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## Routines for applications for external research funding with the Royal Institute of Art as fund manager

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Type of document	Routine
Decided by	Head of Administration
Giltighetstid	2022-09-30 –
Replaces document	SVE: Policy och rutinbeskrivning för ansökan om externa medel med Kungl. Konsthögskolan som medelsförvaltare, dnr 4.2.1-74-2016, decided 2016-03-21.
Responsible Administrative Unit	Education and Research Unit

## Regular calls

Regular announcements are the announcements that funding bodies repeatedly announce.

Support regarding applications that apply to regular announcements may be given to employees at the Royal Institute of Art as well as external people with relevant artistic practices.

### **EXPRESSIONS OF INTEREST and SELECTION**

- An internal announcement is made about the opportunity to apply at the monthly meeting in September, on the intranet, and brought up in the two Department Boards (via Head of Departments, Research Officer, Communication).
- An Expression of Interest form is drawn up by the Research Officer and given a dossier number. In the Expression of Interest, all applicants (regardless of internal or external applicants) write a shorter research plan with a specific idea and explain how the proposed research project relates to previous research that the applicant has conducted. The applicant must argue for why it is relevant to place the research project at the Royal Institute of Art.
- Last date for registration of interest: 1 November to the Research Officer who registers the document and prepares the case for the Department Board for Research and Further Education in Architecture and Fine Art.
- Selection takes place in the Department Board for Research and Further Education in Architecture and Fine Art in November. The selection is made from both internal and external expressions of interest. Internal expressions of interest are given priority if two expressions of interests are deemed to be equal in merit.
- Notification of selection is given to the applicants within a week after the Department Board meeting.
- After the selection, the applicants who proceed in the process, are notified and given the Royal Institute of Art's OH policy and is made aware of requirements for future assurances to place applied for, and granted external research funding, at the school. This document should be signed before the process of writing full applications have begun.
- Applicants who proceed in the internal process and are granted funding by the Swedish Research Council must participate in the Royal Institute of Art's regularly arranged Higher seminars, Research Annual, and present their research during the project to colleagues and interested students at the school.

### **PROCESS OF WRITING FINISHED APPLICATIONS AFTER SELECTION (applies to applications to the Swedish Research Council)**

#### **Step 1**

- Developed drafts of the Research Plan (10 pages) and section Relevance for artistic research are submitted via e-mail to the Research Officer in January 2023 with a sharp deadline which is communicated for the current year.\* Established headings are used according to the Swedish Research Council's announcement.

- Discussion takes place in the Department Board for Research and Further Education in Architecture and Fine Art, in January, where internal close readers are also appointed who compile written feedback within the month of January.
- Feedback from the internal readers to applicants takes place via the Research Officer.

## Step 2

- For internal applicants, an agreement is made between the applicant and the Head of Department regarding work planning in the event that the application is granted.
- An agreement is made with HR regarding the salary level including the current % of social security contributions, and done by the applicant.
- Developed drafts of the Research Plan (10 pages) as well as Relevance for artistic research, Gender and gender perspective (kön och genusperspektiv), Abstract and Popular Science text, Budget + Budget justification, Ethical considerations, are submitted at the beginning of February to the Research Officer. A sharp deadline is communicated for the current year.
- The drafts go to the external reader via the Research Officer at the beginning of February.
- Feedback from the external reader to the applicant takes place via the Research Officer in mid-February.
- The Swedish Research Council's call for proposals opens in mid-February. Possible adjustments may need to be made in the drafts if new headings/sections have been added by the financier. The applicant opens an account + application for Project Grant or equivalent in Prisma and creates an individual ORCID number.

## Step 3

- The applicant develops the draft including CV, publication file and submits a largely completed application via e-mail in mid-February to the Research Officer. A sharp deadline is communicated for the current year.
- Previously appointed internal close readers, Head of Department and Research Officer read and feedback is collected by the Research Officer and notified to the applicant at the end of February.
- If there are any doubts, the draft is taken up for discussion in Department Board for Research and Further Education in Architecture and Fine Art at the beginning of March.
- The finance unit is given the budget + budget justification for review via the Research Officer.

## Step 4

- The applicant submits a completed application at the beginning of March to the Research Officer. A sharp deadline is communicated for the current year.
- The final reading of final drafts is done by the Head of Department, the Research Officer, the finance unit (budget). Feedback to the applicant takes place via the Research Officer.

## Step 5

- The applicant registers the application in Prisma 2-5 days before the Swedish Research Council's deadline and is in dialogue with the Research Officer about this.

- The Research Officer signs the application in Prisma on behalf of the Royal Institute of Art by delegation, provided that the application is completed according to plan.
- The Research Officer ensures that the registered application is registered at the Royal Institute of Art.
- The applicant notifies the Research Officer of the result of the application when the financier gives notice.

\*Sharp deadline means that applicants who do not submit drafts according to the established deadline date fall out of the application round process.

When the research project is finished, both the financial and scientific report must be quality assured by the Royal Institute of Art.

Research outputs must be registered in DiVA.

## **Irregular calls**

Irregular calls are the calls that funding bodies advertise more unexpectedly. It can be e.g. funds set aside for specific themes that are current and socially important.

Support regarding applications that apply to irregular announcements may only be given to employed staff at the Royal Institute of Art.

