

Application guidelines for PhD call for proposals 2017

Funds have been allocated in the Danish Finance Act for 2017 for a number of three-year PhD fellowships with commencement on 1 January, 2018. The PhD Council calls for proposals for PhD fellowships within educational research with focus on the primary and lower secondary school.

These guidelines should be read in conjunction with the call for proposals in which the objectives and evaluation criteria are formulated - see www.au.dk/en/phd/uddforsk/phd-in-educational-research/

Collaboration between university and university college

The PhD project must be prepared in collaboration with at least one university and one university college (consortium). This may have special priority in relation to applications. Potential applicants are encouraged to contact a university or a university college **as soon as possible** to find out more about the application opportunities and any internal deadlines in the individual consortiums – see list www.au.dk/en/phd/uddforsk/phd-in-educational-research/

It is not a prerequisite that the applicant is employed at a university college. The PhD student must, however, be able to teach at the university colleges during the education and subsequently be able to engage in research, development and teaching in the educational field.

Content of the application guidelines

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1. Application

The application must be filled in electronically on www.efond.dk/phdraadet. In the electronic application form a number of appendices are attached. The application can be filled in either in Danish or in English. Please note, however, that the application form must contain both a Danish and English summary.

Format: The maximum number of pages indicated for the individual appendices is based on 2,400 characters including spaces per page. Font: Times New Roman, point-size 12.

Comments on the application:

Contact regarding the application will primarily take place by email to the applicant with copy to the principal supervisor and the supervisor. It is therefore important that all contact information is updated.

The *Preliminary approval by graduate school* field: Enter the name of the graduate

school that has given preliminary approval of the PhD candidate.

The *Total budget (DKK)* field: Enter the total budget including overhead - see budget template item 10.

The *PhD fellowship (DKK)* field: Enter the total amount for the PhD fellowship including overhead - see budget template item 6.

The *Research expenses, compensation etc. (DKK)* field: Enter the total amount for research and any additional expenses including overhead - see budget template item 9.

The *Five academic keywords* field: Enter five keywords that characterise the project. The keywords will e.g. be used in the selection of assessors.

The *Summary* field: The summary must be formulated in easily comprehensible language. The summary will be used in connection with the selection of assessors and will also be used for publication in connection with any grant. Please note that there must be both a Danish and English summary.

Appendix A: Project description

Font: Times New Roman, point-size 12

Length: Maximum 12,000 characters including spaces, excluding bibliography. NOTE: A figure counts as 750 characters, a table also counts as characters. Please state number of characters including spaces on the front page of the project description.

The project description must contain:

- Project objectives and research question
 - Including purpose and possible working hypotheses
- Method and research design
 - The application must show coherence between the research question on the one hand and design and methodology on the other
- Theoretical foundation
 - Including a status of national and international knowledge (state-of-the-art) within the area, as well as how the project will contribute with new knowledge
- Ethical considerations
 - Thorough and profound ethical considerations relevant to the project implementation and dissemination as well as for the consequences for the involved parties
- The project's foundation
 - A thorough description of how the research- and development environments at both universities and university colleges support the project's consolidation and dissemination
- Dissemination
 - A plan for knowledge transfer through education, knowledge dissemination and development activities for research and practice. The plan must include an explanation of how the knowledge created in the project will benefit the primary and lower secondary school

- Stay abroad
 - A thorough explanation of how the stay abroad is integrated in the main project
- Timetable and activity plan
 - Including milestones and participation in conferences and stays abroad

It is important that all above-mentioned elements are described as they will be included in the judgement.

Appendix B: Budget

Scope: Maximum one page including specification of budget items. Budget template is to be found on the website. It is possible to apply for funding to cover the expenses that can be directly attributed to the project in question and which are relevant and necessary for completion of the project. Please put your name on the budget

Comments on the budget template:

PhD fellowship

Item 1 *PhD candidate, salary*: Enter the actually salary expenses in accordance with the PhD candidate's pay level. The amount must state the total salary expenses including i.e. holiday pay, pension etc. Please state the PhD candidate's pay level under 'Details of budget items'.

Please note that this amount cannot exceed DKK 1,350,000.

Item 2 *PhD candidate, education subsidy*: The standard rate is DKK 50,000 per year and in total a maximum of DKK 150,000.

Item 3 *PhD candidate, conferences, travel etc.* Enter the budgeted costs of the PhD candidate's participation in conferences, studies abroad etc. Please provide further details under 'Details of budget items'.

Item 4 *Direct costs, total*: Enter the total amount of items 1, 2 and 3. Please note that this amount cannot exceed DKK 1,600,000.

Item 5 *Indirect costs, overhead 44 %*: Enter 44 % of item 4 *Direct costs*.

