APPLICATION 2025

# Application for funding of research infrastructure

#### The same application form is used for applications submitted to the separate calls from LU central, LTH, the Faculty of Medicine (FoM) and/or the Faculty of Science (FoS).

#### Deadline (all calls): 3 March 2025.

Applications must be written in **English according to this template**. All parts of an application (including annexes) must be combined into *one* searchable PDF document named with the surname and initial(s) of the applicant, e.g. AnderssonN.pdf.

**Please note that this application form is used for four separate calls** (LU central, LTH, FoM and FoS, respectively) where each call has its own call text that must be read before filling out the form. The call texts can be found on the staff pages for LU or the faculties.

**The LU central call is open to applicants from all faculties.** Applications to LU central must be accompanied by a support letter signed by faculty management. Please use the provided template and follow instructions therein.

Items 1-14 are common to the infrastructure calls from LU central, LTH, FoM and FoS, while item 15 only applies to applications to LU central.

**Applications to LU central are sent to:**

ansokan@fs.lu.se, questions are directed to johanna.mellgren@fs.lu.se

**Applications to faculty calls are sent to:**

**LTH**: mirjana.ristevska@lth.lu.se, questions are directed to kristin.scott@lth.lu.se

**FoM**: birgitta.larsson@med.lu.se, also available for questions

**FoS**: [tobias.nilsson@science.lu.se](mailto:tobias.nilsson@science.lu.se), also available for questions

If funding is applied for from more than one call (more than one faculty and/or LU central), the application must be sent to each funder.

### About the application

Section B, items 4-14 below must not exceed 6 pages in total. Item 15, which applies only to applications to LU central, may be an additional half page.

The text of the application must be written in Times New Roman, 12 pt, single-spaced, with at least 2.5 cm margin on the left and right-hand sides.

## Part A

### 1. Title

### 2. Main applicant and co-applicants

Please note that what constitutes a main- and a co-applicant respectively differs between the faculty calls and the call from LU central. **Please see the call text** before completing this item. To add more applicants, copy rows A1-A5 below and fill in the information about each (label B1 to B5, C1 to C5 etc.).

|  |  |
| --- | --- |
| A1) Name (title) |  |
| A2) Faculty |  |
| A3) Department (division) |  |
| A4) E-mail |  |
| A5) Telephone number |  |

### 3. Budget

The budget must be presented in the tables below. Please note that the separate calls have different rules as to which types of costs can be applied for and for how long: follow the instructions in the respective call text. All budget items must be prepared in consultation with a department controller or equivalent.

### 3a. Amount requested from LU central, LTH, FoM and/or FoS (kSEK)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Total |
| Total |  |  |  |  |  |  |
| Please note that when funding is applied for from multiple sources, discussions regarding the allocation of grant amounts—both the total funding and the distribution between the central level and faculty(ies)—will take place to ensure appropriate and adequate funding. To facilitate this process, we ask you to provide a proposal for how the funding should be distributed across the relevant sources. If funding is applied for from only one source, only that row needs to be completed. | | | | | | |
| LU central |  |  |  |  |  |  |
| LTH |  |  |  |  |  |  |
| FoM |  |  |  |  |  |  |
| FoS |  |  |  |  |  |  |

### 3b. Costs requested here for the infrastructure described in the application (kSEK)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Type of cost | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Total |
| Equipment/depreciation |  |  |  |  |  |  |
| Wage costs |  |  |  |  |  |  |
| Operation |  |  |  |  |  |  |
| Rent |  |  |  |  |  |  |
| Total direct costs |  |  |  |  |  |  |
| Indirect costs if applicable |  |  |  |  |  |  |
| Total costs |  |  |  |  |  |  |

### 3c. Overview of additional funding for the infrastructure, indicate both requested and granted funds (kSEK)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Total** |
| Additional applications or planned applications of funds from LU for the same or similar purposes through e.g. SRA calls, department and/or faculty initiatives or framework grants are summarized here, *use one row per funder and add more rows to the table if necessary*. Indicate when a decision is expected or when the application was submitted. When notification about possible award is given, this information must be communicated to the contact person(s) handling the infrastructure application(s). |  |  |  |  |  |  |
| **User fees/ project contributions** |  |  |  |  |  |  |
| **Previously granted** internal funds for the same or similar purposes through e.g. SRA calls, department and/or faculty initiatives or framework grants, use one row per funder and add more rows to the table if necessary. |  |  |  |  |  |  |
| External funding **sought** (e.g. from VR or foundations), use one line per funder*.* Include information on when a decision can be expected. |  |  |  |  |  |  |
| External funds **granted** (e.g. from VR or foundations), use one line per funder*.* |  |  |  |  |  |  |

## Part B (max 6 pages for items 4-14)

Keep in mind that the proposal must be readable and understandable by researchers/assessors outside your own research area.

