RESEARCH GRANT APPLICATIONS

Memo on the values, rules, and procedures guiding research grant applications at the Department of Political Science.
CONTENTS

4 Why apply for research grants?
5 How will the Department support grant applications?
6 What is the application process like?
8 What is the role of the applicant (PI)?
9 What is the role of the HoD?
10 What is the role of the grant application manager?
11 What is the role of the DHoD?
12 What should the budget include?
14 What support can I get for large grant applications?
15 How do we learn from experience?
16 How do we ensure that research grants benefit teaching?
17 How do we ensure that our research projects have a high impact?
18 How do we implement this?
RESEARCH GRANT APPLICATIONS
The purpose of a grant application is to obtain resources for the faculty to realise research ideas. Once secured, a grant can further secondary goals, like developing a research group, providing career opportunities for young researchers and providing management experience for Principal Investigators (PI).

Research grants are an important element in further developing research excellence in the Department’s pluralistic research community as well as furthering the development of new ideas and the innovation of social science methods, which is a precondition for a truly world-class department.

The Department is therefore committed to supporting faculty in identifying research funding opportunities, crafting an application with a high probability for success, preparing for the award process and administering the grant.

The Department considers research and education inseparable and mutually reinforcing activities. It is therefore important for the Department to ensure that research grants improve teaching as well as furthering research development.

We will be distinguished by our interdisciplinary research, for training outstanding researchers and giving parity of esteem to discovery, application, knowledge transfer and impact.
How will the Department support grant applications?

- The Department encourages, supports and celebrates individuals and groups who secure funding for research with the highest significance and impact.

- The Department will work according to clear and transparent rules for the support and administration of grant applications, for example by making University-wide rules and regulations clear for faculty.

- We will manage grant applications by a well-defined process that adds real value to the grant application by allowing time to receive input (e.g. reviews), which makes a real difference, and to put together a budget and - for larger applications - an organization of the project that will convince funders to finance the project.

- We will learn from experience with grant applications on both the individual and collective levels in order to continuously improve the quality of applications and application support. This includes a commitment to provide feedback on applications.

- We will allocate resources to support large grant applications.

- We will include teaching, knowledge exchange and impact in the relevant grant applications and ensure that students continuously benefit from the insights and innovations gained by externally funded research projects.

- We will formulate coherent and realistic careers plans for faculty that enable researchers to achieve the proper rhythm in their applications in order to realize their research ambitions while maintaining a healthy life-work balance.
What is the application process like?

1. Idea Phase
   Email an expression of interest to the Grant Application Manager (GAM) applications@ifs.ku.dk with a copy to the HoD (institutleder@ifs.ku.dk).

2. Planning Phase
   Work with the GAM to develop a realistic plan with explicit deadlines for formulating the application, budgeting etc. The GAM will involve the DHoD to plan for a review process. The plan should also involve consultation with the HoD, HoS and other relevant parties to (1) ensure that the application fits with teaching priorities etc. and (2) to allocate resources to further the application. The HoD will clarify which steps are necessary to gain final approval.

3. Review and Budgeting Phase
   The DHoD plans for internal and/or external review. The GAM guides the applicant in setting up a budget and consults with the HoA as well as the HoD and DHoD.

4. Approval Phase
   The HoD must approve the final application in writing, including the budget and teaching commitments. Applicants send a request for approval to applications@ifs.ku.dk.
5. SUBMISSION PHASE
The applicant submits application and budget.
Copy to applications@ifs.ku.dk

6. INTERVIEW PHASE
Some grants, usually the larger ones, include an interview with the funder.
The Department facilitates a mock interview and supports the graphic work etc needed to make the best possible presentation.

7. ACCEPTANCE/REJECTION PHASE
The applicant must inform the Department as soon as possible about any and all news on the acceptance or rejection of the grant application (to applications@ifs.ku.dk).
The GAM arranges for a “lessons learned”-meeting.
What is the role of the applicant (PI)?

- Ensure the appropriate skills and competences to develop a successful application. This means that the applicant must commit to certain activities (e.g. an ERC course) if the Department is to commit resources to the application.

- Plan a timeline for the application process that provides ample time for budgeting, review and HoD approval.

- Applicants should claim all relevant, allowable costs, especially recovery of costs for support staff, IT and data management costs, travel and consumable items.

- Applicants are encouraged to discuss teaching with the Head of Studies and impact with the Department’s Impact Team (PIA).

- Consider whether the project raises any ethical issues, security concerns, data management issues, includes fieldwork that presents particular risks or requires new staff. If so, the GAM and HoD should be informed and consulted.

- Consult with The Faculty of Social Sciences Research Ethics Committee when relevant.

- To the extent that funders communicate directly with applicants, applicants are obliged to forward all communication and other material to the Department (via applications@ifs.ku.dk) in a timely manner. This includes applicants who are not members of the Department at the time of their application.

- Ensure the HoD’s approval. If an application is submitted without prior HoD approval, the applicant will be asked to withdraw the application.
What is the role of the head of department (HoD)?

The HoD has strategic and managerial responsibilities.

The HoD is responsible for realising the strategic goals of the Department, Faculty and University, including developing research excellence in the Department’s pluralistic research community and furthering the development of new ideas and the innovation of social science methods, which is a precondition for the Department becoming truly world class. The HoD is also responsible for developing the skill and competences of faculty for them to realise their full potential.

In managerial terms, the HoD is responsible for prioritising the resources allocated to the support of applications. The University rules clearly state that only the HoD can commit the Department – this is also the case if a staff member takes the initiative to apply for funding etc. This rule applies regardless of whether an applicant is the head of a research centre, head of a research group or PI on an externally funded project.

