

## CALL FOR APPLICATIONS: GRANTS FOR NOS-HS WORKSHOPS 2019

Call opens on 25 April and closes on 3 June 2019 at 16:15 local Finnish time (UTC+03:00)

### Contents

1 Introduction and summary .....	2
Contents and structure of the workshop .....	2
Focus of the call .....	2
Grant and its use .....	3
Eligibility criteria for grant applications .....	3
Applicant and administrating organisation .....	3
Different roles in workshop applications .....	4
Limitations to applying .....	4
Language .....	4
2 Technical instructions .....	5
How do I apply? .....	5
Create an account, submit the application in time .....	5
Commitment of the administrative organisation is necessary .....	5
What does the application contain? .....	6
SARA form: Application subsections are marked with tabs of the form .....	6
Tab 1. Personal data and CV .....	6
Tab 2. General description .....	6
Tab 3. Project collaborators/Other workshop organisers as co-applicants .....	6
Tab 4. Abstract .....	7
Tab 5. Funding for the project: Funding period, VAT, Costs, Commitment Issuer .....	7
Tab 6. Appendices .....	7
Tab 7. Submit application .....	8
Tab 8. Authorisations (to be done before you submit the application; not obligatory) .....	9
3 What happens when the call closes? .....	10
Scientific review of applications .....	10
Decisions .....	10
Contact .....	11
4 Appendices for the NOS-HS call for applications .....	12
Appendix 1, WORKSHOP PLAN TEMPLATE .....	12
Appendix 2, NOS-HS WORKSHOP BUDGET PROPOSAL .....	14

## 1 INTRODUCTION

The Joint Committee for Nordic Research Councils for the Humanities and the Social Sciences ([NOS-HS](#)) invites applications for funding covering a series of Nordic exploratory workshops. The aim of the grant is to promote research collaboration and support the development of new research areas and programmes within the humanities and social sciences in the Nordic countries. The budget allocated for the call is approximately 1.4 M EUR for a period of 2 years. The NOS-HS Secretariat is currently hosted by the Academy of Finland.

The allocations of NOS-HS are subject to the availability of appropriate funds in the budget of NOS-HS.

## SUMMARY

<b>Type of grant:</b>	Grants for NOS-HS workshops 2019
<b>Objective:</b>	Promoting research collaboration and supporting the development of new research areas and programs within the humanities and social sciences in the Nordic countries.
<b>Subject field:</b>	Humanities and Social Sciences
<b>Applicant status:</b>	Individual researcher at a Nordic university or research institution. Must hold a PhD.
<b>Participating applicants:</b>	Besides the project leader, no less than two other workshop organisers (PhD) from two different Nordic countries must be included.
<b>Funding period</b>	1 January 2020–31 December 2021
<b>Grant amount:</b>	29,000–43,000 EUR for a period of 2 years
<b>Call deadline:</b>	3 June, 2019 at 16:15 local Finnish time (UTC+03:00)
<b>Publication of grant award decisions:</b>	November 2019 at the latest.
<b>Grant period start date:</b>	1 January 2020 at the earliest

### Contents and structure of the workshop

NOS-HS supports a series of workshops held in the Nordic countries during 2020 and 2021. A series is comprised of two or three workshops that focus on a specific scientific theme. Each workshop is typically held over a period of one to three days. A limited number of participants have been invited to discuss the subject based on their scientific expertise.

### Focus of the call

The primary objective of the call is to support the development of **new researcher- and curiosity-driven research areas** and programmes within the humanities and social sciences in the Nordic countries. Therefore, the proposed series of workshops must have a strong focus on research and novel research areas.

It is not possible to apply for already established and on-going activities.

The secondary objective of the call is to encourage the **inclusion of junior scholars and actors from outside the academia** in Nordic social sciences and humanities networks. It is also considered an advantage in evaluation if a series of workshops aims at preparing ambitious research applications to Nordic or international research programmes.

The NOS-HS objectives for workshops are to

- promote curiosity-driven, bottom-up research and novelty
- include researches from all career stages
- include actors from outside the academia when appropriate
- support planning stages of large-scale projects.

### Grant and its use

The grant may be used to cover necessary and justified costs related to organising the series of workshops and disseminating the workshop results. Indirect (overhead) costs are covered up to a flat rate of 10% of the total grant amount.

