Call for applications for 3 Greenland-related PhD or postdoc scholarships

with instructions and specification of application requirements

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The scholarships

To strengthen research development and researcher recruitment in Greenland, the Greenland Institute of Natural Resources hereby call for applications for three PhD scholarships (3-year) or postdoc scholarships (2-year) to be filled in 2017.

Two scholarships are financed by the Danish government from the account for Arctic Funds, while one scholarship is financed by the Greenland Home Rule. The scholarships are awarded by the Greenland Institute of Natural Resources based on the recommendation from the interdisciplinary ”Greenland Research Council”.

NB: The scholarships are announced provided the expected approval of the awarding authorities.

Purpose and prioritised fields

The scholarships must support research collaboration between Denmark and Greenland and consolidation of high-quality research. The scholarships can be filled within all scientific main fields. The prioritisation will emphasise support of projects that contribute to knowledge transfer and knowledge building between Danish and Greenland research institutions.

Assessment criteria

The applications are assessed based on an overall evaluation, in which the following assessment criteria are included:

- The academic qualifications of the applicant, including grade point average and previous experience with Arctic research
- The academic quality of the PhD or postdoc project, including clear articulation of purpose and method
- The overall organisation and management of the scholarship, consolidating a highly professional and international environment
- The importance of the project for building and transferring knowledge and competence between Denmark and Greenland
- Furthermore, documentation of research professional association with existing Greenland research environments is demanded.

The application

The following paragraphs describe application deadline, application format, requirements and consideration process.

Application deadline

Application deadline is Wednesday **15 February 2017**.

Application form

To apply for the scholarships, you must submit an application form with appertaining appendix in PDF format. The application form can be downloaded via the Greenland Institute of Natural Resources' website:

- www.natur.gl/naturinstituttet/stipendier.

Application requirements

Application form and all appertaining appendices must be integrated into one combined PDF file. An application of more than one file will not be considered!

The application must be completed and submitted by the person who wishes to become PhD student or postdoc and with reference to the "Terms of grant" (see www.natur.gl/naturinstituttet/stipendier) is responsible for the project. The application form must be completed in Danish or English and must as a minimum be appended with the following appendices integrated into the PDF file:

1. Project description (see Ad 1.)
2. Evaluation of thesis/dissertation and abstract of thesis/dissertation (see Ad. 2.)
3. Applicant's CV and graduate diploma of a passed graduate examination (and PhD degree for postdoc application) (see Ad 3.)
4. CV and list of publications for thesis/dissertation supervisor (for PhD) or contact person(s) at host institution(s) (for postdoc), maximum 3 pages (not applicable to postdoc applications) (see Ad 4.)
5. Detailed, clear budget which is to be completed with the main supervisor (PhD) or contact person(s) at the host institution(s) (postdoc) (see Ad 5.)
6. Acceptance letter from the enrolling university (PhD) or host institution(s) (postdoc) (see Ad. 6.)

The PDF file must be submitted to:

- stipendier@natur.gl.

Be aware that the PDF file must not have any document restrictions or protections – it must be possible, for example, to copy the text (read further in "Appendix B. Application procedure", page 9).

Ad 1.

The project description must include

- an *academic plan* with a description of the method of choice, information on national and international collaboration
- and, for PhD projects, information on *supervisor*, possible co-supervisors and contact persons at host institution.

Developing the project description, the applicant should be aware that an interdisciplinary council will participate in the prioritisation of the applications. Therefore, it is recommended to write the project description to active research scientists in all fields and not only to specialists within the field of the application.

The project description **may not exceed more than five (5) A4 pages** (excluding reference list; including footnotes and the like) each of a **maximum of 3.400 characters incl. spaces (number of characters must be noted at the end of the project description).**

Ad 2.

A copy of the thesis/dissertation evaluation and an abstract of the thesis/dissertation must be appended. If necessary, the thesis/dissertation evaluation can be forwarded in an email to stipendier@natur.gl no later than **15 March 2017**. Applicants who have not completed their dissertation before this date will not be considered.

For applicants to the postdoc scholarship also applies that abstract of PhD dissertation and diploma of PhD degree can be forwarded until **15 March 2017**. Applicants who have not completed their PhD before this date will not be considered.

Ad 3.

Diploma or proof of passed graduate examination must be appended with transcripts. CV must include information on:

- Education(s)
- Current and recent academic employments
- Possible leave of absence (e.g. parental leave, compassionate leave, military service)
- Other scientific qualifications.

