



# HÁSKÓLI ÍSLANDS

## The University of Iceland Research Fund – Instructions for filling out the form

### In general:

Applications must be submitted online. Applications may be in English. Applications and final reports shall be filled out using the University of Iceland Research Fund forms provided specifically for this purpose. **Applicants who have previously received a grant, must submit a final report no later than when a new application is submitted.** Applicants must provide complete and unambiguous answers to all items on the application form. **Incomplete applications will not be processed.** Applicants are also reminded to obtain necessary permissions from, e.g., the Data Protection Authority, the Ethics Committee and/or the Committee on the use of Experimental Animals as applicable.

**N.B. word limits are treated seriously and apply equally whether text is typed into the application form itself or sent as an accompanying document.**

**It is possible to save the form**, but four mandatory fields (name, email address, project title and confirmation of application) must be filled in to do so. These fields are marked red. To save the form, click "finish later" (*klára seinna*) at the top part of the form. A link appears, which the applicant must save onto their computer.

Contact Division of Science and Innovation [rannsoknasjodir@hi.is](mailto:rannsoknasjodir@hi.is), should you require assistance.

[Application form, final report template and instructions](#)

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### Section 1. Primary applicant:

The primary applicant serves as the coordinator of the project for the University of Iceland Research Fund. He/she is to ensure that proper financial records are kept and final reports regarding the project are submitted.

#### 1.1. Name:

#### 1.2. Identification number:

Remember to include the hyphen in the identification number.

#### 1.3. Sex:

Drop-down list

#### 1.4. Address:

At the University of Iceland or affiliated institute.

#### 1.5. Professional title and employment ratio:

Applicants shall provide their professional title as well as their employment ratio, e.g. associate professor (100%), lecturer (37%), and so forth.

**1.6. School:**

Select from the list.

**1.7. Email address:**

**1.8. ORCID number:**

Optional.

**Section 2. Title of the research project:**

Icelandic (mandatory) and English (optional). Maximum 60 characters.

**Section 3. Key words:**

Enter up to five key words in either Icelandic or English describing the project. Icelandic key words should be in the nominative singular.

**Section 4. Abstract:**

Brief description of project. The description shall be suitable for publication. In Icelandic or English. Maximum 200 words.

**Section 5. Knowledge and scientific value, objective, research plan and methodology:**

Report on the scientific value of the project and the status of knowledge in the field, connection of the project to society and, if applicable, possible sustainability effects. Include citations but submit the bibliography separately under item 7. Describe the main objective and divide into separate objectives as applicable. The research plan must describe the methodology to be used and include a time plan. The project can be divided into work packages if appropriate. (Section 6 (excluding the bibliography) shall be a maximum of 4 pages, based on A4, 12 pt., Calibri font, 1.5 line spacing and 2.5 cm margins. – PDF format

**Section 6. Bibliography:**

A bibliography accompanying item 6 is to be submitted as a file attachment. – PDF format

**Section 7. Accounting:**

Specify the institute responsible for the financial accounting of the project. (drop-down list)

**Section 8. Oracle identification number:**

Specify the project identification number in accordance with the accounting records of the institute (cf. Section 8). The grant is transferred to this number. If needed, the applicant can request a new Oracle identification number from the applicable Faculty/School.

**Section 9.1. Number of grant years requested:**

1 year – 2 years – 3 years (drop-down list).

**Section 9.2. Grant amount applied for:**

Select the amount requested for each year applied for (drop-down lists for each year). **N.B.** Amounts in thousand ISK (TISK=þkr.), e.g. enter "400" for four hundred thousand ISK.

**Section 9.3. Itemised cost estimate**

Applicants describe a general cost estimate for the project in accord with the requested amount. **N.B.** Accrued expenses are not funded.

Project assistant salaries, i.e. Master's students, doctoral students, postdoctoral researchers or other research specialists for the project.

Equipment expenses: Only equipment directly necessary for research is funded. The Fund shall not award grants for the purchasing of equipment considered to be general office equipment, such as computers.

Travel expenses, i.e. data collection on site for the research project. The cost of travel abroad is not covered unless it can be demonstrated that such travel is necessary due to the nature of the project.

Paid services are, for example, specialist services used for data processing or data acquisition, surveys, and so forth. Care must be taken to obtain the required permits where applicable.

Other: Other expenses related to the research project not considered above.

#### **Section 10. Final report and supporting documents for previous grant:**

A final report on a previous grant from the University of Iceland Research Fund must be submitted along with a new grant application. [A final report template and guidelines are available here](#). – PDF format

#### **Section 11. Statement regarding recruitment into an academic position, sick leave or parental leave during the previous 5 years:**

In this section, applicants have the opportunity to draw attention to factors that may influence the final ranking by the board of the fund and can possibly lead to a higher grant category.

#### **Section 12. Other information concerning the application**

Applicants can state any other information

#### **Section 13. Confirmation of application:**

Check the box!

Applicant certifies that he/she has acquainted himself/herself with the rules for awarding grants from the University of Iceland Research Fund and will meet the requirements there stipulated, such as regarding financial cost claims and the submission of a final report to the board of the fund.