



norden

NordForsk

Guidelines for Applicants

The three partners in the PPP PhD Programme

The enterprise: a commercial enterprise; also a national organisation if operating on commercial basis or a private non-profit institution (such as private funds or private organisations) with a significant element of income-generating operations.

The university: a university or a college that is formally acknowledged to award PhD degrees according to national regulations.

The PhD student: the person conducting the PhD-project.

General eligibility criteria

The enterprise must:

- Be geographically located in a Nordic country.
- Take on employer responsibilities for the proposed PhD student.
- Guarantee access to the resources necessary to support the PhD project (expertise, human resources, equipment, facilities and financial resources).
- Have at least one employee with competence to act as supervisor for the PhD student in the specific area. Preferably, there should be a working environment to support the project, with other employees who can take over the role as supervisor, if necessary.
- Ensure that the project complies with the organisation's strategy.

The enterprise is the main applicant and will be the contracting party for the project. The enterprise can consist of several small and medium sized enterprises given that a collaboration agreement is signed.

The university must:

- Be geographically located in a Nordic country other than the country in which the enterprise is situated.
- Have at least one faculty member with the competence to act as supervisor in the specific area, as well as a working environment to support the project.

The PhD candidate must:

- Be formally qualified for admission into a university PhD programme. Alternatively, candidates who have finished no more than one third of their PhD studies may enter the PhD programme given that all other partners agree on this.
- Be named as soon as possible after the proposal is approved. The PhD student does not need to be named at the time of application.

Other collaborating partners can be associated to the project, but are not eligible for funding.

Type and amount of funding

The funding provided by NordForsk covers the following costs:

- *Salary*: up to 50% of the PhD student's salary, maximum NOK 400 000 per year, for a period up to 4 years, including annual increase, social security and other personnel costs. The PhD student's salary is determined by the employer, but must as a minimum be equivalent to the normal standard wages for a PhD student in the respective Nordic country. The other 50% of the salary costs are to be covered by the enterprise.
- *Mobility allowance*: a monthly mobility allowance to cover expenses related to moving, housing, etc. in the period the PhD student is staying abroad. NOK 5000 per month for singles, NOK 10 000 per month for researchers moving with family; maximum NOK 240 000 over the whole project period (equivalent to two years of staying abroad). The PhD student is required to spend at least 25% of the time at the partner where the PhD student is not regularly staying.
- *Workshops, conferences, etc.*: up to NOK 25 000 per year for participation in relevant PhD courses, workshops and conferences.
- *Contribution to the university*: up to NOK 75 000 per year awarded to the university for costs arising at the university (e.g. overhead, running costs, access to infrastructure).

The enterprise is expected to pay all other expenses. The enterprise may not receive co-financing from any other public body for salary and project costs of the PhD student.

In special cases, it is possible to apply for up to 3 PhD posts within one project, if both partners have the capacity to supervise the PhD students. This should be scientifically justified in the project description, together with a work plan for each PhD position.

Evaluation procedure

The evaluation procedure is based on a peer review process. The final decision on funding will be made by the NordForsk Board. The evaluation of applications is carried out according to the following criteria:

Quality of the research project:

- Quality of overall aims and objectives of the proposed project
- Appropriateness of methodology
- Originality and innovative aspects of the project

Implementation:

- Appropriateness of the management of the project
- Capacities of the enterprise and the university with respect to expertise, human resources, facilities and infrastructure

Impact:

- Potential of the project to develop lasting collaboration between sectors
- Added value from Nordic collaboration

How and when to submit a proposal

Applications have to be submitted *in English only* using the following forms:

- **Application Form**

The complete Application Form has to be submitted to NordForsk electronically together with a signed and scanned copy of "**Expression of Interest by the university partner**" in one e-mail.

- **Expression of Interest by the university partner**

The university partner should state its willingness to collaborate and to enrol the PhD student if the student fulfils the university's requirements for enrolment. The Expression of Interest should be signed by the responsible supervisor at the university as well as by an administrative manager with the authority to represent the university.

Applications must follow NordForsk's General Guidelines for Applicants. Incomplete applications will not be considered. Applications must reach NordForsk no later than 16.00 Norwegian time on **28 November** 2008. Please note that both the Application Form and the Expression of Interest by the university partner must be submitted as PDF files in one e-mail. The e-mail address for application submission is: soknad@nordforsk.org.

Confirmation of receipt

The applicant will receive a confirmation of receipt immediately after submission.

Confirmation of grant awards

Applicants will be informed about the outcome of the selection in spring 2009. NordForsk will draw up the agreement document with the enterprise. The enterprise and the university must enter into an agreement that regulates co-operation and the parties' rights and obligations. Questions concerning intellectual property rights must in principle be agreed upon in advance between the parties and should not provide occasion to defer the defence of the thesis. The grants will not be paid out before the project has been finally approved by NordForsk and the partners involved, and agreement upon all details between the enterprise and the university has been reached. The documented acceptance of the PhD student to the university's PhD programme or equivalent should be presented to NordForsk at latest six months after the PhD study has commenced.

Follow-up of the programme

NordForsk will monitor the projects through annual reports, as regulated in the agreement document. NordForsk will pay out the grant annually upon approval of the previous year's report. The report templates will be available at the NordForsk website. NordForsk intends to arrange joint activities for the PhD students that will be a platform for the PhD students to meet and exchange knowledge.

For further information, please contact:

Senior advisor Simone Heinz

Phone: +47 90 84 53 82

E-mail: simone.heinz@nordforsk.org

Senior advisor Harald Botha

Phone: +47 97 54 61 68

E-mail: harald.botha@nordforsk.org