

Research Fund of the University of Akureyri

The Board of Directors of the University of Akureyri Science Fund manages the Research Fund of the University of Akureyri and allocates grants in accordance with the following rules. An application shall be sent to the Science Fund (visindasjodur@unak.is) using a special form, as well as supporting documents specified on the form.

1.1. Adjuncts, Assistant Professor, Associate Professors, Professors and specialists hired by the University of Akureyri can apply for grants from the Fund for work on specific projects and for payment of other costs for research conducted in the name of the University. Assistant Professors, Associate Professors and Professors who were employed at the University when they started receiving their pension, can apply for grants from the Fund on the same terms as were specified above. Specialists shall be primarily engaged in research or receive salary from fixed allocations or grants to the University of Akureyri. Eligible for grants are also specialists of institutions/companies that have concluded a special agreement with the University of Akureyri on access to the Research Fund.

1.2. Assessment of applications for project grants shall be based primarily on their scientific and academic value. Furthermore, the research activity of applicants and the research interests of the University of Akureyri shall be taken into account. The Board of Directors can seek professional reports from outside parties concerning the applications of persons eligible for grants if the Board believes there is reason to do so. The Fund also provides preliminary grants for the preparation of applications to competitive funds. The planned publication process for the research shall be taken into account and a grant recipient shall publish his/her findings in the name of the University of Akureyri.

1.3. If a Board member applies for a grant from the Fund, the Board member shall recuse himself/herself from the meeting concerning the allocation in question. In the same way, an employee of the Science Fund recuses himself/herself from administration if he/she is a party to an application. In other respects, general rules on disqualification apply.

1.4. An advertisement and call for applications shall be issued by October 1st of each year. An application deadline is announced, normally amounting to approximately two months. A probable maximum amount for grant allocations at each time shall be specified. Applicants are encouraged to thoroughly familiarise themselves with rules on the Fund. Only one application is taken under consideration from each main applicant.

1.5 Evaluation of applications

- a. In order for an application to be considered worthy of a grant, the project must be academically well defined, and the scientific value of the proposed research must be beyond doubt and carefully supported with arguments.

- b. The application will not be taken under consideration if any of the following supporting documents are not included with the application; see further information in section 1.7 and section 19 on the application form.
- A detailed CV shall accompany an application, as well as a transcript of the research points of the applicant from Research Administration as appropriate.
 - If the application is a follow-up application then a progress report and a detailed financial statement for the last grant period, as well as published articles and reports, must accompany the application.
 - Final reports (or progress reports) for earlier projects by the applicant that have been supported by the Fund.
 - Detailed explanations for all items of expenditure and financing shall be included on a separate sheet marked 19.4. Here shall be specified the work contribution of everyone participating in the research, counted in months. Furthermore, the funding supplied to the project by others shall be specified. Estimated work on the research project shall be as clear as possible.
- c. If the project is part of a larger project or a prelude to a larger project, this must be mentioned, as well as the scope, aims and possible financing of the project. It should be clearly specified what is the work contribution of others. It is very important that applicants demonstrate their scientific qualifications and that of their collaborators, as well as satisfactory facilities to lead work on the proposed project. Defined and active connections with other research projects, domestic and foreign, can increase the chances of a project receiving a grant.
- d. It is an advantage if the project includes the training of young scientists and technicians, strengthens domestic and international competitiveness of scientists and increases international participation in the field of science.
- e. An application will be strengthened if it is demonstrated that the proposed subject matter or related projects are likely to produce results that will be published in peer-reviewed journals with high academic standards (according to the ISI standard or other publications categorised as “aflstig”; see further information on Uglan/rannsoknir/framtal starfa), or will lead to a patent registration, intellectual property rights or other utilisation. Applicants, who have received a grant from the Fund in the past three years for a project that was supposed to lead to such a publication or utilisation, shall submit a copy of published material or a special report if applicable to an employee of the Science Fund at RHA no later than upon submitting a new application.