This means that the HoD must approve and sign:

• Applications for external funding

• Co-applications for external funding (e.g. where a DPS employee is part of an application from another department)

• Cooperation agreements and contracts

• Invitations to guests who are applying for research visits in the Department

• Contracts for consultancy work etc.

In the absence of the HoD, the Deputy Head of Department (DHoD) will fill in for her/him in the application process. The Head of Administration can sign documents on the authority of the HoD.
What is the role of the grant application manager (GAM)?

- Identifying an appropriate source of funding for potential applicants and disseminating information regarding sources of funding to faculty.
- Ensuring the timely exchange of information between funder, applicant and Department.
- Advising the applicant on the demands made by the funder for particular applications.
- Planning a timeline for the application process in cooperation with the applicant and the DHoD.
- Assisting the applicant in the budget process.
- Advising the HoD and DHoD on whether a project follows the Department and University rules and regulations.
- Ensuring that applications include the maximum overhead and/or work contributions allowed by the funder and that all relevant costs are included in the budget.
- Responsibility for the systematic collection of lessons identified and learned on successful applications.
What is the role of the deputy head of department (DHoD)?

- As Head of the Research Committee, the DHoD assists the GAM in identifying appropriate sources of funding for potential applicants.

- Advising the HoD on the prioritisation of the resources allocated to the support of applications.

- Facilitating internal and external reviews of applications. The DHoD heads the internal review panel, which reviews most applications. DHoD also coordinates the external review with the applicant when they are conducted.

- Ensuring that applications support the Department’s placement and postdoc policy. Applications with a PI currently employed as a postdoc in the Department will be approved only if the postdoc is in the last year of employment.
WHAT SHOULD THE BUDGET INCLUDE?
• Claim all relevant, allowable costs, especially recovery of costs for support staff, IT and data management costs, travel and consumable items.

• Postdoc and PhD positions must be fully financed. The Department does not co-finance postdoc and PhD positions in applications.

• Expenses for knowledge-exchange and impact. Applicants should consider including the Department’s impact team (PIA) in the application.

• Applications should include as much administrative assistance as possible to support the researchers in organising and managing the project. Research assistants and student assistants should therefore be included when possible.

• When possible, applications should include the maximum overhead and/or work contributions allowed by the funder.
What support can I get for large grant applications?

- A large research grant is defined as a grant exceeding DKK 10 million.

- Large grants are more difficult to obtain and more complex to manage. They will often entail a considerable commitment from the Department. The application process therefore needs to be managed more carefully and supported more extensively by the Department in order to result in a successful application.

- Large grant applications often take considerable time to mature, and the process might include rejections from a number of funders. Therefore, the Department and the PI should define the level of ambition as well as the time and resources committed to securing such grants as early as possible and allow the application to grow over time while at the same time defining a cut-off point where the commitment must be terminated if the application proves unsuccessful.

- The HoD will allocate resources to pursue the application of large research grants. These resources are allocated on the basis of the rules of the norm system together with a concrete assessment of the resources needed for a particular application. Such resources can include student assistance, a lower teaching load, courses, reviews etc. The HoD and PI will often sign a memorandum of understanding defining the resources allocated to the application and the PI’s commitments.

- The Department will fund skill and competence development that enables applicants to write better applications.

- The Department will fund support for review and research seminars to discuss the application.

- The Department will fund the visit of the applicants’ international collaborators to Copenhagen prior to their commitment to a research stay.
How do we learn from experience?

- Individually and collectively, faculty must continuously develop skills and competences to produce successful grant applications.

- The Department is committed to continuously optimise procedures in order to contribute to the best possible conditions for producing successful research applications.

- The GAM will arrange "lessons identified and learned" sessions for specific funding instruments and applications. These sessions will be arranged following larger applications, successful or not.

- Individual faculty members are encouraged to participate in the Application Bank. By making your successful grant applications available to other participants in the bank, you are able to study their successful applications. All faculty, including those who chose not to share their applications via the Application Bank, may be legally obliged to share applications or part of an application following a freedom-of-information request.
How do we ensure that research grants benefit teaching?

- Applications, especially larger ones, should include ideas on how to generate teaching from the research project.

- Research groups and centres are encouraged to plan joint teaching activities based on their research and include time and resources for this in their applications.

- To ensure that students are taught by top researchers and to prevent the generation of large norm-system surpluses, faculty are expected to teach (defined as any activity included in the norm system) a minimum of 25 percent of their time, meaning that the average buy-out can only be 75 percent for a buy-out of more than one year.
How do we achieve high-impact research projects?

- Department has a strategic commitment to engage actively with broader society and with existing and emerging public policy imperatives. The Department is continuously developing flexible knowledge-exchange strategies that better enable us to engage with stakeholders outside academia and other communities of knowledge.

- Funders make different demands regarding the knowledge exchange and impact profiles of applications, but the Department will actively support and encourage such activities and seek to secure more funding for impact projects.

- When relevant, applicants should consider how to plan, deliver and evaluate knowledge-exchange and impact activities.

- The Department’s impact team, PIA, constitutes a resource that all applicants can use for knowledge-exchange and impact activities.
How do we implement this?

- Application processes should conform to the values and rules described in this document by 1 March 2018.

- Establish an Application Bank

- An annual calendar for grant applications.

- Individual research portfolios.

- Formulate application strategies for specific research areas

- Formulate a policy for research support that carefully identifies how individual researchers and research groups are best supported in their application efforts and which prioritises these demands with what the Department can realistically supply with current resources.