Ad 4.

CV must include information on:

- Education(s)
- Current and recent employments
- Scientific qualifications
- Academic awards and honours
- Management experience
- Scientific fields of focus
- Student tutoring (PhD scholarship).

List of publications of the main supervisor must include references of publications with particular relevance for the PhD project from this year and the previous 4 years. Publications are not to be submitted.

Article 4 does not apply to postdoc applications.

Ad 5.

A budget must be appended, covering the total expenses of the project:

1. estimated payroll costs (see below)
2. education grant (see below)
3. possible travel grant (see below)
4. overhead of amount under 1, 2 and 3 (see page 5).

For PhD scholarships

Payroll costs

With reference to relevant professional agreement, payroll costs can be arranged with the employing institution, before the application is submitted.

- Payroll costs may be regulated over the course of the scholarship due to contractual changes, but will not exceed DKK 460,000 per year[1]
- It is expected that the place of employment defray possible additional expenditures for illness and parental leave according to the rules in force, and no supplementary appropriation for this will given (see "Terms of grant", page 9).

The education grant

- Totals DKK 80,000 per year for scholarships within technology, health sciences and natural sciences
- Totals DKK 50,000 per year for humanities and social sciences
- Covers costs related to the PhD scholarship, for example, taxi fare to the university, courses, conferences, books and other materials.

Travel grant

- Following a specific assessment, a special *travel grant* may be given to projects with documented need for doing field work
- Description of necessary travel activity and budget for the costs must be appended to the budget
- The amount cannot exceed DKK 50,000 per academic year.

For postdoc scholarships

For postdoc applications, a specified budget for payroll costs and other direct costs must be made. Postdoc projects can be of maximum 2 years duration.

For all scholarships

Overhead is provided to cover the indirect costs, which relate to the completion of the project, but which cannot be directly ascribed to the specific project, e.g. expenditures for general work tools, rent, facilities, administration, etc. Overhead is calculated as a fixed per-

[1] Incl. holiday allowance

centage of the total grant for the project's direct costs, i.e. costs which directly can be ascribed to the project. Overhead is differentiated according to the participating institutions legal status:

- Danish state institutions, including Danish universities 44 %
- Greenland and Faroese research institutions 20 %
- Danish regional and municipal institutions, including hospitals 3.1 %
- Approved Technological Service Institutes 20 %
- Private organisations and companies 0 %
- All foreign institutions, including universities abroad 0 %.

Contribution margin/overhead for other research institutions may be provided following a specific assessment. To be considered for this, the application must include a substantiated proposal.

Scholarships financed by the Greenland Home Rule can receive maximum 20 % overhead.

Ad 6.

A signed confirmation of the enrolling university's accept of the applicant as a PhD student must be obtained, e.g. in the form of a letter from the manager or administration of the institute, where the project will be conducted. Applicants for a postdoc scholarship must submit confirmation from the expected place of employment (host institution).

If you are enrolled, for example, in two universities, only one of these may administer the appropriation. Notice that there are differences in the size of overhead for Danish and Greenland universities.

Approval/acceptance from the enrolling university/expected place of employment (host institution) must reach the Greenland Institute of Natural Resources **no later than 15 March 2017**.

Consideration of applications

Applications will be evaluated as received by the interdisciplinary "Greenland Research Council". Therefore, after the expiry of the application deadline and during the handling of the case, additional information will not be obtained from the applicant – even if the application is incomplete with reference to the requirements listed in this call for applications. Supplementary materials cannot be submitted after the application deadline; this, however, does not pertain to thesis/dissertation evaluations and diplomas issued after the application deadline (see above).

The application will be rejected prior to consideration if it is submitted after the expiry of the deadline, or if it is not submitted using the correct application form, cf. § 4 in declaration no. 1620 of 15/12/2010 on the grant function under The Danish Council for Independent Research and The Danish Council for Strategic Research. It is not sufficient to refer to

previous applications. Furthermore, the application will be rejected, if it is concerns funding of purposes other than PhD or postdoc scholarships.

After the expiry of the deadline, the secretariat of the Greenland Institute of Natural Resources will register and examine the received applications with a view to whether the formal requirements in this call for applications are met.

Then, the applications will be sent for the assessment by the interdisciplinary " Greenland Research Council", which will make the final prioritisation.

