



HÁSKÓLI ÍSLANDS

The Research fund of University of Iceland

Working procedures for the allocation of grants

1. **The University of Iceland Research Fund** was founded in 1982 for the purpose of strengthening research activity at the University. The University of Iceland Science Committee manages the fund. The Division of Science and Innovation Office handles the administration of the fund.
2. **In order for** an application to be considered worthy of a grant, the scientific value of the proposed research must be beyond doubt. The project must be academically well defined and reasoning provided for the proposed schedule. Applicants must also demonstrate their scientific competence and that they have access to satisfactory facilities in order to carry out the proposed work and the likelihood of the proposed subject matter producing results that will be published in outlets which make or meet rigorous academic demands.
3. **Grants are allocated once a year.** The application deadline is generally mid of October (cf. an advertisement each year). Applicants are advised to familiarise themselves with who has the right to apply for a grant from the Fund and which expenses may be funded.
4. **Applicants are reminded** that high quality applications are more likely to be awarded grants. Division of Science and Innovation staff are available to assist applicants as far as possible. Applicants who have been awarded a grant for previous projects must submit a final report on that project by the time they send the new application.
5. **Although the entire project** may take several years, applicants are asked to produce a plan of implementation covering one year at a time, describing in detail the work to be completed over the upcoming grant period. Grant payments are spread out over the grant period in accordance with a payment schedule. They are generally transferred to the grant recipient's account number at the relevant institute or faculty
6. **Applicants must** provide reasoning for individual expenses and explain the need for a grant.
7. **Reference shall be made** to the provisions of Articles 29 and 43 of the Regulation for the University of Iceland regarding an applicant's eligibility. Professors, associate professors, assistant professors, research professors, research associate professors, research assistant professors and adjuncts I at the University of Iceland can apply to the Fund for grants. Research professors, research associate professors, research assistant professors must be primarily employed in research.
8. **The board of the Fund** shall evaluate in particular the likelihood of results being published in outlets that make or meet rigorous academic demands.
9. Grants are primarily awarded to cover the following research-related cost components:
 - a. **Wages for the work** of master's students, doctoral students, postdoctoral researchers or other research specialists on the research project in accordance with the application.

- b. Material cost.** Only direct material expenses necessary for the research are eligible. General office equipment, such as computers, is not covered.
- c. Travel expenses.** International travel costs are only funded if clearly justified by the nature of the research project (e.g., fieldwork or on-site data collection). The availability of other travel funding sources will also be considered. Travel grants are based on estimated actual costs, not per diem rates.
- d. Purchased services** include services such as expert consultation, data collection, surveys, or similar external services required for the project.
- e. Other research-related expenses.** Costs not specifically listed above but directly related to the execution of the project may also be considered.

10. Outlay expenditures are paid depending on the progression of the project, in accordance with the invoices sent by the grant recipient. In the case of wages, grant recipients should contact the Payroll Department. Invoices for other expenses should be sent to the University Division of Finance.