	RULES OF PROCEDURE on the UI Postdoctoral Fund	P. 1 of 2 Guarantors: Director of the Division of Science and Innovation Approved by the University Council 1 February 2024 Case number: HI24020048
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1. Introduction

1.1. These rules of procedure apply to the UI Postdoctoral Fund, which is a sub-fund of the UI Centennial Fund.

2. Grants

2.1. Postdoctoral grants are intended for people who meet the requirements set out in the rules of procedure on postdoctoral researchers.

2.2. Postdoctoral grants from the UI Postdoctoral Fund are awarded for a period of three years. The grant period may be extended by one year if the postdoctoral researcher is employed part time.

2.3. Grants are intended to fund the postdoctoral researcher's salary, which is in accordance with the collective wage agreement between the Minister of Finance and the relevant trade union. Each grant also includes research funding. The board of the Fund will determine the sum for each project.

3. Application

3.1. An application for a postdoctoral grant must include:

3.1.1. CV and cover letter

3.1.2. Statement on the proposed research project. This statement should discuss: the scientific originality, value and aims of the research as well as a general description of the project that can be used in published materials. Apart from the general description, the statement will be treated as confidential.

3.1.3. Bibliography.

3.1.4. Copy of doctoral degree certificate or statement from the relevant university (from the academic supervisor and/or faculty) confirming that the applicant will defend their doctoral thesis this year.


3.1.5. Statement from a UI school, faculty or institute confirming that the applicant will have access to the facilities and equipment required to carry out the proposed research, and also that the applicant has a collaborating partner who is a member of academic staff at UI.

3.1.6. All supporting documents must be submitted in PDF format.

3.2. The applicant must also name two professionals who can provide references about the quality of the applicant's research and ability to carry out the proposed study. Ideally, one of these referees should have some connection to the applicant's doctoral thesis. Referees must submit references directly to the Fund.

4. Evaluation of applications

4.1. Evaluation of applications shall be based first and foremost on the applicant's CV, statement and publication output, taking into account the time elapsed since the applicant completed their doctoral degree.

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- 4.2. To be eligible for a grant, the proposed research must have indisputable scientific value. The project must be well defined and the scientific competence and facilities required to carry out the proposed research must be available. Consideration is also given to whether the findings are likely to be accepted for publication in a channel that meets rigorous academic standards.
- 4.3. The Postdoctoral Fund will make decisions in accordance with the UI Equality Action Plan. Efforts will also be made to promote balance between UI schools when deciding between applicants.
- 4.4. All supporting documentation must have been submitted before a decision can be made about whether to award a grant, see Article 10 of the Administrative Procedures Act no. 37/1993.

5. Awards

- 5.1. A special grant allocation committee, appointed by the rector, will evaluate applications, ranks applicants in order of priority, and manage grant awards. The grant allocation committee is made up of one representative from each school, as well as a chair appointed by the rector without nomination.
- 5.2. The University Council shall determine the annual allocation of money to the Fund. Grants are awarded once a year. The application deadline is generally at the beginning of February, as advertised each year. Grant awards should be announced no later than two months after the application deadline.
- 5.3. Once the grant allocation committee decides to award a grant, the prospective grant recipient is informed. Grant recipients have one week to confirm that they would like to accept the grant and provide information about the start of the project. Grant recipients are asked to keep grant awards confidential until a public announcement has been made.
- 5.4. All applicants will receive a reply and be informed once a decision has been made about whether to award a grant.

6. Grant payments

- 6.1. There are two grant payments per year, in accordance with the real cost of the postdoctoral researcher's salary. The payment for the first six months of the year is made in June and the second payment is made at the end of the year.
- 6.2. Research funding will be paid in June.

7. Entry into force

- 7.1. These rules of procedure shall enter into force on 1 March 2024.