Application factsheet

Applications are only accepted when submitted through our web portal. The responsible applicant and principal investigator (PI) first needs to request a user account by filling the registration form. The registration process can take up to 3 days. Please register well ahead of the submission deadline. Please note that the PI needs to be a permanent employee of a university or another permanent organization and has to ask for the user account him-/herself/themselves. Your user account will remain in place for the lifetime management of approved projects and for future submissions. User accounts without submissions will be deleted 12 months after their registration.

This factsheet is a summary of the information you will need to provide when applying on our web portal.

Information that needs to be uploaded as document is indicated with an icon: 📄

Templates for these documents are available.

1. General requirements

| Data Protection Policy | • The PI accepts the Data Protection Policy on the application portal.  
|                        | • For each co-PI a signed Data Protection Policy consent form needs to be submitted as a separate PDF on the portal. Each co-PI should print the Data Protection Policy consent form available here, and sign on the printed version. The PI will need to upload a scanned copy of the signed document as PDF. |
| Overhead Policy        | By submitting an application, the PI accepts the overhead policy of the foundation on the portal. |
| General Funding Terms  | By submitting an application, the PI and the associated university/organization accept the general funding terms of the foundation. This includes that the PI is a permanent employee of a university or another permanent organization. Note that VELUX STIFTUNG endorses the values of Open Science and is a signatory of DORA. |

2. Information requested during the application process

| Applicants’ details | The principal investigator (PI) must be a permanent employee (e.g. professor, group leader) and act in a legally binding way on behalf of her or his organisational unit, which has to be a legal accountable entity. Non-permanent employees are welcome to apply as co-PI. Key personnel who will conduct a significant part of the project and be involved in the project management can be listed as co-PI. The number of co-PIs is limited to three persons. The number of collaborators is not limited.  
|                    | • PI and co-PIs details (Name, affiliation, address, ORCID number…)  
|                    | • Collaborators’ name and affiliation |
| Project            | Funding area |
| description | • Project title  
• Start and duration of the project  
• Short summary of the project. What is the general research subject? What are the specific research goals of the project? Please limit your text to 1000 characters with spaces and use a language understandable to lay persons.  
• How is your project embedded? Is this a self-contained, independent project or a part of or subproject to a larger project?  
• Proposal abstract. Written for the scientific experts (max. 2000 characters with spaces, do not use abbreviations)  
• Project keywords. Choose 2 to 5 keywords from the divisions and groups of the Field of research classification. |
| Impact statement | • Relevance of your project. Written in popularised language (max. 3000 characters with spaces)  
• Potential for change. Written in popularised language (max. 3000 characters with spaces)  
• Transfer potential.  
Assuming your project is successful, please list the activities you are planning to generate impact with the results. As a signatory of DORA, the foundation takes account of different research outputs and endorses the values of Open Science. We also encourage you to consider open access options in the choice of the journal for your publications.  
From the following list, use only the relevant categories for the potential of your particular project and be as specific as possible.  
- Dissemination activities in academia.  
  Describe here planned publications, presentations at scientific events (conferences, workshops, seminars), organisation of a scientific gathering on the topic of the research project (conference, symposium, seminar, workshop). In case of success would the results allow further research, new collaborations, in which direction, with which partners?  
- Research capacity building and activities towards open science.  
  Describe in this section whether students or staff will be trained. Please list the services and tools established in the project that will be made freely available for the research community (e.g. datasets, code, analysis tool, developed software, guideline / protocol, establishment of a database, of a service facility, of a platform or collaboration network...). Please mention also any other activity aiming to build capacities for research.  
- Knowledge dissemination to professionals & public outreach activities.  
  List your planned contribution to guidelines and recommendations as well as activities to transfer the gained knowledge outside academia. Specify which audience you are planning to target.  
- Tools, applications, services for the public. |
| Information on experimental subjects / animals or cellular models | • Human subjects. If your project involves human subjects, the experiments need to be approved by an ethics commission. Please name the responsible ethics commission.  
• Animals. If your project involves animals, the experiments need to be approved by an ethics commission. Specify the organism and name the responsible ethics commission.  
• Human embryonic stem cells. If your project involves human embryonic stem cells: please fill in the used cell line. If a non-registered cell line is used, specify how stem cells will be obtained.  
• Genetically modified organisms. If your project involves GMO’s: specify the organism(s). |
| --- | --- |
| Project funding | • Enter on the portal only the requested funding from VELUX STIFTUNG per year and specify the type of use. Use the local currency of the PI’s institution.  
Category description:  
1. Salaries: includes salaries of employees requested of VELUX STIFTUNG  
2. Consumables: include consumables, service fees, and other operative costs  
3. Knowledge transfer: please specify the different sub-categories such as publication, participation at and travel to conferences, or workshops, study visit etc.  
4. Equipment  
5. Other costs: includes costs which are not reflected in the previous categories  
• Provide a detailed budget using our [Excel template](#).  
• Existing / previously secured financing for this project  
• Other applications pending / intended for the same project  
• Previous funding, if any, from VELUX STIFTUNG to any of the applicant(s). Provide the year of application, project number, amount of contribution, currency.  
• Previous rejections by VELUX STIFTUNG if any. Provide the year of application, project number, requested amount, currency. |
| General information | • Do any other people have interests or rights in the intended results of the research with regard of use and publication (e.g., because of former, common activities or support)? (max. 1000 characters with spaces)  
• Why do you wish this project to be funded by VELUX |
| Research proposal | STIFTUNG and why is your project not eligible for other funding sources? (max. 1000 characters with spaces)
- How did you learn about VELUX STIFTUNG?

Please address each of the following points in the indicated order using the [available template](#). The text should be formulated for scientific experts and contain enough details and references to evaluate your proposal.

There is no page limit for this proposal - make it as long as necessary and as short as possible.

1. Abstract (300 words, same requirements as in Section “Project Description” of the application web portal)
2. Introduction
3. Research / project question or hypothesis
4. Research / project design and methods
5. Strengths and weaknesses of the project
6. Project plan
7. Role of the involved project partners and collaborators
8. Institutional set-up
9. References
10. Information about the recipient’s institution (only for non-university institutions)

The document needs to be uploaded as PDF on the portal.

Other project relevant files: Any other files or data needed to understand the scope of your project or to attest its feasibility can be submitted. Allowed file types include:
- Documents (PDF, doc, docx, xls, xlsx)
- Pictures and graphics (jpg, png, gif, tiff, eps)
- Videos (mp4, mov, avi, mpeg)

| CV | Use the CV to show your suitability for the proposed project (for PI and co-PIs).

Separate PDF documents for the PI and each co-PI are required. We recommend you to use the foundation's [template](#) but this is not mandatory.

Please remember that the foundation is a signatory of [DORA](#) and does not use journal-based metrics in its research assessment. Our funding criteria ask reviewers to consider and value the full variety of research outputs in their evaluation.

| Potential reviewers | Please recommend 3-5 potential reviewers competent to give their unbiased expert opinion on your research proposal.
We cannot consider candidates with whom:
- you have collaborated with
- you have worked in the same place within the last 5 years
- you have any personal relationship

We also appreciate if you name reviewers working in multiple countries.
In specific cases, we allow black-listing two names. |
Must be uploaded as documents:
- Data Protection Policy consent form for each co-PI - available [here](#). Print, sign and scan the document. A PDF version of the scan must be uploaded for each co-PI.
- Detailed budget. The template is available [here](#). Please upload as Excel format.
- Research proposal. You can find the template [here](#). Upload the document as PDF.
- CVs must be uploaded as separate PDF documents for the PI and each co-PI. You can find the template [here](#).