Lund University’s tentative internal management rules for nominations to Wallenberg Academy Fellows 2019

Since 2012, the Knut and Alice Wallenberg Foundation (KAW) has funded a long term programme for young researchers, Wallenberg Academy Fellows (WAF). According to information received by Research Services, Lund University (LU) will be invited by KAW to nominate candidates for the programme. The deadline for submitting nominations is 15 February 2019. NB! The present management rules are tentative and may be changed once we have received the invitation to nominate from the foundation. It contains a timetable for the internal procedure for nominations from LU.

The Wallenberg Academy Fellows programme

The programme is open to researchers in all academic disciplines: medicine, engineering, natural sciences, social sciences and humanities/religious studies, and the interfaces between them. Nominated researchers must have obtained their doctoral degrees after 1 January 2010.

The aim of the programme is to support basic research at the highest level. The target group is early-career researchers with the potential to develop into the outstanding researchers and research leaders of the future. Read more about the programme in the KAW document “Call for the Wallenberg Academy Fellows Program 2017” and “Assessment criteria Wallenberg Academy Fellows 2017” (appendix 3). Please note that these documents are from 2017 and may change. There will probably be a cap on the number of candidates that LU will be invited to nominate.

Financial conditions

The foundation’s financing is for five years. The amounts vary depending on the research field and the affiliation of the researcher at the time of nomination, in accordance with the table below:

<table>
<thead>
<tr>
<th>Working in Sweden</th>
<th>Working abroad*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theoretical research fields</td>
<td>1 000 000</td>
</tr>
<tr>
<td>Experimental research fields</td>
<td>1 500 000</td>
</tr>
</tbody>
</table>

- For researchers working abroad at the time of nomination, an additional amount (one-off grant) of SEK 1 500 000, 3 000 000 or 4 500 000 can be applied for. The level of the additional amount is determined by the nominating higher education institution and requires the grant to be matched by the higher education institution.
• For researchers working abroad at the time of nomination, up to SEK 100,000 can be applied for to cover moving costs.

* Researchers nominated under the category of those working abroad, i.e. external candidates, are not to have been employed or have been scholarship recipients at a Swedish higher education institution for the past four years.¹

Employment occurs at the higher education institution which nominated the researcher. The higher education institutions are to guarantee that the selected researchers will be given appropriate positions at the institution.

The higher education institutions part-finance the investment by guaranteeing that not more than 50% of the researcher’s salary costs will come from the grant. The higher education institution can usefully finance the entire salary, thereby contributing to the researcher having more research funds at his or her disposal. In addition, the higher education institution part-finance the investment by adding funds for overhead costs beyond the amount that KAW can contribute.

Nominations to WAF entail co-financing for the nominating faculty/department. The co-financing will be specified in a new vice-chancellor’s decision. A new decision is being drafted and will be sent out as appendix 4 as soon as it is ready.

As the researchers are Wallenberg Academy Fellows for five years, in practice nominations should only be made for people who can be considered to meet LU’s requirements for a suitable background and conditions to make a career as a researcher within LU.

The programme implies a possibility for the faculties to recruit young promising researchers from abroad.

The task of the LU Research Board
The Research Board decides which of the candidates are to be submitted as the final nominees from LU to the Wallenberg Academy Fellows programme. The final list of LU nominees is to satisfy the foundation’s rules on the distribution of external and internal candidates and at least 40% of nominees are to be of the under-represented gender in the nominations.

The Research Board will have the faculty’s nominations, to be drawn up in accordance with the guidelines in Appendix 2, as documentation for their selection and decision. The Research Board is to take its decision based on how well the candidates meet the foundation’s assessment criteria, the faculty’s justification and strategic considerations for LU.

In addition, in case of competition between an applicant who has been nominated previously and one who has never been nominated, the policy applied will give precedence to the latter, unless the former’s application is clearly stronger.

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 documentation sent to the Research Board is to meet the requirements set out in Appendix 2.

