +354 515 5809
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- *Swedish Research Council*
Caroline Olsson, Research Officer, caroline.olsson(at)vr.se, tel. +46 8 546 44 026

Contact: Technical questions

We kindly ask you to first consult the help menu in the online services, where you will find [instructions](#) and a detailed user's manual which describes most of the required steps. If there is any contradiction with the instructions in this NOS-HS call text, the call text applies.

Please note: to have access to the application you prepare, always log out of the system when you finish your session (click on the *Log out* button). Only one session and browser at a time is allowed.

If you cannot find the answer to your technical question in the above-mentioned information material, please contact our technical support team through [Questions and feedback](#) on the application form (select *Division of Information management*).

8 APPENDICES TO THE NOP-HS CALL FOR APPLICATIONS

Appendix 1, NOP-HS ELIGIBILITY CHECK

Download (at [NOS-HS website](#)) and fill up the NOP-HS eligibility check form. Please note that the form must be converted to a PDF file and appended on *Tab 6* in the online services.

To be eligible to apply for the NOP-HS journal grant 2019, all the following criteria must be met. Check all eligibility criteria. Tick each box in the form to verify that your application is eligible.

- The applicant has a doctoral degree and is the Editor or Editor-in-Chief of the journal.
- The journal is fully open access and electronically accessible.
- There is a broad Editorial board with members from at least three Nordic countries.
- A majority of the members of the Editorial board must hold a doctoral degree.
- The editorial board is responsible for the journal's policies. It should be composed of scientific experts and be representative of the journal's scientific domain.
- Authors come from more than one Nordic country.
- All submitted material must be reviewed by at least two scientific experts independent of the editorial team.
- There are abstracts in English for all published articles.
- If the administrating organisation is also engaged in economic activities, separate accounts must be kept of the funding and costs of and the revenue generated by such activities.

Appendix 2, NOP-HS JOURNAL PROJECT DESCRIPTION

The following information must be included as a separate PDF file (*Tab 6*). Please use the following structure with subheadings.

Give an outline of the academic profile of the journal and the goals of the journal for the project period. Describe the journal's role in and its impact on the research field and on the dissemination of research results in a Nordic and international context. You must also describe other Nordic and International journals in the same field and how your journal differs from them. Where relevant, you may also describe your plans for making the journal more accessible, for example via different websites etc.

The following information must be included under separate headings

- **Academic profile of the journal:** present the subject matter and content of the journal. What scientific communities are involved in the editorial activities?
- **Target group:** describe the journal's target group. Who are included in the target group and what is the expected and potential number of readers for the journal?
- **Role and impact:** describe the journal's role in and impact on the Nordic research community.
- **Competition/demand:** describe which other national, Nordic and International journals are published in the general field of the journal. How does the journal differ from these competitors?
- **Strategic plans and goals:** describe the journals strategic plans for the project period. How will these plans affect the journal's scientific significance, visibility, and accessibility?

- **Referee scheme:** describe how and by whom the scientific articles submitted for publication are reviewed.

The description may contain a maximum of 8,000 characters including blank spaces (equivalent to approximately two A4 pages in Times New Roman font size 12).

Appendix 3, NOP-HS JOURNAL BUDGET PROPOSAL

In this appendix describe **the total budget of the journal per year for the project period** (1 or 2 years) which will be used to evaluate the journal's total financial status. Specify all cost types carefully and quote the amounts in euros. The total sum should reflect the grant category chosen. You are also asked to briefly motivate the costs specified in the budget.

Use the budget proposal template excel file available for download at the [NOS-HS website](#). Please note that the final budget proposal must be converted to a PDF file and appended on *Tab 6* on the online services.

The budget template includes the following budget categories. You may add or delete categories where necessary.

Costs

- Copy editing (including proofreading and translation)
- Graphic production
- Electronic distribution
- Special production
- Direct marketing
- Operation costs/publisher's fees
- Editorial secretary
- Other editorial costs
- Indirect organisational overhead costs

Journal incomes

- Subscriptions
- Support from NOP-HS
- Support from universities
- Article processing charges
- Donations
- Other

Include complete information on **all incomes of the journal for 2018**. Complete information on the journal's incomes is necessary for the committee to be able to assess the application. You may comment on the information given under 'Journal incomes'. Please also include information on **budgeted incomes for both project period years**.

Appendix 4, APPLICATION DETAILS FOR NOP-HS SCIENTIFIC JOURNAL GRANTS

The form 'Application details for NOP-HS Scientific Journal grants' can be downloaded at the [NOS-HS website](#). Fill out the form and attach it as a PDF file on *Tab 6* on the online services.

Appendix 5, PUBLISHING CONTRACT

Attach a publishing contract between the journal and a publisher as a PDF file on *Tab 6* on the online services.