

Research applications at Romklass

Research projects with external funding are extremely valuable to the Department, and each request to establish a project at the Department is reviewed carefully.

The prerequisite for granting such a request is that the project is assessed to be of high quality and in line with the research that is being conducted or should be conducted at the Department. In addition, the terms that the Department has to commit to (e.g. co-funding and other commitments) must be reasonable. What is reasonable must be determined on a case-by-case basis and related to the general financial situation of the project's main field of study (which provides the co-funding).

Department of Romance Studies and Classics

Instructions for teachers and researchers who intend to seek funding for a research project at the Department of Romance Studies and Classics:

These instructions apply to employees and non-employees at the Department, as well as to co-applicants who are employed by the Department and involved in a project whose principal applicant is employed at another department (where the project is hosted).

- 1) The applicant should contact the head or deputy head of department as soon as possible, but *no later than three months before the deadline for applications*. At this time, the applicant should be prepared to provide a brief outline of the project, as well as information about the relevant funding bodies. The head of department will contact the head of administration/financial officer, who will help investigate the terms of the Department's potential co-funding. In the case of external applicants, the project's quality and relevance to the Department will also be assessed. The head of department will then decide whether or not the project can be established at the Department.
- 2) Following the head's approval, the applicant should contact the Department's financial officers as soon as possible for help with the budgeting process. Our financial officers can help ensure that all expenses are included in the project budget. For example, if the cost of overhead is not included in the budget, it cannot be covered by the granted funds. This would result in a significant reduction of disposable funds.
- 3) In some cases, the University's Research Support Office may be able to provide assistance. It is good to establish a preliminary budget according to the instructions at the following link:
<http://www.su.se/medarbetare/service/forskning/finansiering/budgetkalkyl-1.4037>. Here you can also find a template for creating a budget.
- 4) In order to assess the quality of the project, the application should be reviewed before submission. The review process aims to make the application as good as possible, and is carried out by presenting the application to two reviewers at a seminar. The head of department will appoint a professor working at the Department to lead the review process. Typically, two applications are reviewed at each seminar. The review of applications involves, for example, opinions concerning feasibility, coordination (in case of multiple co-applicants), the relation between theory and empirical data, planning, relevance, international relevance, language use, and (where applicable) how well the application fits the call for proposals. If possible, the seminar will be scheduled during one of the regular research seminar slots, but where necessary, special seminars can be organised for this purpose. The seminar should take place at least one month before the deadline for applications.
- 5) This procedure is obligatory for all major applications that involve salary funding and refer to project funding from research councils (or equivalent) or international research funding bodies for projects that will be established at the Department of Romance Studies and Classics.
- 6) Once the review process has been concluded, the head of department (in consultation

with the appointed professor) will decide whether or not to approve the application, as well as notify the applicant of the decision.

- 7) The applicant should ensure to receive the head's signature (or digital signature) in good time. All applications for external research funding must be registered at the Department. Decisions by funding bodies whether to grant or reject funding for the project must also be registered. This is done by sending the documentation to diariet.romklass@su.se and leaving a paper copy in the registry's mail slot.
- 8) When a project application has been granted, the applicant should submit the following information to our financial officers:
 - a) the application with a complete budget;
 - b) a list of the people involved with the project, including information on when and how many per cent they will conduct research on the project. If several people are involved, it should be stated who is the principal researcher;
 - c) decision on granted funds.
- 9) Please note that when an application has been approved, the applicant should plan the scheduling of the project in consultation with the director of studies. It is important that the research time is allocated in such a way that it does not clash with teaching or other departmental duties. The final decision will be made by the head of department in consultation with the director of studies.
- 10) Please note that, in accordance with "Villkorsavtal SU", when external research funding is added, the proportion between teaching hours and other working hours in the remaining part of the year should remain unaltered unless the employer decides otherwise.
 - a) Example 1: If a lecturer has a 70/30 distribution between teaching and research and obtains 30% research funding, the 70/30 proportion will be calculated on the remaining part that is funded by appropriations, which then becomes 21%. For the duration of the project, the lecturer will have a proportion of 51% research (30% external funding, 21% appropriations) and 49% teaching.
 - b) Example 2: A professor has a 50/50 distribution between teaching and research and obtains 50% external research funding. For the duration of the project, the proportion will be 75% research (50% external funding) and 25% teaching.