Item 6 *Total, PhD fellowship*: Enter the total cost of the PhD fellowship. That is, the total of items 4 and 5 *Direct costs* and *Indirect costs*.

Research expenses, compensation etc.

Item 7 *Research expenses, compensation etc.* With the fellowship it is possible to apply for a research grant so that the PhD program can be completed in connection with a bigger research project, completed in cooperation between a university and a university college. Enter here any research and compensation expenses incurred in direct conjunction with the individual PhD project.

This item can be used to apply for funds towards the PhD student's active participation in major research projects that are directly relevant for the specific PhD project, such as support for data processing. It is not possible to apply for buying out of associate professors/ professors at universities and university colleges, general network activities and the like. Furthermore, it is possible to apply for funding for any additional expenses in the form of compensation to participating basic education units and other institutions.

Please provide further details of these expenses under 'Details of budget items.'

Item 8 *Indirect costs, overhead 44 %*: Enter 44 % of item 7 here

Item 9 *Total, research expenses, compensation etc.* Enter the total of items 7 and 8, i.e.

Direct costs and Indirect costs.

Item 10 *Total budget*: Enter the total budget for the PhD fellowship and research expenses, compensation etc., in other words the total of items 6 and 9.

Appendix C: CV

Scope: Maximum two pages including any list of publications.

The PhD candidate's CV must include:

- Education
- Current and most recent employment
- Participation in research and development projects (if any)
- Other academically relevant

Activities Publications (if any)

Appendix D: Preliminary approval from the graduate school

Scope: Maximum one page.

This appendix must confirm that the PhD candidate has preliminary approval from the relevant graduate school. Any questions regarding preliminary approval (e.g. credit transfer and applicants who have not completed their final examination for the Master's degree at the time of application) must be directed to the graduate school.

Appendix E. Cooperation Agreement

Scope: Maximum two pages.

The cooperation agreement must account for the collaboration with the university(ies) and university college(s) in connection with the PhD project. In addition, the appendix must contain all relevant information on the PhD candidate's place of employment, work assignments and supervision.

Appendix F. Documentation for qualifying examination

A copy of the diploma for the qualifying examination. If the applicant has not completed the qualifying examination at the time of application, a copy of the diploma must be sent to the PhD council secretariat no later than 16 October, 2017.

Appendix G. Signatures

Applicants (university, university college and PhD candidates) verify with their signatures that the information in the application is correct. The appendix is to be found on the website.

Appendices which are not mentioned in the above will not be included in the assessment of the application.

2. Submission of application

Deadline for applications is Thursday 1 June, 2017 at 12 noon

- Go to www.efond.dk/phdraadet
- Choose "Apply to Ph.d.-rådet"
- Set up an account with email address and a personal password. It is important that you use a valid email address because this address will be used in further correspondence.
- When the applicant is registered the application can be accessed and edited

- until submission.
- Please note, every text box in the application can contain a limited number of characters (as described in these guidelines to the application), but the characters are not calculated as in Microsoft Word. Therefore, the text boxes give a possibility for 5 % extra. If the limited number of characters is exceeded the application cannot be send.
 - All steps must be filled in and files must be uploaded in step 3 before submission of the application. All files must be uploaded in PDF-format.
 - After submission the application can no longer be edited and it is only possible to see the submitted application.
 - The application system can be accessed in any browser, also on mobile devices.
 - The applicant receives an automatic generated email receipt from the system when the application is correctly summitted.

Note that all files must be uploaded in PDF-format. The PDF-file must be generated directly and not by scanning any printed version of the appendices. The signed appendix and diploma may, however, be scanned.

3. Assessment of applications

An application may be rejected without active consideration if any of the formal requirements or deadlines stated in the call for proposals are not complied with.

Assessment of applications is based on the evaluation criteria stated in the call for proposals. All applications will be sent for external assessment by - normally two - internationally recognised researchers selected by the Danish Research Council. Applicants will be given the opportunity to comment on these assessments during a period of consultation. Decisions on any grants are made in the PhD Council. The external assessments and any responses arising from the period of consultation will be included in this process as part of the total basis for the assessment.

Schedule for assessment:

Application deadline: 1 June, 2017 at 12 noon

External assessment: June-August 2017

Consultation: September 2017

Review in the PhD Council: End of October 2017

Sending of grant letters and rejections: End of November 2017

4. Contact

For further information, please contact the PhD council secretariat, Aarhus University:

- Jane Chor, Member of Administrative Staff, jchor@au.dk tel. +45 2165 6715

Further information

Further information can be found at www.au.dk/en/phd/uddforsk/phd-in-educational-research/, including:

- Call for proposals and budget template
- Appendix 2 of the Danish government's globalisation agreement
- The PhD Order