APPLICATION 2024

# Application for funding of research infrastructure

#### The same application form is used for applications submitted to LU central, LTH, the Faculty of Medicine (FoM) and/or the Faculty of Science (FoS).

#### Deadline for application is 1 March 2024.

The application must be written in **English according to this template**. All parts of the application (including annexes) must be combined into *one* searchable PDF document named with the surname and initial(s) of the applicant, e.g. AnderssonN.pdf.

Items 1-14 are common to the infrastructure calls from LU-central, LTH, FoM and FoS, while point 15 only apply to applications to LU centrally.

The application should be sent (as a pdf) to the contact person(s) at LU or Faculty, see addresses below.

LU central: johanna.mellgren@fs.lu.se

LTH: mirjana.ristevska@lth.lu.se

Faculty of Medicine: birgitta.larsson@med.lu.se

Faculty of Science: [tobias.nilsson@science.lu.se](mailto:tobias.nilsson@science.lu.se)

If funding is applied for from several calls (more than one faculty and/or LU central), an application must be sent to each body.

### About the application

Section B, items 4-14 below must not exceed 6 pages in total. Item 15, which applies only to applications to LU central, may be an additional half page.

The text of the application must be written in Times New Roman, 12 pt, single-spaced, with at least 2.5 cm margin on the left and right-hand sides.

## Part A

### 1. Title

### 2. Main applicant and any co-applicant

Applications submitted to more than one call (faculties or LU central) must have only one main applicant (for example manager, coordinator or someone responsible for the management of the infrastructure). All faculties where the application is sent must be represented by an applicant, the main applicant or a co-applicant. Faculty affiliation must be clearly stated. If the application has co-applicants, copy rows A1-A5 below and fill in the information about each co-applicant.

|  |  |
| --- | --- |
| A1) Name (title) |  |
| A2) Faculty |  |
| A3) Department (division) |  |
| A4) E-mail |  |
| A5) Telephone number |  |
|  |  |
| Other faculties concerned (existing or likely future users) |  |

### 3. Budget

The budget must be presented in the tables below. Please note that the calls have different rules on which types of costs can be applied for and for how long (see and follow the instructions in the respective call text for the current year). All budget items must be prepared in consultation with the responsible economist.

### 3a. Amount requested from LU central, LTH, FoM and/or FoS (kSEK)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Total |
| Total |  |  |  |  |  |  |
| If funds are requested from more than one source, a proposal for distribution between the central level and the faculty(ies) or between faculties must be provided | | | | | | |
| LU central |  |  |  |  |  |  |
| LTH |  |  |  |  |  |  |
| FoM |  |  |  |  |  |  |
| FoS |  |  |  |  |  |  |

### 3b. Costs requested here for the infrastructure described in the application (kSEK)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Type of cost | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Total |
| Equipment/depreciation |  |  |  |  |  |  |
| Wage costs |  |  |  |  |  |  |
| Operation |  |  |  |  |  |  |
| Rent |  |  |  |  |  |  |
| Total direct costs |  |  |  |  |  |  |
| Indirect costs if applicable |  |  |  |  |  |  |
| Total costs |  |  |  |  |  |  |

### 3c. Overview of additional funding, indicate both requested and granted funds (kSEK)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Total** |
| Additional applications or planned applications of funds from LU for the same or similar purposes through e.g. SRA calls, department and/or faculty initiatives or framework grants are summarized here, *use one row per funder and add more rows to the table if necessary*. Indicate when a decision is expected or when the application was submitted. When notification about possible award is given, this information must be communicated to the contact person(s) handling the infrastructure application(s). |  |  |  |  |  |  |
| **User fees/ project contributions** |  |  |  |  |  |  |
| **Previously granted** internal funds for the same or similar purposes through e.g. SRA calls, department and/or faculty initiatives or framework grants, use one row per funder and add more rows to the table if necessary. |  |  |  |  |  |  |
| External funding **sought** (e.g. from VR or foundations), use one line per funder*.* Include information on when a decision can be expected. |  |  |  |  |  |  |
| External funds **granted** (e.g. from VR or foundations), use one line per funder*.* |  |  |  |  |  |  |

## Part B (max 6 pages for Items 4-14)

Keep in mind that the proposal should be readable and understandable by researchers/assessors outside your own research area.

