



LUNDS
UNIVERSITET

Research Services

MANAGEMENT RULES

1

2024-09-13

Lund University's management rules for project applications to the themed calls from Marcus and Amalia Wallenberg Foundation and the Marianne and Marcus Wallenberg Foundation.

Note: The Foundations have not yet updated the information and guidelines for their calls on the English site. **The call information and guidelines listed in this document have been translated from the Swedish instructions.** Should any information in this document differ from the corresponding management rules in Swedish (hanteringsordning), the Swedish version applies.

Deadline to apply to the foundations is 2 April 2025, 13:00.

Also note: The Foundations have adopted a new funding policy. They will focus on open project calls and strategic initiatives that the foundations initiate themselves. The open calls will take place every two years, with the next one starting in 2026.

For 2025 the Foundations will host two themed calls (not official, translated from Swedish):

- Youth psychology/psychiatry
- Social scientific and humanistic research projects of relevance to the use and conservation of forests

Youth psychology/psychiatry

The area includes methods to assess, investigate, diagnose, treat, follow up and prevent mental illness and psychological/psychiatric problems in children and young people (0–18 years). Knowledge in Developmental psychology as well as knowledge of medical, societal and social factors that affect the mental health of children and young people, including evidence-based psychological work methods, are of relevance. Knowledge development about pharmacological treatment and how it interacts with psychological treatment as well as knowledge development about laws, regulations and ethical issues that affect work with children and young people is covered by the call.

Social scientific and humanistic research projects of relevance to the use and conservation of forests

Sweden is a country where forests have been and are of great importance. The use and utilisation of forests is an issue where the balance between forest production and the environment is in focus. Biodiversity and the role of forests in climate change mitigation are key social issues that require more knowledge. In order to both sustainably manage and safeguard forest biodiversity, the Knut and Alice Wallenberg Foundation funds a basic science research programme that addresses large and complex issues and develops new analytical tools; Wallenberg Initiative in Forest Research, WIFORCE.

- [Report on WIFORCE: Future use and management of Swedish forests](#)
- [To WIFORCE website at SLU](#)

For this call, the Foundations will prioritise applications focused on social science/humanities research projects that connect to the overall objective of the WIFORCE programme regarding the future use and conservation of forests.

The Marianne and Marcus Wallenberg Foundation (MMW) primarily awards grants in the social sciences and the Marcus and Amalia Wallenberg Foundation (MAW) primarily awards grants in the humanities.

Information and guidelines for the calls also exist on each Foundations webpage:

[MMW](#) // [MAW](#)

Currently (2024-09-13) only the Swedish websites has the updated call information

No applications outside the above specified themes will be considered for the 2025 call.

Project applications to MAW and MMW must be prioritised by the Vice-Chancellor of Lund University (LU). These management rules contain a timetable over the internal process for prioritisation of applications with a main applicant from LU. It is based on the current information available to Research Services.

Note that the Foundations may make changes to the calls with short notice. Any potential changes will also be communicated from Research Services.