¹ The wording differs from the Foundation’s invitation. The Foundation has clarified the definition of an external candidate in written communication with Research Services (18 May 2015 and 4 September 2015). The management rules’ definition of an external candidate will apply for LU’s nominations to WAF.
Furthermore, the faculties’ proposals for candidates are to meet the following requirements:
- at least 50% of candidates are to be external, and
- at least 40% of candidates are to be women.

If the faculty only proposes one candidate, that person is preferably to be external and a woman, but it is not a requirement. There is no limitation on the number of candidates per faculty, but LU will probably be able to nominate around 15 candidates.

Each faculty is to secure the quality of the nominations so that they meet the requirements of KAW and LU. In order to be considered by the Research Board, a nomination must be accompanied by a checklist in accordance with the template in Appendix 1, signed by the faculty’s representative on the Research Board. Each faculty is only to submit the candidates that they fully support and to filter out any others.

**Support for the nominees**
The researchers nominated by LU will get support from Research Services in the process. They will also receive support from a group of reviewers composed of senior researchers, in the form of comments on the research content in their project description.

**Contact people**
School of Economics and Management: Mats Benner (mats.benner@fek.lu.se).
Humanities and Theology: Barbara Törnquist-Plewa (barbara.tornquist-plewa@slav.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: Ann Meeuwisse (anna.meeuwisse@soch.lu.se).
University Specialised Centres: Moa Lindell (moa.lindell@rektor.lu.se).
Research Services: Brita Larsson (brita.larsson@fs.lu.se) and Sara Naurin (sara.naurin@fs.lu.se). Any questions to KAW about the programme are to go via the foundation’s contact person Tina Trollås (tina.trollas@fs.lu.se), Research Services.
### Timetable

<table>
<thead>
<tr>
<th>Date</th>
<th>Person responsible</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 September</td>
<td>Birgitta Larsson</td>
<td>The departments send their nominations to <a href="mailto:birgitta.larsson@med.lu.se">birgitta.larsson@med.lu.se</a>. The requirements for the proposals are specified above under the heading &quot;Requirements for faculty proposals for candidates&quot; and is specified in Appendix 2. In the documentation submitted to the faculty, the institutions will provide corresponding information that the faculty will then send to the Research Board. For questions contact <a href="mailto:Birgitta.larsson@med.lu.se">Birgitta.larsson@med.lu.se</a>.</td>
</tr>
<tr>
<td>12 October</td>
<td>Faculty contact</td>
<td>The faculties send a proposal for nomination including documentation for each candidate to Research Services (<a href="mailto:ansokan@fs.lu.se">ansokan@fs.lu.se</a>). The requirements for the proposal are specified above under the heading “Requirements on the faculties’ proposals for candidates” and the documentation is specified in Appendix 2.</td>
</tr>
<tr>
<td>23 October 09:00–12:00</td>
<td>Research Board</td>
<td>Working group meeting for the Research Board. Review of the documentation from the faculties and drafting of a proposal for nomination of candidates.</td>
</tr>
<tr>
<td>12 November</td>
<td>Research Board</td>
<td>Decision on nomination to the Wallenberg Academy Fellows from LU. Research Services will notify the candidates of the Board’s decision.</td>
</tr>
<tr>
<td>13 November–15 February</td>
<td>Researchers and Research Services</td>
<td>Researchers complete the final version of their documents for KAW. (Assistance from LU’s finance officers in producing information about LU’s current support for the researcher is offered 9–27 January 2019.)</td>
</tr>
<tr>
<td>15 November 13:00–15:00</td>
<td>Research Services</td>
<td>Kick-off meeting for the nominees. Participants: Research Services, nominees, faculty contact persons, grantee.</td>
</tr>
<tr>
<td>6 December</td>
<td>Faculty contact</td>
<td>Draft of vice-chancellor’s nomination letter sent to Research Services (<a href="mailto:ansokan@fs.lu.se">ansokan@fs.lu.se</a>).</td>
</tr>
<tr>
<td>14 December</td>
<td>Researchers</td>
<td>Submit documentation to <a href="mailto:ansokan@fs.lu.se">ansokan@fs.lu.se</a> for forwarding to the group of reviewers.</td>
</tr>
<tr>
<td>18 January 2019</td>
<td>Research Services</td>
<td>Workshop. Reviewers provide feedback on the final documentation of the nominees.</td>
</tr>
<tr>
<td>4 February 2019</td>
<td>Researchers</td>
<td>Final version of the documentation according to KAW guidelines for WAF sent to Research Services (<a href="mailto:ansokan@fs.lu.se">ansokan@fs.lu.se</a>).</td>
</tr>
<tr>
<td>4–8 February 2019</td>
<td>Research Services</td>
<td>Review of the documentation. When the documentation is cleared by Research Services, the researcher receives the vice-chancellor’s nomination letter.</td>
</tr>
<tr>
<td>13 February 2019</td>
<td>Researchers</td>
<td>Nominees complete the e-application according to instructions from Research Services, upload documentation and submit nomination. Pdf print-out of the application sent to Research Services (<a href="mailto:ansokan@fs.lu.se">ansokan@fs.lu.se</a>).</td>
</tr>
<tr>
<td>15 February 2019</td>
<td>Researchers</td>
<td>External deadline for nomination.</td>
</tr>
</tbody>
</table>
Appendix 1. Template for checklist