### 4. Summary

Max 200 words.

### 5. Scientific importance

Describe the scientific importance of the infrastructure, including the research that can be enabled by the infrastructure applied for.

### 6. Brief description of the infrastructure

Justify the equipment and/or services chosen.

### 7. Users

Describe the users the infrastructure is intended for. If applicable: estimate the number of users (existing and future) in different subject areas, at different faculties, and indicate the distribution of LU users and external users (outside LU).

### 8. Accessibility

Describe the extent to which the infrastructure is available to users outside the applicant's own research environment. Indicate whether user fees will be applied.

### 9. Similar equipment

Explain whether the same or similar infrastructure exists within LU and what circumstances prevent it from meeting the needs of LU. Also describe the situation regionally and nationally. Please refer to the LUCRIS infrastructure module, [Find Infrastructure - Lund University](https://portal.research.lu.se/en/equipments/).

### 10. Location of infrastructure - physical and administrative/organizational

### 11. Responsible for the infrastructure

Indicate the names and titles of the persons responsible for procurement, installation, operation and decommissioning as well as the responsible economist at the administrative seat of the infrastructure.

### 12. Budget justification

Justify the budget including plans for the long-term financing of the infrastructure and, if necessary, staff. Describe particularly how external projects and/or user fees will contribute to running costs and staff.

If applicable, justify the proposed distribution of funding between LU central and the faculties based on estimated potential or current user base (if applicable, refer to the Tables in section 3 to show the proposed distribution between different faculties, LU central, etc.).

### 13. Previously allocated infrastructure grants

Describe whether the main applicant and the infrastructure has previously received funding from LU central or faculty level or from external funders. How does the infrastructure applied for relate to previously funded infrastructure? If report(s) have been written, these should be appended as Annex 4.

### 14. Strategic importance

Describe the strategic importance of the infrastructure. How does the infrastructure fit into the strategy of Lund University/the faculties?

### 15. Communication plan (0.5 pages max)

**This section is to be filled in only in applications to LU central**

Briefly describe how the applicant intends to communicate about the infrastructure, internally and externally, new users, potential research breakthroughs, etc.

### The following shall be attached as annexes:

**Annex 1.** List of applicants: name, title, department, faculty and contact details (main applicant and up to 5 co-applicants).

**Annex 2**. Short CV of the main applicant. Maximum two pages + list of ten selected publications and a short summary of the total number of scientific publications and citations (please indicate which database was used).

**Annex 3**. List of ten selected publications from across the environment that are relevant to the application.

**Annex 4**. Report on the use of previously received infrastructure funding for the infrastructure or similar infrastructure described in the application.

**Annex 5**. A risk analysis covering the risk associated with not receiving the grant. Maximum 0.5 pages.

**Annex 6**. A long-term strategic plan including a plan for long-term financing, max 1 page.

**Annex 7.** If instrumentation is sought, any quotations should be attached.

**Additional annexes will not be considered.**

### Approval

The Head of the Department where the infrastructure is administratively located must approve the application, which is done by signing the first page of a full cost calculation form[[1]](#footnote-1) to be included in the application. The full cost calculation form (fkk) is provided as a separate pdf, file name: surname and initial(s) of the main applicant + fkk, e.g., AnderssonN\_fkk.pdf. In cases where the infrastructure is/will be physically located at an institution other than the administrative home, the head of the institution where the infrastructure is proposed to be located must certify that the institution is willing to physically host the infrastructure.

1. <https://www.ekonomiwebben.lu.se/for-mitt-arbete/projektansokan-och-projektredovisning/mallar-for-projektkalkyler> [↑](#footnote-ref-1)