The grant may not be used to cover research costs. The grant may not be used for scholarships.

You may apply for a total of EUR 29,000–43,000. Applications for lower or higher amounts will be rejected. No additional funding is to be expected from the NOS-HS for this purpose or any secondary activities.

The funding is applied for 1 January 2020 – 31 December 2021. The grant covers a series of two or three workshops held in the Nordic countries during 2020 and 2021. The grant availability period ends on 30 June 2022.

### Eligibility criteria for grant applications

You must check if you fulfil all the requirements below to be eligible to apply for the grant. Applications that do not fulfill the eligibility criteria are rejected from further processing.

### Applicant and administrating organisation

The workshop grant call is open to individual researchers in the Nordic countries. To be eligible to apply, you must hold a Nordic doctoral degree or an equivalent foreign degree. The doctoral degree must have been awarded before the deadline of this call.

The grant must be administered by a Nordic university or research institute, Nordic Higher Education Institution, or another Nordic public organisation.

The project leader must be employed by the administrating organisation (site of research) during the grant period. If they are retired, they must have an agreement of administrative support with the organisation. Granted funding is always paid to the site of research. Make

sure in advance that you have administrative support for your project from your administrating organisation.

#### Different roles in workshop applications

**The main applicant/project leader** must include in the application a minimum of two, maximum of six, other workshop organisers from two other different Nordic countries as co-applicants/collaborators.

**The co-applicants** must, together with the project leader, represent at least three institutions in three different Nordic countries when the application is submitted.

Workshop organisers (the main applicant and the co-applicants) are researchers who play a key role in the planning and implementation of the proposed workshops. They must hold doctoral degrees which are either Nordic or equivalent to Nordic doctoral degrees.

**Participants invited to the workshops** or **keynote speakers** may come from other countries, but the emphasis should be on Nordic institutions.

**Authorised persons**, chosen by the project leader, can help in drafting the application (if necessary) when the call is open. **Commitment issuers** of the administrating organisation sign the application on behalf of the organisation when the call is closed.

#### Limitations to applying

You can only submit one application in this call. You may not be the project leader of an ongoing NOS-HS workshop grant that continues during the grant period of this call. You may not have previously been awarded a grant for the same series of workshops or the same project idea. Since the purpose of this call is to promote new initiatives, you may not apply funding for organising workshops within ongoing research projects.

For all grants funded by the NOS-HS, a financial report must be presented within the prescribed deadline. If you have received funding from the NOS-HS before, you will only be able to apply for a new grant if the final financial report on the previous grant has been submitted within the prescribed deadline. Should a financial report be missing, the current application will be rejected. For questions as to whether your financial statements have been submitted, please turn to your administrating organisation.

#### Language

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

## 2 TECHNICAL INSTRUCTIONS

### How do I apply?

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

Both the applicant and the official representative of the administrating organisation must sign the application electronically. You sign it 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 (giving a commitment is considered a signature).

### Create an account, submit the application in time

Before applying, you must create a personal account in SARA where you store your personal data and CV. **Please create your personal account well in advance.** The applications that you submit in SARA 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 SARA [here](#).** Most of the required steps in the SARA system are described in [the manuals](#). We advise you to have a look at these documents when you write your application

### Commitment of the administrative organisation is necessary

Before you submit your application, you must confirm with your site of research 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 SARA. 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 (or select from a menu) as responsible for giving institutional commitments. The commitment issuer will acknowledge the commitment on behalf of the organisation by signing the application in SARA when requested.

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

## What does the application contain?

The application in SARA is a combination of an **electronic form** and the required appendices. The following appendices are required: a **NOS-HS Workshop plan**, a **proposed budget** for the NOS-HS Workshop, and a **two-page CV** and short **publication list for each applicant**. See details under *Tab 6, Appendices*.

## SARA form: Application subsections are marked with tabs of the form

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

### Tab 1. Personal data and CV

Check or enter your personal data. Append your own CV. It will be automatically included in the final application. (Co-applicants CVs are to be appended on *Tab 6, Appendices*.)

### Tab 2. General description

**Site of research/Administrating organisation** 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. The administrating organisation and the project site generally correspond to the higher educational institution and the department where the project leader is employed.