Guidelines for the calls

- MAW and MMW support research projects of high scientific potential, researcher-initiated projects of the highest international standard focusing on a coherent research question.
- A project must have an independent objective and the project allocations must not primarily constitute auxiliary funding for current operations or other projects in progress.
- A standard project should have a budget between 4 and 10 million with a duration of three to five years.
- Up to 20% of the awarded amount can be used for indirect costs and rent.
- Project applications can be submitted by a single researcher or a project group consisting of two to four researchers who collaborate on a coherent academic research question
- If the application comes from a group of researchers, their combined competence will be assessed; not the main applicant and co-applicants individually.
- For applications from a group of researchers, projects are prioritized where it is obvious that the complementing competences of the researchers make it possible to address hypotheses and research questions that a single researcher would have difficulties to address on his/her own.
- The main applicant must have a long-term association with a Swedish institution of higher education and spend at least 70 % of their position and working time in Sweden. Co-applicants must spend at least 50 % of their position and working time in Sweden.
- The research must be undertaken at a Swedish institution of higher education but otherwise there are no limits regarding the localization of research groups in terms of organization or geography
- An individual researcher is only allowed to participate in two ongoing projects, and act as a PI (main applicant) on at most one of these.
- Project proposals will be evaluated against the following criteria:
 - The competence of the researcher(s) and the quality of the project
 - Feasibility of the project
 - The originality and boldness of the project
 - Does the project have a coherent research question
 - For the 2025 calls, how well does the project fit the specific call
- Grants for equipment are normally only awarded as part of a project in which the cost of the equipment is directly related to the scientific operations of the project. Equipment is financed through depreciation, which must be calculated linearly across its entire economic/scientific life, not merely across the project period. Procurement must take place no later than 2 years after the project starts, and depreciation can thereby commence and be sought for 2 years longer than other costs.

Requirements on the faculties' prioritisation of applicants

Each faculty is to secure the quality of the applicant's Letter of Intent (LOI) so that they comply with guidelines of MMW or MAW. Each faculty establishes their own internal procedure including a time plan for reviewing and prioritising the LOI. Note that at least 3 persons must be involved in the faculty's prioritisation process. The group must include men and women. No prioritisation is required if the number of LOIs received for a call is 4 or less.

The foundations have announced two calls for 2025: "Youth psychology/psychiatry" and "Social scientific and humanistic research projects of relevance to the use and conservation of forests". It is only if the faculty proposes more than 4 LOIs for a specific call that prioritisation is required.

Note: The faculty must still review, and quality assure the LOIs before submitting them for discussion in the working group meeting.

All faculties shall clearly and transparently communicate their process to their researchers. If the faculty wishes to use expertise outside of their prioritisation group, it must be clearly communicated to the applicants. External reviewers that are involved must be informed that they are not allowed to distribute any information about the project proposals.

The faculties must provide Research Services (ansokan@fs.lu.se) with the following:

- The applicant's LOI (see appendix 1)
- Checklist for each LOI (according to appendix 2)
- A list with all LOIs (foundation, call, title, main applicant). Include prioritisation if this has been done (numbered 1, 2, 3 in order of priority etc., or prioritised in groups, in which group 1 is most highly prioritised, followed by less prioritised groups, including at least 3 groups). State who has been involved in the review/prioritisation process. This will be shared with the applicants.
- A short (max 0.5 A4) motivation for each LOI, explaining how the faculty has prioritised/views the project and why.

Final decision of applicants

The Research Board will decide, based on recommendations from the designated working group consisting of a representative from each faculty that has submitted an LOI, which applicants will be permitted to submit a full application. In the event that all LOIs for a call are from one faculty only they will instead be discussed directly between the faculty and the pro vice-chancellor Per Mickwitz. LOI that have been discussed will receive feedback by their faculty representative after the Research Board's decision. Research Services will contact the selected applicants for the continued application process.

Contact

School of Economics and Management: Jonas Helgertz (jonas.helgertz@ekh.lu.se)

Faculties of Humanities and Theology: Anamaria Dutceac Segesten (anamaria.dutceac_segesten@eu.lu.se)

Faculty of Law: Jessica Almqvist (jessica.almqvist@jur.lu.se)

Faculty of Fine and Performing Arts: Karin Johansson (karin.johansson@mhm.lu.se)

Faculty of Engineering: Margaret McNamee (margaret.mcnamee@lth.lu.se)

Faculty of Medicine: Jonas Larsson (jonas.larsson@med.lu.se)

Faculty of Science: Per Persson (per.persson@cec.lu.se)

Faculty of Social Sciences: Åsa Lundqvist (asa.lundqvist@soc.lu.se)

Specialised centres (USV): Aleh Cherp (aleh.cherp@iiee.lu.se)

Any questions for MAW and MMW need to go through the foundations' contact person. Please contact Research Services.

