

# 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 strong connection to Danish research institutions.

The Carlsberg Foundation gives high priority to ground-breaking new developments in Danish research as well as internationalisation of research talents in accordance with the strategy of the foundation (LINK). The Carlsberg Foundation has a special emphasis on developing the next generation of researchers.

In the evaluation of applications, the Carlsberg Foundation favours visionary research projects with high potential.

Furthermore, the Carlsberg Foundation is focused on promoting gender diversity in Danish research. We adopt a holistic view of each applicant's qualifications and invite all qualified researchers to apply, encouraging in particular qualified female researchers to do so.

In the long term, the Carlsberg Foundation aims to achieve a qualified equal gender distribution among its grantees.

The Carlsberg Foundation supports excellent research and offers the following types of funding:

- Carlsberg Foundation Internationalisation Fellowships
- Carlsberg Foundation Visiting Fellowships at University of Oxford
- Carlsberg Foundation Reintegration Fellowships
- Carlsberg Foundation Young Researcher Fellowships
- Carlsberg Foundation Monograph Fellowships
- Research Infrastructure
- Field Trips / Research Stays at Foreign Institutions

The Carlsberg Foundation does not support:

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

From 2022 the Carlsberg Foundation will announce two annual calls for the following types of funding with application deadline 1 April and 1 October:

- Carlsberg Foundation Internationalisation Fellowships
- Carlsberg Foundation Visiting Fellowships at University of Oxford

## General application requirements

The Carlsberg Foundation does not stipulate the same requirements for all types of funding. Applicants are therefore urged to read *both* the section below with

general instructions *and* the specific instructions for the relevant type(s) of funding. If the requirements are not met in full, the application will be rejected administratively.

### **General requirements:**

The application must be submitted through our application system Webfond at: [www.carlsbergfoundation.dk](http://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.

#### *Curriculum Vitae*

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

#### *List of publications*

Senior researchers are asked to list publications from the last five years.

#### *Budget*

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

## **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 order to promote diversity in Danish research, the Carlsberg Foundation recognizes that in certain cases, e.g. for family and personal reasons (e.g. family ties, illness, etc.) it may be challenging for a postdoctoral fellow to spend a full uninterrupted period of two years abroad. In these special cases, after a dialogue with the postdoctoral fellow, the Foundation will allow a certain degree of flexibility with respect to how the stay abroad is planned. The applicant must explain these circumstances in the “Other comments” field in the application form.

To be eligible for the Carlsberg Foundation Internationalisation Fellowship, the applicant must hold a PhD or must have received an assessment of the PhD thesis.

Applicants with more than three years of experience at the time of application since obtaining their PhD degree are not eligible. Any periods of leave will be accepted as extensions of this time limit (maternity leave, paternity leave, family care leave, illness, military service, etc.)

The Carlsberg Foundation Internationalisation Fellowships are only awarded to PhDs with previous strong connection to Danish research.

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

DKK 350,000 per year if the grantee is travelling alone.

DKK 425,000 per year if the grantee is travelling with children.

In cases when the grantee plans to move to an extremely expensive location, it is possible to apply for up to an extra DKK 60,000 per year to cover extra high rent and living expenses.

If the project is granted, the Carlsberg Foundation offers a session with a tax expert, free of charge, to those grant holders who need professional advice on how they can expect to be taxed during their stay abroad and how to fill in their tax forms.

#### **Additional requirements:**

##### ***Housing commitment from the host institution***

The applicant must submit a confirmation from the host institution that it will provide adequate workplace and facilities during the research stay.

##### ***Recommendation from the PhD supervisor***

The applicant must submit a recommendation from her/his PhD supervisor.

##### ***Recommendations***

The applicant may attach up to three recommendations to the application or send them separately to [carlsbergfoundation@carlsbergfoundation.dk](mailto:carlsbergfoundation@carlsbergfoundation.dk) no later than 1 October.

##### ***If relevant: Copy of the assessment of the PhD thesis***

The applicant must submit a copy of the assessment of the PhD thesis.

## **Carlsberg Foundation Visiting Fellowships at University of Oxford**

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

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

The Foundation has made an agreement with Linacre College at the University of Oxford such that the Carlsberg Foundation Visiting Fellows become Junior Research Fellows of the College and can contribute to the academic excellence of

the College, irrespective of the collegial or departmental association of their supervisor. This gives them the opportunity to attend seminars and access to the facilities of the College, such as the library, choir, gym, sports and meals, the latter however at their own cost.

Applicants are encouraged to contact Professor Morten Kringelbach, University of Oxford, [morten.kringelbach@psych.ox.ac.uk](mailto:morten.kringelbach@psych.ox.ac.uk), for assistance on identifying a suitable research group or environment for the project.

To be eligible to apply for a Carlsberg Foundation Visiting Fellowship at the University of Oxford, the applicant must hold a PhD or must have received an assessment of the PhD thesis.

Applicants with more than three 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, paternity leave, family care leave, illness, military service, etc.)