It is not necessary for your organisation to have an account in SARA. 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 workshop, fields of research and descriptive keywords** (at least topic, methods and data of the planned research) are entered in this tab.

### Tab 3. Project collaborators/Other workshop organisers as co-applicants

By project collaborators we mean the persons who will have a key role in planning and implementing the proposed workshops. List your co-applicants as project collaborators (at least two other workshop organisers from two different Nordic institutions). The total number of applicants (you and the co-applicants) is at least three, representing at least three institutions in three Nordic countries. Only the co-applicants are listed in this tab (not the project leader).

Other invited workshop participants (attendees) or key-note speakers shall be listed in a separate list in the appendix Workshop plan.

#### Tab 4. Abstract

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

- a brief description of the series of workshops
- planned topics, dates and locations for the workshops
- a short description of how the content and design of the workshop fit the overall agenda of the planned scientific work
- other milestones of the project

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

**Funding period** for all NOS-HS workshop applications is 1 January 2020–31 December 2021.

**Value added tax (VAT).** Answer the obligatory question: Other costs include VAT: Yes/No. Please check the VAT practice from the finance administration of your organisation.

- **Yes:** VAT can be included in the cost estimate when the site of research is (for example) a Finnish university, a municipality, central government agency, government research institute or public body (i.e. the VAT remains a final cost for the organisation). *Enter the project's estimated costs including VAT.*
- **No:** VAT is not included in the cost estimate when the site of research is an organisation engaged in business activities, such as a university hospital, hospital district or business company (i.e. the VAT is deductible). *Enter the project's estimated costs without VAT.*

**Costs.** Enter all costs you apply for, from the appendix *NOS-HS budget proposal*. Clarify the costs on the appendix.

**Commitment issuer.** We will directly send an email to the commitment issuer (the person responsible for giving institutional commitments in your organisation) whose contact information you either give in the application (if not registered yet) or select from a menu (if registered). That person must create a personal SARA-account in order to give a commitment to the submitted application. The commitment issuer will acknowledge the commitment on behalf of the organisation by signing the application in SARA when requested.

#### Tab 6. Appendices

Note that appendices are added in two tabs. The project leader'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:

- **NOS-HS Workshop plan.** See appendix 1, page 12-13
- **NOS-HS Workshop proposed budget.** See appendix 2, page 14-15
- **CVs**, co-applicants: maximum two pages/applicant. See the [CV guidelines](#).
- **Lists of publications** for the project leader and co-applicants: list ten most important publications related to this project (each applicant has an individual list)

## 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 SARA 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 the 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 NOS-HS.
- The necessary permits and approvals are valid at the start of the project, e.g. concerning the ethical review.

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

- the organisation will accommodate the project
- the organisation is the employer of the applicant (or the applicant is retired or has another special arrangement) and approves to support the applicant with appropriate administration or infrastructure during the time period and to the extent presented in the application
- the institution approves the cost estimate presented in the application
- the project will be conducted in accordance with applicable legislation.

See [General guidelines and conditions for funding, Academy of Finland 2018-19](#) (excl. chapters 2, 5.3.1-5.3.5 and 6) for detailed guidelines, when applicable to NOS-HS-workshop 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 SARA for it to move further in the review process. You will receive an automatically generated email when the application has been signed.

Tab 8. Authorisations (to be done before you submit the application; not mandatory)

If you wish, you can authorise one or several persons (administrators, co-applicants) to *view or edit* your incomplete application during the open call. **Note that authorised persons cannot submit your application. It is your responsibility to submit the application before the call closes.**

Please note that authorised persons must create an account in SARA before you authorise them. Make sure that you enter the right email address, i.e. the address that is linked to the authorised person's SARA account. When you authorise a person, you must inform them that they should log in to their account, go to the tab *My applications* and find a link to your application for editing or viewing.

Only one person at a time can be given *edit rights* to a single text field. (For example, if you have authorised a person to edit a field in your application, you cannot edit that same field while the authorisation is active.) You can set an expiry date for the authorisation. All authorisations and editing rights expire when the call closes. Make sure you have enough time to submit the finished application before the call closes.

Read more on the authorisation feature on Academy website ([with screen shots](#)).

