

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. Progress reports on the use of previous grants from the fund and success attained during the period covered by the grant carry a lot of weight. Applicants who have been awarded a grant for a different project must submit a special 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, senior lecturers, lecturers, research scientists, research scholars and research specialists at the University of Iceland may apply to the Fund for grants. Research scientists, research scholars and research specialists must be primarily employed in research. Adjunct lecturers with research duties may also apply for support from the Fund.
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 awarded in particular to cover the following expenses:
 - a. **Wages for the work** of doctoral students and assistants on the research project in accordance with the application.
 - b. **Other research costs.** This category may include, e.g., various supplies, services purchased and computer expenses. The cost of travel abroad is not covered unless it can be demonstrated that such travel is completely unavoidable due to the nature of the project. Consideration is also given to whether the applicant has access to other funds which offer travel grants. Travel grants shall be awarded in accordance with planned expenses and not provisions for per diem payments.

- 10. Grants for post-docs.** Post-docs may be awarded grants if the Fund has sufficient finances. Post-docs are defined as those who have completed a doctorate in the past five years. To be eligible for a grant, post-docs must be engaged in research at the University of Iceland or an affiliated institute, funded by a special competitive post-doctoral grant awarded by a recognised party, such as the Science and Technology Policy Council Research Fund or another research fund.
- 11. 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.
- 12. Grants for doctoral projects.**
- a. Support grants **may be** awarded to doctoral students. The Science Committee review panel shall handle the evaluation of applications.
 - b. [The University of Iceland Doctoral fund rules](#) shall apply to the processing and evaluation of applications.