A Model of Departmental Development Grants

This document provides an update of the department’s policy for offering research development grants. The mechanism was established in January 2016, and this update is informed by need to accommodate a wider variety of applications within a transparent decision-making process. The updated grant mechanism is based on the distinction between small grants (research seed money) and larger/longer standing grants (for strategic and/or infrastructural purposes).

*Examples of the different grant types are:*

* Small grants: Authors’ workshop for anthology or special issue; data-collection, special research trips/stays (regular conference trips are not part of this grant mechanism)
* Larger grants: Chairmanship of or conferences in professional networks or associations, editorship of journals, special equipment and software, support of special teaching or student activity, human resource activity/benefits.

*The model for Departmental Development Grants is as follows:*

* Smaller Grants (research seed money):
  + All staff members can apply for a grant of DKK 10,000-50,000 to develop **new** research activities or research activities which are of strategic importance to the department. The applicant must show how the supported activity have the potential of becoming something bigger than the immediate preposition.
  + The total budget for this kind of financial support is DKK 150,000 every semester
  + Granting decisions are ultimately made by the Head of Department but decisions are qualified by a discussion in the management group based on a) the expected outcome/scaling potential, and b) the fit which section and department strategic goals.
* Larger Grants (for strategic and/or infrastructural purposes):
  + All staff members can apply for larger and longer standing grants to support research infrastructure and new activities in connection to research, teaching, administration, and knowledge exchange.
  + There is no fixed limit on the amount one can apply for. However, there is also not a fixed pool of funds allocated to this purpose, and the funding mechanism should not be considered a “local research council”.
  + Granting decisions are ultimately made by the Head of Department but decisions are qualified by a discussion in the management group based on a) the strategic fit, b) the expected outcome, and c) the current budgetary situation.
* General application rules and procedures:
  + Applications must support existing strategic aims, actions of research sections or the department. The larger the grant application, the more important this strategic fit.
  + All grant recipients are asked to report on supported activities upon project expiration. All not-used funds will go back to the department when the project period expires.
  + Applications can be submitted twice a year (March 1 and October 1). In extraordinary situations where it has been impossible to meet these deadlines, the management group can decide to consider an application submitted between deadlines.
  + Applications should be submitted to the Head of Department using the predefined template.

**Template:** Applying for Departmental Development Funds

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| --- | --- |
| **Project title** |  |
| **Project description (max. 500 words)** |  |
| **Relation to the department strategy (max 150 words)** |  |
| **Expected outcome (max. 150 words)** |  |
| **Expected scaling potential (max. 150 words)** |  |
| **Budget** |  |
| **Time schedule**  **(incl. start and end date)** |  |
| **Time of reporting (month/year)** |  |