

## WGLN III K-12 Faculty Grants Program 2008 Method of Application

All applications are made electronically.

The mandatory details and appendices required are specified in the application form. It is important that the application is detailed and complete in all respects in order to be processed correctly. Incomplete applications will be returned without further action.

### **The following require special attention:**

Special issues regarding WGLN applications

- ✓ One joint application to be submitted for each project (Swedish University, Stanford University, Swedish School, US School)
- ✓ The project description should include descriptions how the different issues and questions raised in the RFP will be solved.
- ✓ WGLN budgets are exempt from all Stanford Indirect Cost charges
- ✓ Additional appendices
  - Budget form (one joint for the project), to be downloaded

### **General**

In accordance with the Foundation's rules, the university vice-chancellor, or equivalent, must approve the application.

A special appendix, signed by the vice-chancellor (or a nominee) must be enclosed. In the appendix the universities must certify that the project has passed the internal approval process, that faculty resources have been made available to the applicant, and that indirect costs associated with the project will be covered by the university.

As only the main applicant may submit the electronic application, the cooperating schools and any co-applicant must have given prior approval.

Applications to the Foundation must include the cost of research equipment and direct research expenses (e.g., personnel and direct costs).

### **Grant Recipient**

University, University College, Academy, or other suitable description is required to be stated.

### **Main applicant, Co-applicant**

Full contact details must be given, together with the applicant's and co-applicant's CVs. Please note that there must be at least four parties.

### **Project, Project summary**

In addition to details, such as the project title, the amount and purpose of the grant applied for etc., an abstract summarizing the project is mandatory. The latter must describe the project and identify its key points, rather than give a general overview of the research field.

A full project description should be included in the application. The project description, which should not exceed 10 pages single spaced (font 12), shall also highlight questions/hypotheses addressed by the project, the applicant's experience and his/her own achievements within the specific research area, as well as the project's status, seen from an international perspective. A description of how the criteria in the project plan are met must also be included. The main criteria are stated in the RFP.

### **Budget**

A concise budget in \$USD must be submitted (download form). Academic VAT (Högskole moms) should be included in the amount applied for. No other indirect costs may be included.

The Foundation's specific instructions for accounting for expenditure relating to research projects have been issued to the vice-chancellors. No indirect costs, or overheads, should be included. Approved costs are:

- Direct costs for salaries (including reasonable social security costs (lkp), for personnel involved in the project) as well as for instruments, consumables, etc.
- Direct premises costs relating to personnel actively involved in the project (specifying the cost per square metre relating to the institution as a whole, applied to the space allocated to the project).
- Other indirect project-related costs, such as, accounting and IT.

### **Financing**

Applications regarding financing of projects should specify the university's/faculty's own direct financing of the project, for example, in the form of salaries to permanent staff and graduate student.

### **Period of Application**

Applications can be submitted during 1 February - 30 May 2008.

Questions: [cammy.huang@stanford.edu](mailto:cammy.huang@stanford.edu)