Application Guidelines

The Carlsberg Foundation supports excellent basic research at the highest international level in the fields of natural science, social science and the humanities, carried out by Danish researchers and foreign researchers with a pre-established connection to Danish research environments.

The Carlsberg Foundation gives high priority to groundbreaking new developments in Danish research as well as internationalisation of research talents and succession planning in Danish research. In the evaluation of applications, the foundation will generally adopt a holistic view of the qualifications of the individual applicant and favour visionary research projects with a high potential.

To promote diversity in Danish research the Carlsberg Foundation encourages all qualified researchers to apply, regardless of gender.

Grants:

The Carlsberg Foundation offers the following instruments:

- Carlsberg Foundation Internationalisation Fellowships
- Carlsberg Foundation Visiting Fellowships at University of Oxford
- Carlsberg Foundation Reintegration Fellowships
- Carlsberg Foundation Young Researcher Fellowships
- Carlsberg Foundation Monographs
- Research Infrastructure
- Publication

The Carlsberg Foundation does not support:

- Clinical and technical research
- Non-scientific staff
- Overhead costs

General application requirements:

The Carlsberg Foundation does not stipulate the same requirements for all types of grant. Applicants are therefore urged to read both the section below with general instructions and the specific instructions for the relevant type(s) of grant. If the requirements are not met in full, the application will be rejected administratively.

General requirements:

The application must be submitted through Webfond (application system) at: www.carlsbergfoundation.dk.
The following appendices must be uploaded with the application in pdf format (please note that other formats are not accepted):

- Project description
- Curriculum Vitae
- List of publications
- Budget

**Project description**
The project description must not exceed two A4 pages (all included).

**Curriculum Vitae**
The CV (with photo if possible) must not exceed three A4 pages.

**List of publications**
Senior researchers can limit their list of publications to the last five years.

**Budget**
A budget for the amount applied for must be provided by filling in the Carlsberg Foundation budget template.

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**Carlsberg Foundation Internationalisation Fellowships**

Through its Internationalisation Fellowships the Carlsberg Foundation wishes to promote the internationalisation of Danish talents and talent development in Danish research.

These fellowships are awarded to outstanding PhDs for a two-year research stay at a leading international research institution outside Denmark. In exceptional cases – the nature of which must be clearly specified in the application – an applicant can apply for a shorter stay.

Postdoctoral Fellows who have already received a grant for the first year of their project are eligible to apply for the second year.

To be eligible for the Carlsberg Foundation Internationalisation Fellowship, the applicant must hold a PhD or must have submitted the PhD thesis before 1 October. Applicants with more than five years of experience since obtaining their PhD degree are not eligible. Any periods of leave will be accepted as extensions of this time limit (maternity leave, parental leave, sick or family care leave, military service, humanitarian aid work, etc.).

The Carlsberg Foundation Internationalisation Fellowships are not awarded to PhDs without any previous strong connection to Denmark or Danish research.

If, at the time of application, the applicant has not yet obtained a PhD degree, a copy of the assessment of the PhD thesis must be submitted to the Carlsberg
Foundation by e-mail: carlsbergfoundation@carlsbergfoundation.dk no later than 14 November at noon.

The Carlsberg Foundation Internationalisation Fellowships are generally tax-free in Denmark, and amount to:

DKK 350,000 per year if the grant holder is travelling without children
DKK 425,000 per year if the grant holder is travelling with children.

Additional requirements:

Housing commitment from the hosting institution
The applicant must submit a confirmation from the hosting institution that it will provide adequate workplace facilities during the stay.

Recommendations
The applicant may attach up to three recommendations to the application.

Carlsberg Foundation Visiting Fellowships at University of Oxford

Two-year postdoctoral visiting fellowships at the University of Oxford.

The aim of these visiting fellowships is to provide the most promising Danish research talents with experience from an elite institution which they can later apply in Denmark to the benefit of Danish research and their own future career.

The Foundation is in discussion with The Queen’s College, Oxford, about making arrangements for successful candidates, irrespective of the collegial or departmental association of their supervisor, to be given the opportunity to become associate members of the Middle Common Room of the College and contribute to the academic excellence of the College. This would give them the right to attend seminars and access the unique facilities of The Queen’s College, such as the library, choir, meals (at their own cost), gym and sports.

Potential applicants are encouraged to contact the Carlsberg Foundation as soon as possible for assistance to identify a suitable research group or environment at University of Oxford.

To be eligible to apply for a Carlsberg Foundation Visiting Fellowship at University of Oxford, the applicant must hold a PhD or must have submitted the PhD thesis before 1 October. Applicants with more than five years of experience since obtaining their PhD degree are not eligible. Any periods of leave will be accepted as extensions of this time limit (maternity leave, parental leave, sick or family care leave, military service, humanitarian aid work, etc.).
The Carlsberg Foundation Visiting Fellowships at University of Oxford are not awarded to PhDs without any previous strong connection to Denmark or Danish research.

If, at the time of application, the applicant has not yet obtained a PhD degree, a copy of the assessment of the PhD thesis must be submitted to the Carlsberg Foundation by e-mail (carlsbergfoundation@carlsbergfoundation.dk) no later than 14 November at noon.

The Carlsberg Foundation Visiting Fellowships at University of Oxford are generally tax-free in Denmark, and amount to:

- DKK 350,000 per year, if the grant holder is travelling without children
- DKK 425,000 per year, if the grant holder is travelling with children

**Additional requirements:**

**Recommendations**
The applicant may attach up to three recommendations to the application.

**Housing commitment from the hosting institution**
The applicant must submit a confirmation from the hosting institution that it will provide adequate workplace facilities during the stay.