### **EXPRESSIONS OF INTEREST and position statement from the Royal Institute of Art**

- The applicant fills in an Expression of Interest form, if possible no later than 6-8 weeks before the call's application deadline. The Expression of Interest form is sent via e-mail to the Research Officer who informs the Head of Department.
- In the Expression of Interest, the applicant writes a shorter research plan with a specific idea and explains how the proposed research project relates to previous research that the applicant has conducted. The applicant must argue for why it is relevant to place the research project at the Royal Institute of Art.
- The applicant's Expression of Interest is discussed at the first possible meeting of the Department Board for Research and Further Education in Architecture and Fine Art, which decides whether the school can support the application. If co-financing is required, a discussion is also had with the finance manager for the Royal Institute of Art, to inquire whether this is possible.
- The applicant must, during the waiting period for a response from the Royal Institute of Art, continue to develop the application according to the financier's headings. Time must also be planned to collect any internal/external support letters that are required (Letter of Intent).
- Notification of possible support for applying for external funding is given to the applicant within a week of the Department Board's meeting.
- After the selection, the applicants who proceed in the process are notified, and given the Royal Institute of Art's OH policy and is made aware of requirements for future assurances to place applied for and granted external research funding at the school. This document should be signed before the work in supporting the application has been executed.
- Applicants who proceed in the internal process and are granted funding by the Swedish Research Council must participate in the Royal Institute of Art's regularly arranged Higher seminars, Research Annual, and present their research during the project to colleagues and interested students at the school.

### **PROCESS OF WRITING FINISHED APPLICATIONS AFTER SELECTION**

- The applicant submits via email a completed application no later than 2 weeks before the application deadline to the Research Officer.
- A final reading is done by the Head of Department, the Research Officer + any other internal close reader, the finance unit (budget). Feedback to the applicant takes place via the Research Officer.
- The applicant registers the application in Prisma or equivalent, 2-5 days before the application deadline and is in dialogue with the Research Officer about this.

- The Research Officer signs the application where appropriate on behalf of the Royal Institute of Art by delegation, provided that the application is completed according to plan. Some financiers may require the signatures of the project manager, Head of Department, Vice-Chancellor.
- The Research Officer ensures that the registered application is registered at the Royal Institute of Art.
- The applicant notifies the Research Officer of the result of the application when the funding body gives notice.

When the research project is finished, both the financial and scientific report must be quality assured by the Royal Institute of Art.

Research outputs must be registered in DiVA.

## Postdoc grant

- This routine applies to situations where there is interest in a postdoctoral position at the Royal Institute of Art. Expressions of interest can come from the school's doctoral candidates, doctoral candidates at other Swedish or foreign universities, or from other individuals who have recently completed their doctoral education, or be part of a formal institutional collaboration.
- For a postdoctoral position to take place, funding must be secured and conditioned with an assurance regarding OH and transfer of funds, and must be signed.
- The Head of Department takes a decision on employment following a proposal from the Academic Appointment Board.
- Postdoctoral positions are managed according to the centrally negotiated: "Agreement for limited-term employment as a postdoctoral fellow".\*
- Applicants who proceed in the internal process and are granted funding by the Swedish Research Council must participate in the Royal Institute of Art's regularly arranged Higher seminars, Research Annual, and present their research during the project to colleagues and interested students at the school.

When the research project is finished, both the financial and scientific report must be quality assured by the Royal Institute of Art.

Research outputs must be registered in DiVA.

Below are possible situations:

### **Grant for international postdoc at the Swedish Research Council**

Individuals with a doctorate degree from a Swedish university can apply for this grant.

The applicant must have established contact with one or more foreign universities where they wish to conduct postdoctoral research 2/3 of the time.

For the application in March at the Swedish Research Council, 1 November of the previous year applies to submit an Expression of Interest to the Research Officer at the Royal Institute of Art. The application is then processed in connection with other individuals who wish to apply for external

research funds (e.g. Project grant) at the Swedish Research Council with Royal Institute of Art as host institution. See: "Regular announcements". The applicant needs to request a Letter of Intent from the foreign institution as well as a Letter of support from the Royal Institute of Art.

Selection takes place by decision of the Department Board for Research and Further Education in Architecture and Fine Art. If there are interested PhD candidates/recent PhD holders from the Royal Institute of Art, they are given priority over external persons.

### **Postdoc in institutional cooperation and application for external funding**

The Royal Institute of Art may be asked to join consortia of various kinds where openly advertised postdoctoral positions may be included.

Where applicable, the guidelines and conditions set by the agreement are followed and the Royal Institute of Art's Employment Regulations.

The Vice-Chancellor, Head of Administration and Head of Department/s decide which collaborations are current and financially possible to support.

### **Postdoctor residing outside Sweden and with own external funding**

Expressions of Interest from persons with a doctorate degree outside of Sweden who wish to apply for a grant for a postdoctoral position at the Royal Institute of Art, must use the same template as "Regular calls".

The applicant must initially present the call and funding scheme they wish to apply for in their home country.

The financial conditions must be documented and be ensured before a decision on employment is made.

Expressions of Interest are discussed in the Department Board for Research and Further Education in Architecture and Fine Art, which is advisory to the Head of Department.

\* <https://www.arbetsgivarverket.se/avtal--skrifter/avtal/avtal-om-tidsbegransad-anstallning-som-postdoktor/>  
(avtal från 1 februari 2021)