### 3 WHAT HAPPENS WHEN THE CALL CLOSES?

When the call closes, at 16:15 local Finnish time (UTC+03:00) on 3 June 2019, the **submitted application** will become final. You will find information about the status of your application under the tab *My applications* on your SARA account.

#### Scientific review of applications

All applications are assessed by review panels composed of prominent researchers. There are no more than two evaluation panels: one with a broad focus on Social Sciences, and another with a broad focus on Humanities. While the NOS-HS secretariat is located at the Academy of Finland, the NOS-HS follows the conflict of interest policy of the Academy of Finland.

The panels will review applications and prioritise them in their proposed decision for the NOS-HS. Reflecting the call objectives, the following criteria are used in the assessments:

- novelty and originality of the research initiative
- added value of the research initiative in relation to the Nordic research community and society at large
- quality of the workshop programme
- scientific qualifications of applicant and co-applicants
- inclusion of early stage researchers and actors from outside the academia
- expected concrete benefits and outcomes, including books and articles, preparation of applications to Nordic or international research programmes.

It will be reflected on the review if an application does not comply with the instructions.

#### Decisions

The NOS-HS committee decides which applications will receive funding in late October 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 conditions for the decision, if it has been favourable. In addition, you will have access to the expert reviews on your application. The awarded grants will be published on the web page of the NOS-HS.

## Contact

*Contact: Questions regarding the content of the application*

### Main contact point

#### NOS-HS secretariat/Academy of Finland

Päivi Messo, Senior Science Adviser, [paivi.messo\(at\)aka.fi](mailto:paivi.messo@aka.fi), tel. +358 29 533 5074

Tiina Aliranta, Project Officer, [tiina.aliranta\(at\)aka.fi](mailto:tiina.aliranta@aka.fi), tel. +358 29 533 5154

[NOS-HS web page](#)

Office of the Independent Research Fund Denmark

Mads de Wolff, Head of Section, [mdw\(at\)ufm.dk](mailto:mdw@ufm.dk) tel. +45 72 31 84 36

Rannís

Ása Guðrún Kristjánsdóttir, Senior adviser, [asa.kristjansdottir\(at\)rannis.is](mailto:asa.kristjansdottir@rannis.is), tel +354 515 5818

Elísabet Andrésdóttir, Special adviser, [elisabet.andresdottir\(at\)rannis.is](mailto:elisabet.andresdottir@rannis.is), tel +354 515 5809

The Research Council of Norway

Siri Tønseth, Special adviser, [st\(at\)rcn.no](mailto:st@rcn.no), tel. +47 4502 3421 or +47 2303 7345

Swedish Research Council

Caroline Olsson, Research Officer, [caroline.olsson\(at\)vr.se](mailto:caroline.olsson@vr.se), tel. +46 8 546 44 026

*Contact: Technical questions*

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

## 4 APPENDICES TO THE NOS-HS CALL FOR APPLICATIONS

### Appendix 1, WORKSHOP PLAN TEMPLATE

The following information must be included as a separate pdf-file (*Tab 6*). Please use the following structure with subheadings and numbering. The plan must be written in 12 pt Times New Roman or similar and it must not exceed 6 pages.

#### 1. Novelty of the project

- Describe the scientific contents of the workshops briefly. Explain the planned research initiative, including ideas for research topics, theories, methods and analyses. If relevant, present any ethical issues raised by the research and explain how they will be addressed.
- Give a clear description of the novelty of the project.
- If you have previous or currently applied grants for the same research idea, describe how this proposed project differs from them. Note: since novelty is a key funding criterion, funding will not be granted for ongoing research projects with the same content.

#### 2. Added value

- Nordic added value: describe the Nordic added value including why the series of exploratory workshops must be organized at a Nordic level.
- Overall added value: describe the added value of the research initiative in relation to the research community and society at large.

#### 3. Participants

Explain how and how many workshop participants with different researcher career stages and different backgrounds will be included. Explain why these participants are important for the project.

- Junior researchers: explain how early stage researchers will be included in the project.
- Actors from outside the academia: describe the role and contribution of the non-academic stakeholders involved (if relevant).