1.6. Allocation of grants

Based on the above-mentioned points, the Board of Directors divides applications into five categories (I-V) rating them as:

- i. Excellent.
- ii. Very good.
- iii. Good.
- iv. Fair.
- v. Applications containing serious procedural errors and applications outside the range of responsibilities of the Research Fund.

The Board of Directors can propose that an application receive a part of the amount of the grant requested and also that some aspects of a project be supported but others not. At the end of the allocation process, which spans 10 weekdays, after information on the financial standing of the Fund is sent to the Board from the University Council, applicants will receive a reply with the conclusion of the Board of Directors.

1.7. Points to keep in mind when preparing an application

Grants are allocated once a year. The application deadline is generally December 1st (cf. an advertisement each year). Applications shall be sent via email to visindasjodur@unak.is. Only electronic applications are accepted. A comprehensive report on the educational and professional career of all applicants must accompany each application. Applicants are advised to thoroughly familiarise themselves with who has the right to apply for a grant from the Fund and which expenses may be funded.

Applicants are reminded that high-quality applications are more likely to be awarded grants. A progress report on the use of grants from the Fund and on success attained during the period covered by the grant must accompany applications.

Applicants are asked to submit a plan of implementation for the project so that the Allocation Committee has an overview of the expenses and progression of the project. Furthermore, applicants shall submit a detailed project schedule for the coming grant year, as the application is for only one year at a time. Payments are spread out over the grant period in accordance with outlay expenditures based on the project schedule in the application. Outlay expenditures are paid in accordance with confirmed invoices. It is necessary that applicants clearly report the prospective involvement of parties other than the Research Fund in covering the costs of the project, so that it is possible to evaluate the importance of a grant from the Fund in relation to the full expense of the project and also to ensure that grants are not awarded at the same time from other sources to cover the same expenses. Applicants must provide reasoning for individual expenses and explain the need for a grant.

- a. Reference shall be made to the rules on the Research Fund of the University of Akureyri regarding an applicant's eligibility.

- b. The Board of Directors is permitted to have a specific area of emphasis in relation to grant allocations, in which case the Board encourages applications in those areas in the advertisement when appropriate.
- c. Grants are awarded in particular to cover the following expenses:
 - Wages for the work of assistants on the research project in accordance with the application. An applicant eligible for a grant according to Article 1 in the rules on the University of Akureyri Research Fund can apply for a salary for the work of Master's and Doctoral students in a project that the applicant manages, but students, who are not part of the group defined according to Article 1, can not apply themselves.
 - Other research costs. This category may include, for example, various supplies, services purchased, publication costs, travel costs for data acquisition and computer expenses.
 - Payments for purchasing technical equipment and software that is necessary for individual research projects, on the condition that such equipment is not accessible within UNAK or the research group in question. The Board looks to whether such technical equipment and software is already in place within the respective institution or should be in the possession of institutions at UNAK.
 - A preliminary grant for preparing a grant application for a research project. The grant may, for example, be of use in purchasing assistance to prepare an application to competitive funds or preliminary research that would lead to an application for a grant for a larger project.
 - Indexing projects and/or databases. Academic indexing projects may be funded, as well as projects that involve the academic processing and presentation of information. Indexing projects are only eligible for funding if they are based on the academic and critical premises of individual research areas. They must also be under the management of researchers possessing the same academic competence and experience as required for other applications. One of the primary requirements for funding is that the project is likely to strengthen and facilitate university research in the field in question.
- d. Outlay expenditures, up to 85%, are paid depending on the progression of the project, in accordance with the invoices sent by the grant recipient. 15% of the grant amount is paid when a final report has been submitted to the administrator of the Science Fund. If a research project requires permission from the National Bioethics Committee, its permission must be in place before payments are made from the Fund. Accounting on behalf of the Fund is in the hands of Finances and Analysis. An allocated grant that has not been used two years after allocation is cancelled and returned to the Fund.