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**Carlsberg Foundation Reintegration Fellowships**

Two-year postdoctoral fellowships at Danish research institutions for postdoctoral fellows subsequent to an Internationalisation Fellowship from the Carlsberg Foundation or an otherwise funded research stay abroad. These fellowships are awarded to outstanding postdoctoral fellows who wish to establish independent research activities in Denmark after a research stay abroad.

In order to be eligible to apply for a Carlsberg Foundation Reintegration Fellowship, the applicant must hold a PhD or must have submitted the PhD thesis before 1 October. Applicants with more than five years of experience since obtaining their PhD degree are not eligible. Any periods of leave will be accepted as extensions of this time limit (maternity leave, parental leave, sick or family care leave, military service, humanitarian aid work, etc.).

The Carlsberg Foundation Reintegration Fellowships are not awarded to PhDs without any previous strong connection to Denmark or Danish research, or without a previous research stay abroad.

**Additional requirements:**

**Salary Budget**
Along with the budget, please attach a separate salary budget signed by the host institution certifying the accuracy of the salary applied for.
The Carlsberg Foundation covers general operating expenses with DKK 4,000 per month for experimental projects and DKK 2,000 per month for other projects.

Operating expenses are at the postdoctoral grant holder’s disposal to cover conferences, study trips, etc. Operating expenses must not be used to cover overhead costs and administration fees.

**Housing commitment from the hosting institution**
The applicant must submit a confirmation from the hosting institution that it will provide adequate workplace facilities during the stay.

**Recommendations**
The applicant may attach up to three recommendations to the application.

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**Carlsberg Foundation Young Researcher Fellowships**

The Carlsberg Foundation offers a number of one-to-three-year grants for outstanding newly appointed associate professors or tenure-track assistant professors with international experience to establish an independent research group or research environment, including the acquisition of research infrastructure (equipment, register data, etc.) and the formation of national/international networks.

At the time of application, the applicant cannot be more than two years into his/her tenured position; assistant professors on tenure track are also eligible. Any periods of leave will be accepted as extensions of this time limit (maternity leave, parental leave, sick or family care leave, military service, humanitarian aid work, etc.).

The maximum grant amount is DKK 4,500,000.

The application may cover salaries for postdocs and PhD students. It is, however, a condition that enrolment of the PhD student at a Danish doctoral school (‘PhD school’) is guaranteed.

**Additional requirements**

The following appendices must be attached to the application in pdf format (please note that other formats are not accepted):

**If relevant: Short description of the research group and its organisation**

**If relevant: Salary budget**
Along with the budget, please attach a separate salary confirmation signed by the host institution, certifying the accuracy of the salary applied for.

**If relevant: Quotes on instruments, register data, etc.**
Quotes on instruments, register data, etc., should be attached to the application.
If relevant: National/international Network
A specification of proposed activities (such as travels, meetings, symposia, conferences, etc.) and their costs in relation to establishing a national and/or international research network.

Carlsberg Foundation Monograph Fellowships

One-year full-time fellowships for leading established researchers within the humanities and social science with a ‘Semper Ardens’ (passionate, always burning) approach to their research and with a project aimed at producing a groundbreaking monograph or doctoral dissertation.

Coverage of publication expenses must be applied for separately at the end of the project.

The Carlsberg Foundation ‘Semper Ardens’ Monograph Fellowships are primarily awarded to tenured senior researchers and cover the fellows’ own full salary.

The Carlsberg Foundation covers general operating expenses with DKK 2,000 per month.

Carlsberg Foundation Monograph Fellows cannot at the same time carry out teaching or heavy administrative duties. Limited supervision of PhD students or ‘speciale’ students is however accepted.

Additional requirement:

Salary Budget
Along with the budget, please attach a separate salary budget signed by the host institution certifying the accuracy of the salary applied for.

Research Infrastructure

The Carlsberg Foundation supports the procurement of research infrastructure, i.e., the purchase of equipment, register data, data base and field trips as well as the establishment of corpora and development of research tools. This type of grant is primarily awarded to senior researchers with tenure.

Field trips may also encompass stays at foreign universities/research institutions. In all such instances, a clear case must be made for the choice of the institution, e.g. access to unique infrastructure (equipment, libraries, data banks, collections, etc.)

Additional requirements:

If relevant: Quote for equipment etc.
Quote for equipment, register data or similar must be attached to the application.

*If relevant: Housing commitment from the hosting institution*

The applicant must submit a confirmation from the hosting institution that it will provide adequate workplace facilities during the stay.
Publication

The Carlsberg Foundation supports the publication of monographs based on projects funded by the Carlsberg Foundation. The manuscript must be print-ready when the application is submitted but should not be attached.

Additional requirements:

Printing quotes etc.
Two printing quotes and one estimate from the publisher must be attached to the application.

Processing Procedures

Shortly after submission of your application (or expression of interest) you will receive a receipt by email confirming that the Carlsberg Foundation has registered your application.

Within 24 hours after submission of your application, you will be able to find your full application (or expression of interest) as one PDF file in the application system, Webfond. To view your application, click on “My applications” and then “My documents”, which you will find at the bottom of the page.

The assessment process is as follows:

- Applications are reviewed for compliance with the general and specific requirements described above.
- The board of the Carlsberg Foundation carries out the professional assessment of the application.
- The final decision is taken at a board meeting in mid-November.

Applicants will receive notification of the board’s decision in December in the form of either a grant notification letter or a rejection letter. You will also receive an e-mail notification, and the decision will be available on your profile in the application system.