Lund University’s management rules for nominations to Wallenberg Scholars 2018

The Knut and Alice Wallenberg Foundation (KAW) has issued a call for applications to the Wallenberg Scholars programme in 2018. Lund University (LU) has been invited to nominate candidates for the programme. The deadline for submitting nominations is 2 May 2018. The present management rules contain a timetable for the internal procedure for nominations from LU.

Lund University may nominate 10 candidates, including at least 4 of the underrepresented gender.

The Wallenberg Scholars programme
The programme is open to researchers in all academic disciplines. However, the foundation will primarily select researchers in the prioritised fields of science, engineering and medicine.

The aim of the programme is to support and encourage some of the most outstanding researchers at Swedish universities. Universities can apply for profiling support by nominating individual researchers whose research and development potential represent the highest international standard and who are expected to contribute to strengthening the current profile of the research area at their university. As previously, the programme provides freely available support over five years for the individual’s research activities, but this time the funding awarded amounts to SEK 4 million per year and researcher. The aim is to enable the selected researchers to work with a high level of ambition to achieve even greater international impact for their research, as well as the opportunity to invest in bolder and more long-term projects.

Researchers who already hold a Wallenberg Scholars grant, or a Grant for Distinguished Professors (VR’s Rådsprofessorsprogram), are not eligible for nomination. However, researchers who have previously been awarded a Wallenberg Scholars grant which has expired, and researchers who hold an ERC grant, may be nominated.

Financial conditions
The nominated researcher must be employed at the University at the time of nomination. Furthermore, at least 75% of the researcher’s activities must be based in Sweden during the grant period. The foundation assumes that any University funding provided by the department and/or faculty at the time of nomination will remain during the grant period for the researchers who are awarded a Wallenberg Scholars grant, and that the University is responsible for any overhead costs and cost of premises not covered by the foundation.
The task of the Research board
The Research Board makes a recommendation to the vice-chancellor of which candidates are to be submitted as the final nominees from LU to the Wallenberg Scholars programme. The final list of LU nominees is to satisfy the foundation’s rule that at least 40% of the nominees are to be of the underrepresented gender. The Research Board will have all the documents from the candidates at its disposal as well as documents from the nominating department/faculty. The Research Board is to take its decision based on the candidates’ expertise, and with regard to how well they meet the foundation’s assessment criteria and strategic considerations for LU.

Requirements on the faculties’ proposals for candidates
The faculties design their own internal procedure for appointing candidates for nomination and obtaining relevant documentation from the researchers.

The faculties’ should strive to ensure that at least 40% of the candidates are women. Each faculty is to quality assure the nominations, and only submit the candidates that they fully support and filter out any others.

The candidates are to be prioritised by their faculty in a ranking of 1, 2, 3 etc. according to the faculty’s prioritisation.

Contact people
School of Economics and Management: Frédéric Delmar (frederic.delmar@fek.lu.se).
Faculties of Humanities and Theology: Johannes Persson (johannes.persson@fil.lu.se).
Faculty of Law: Xavier Groussot (xavier.groussot@jur.lu.se).
Faculty of Engineering (LTH): Erik Swietlicki (erik.swietlicki@nuclear.lu.se) and Margareta Forsberg (margareta.forsberg@lth.lu.se).
Faculty of Medicine: Birgitta Larsson (birgitta.larsson@med.lu.se).
Faculty of Science: Anders Tunlid (anders.tunlid@biol.lu.se) and Tobias Nilsson (tobias.nilsson@science.lu.se).
Faculty of Social Sciences: Christofer Edling (christofer.edling@soc.lu.se).
University Specialised Centres: Moa Lindell (moa.lindell@rektor.lu.se).
Research Services: Brita Larsson (brita.larsson@fs.lu.se). Any questions to KAW about the programme are to be submitted to the foundation’s contact person Tina Trollås, Research Services.
### Timetable