#### 4. Activities and milestones

The activity description is short and concise. Summarize the main activities and milestones of the project, for example:

- **Workshop series programme:** present suggested programme for the workshop series, including the purpose of the individual programme items. It is important to explain how the planned workshop topics and programmes contribute to the general research idea.

- **Dissemination of results:** present a plan for dissemination and communication of the results of the workshop series to the research community and the general public.
- **Preparation of applications** to international research programmes (e.g. to the European Commission's framework programme) if applicable.

## Appendix 2, NOS-HS WORKSHOP BUDGET PROPOSAL

The budget proposal template (picture next page) is to serve *as a template*. You may add or delete rows where necessary. You can download the excel file template at [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.

### **Clarification of the applied costs**

Plan the costs carefully. Write a brief clarification for each item in the proposed budget you have listed on the appendix. Write the clarification in the *Justification for the costs* section in the budget proposal template. Note that the sum applied must be EUR 29,000 – 43,000.

The grant may be used to cover justified costs related to organising the workshop series and disseminating the workshop results. Examples of such costs are conference facilities; travel, accommodation and meals for participants and speakers; and publishing costs. You may apply for administrative costs up to a flat rate of 10 % of the total grant amount. The grant does not cover any additional indirect costs. Note that the funding period starts 1 January 2020 and the last workshop should be organised no later than December 2021.

Convert the actual *cost/purpose* to *SARA budget post* with this form. Make sure the sums on this form equal to sums in SARA. Please write exact sums, without decimals. (Note that in the following picture of the template, all sections for the sums have been temporarily marked with 1's.)

<b>NOS-HS Workshop budget proposal /application title/</b>				
<i>Add or delete lines where necessary; convert <b>costs/purpose</b> to <b>fixed budget posts</b> in SARA Tab 5 here</i>				
Date of the budget proposal:				
Project leader:				
<b>WORKSHOP ONE /Place and time/</b>				
<i>/Theme/</i>				
<i>/Responsible organiser/</i>				
<i>/Planned number of workshop participants/</i>				
	<b>Purpose</b>	<b>Budget posts in SARA</b>	<b>Applied EURO</b>	<b>Justification</b>
Costs:	Travel costs (tickets)	Travel	1	type here
	Accommodation	Services	1	
	Meals	Other	1	
	Conference facilities	Services	1	
		<b>WS1 Subtotal</b>	<b>4</b>	
<b>WORKSHOP TWO /Place and time/</b>				
<i>/Theme/</i>				
<i>/Responsible organiser/</i>				
<i>/Planned number of workshop participants/</i>				
	<b>Purpose</b>	<b>Budget posts in SARA</b>	<b>Applied EURO</b>	<b>Justification</b>
Costs:	Travel costs (tickets)	Travel	1	
	Accommodation	Services	1	
	Meals	Other	1	
	Conference facilities	Services	1	
		<b>WS2 Subtotal</b>	<b>4</b>	
<b>WORKSHOP THREE/Place and time/</b>				
<i>/Theme/</i>				
<i>/Responsible organiser/</i>				
<i>/Planned number of workshop participants/</i>				
	<b>Purpose</b>	<b>Budget posts in SARA</b>	<b>Applied EURO</b>	<b>Justification</b>
Costs:	Travel costs (tickets)	Travel	1	
	Accommodation	Services	1	
	Meals	Other	1	
	Conference facilities	Services	1	
		<b>WS3 Subtotal</b>	<b>4</b>	
<b>DISSEMINATION</b>	<b>Purpose</b>	<b>Budget posts in SARA</b>	<b>Applied EURO</b>	<b>Justification</b>
<i>/Specify costs/</i>	Dissemination costs	Services	1	
<b>OTHER NECESSARY COSTS</b>	<b>Purpose</b>	<b>Budget posts in SARA</b>	<b>Applied EURO</b>	<b>Justification</b>
(planning/dissemination meetings etc)	<i>/Specify each cost/</i>	Travel/Services/Other	1	
<b>PROJECT ACTIVITY COSTS TOTAL</b>			<b>14</b>	
		<b>Budget posts in SARA</b>	<b>Applied EURO</b>	
OVERHEAD, max 10% allowed for administration costs		Other	1	
<b>TOTAL, APPLIED FROM NOS-HS</b>		<b>TOTAL</b>	<b>15</b>	