Appendix 2. Documentation for nomination from the faculty
The requirements for the proposals are specified above under the heading “Requirements on the faculties’ proposals for candidates”. The faculties send two lists in pdf format ranking the external candidates 1, 2, 3 etc. and the internal candidates 1, 2, 3 etc. according to the faculty’s prioritisation. To facilitate the ranking, the faculties may use the KAW assessment criteria (Appendix 3) and teaching experience, which is an important qualification for employability at LU.

State the name of the candidates, the department responsible, contact person for the candidate at LU and whether the candidate is internal or external.

The faculties are also to send the associated documentation for each candidate gathered into a single pdf file per candidate. Name the file WAF2019_surname_first name.pdf.

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

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

1. Signed checklist. The faculty’s nomination shall be accompanied by a signed checklist. Template in Appendix 1

2. Signed letter of justification for the candidate from the faculty, which is to state why the researcher’s activity is deemed to constitute an important part of the University’s research profile. Briefly describe the prioritisation process of the faculty, how the proposed research programme supports the nominee’s career development, how the research fits into the research environment and what resources will be made available to the nominee. Also state the subject area of the nominee (medicine, engineering, science, social sciences or humanities/religious studies). Max 2 A4 pages /7000 characters including spaces.

3. Compiled CV* consisting of the following parts:
   - Candidate’s research qualifications i.e. CV. Max 2 A4 and max 7000 characters incl. spaces, containing the person’s name, personal identity number, research qualifications, positions held, awards and any post doc stays. Clearly state the date of completion of the doctoral degree. Template in Appendix 5.
   - List of the ten most important publications. In case of co-authorship, the nominee is to account for his or her contribution to the publication (reasonable estimate of the extent of the contribution).


5. External nominees must submit a justification stating why they wish to establish their research at Lund University. Max 1 A4 page and max 3500 characters incl. spaces.


Please note! All documentation must be complete for the candidate to continue through the process. If a document is missing or incorrect, the candidate will be removed from processing.
Appendix 3. KAW document from the 2017 invitation. **Please note that these documents may be updated.** “Call for the Wallenberg Academy Fellows Program 2017” and “Assessment criteria Wallenberg Academy Fellows 2017”.

Appendix 4. A new vice-chancellor’s decision is being drafted and will be sent out as soon as it is ready.

Appendix 5. CV template.

Appendix 6. Co-financing certificate template