<table>
<thead>
<tr>
<th>Date</th>
<th>Person responsible</th>
<th>Task</th>
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<tbody>
<tr>
<td>18 December 2017, 9 am</td>
<td>Heads of Departments, Medical Faculty</td>
<td>The Heads of Departments send their nominations to <a href="mailto:birgitta.larsson@med.lu.se">birgitta.larsson@med.lu.se</a>. If the head of department nominated more than one person, the department have to add a list of its ranking of the nominees. The documentation to be submitted is specified in Appendix 1.</td>
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<tr>
<td>22 January 2018</td>
<td>External evaluators</td>
<td>The evaluators send their assessments to <a href="mailto:birgitta.larsson@med.lu.se">birgitta.larsson@med.lu.se</a></td>
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<tr>
<td>22 January 2018</td>
<td>Dean and Pro-Dean</td>
<td>Decision regarding which nominations that should be submitted and their internal ranking.</td>
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<tr>
<td>22 January 2018</td>
<td>Faculty contact persons</td>
<td>The faculties send a proposal for nomination including lists prioritising the candidates and the associated documentation (specified in Appendix 1) for each candidate to Research Services (<a href="mailto:brita.larsson@fs.lu.se">brita.larsson@fs.lu.se</a>).</td>
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<tr>
<td>12 February 2018</td>
<td>Research Board</td>
<td>Decision on nomination of Wallenberg Scholars from LU. Research Services notifies candidates of the board’s decision.</td>
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<tr>
<td>12 February – 20 April</td>
<td>Researchers and Research Services</td>
<td>Researchers complete the final version of their documents for KAW. Research Services provides support to the nominees in this work. (Assistance from LU’s finance officers in producing information about LU’s current support of the researcher.)</td>
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<tr>
<td>20 April 2018</td>
<td>Researchers</td>
<td>Draft of vice-chancellor’s nomination letter sent to Research Services (<a href="mailto:brita.larsson@fs.lu.se">brita.larsson@fs.lu.se</a>).</td>
</tr>
<tr>
<td>20 April 2018</td>
<td>Researchers</td>
<td>Final version of the documentation (specified in Appendix 2) according to KAW guidelines for Wallenberg Scholars sent to Research Services (<a href="mailto:brita.larsson@fs.lu.se">brita.larsson@fs.lu.se</a>).</td>
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<tr>
<td>20–26 April 2018</td>
<td>Research Services</td>
<td>Research Services reviews the documentation. Once the documentation is approved by Research Services, the researcher receives the vice-chancellor’s nomination letter.</td>
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<tr>
<td>26 April 2018</td>
<td>Researchers</td>
<td>The researcher completes the e-application according to the instructions from Research Services, uploads the documentation and submits their nomination. PDF print-out of the application sent to Research Services (<a href="mailto:brita.larsson@fs.lu.se">brita.larsson@fs.lu.se</a>).</td>
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<tr>
<td>2 May 2018</td>
<td></td>
<td>External deadline for nomination.</td>
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Appendix 1. Documentation for nomination from the faculty
The requirements for the proposals are specified above under the heading “Requirements on the faculties’ proposals for candidates”. State the names of the candidates, and their department. The faculties are also to send the associated documentation for each candidate gathered into a single PDF file per candidate. Name the file WS2018_surname_first name.pdf.

NB! The documentation is to be written in English in font size 12.

The following documents, in the order below, are to be included in the documentation for each candidate:

1. **Brief project description**, containing key issue, aim, significance, implementation and any co-applicants (max 2 A4 pages). If the researcher holds an ERC grants, explain how the project is related to the ongoing ERC project.

2. **Compiled CV** consisting of the following sections:
   - **Candidate’s research qualifications i.e. CV**, containing the person’s name, personal identity number, positions held, awards, duties as a principal supervisor (including the doctoral student’s name and year of thesis defence), and postdocs (max 3 A4 pages).
   - **Biography**. A brief biography that mainly describes the candidate’s research contributions (max 1 A4 page).
   - List of all articles published in peer-reviewed journals, highlighting the ten most important publications. If applicable to the discipline, use Web of Science to state the h-index, as well as the number of publications and citations on which the h-index is based. For nominations in the humanities and social sciences, only a list of the candidate’s research publications is required.

3. **Brief letter of justification** stating why the researcher’s activity is deemed to constitute an important part of the University’s research profile (max 1 A4 page).

**Please note!** All documentation must be complete for the candidate to move forward in the process. If a document is missing or incorrect, the candidate will be removed from the shortlist.

Appendix 2. Complete application
In accordance with [KAW guidelines](#), the complete application, to be sent to Research Services, is to include the following.

NB! The documentation is to be written in English in font size 12.

The following documents, in the order below, are to be included in the documentation for each candidate:

1. **Project description** (max 10 A4 pages).

2. **Compiled CV** consisting of the following sections:
   - **Candidate’s research qualifications i.e. CV**, containing the person’s name, personal identity number, positions held, awards, duties as a principal supervisor (including the doctoral student’s name and year of thesis defence), and postdocs (max 3 A4 pages).
   - **Biography**. A brief biography that mainly describes the candidate’s research contributions (max 1 A4 page).
   - List of all articles published in peer-reviewed journals, highlighting the ten most important publications. If applicable to the discipline, use Web of Science to state the h-index, as well as the number of publications and citations on which the h-index is based. For nominations in the humanities and social sciences, only a list of the candidate’s research publications is required.
3. **Brief letter of justification** stating why the researcher’s activity is deemed to constitute an important part of the University’s research profile (max 1 A4 page).

4. The University’s nomination process, i.e. the arguments, assessments and processes on which the nomination of candidates was based (max 1 A4).

5. The University’s current support for the researcher, in the form of premises, basic funding etc. Current support from other external sources of funding (grants awarded) during 2017 which are at the researcher’s disposal as the main or co-applicant. The foundation assumes that existing funding from the University provided by the department and/or faculty will remain during the grant period for the researchers awarded a Wallenberg Scholars grant.

6. **Popular science summary in Swedish** (max 1 A4 page).

7. **Popular science summary in English** (max 2000 characters incl. spaces).

8. **Signed certificate of co-financing from the faculty/department** (template in Appendix 3).

**Please note!** All documentation must be complete for the candidate to move forward in the process. If a document is missing or incorrect, the candidate will be removed from the shortlist.

**Appendix 3.** Template – co-financing certificate

**Appendix 4.** CV template