The Carlsberg Foundation Visiting Fellowships at the University of Oxford are only awarded to PhDs with previous strong connection to Danish research.

The application must be submitted in English.

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 alone  
DKK 425,000 per year if the grant holder is travelling with children.

It is not possible to apply for funding in excess of the fixed rates.

If the project is granted, the Carlsberg Foundation offers a session with a tax expert, free of charge, to those grant holders who need professional advice on how they can expect to be taxed during their stay abroad and how to fill in their tax forms.

### **Additional requirements:**

#### ***Housing commitment from the host institution***

The applicant must submit a confirmation from the appropriate Department at the University of Oxford that it will provide adequate workplace and facilities during the research stay.

#### ***Recommendation from the PhD supervisor***

The applicant must submit a recommendation from her/his PhD supervisor.

#### ***Recommendations***

The applicant may attach up to three recommendations to the application or send them separately to [carlsbergfoundation@carlsbergfoundation.dk](mailto:carlsbergfoundation@carlsbergfoundation.dk) no later than 1 October.

#### ***If relevant: Copy of the assessment of the PhD thesis***

The applicant must submit a copy of the assessment of the PhD thesis.

## 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 postdoctoral fellows who wish to establish research activities in Denmark after a research stay abroad.

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, paternity leave, family care leave, illness, military service, etc.)

The Carlsberg Foundation Reintegration Fellowships are only awarded to applicants with previous strong connection to Danish research and 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 5,000 per month for experimental projects and DKK 2,500 per month for other projects.

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

#### ***Housing commitment from the host institution***

The applicant must submit a confirmation from the host institution that it will provide adequate workplace and facilities during the research stay.

#### ***Recommendations***

The applicant may attach up to three recommendations to the application or send them separately to [carlsbergfoundation@carlsbergfoundation.dk](mailto:carlsbergfoundation@carlsbergfoundation.dk) no later than 1 October.

## Carlsberg Foundation Young Researcher Fellowships

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

As part of the Carlsberg Foundation's new strategy, the Foundation wishes to contribute to an improved gender balance in Danish research. Consequently, the

Foundation urges grant holders to ensure that both genders are represented when receiving applications for PhD and postdoc positions.

At the time of application, the applicant cannot be more than two years into her/his tenured associate professorship position. Any periods of leave will be accepted as extensions of this time limit (maternity leave, paternity leave, family care leave, illness, military service, etc.). Exact employment date must therefore be specified in the CV.

The applicant can apply for up to DKK 5 million.

The budget may cover salaries for postdocs and PhD students, and it is required that enrolment of the PhD students at a Danish 'PhD graduate school' is guaranteed.

The budget may also include up to a total of three months of salary for the main applicant for project management.

### **Additional requirements**

#### ***Short description of the research group and its organization***

The applicant must submit a short description of the research group and its organization.

#### ***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, visionary researchers within the humanities or social sciences with a project aimed at producing a ground-breaking monograph or advanced Danish doctoral dissertation.

The Carlsberg Foundation Monograph Fellowships are awarded to tenured senior researchers and cover the fellows' own full salary.

The Carlsberg Foundation covers general operating expenses with DKK 2,500 per month. Coverage of publication expenses must be applied for separately at the end of the project.

Carlsberg Foundation Monograph Fellows cannot at the same time carry out teaching or heavy administrative duties. Limited supervision of PhD students or Master 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 and databases as well as the establishment of corpora and development of research tools.

This type of grant is primarily awarded to senior researchers with tenure.

**Additional requirements:**

***Quote for equipment etc.***

Quotes on equipment, register data or similar must be attached to the application.

The procurement of research infrastructure must be done in accordance with the procurement policy of the research institution. The Carlsberg Foundation therefore recommends that quotes be obtained together with the institution's purchasing department.

## **Field Trips / Research Stays at Foreign Institutions**

The Carlsberg Foundation supports expenses related to field expeditions and research stays abroad with a budget exceeding DKK 100,000. The application must clearly state why the applicant has chosen the specific research institution and how the stay creates research synergies.

The main applicant must be at Associate Professor or Professor level.

The Carlsberg Foundation only supports expenses related to travel, stay and transport.

The foundation only supports additional expenses in connection with the inclusion of family for field expeditions and research stays abroad of more than 6 months' duration.

The foundation does not support expenses related to equipment, PhD students' research trips or change of research environment.

**Additional requirements:**

***If relevant: Housing commitment from the host institution***

The applicant must submit a confirmation from the host institution that it will provide adequate workplace and facilities during the research stay.

***If relevant: Recommendations***

The applicant may attach one to three recommendations to the application.

## Processing Procedures

Shortly after submission of your application 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 as one PDF file in the application system Webfond.

Processing of applications:

- All applications are treated confidentially.
- Applications are reviewed for compliance with the general and specific requirements described above.
- Applications are reviewed by the board of the Carlsberg Foundation.
- Applications may in addition be reviewed by external experts.
- The board of the Carlsberg Foundation makes the final decision on all applications.

Applicants will receive notification of the board's decision in December in the form of either a grant letter or a rejection letter.