### 4. Summary

Max 200 words.

### 5. Scientific importance

Describe the scientific importance of the infrastructure, including the research that can be enabled by the infrastructure applied for.

### 6. Brief description of the infrastructure

Justify the equipment and/or services chosen.

### 7. Users

Describe the intended user base. Estimate the number of users (existing and future) in different subject areas, at different faculties, and indicate the distribution of LU and non-LU users, respectively. Report the number of users per calendar year, and distinguish between individual PI:s (always reported) and unique individuals (reported if applicable).

### 8. Accessibility

Describe the extent to which the infrastructure is available to users outside the applicant's own research environment. Indicate whether user fees will be applied.

### 9. Similar equipment

Explain whether the same or similar infrastructure exists within LU and what circumstances prevent it from meeting the needs of LU. Also describe the situation regionally and nationally. Please refer to the LUCRIS infrastructure module, [Find Infrastructure - Lund University](https://portal.research.lu.se/en/equipments/).

### 10. Location of infrastructure - physical and administrative/organizational

### 11. Responsible for the infrastructure

Indicate the names and titles of the persons responsible for procurement, installation, operation and decommissioning as well as the responsible economist at the administrative seat of the infrastructure.

### 12. Budget justification

Justify the budget including plans for the long-term financing of the infrastructure and, if necessary, staff. Describe particularly how external projects and/or user fees will contribute to running costs and staff, both as amount in SEK and as a fraction (%) of the total budget.

If you are applying to more than one call, please justify the proposed distribution of funding between e.g. LU central and the faculty/ies based on estimated potential or current user base (if applicable, refer to the Tables in section 3 to show the proposed distribution between different faculties, LU central, etc.).

### 13. Previously allocated infrastructure grants

Describe whether the main applicant and the infrastructure has previously received funding from LU central or faculty level or from external funders. How does the current infrastructure relate to previously funded infrastructure? If report(s) have been written, these should be appended as Annex 4.

### 14. Strategic importance

**14a)** Describe the strategic importance of the infrastructure. How does the infrastructure fit into the strategy of Lund University/the faculties?

**14b)** Describe the cross-faculty importance of the infrastructure. (Only required if application is sent to LU central or more than one faculty)

### 15. Communication plan (0.5 pages max)

**This section is to be filled in only in applications to LU central**

Briefly describe how the applicant intends to communicate about the infrastructure, internally and externally, new users, potential research breakthroughs, etc.

### The following shall be attached as annexes:

**Annex 1**. List of applicants: name, title, department, faculty and contact details (main applicant and up to 5 co-applicants).

**Annex 2**. Short CV of the main applicant. Maximum two pages + list of ten selected publications and a short summary of the total number of scientific publications and citations (please indicate which database was used).

**Annex 3**. List of ten selected publications from across the environment that are relevant to the application.

**Annex 4**. Report on the use of previously received infrastructure funding for the infrastructure or similar infrastructure described in the application.

**Annex 5**. A risk analysis covering the risk associated with not receiving the grant. Maximum 0.5 pages.

**Annex 6**. A long-term strategic plan including a plan for long-term financing, max 1 page.

**Annex 7**.If instrumentation is sought, any quotations should be attached.

**Additional annexes will not be considered.**

### Approval

The Head of the Department where the infrastructure is administratively located must approve the application, which is done by signing the first page of a full cost calculation form[[1]](#footnote-1) to be included in the application. The full cost calculation form (fkk) is provided as a separate pdf, file name: surname and initial(s) of the main applicant + fkk, e.g., AnderssonN\_fkk.pdf. In cases where the infrastructure is/will be physically located at an institution other than the administrative home, the head of the institution where the infrastructure is proposed to be located must certify that the institution is willing to physically host the infrastructure.

1. <https://www.ekonomiwebben.lu.se/for-mitt-arbete/projektansokan-och-projektredovisning/mallar-for-projektkalkyler> [↑](#footnote-ref-1)