Research Services: Sam Madjidian (sam.madjidian@fs.lu.se), Sara Naurin (sara.naurin@fs.lu.se), Johanna Mellgren (johanna.mellgren@fs.lu.se)

Timetable

Date	Person responsible	Task
13 December 2024 09:00	Faculty	Each faculty send Letters of Intent (LOI) and CV(s), and other requested material (see <i>Requirements on the faculties' prioritisation of applicants</i> above) to Research Services (ansokan@fs.lu.se). See appendix 1 for content of LOI.
14 January 2025, 13:00-16.00	Research Board	Research Board working group meeting. Review of LOI and proposal for prioritisation of applications.
20 January 2025	Research Board	Decision on which applicants may submit a complete application to MAW and MMW.
21 January 2025	Research Services	Information to applicants, copy to the head of department, about the decision of the Research Board.
23 January – 21 March 2025	Applicant and Research Services	Applicants complete their applications. Applicants authorised to submit their applications to MAW/MMW are contacted by Research Services for further support with their application, budget, and vice-chancellor's letter of endorsement.
14 March 2025 09:00	Applicant	<p>A complete draft of the application according to appendix 3 is sent to Research Services (ansokan@fs.lu.se) for approval. The draft must meet all the guidelines and formality requirements from Research Services and the foundation.</p> <p><u>Note that this includes:</u></p> <ol style="list-style-type: none"> 1. Text for the Vice-Chancellor's letter of endorsement according to template 2. Complete budget according to template 3. Co-financing certificate for each participating researcher from Lund University and letters of support concerning co-financing for co-applicants from other universities. <p><i>Templates will be provided by Research Services to the applicants after the Research Board's decision of who gets to submit a full application has been announced.</i></p>
14 March – 21 March 2025	Research Services	<p>Arrange signature on the Vice-Chancellor's letter of endorsement.</p> <p>The signed letter of endorsement will be sent to the applicant after Research Services has reviewed and approved their application.</p>
21 March – 2 April 2025	Applicant	The applicant submits the application to MAW/MMW electronically and emails a copy of the final application (all files) to Research Services (ansokan@fs.lu.se).
2 April 2025 13:00	Applicant	External deadline for submissions to MAW/MMW.

Appendix 1. Content of Letter of Intent and CV

The Letter of Intent (LOI), CV and publication lists are to be written in English. Use font size 12.

Send the LOI and CV + list of publications compiled in a single PDF with the file name including the acronym for the foundation (MAW/MMW), the call (SKOG/PSYK) and the surname of the main applicant.

Example: LOI_MAW_PSYK_Nilsson / LOI_MMW_SKOG_Andersson

LOI: Max 5 A4-pages including references

CV: Max 2 A4-pages for each applicant

Publication list: 10 selected publications for each applicant – max 2 A4-pages per applicant list

Please note that CV:s and lists of publications is added in excess of the 5 page LOI.

The LOI (max 5 pages) is to contain:

1. In the beginning of the text:
 - Name of the foundation and call that the application aims to submit to
 - Name and home organisation of the main and co-applicants.
 - Current form of employment and employment rate for all applicants
 - Which other Wallenberg projects (granted and ongoing applications) that the main applicant and every co-applicant is involved in

2. A short description of the project. Structure the text according to the tradition within the field of research, but include the project's aim and goals, research question, method, theory, and project group. Clearly indicate the project's news value and its cross-boundary nature. **From the description is should be clear how the project relates to the call in question and this part should take up approximately half a page.**

3. A simple budget. Specify the project's total cost, and costs for salaries, travel, other costs, and indirect costs. A complete budget according to LU's Wallenberg template is not required at this stage.

4. A brief section in which the main applicant certifies that the head of department: 1) Will support the application should the Research Board select it, and 2) is informed that co-financing of a granted project will be necessary. Head of department's name plus email address must be stated. **An approval from the head of department is important, as a successful application will result in co-financing of indirect costs.**

If the project will involve **co-applicants from other departments and/or other universities**, concerned head(s) of department must also be informed and with name be included in the above certification. Alternatively, the main applicant's head of department can certify that they undertake all necessary co-financing.

Appendix 2. Checklist for LOI, CV and publication list (filled out by the faculty)

- Is LOI max 5 pages long?
- Does the LOI contain a simple budget?
- Does the LOI state how the project relates to the call?
- Is there a CV for the main applicant and every co-applicant?
- Are all CV's max 2 pages long?
- Is there a list with 10 selected publications for the main applicant and every co-applicant?
- Are all the publication lists max 2 pages long?
- Does the main applicant have a permanent position or a position that lasts the entire project period at Lund University?
- Does the main applicant have minimum 70% of their employment and working time in Sweden?
- Do all the co-applicants have a permanent position or a position that lasts the entire project period at a Swedish university?
- Do all co-applicants have minimum 50% of their employment and working time in Sweden?
- Are all involved researchers in the project involved in maximum two ongoing projects from the same foundation, and maximum one as main applicant?
- Has the head of department certified that they support the project and that they are aware of co-financing costs?

Note that the working group is not obliged to consider applications that deviate from the guidelines.

Appendix 3. Complete application

The complete application, which is to be sent via email to Research Services for approval shall contain the following parts in accordance with the foundations' and Research Services' guidelines:

1. Vice-chancellors letter
2. Project budget filled out in the foundations' template
3. Co-financing statement for the main applicant and each co-applicant
4. Project description
5. Swedish popular science summary
6. Scientific abstract in English
7. CV and list of ten selected research publications for the main applicant and each co-applicant

Please note that minor adjustments can be made after the complete application has been submitted to Research Services.

All documents, apart from the budget file (Excel), are to be emailed to Research Services in Word format. Name the files using the three-letter acronym of the foundation, call (FOR/PSY), name of document type and the surname of the main applicant.

Example: MMW_FOR_project_Johansson.doc / MAW_PSY_CV_Svensson.doc

When the documents have been approved, with exception for the budget file (excel), they should be converted to pdf-files before they are uploaded in the application portal.

We recommended that you at an early stage log on to the MAW or MMW portal for e-applications to familiarise yourself with the application format.

Appendix 4. Recommendations for CV

- Max. 2-3 pages each for the principal investigator and co-applicant(s) (if applicable)
- Use font size 12
- Insert name and date of birth (YYYY-MM-DD) of the principal applicant in the page heading of every page in each document (including co-applicant CVs and list of publications)
- Include a bibliometric analysis of the number of publications and their citation frequency (if applicable to the research field and if required by the funding body)
- List of publications with 10 selected publications (in addition to the 2-3 page CV)

The CV should contain the following information:

(Note: This is not a template, it's a list of recommendations)

- Contact information: name, address, telephone (work), email
- Date of birth
- Education in reverse chronological order: degree, subject, location, thesis title, supervisor, year
- Postdoc stays (year, location)
- Attained qualifications of an associate professor or equivalent (year)
- Employment, current post at the top (including percentage for research, teaching, etc.)
- Breaks in research: Indicate any breaks in your active research periods that have affected your opportunities for qualification, such as parental leave, illness, general or specialist positions for clinically active professional categories, elected office positions or other reasons of a similar nature. Specify the reasons and state the date and duration of the break.
- Special assignments (year, assignment)
- Prizes and awards
- Stays abroad for research or teaching
- Commissions as editor, referee
- Scholarly/academic societies (only appointed/elected member)
- Supervision, PhD graduates and postdocs for whom you were principal supervisor (name, year)
- Training in teaching and learning in higher education (training course, duration, year)
- Experience of communicating research findings to stakeholders/end users
- Current grants from other funding bodies
- Other relevant information of significance to the application