An application will be assessed according to

- the applicant's academic qualifications
- the academic quality of the project
- the overall organisation and management of the scholarship
- the importance of the project for building and transferring knowledge and competence between Denmark and Greenland
- documentation of association with existing Greenland research environments.

After 15 March 2017, on its website, the Greenland Institute of Natural Resources will announce the expected date for the prioritisation of the Greenland Research Council.

Each applicant will receive written notification from the Greenland Institute of Natural Resources of the decision, no later than a month after the meeting of the Greenland Research Council, either in the form of an acceptance letter or a refusal.

Supplementary information

Relevant documents and information are available at www.natur.gl/stipendier.

Please direct any questions to the secretariat of Greenland Institute of Natural Resources, by email to stipendier@natur.gl, or by phone to Thomas Juul-Pedersen +299 361 200.

Appendix

Appendix A. Terms and conditions for applying

Applicant's responsibility

It is the responsibility of the applicant that the information given in the application is correct, the necessary appendices are appended the application, the content of the documents is correct, and the application is submitted to the Greenland Institute of Natural Resources before the expiry of the deadline, as stated in this call for applications.

Danish Act on Processing of Personal Data

The Danish Act on Processing of Personal Data (Law no. 429 of 31 May 2000) gives the applicant a number of rights when personal data is handled electronically. The applicant should be aware of his/her right to ask for insight in and possible rectification of personal data when these data is handled electronically. It is not possible to rectify the content of the application – other than rectification of personal data – after the application has been submitted.

Correct completion of form

It is important to *select the correct application form* and to *complete the application correctly.* It is stated in this call for applications which formal application deficiencies will cause an administrative refusal of consideration of the application. Therefore, it is important to meet the application requirements listed in this call for applications, so that the application can be actively considered.

The Greenland Institute of Natural Resources' procuration of other data

The Greenland Institute of Natural Resources reserves the right to procure information regarding the applicant's possible previous and existing applications to the Danish Council for Independent Research advisory services, the Danish Council for Strategic Research's Programme Commissions, the Danish Council for Technology and Innovation and/or the Danish Agency for Science, Technology and Innovation. This data may be included in the consideration of the application. If other means for the project have been or will be applied for elsewhere, the Greenland Institute of Natural Resources reserves the right to procure information on whether the amount have been granted.

Publication

If the application is accepted, information on the applicant's name and any project participants' names, place of the execution of the project, the title and duration of the project, any key figures of the grant, including the size of the appropriation will be announced on the website of the Greenland Institute of Natural Resources (www.natur.gl). Furthermore, the popular scientific description of the project will be announced on the website. Names and project titles of applicants who have not received appropriation will not be disclosed, but, according to the Public Records Act, subject access can be requested to e.g. lists of all

applicants' names and project titles. The applicants must therefore be aware that the project titles should not include information on the project that they wish to keep concealed.

Terms of grant

Terms of grant follow "Terms of grants. January 2015" established by the Danish Agency for Science, Technology and Innovation and approved by the Danish Council for Independent Research and the Danish Council for Strategic Research (see www.natur.gl/naturinstituttet/stipendier). Questions regarding the administration of the grant, however, must be directed to the Greenland Institute of Natural Resources by phone +299 361 200, or via email to stipendier@natur.gl.

The terms are the same regardless of citizenship.

Appendix B. Application procedure

1. Complete application form
2. Append relevant documents in the preferred order
3. Submit application as one PDF file to: stipendier@natur.gl
4. Await receipt of confirmation.

Ad 1. Complete application form

The application form must be downloaded from the Greenland Institute of Natural Resources' website, www.natur.gl/naturinstituttet/stipendier, completed and signed.

Ad 2. Append relevant appendix

On the application form, it is listed which appendices, as a minimum, must be appended in PDF format to the application. The applicant can append additional, if he/she wishes.

Document format

The Greenland Institute of Natural Resources prefers to receive PDF files, which allow further consideration in a PDF reader/editor; i.e. PDF files should be generated directly from a word processing programme and not by scanning paper versions of the documents. This applies especially to the project description. However, paper documents with signatures, stamps, seals and the like may be scanned.

NB: Application form and all appendices must be integrated in one combined PDF file.

Bear in mind that appendices in PDF format may not be read-only, protected against printing, nor in other ways be restricted (e.g. Acrobat Reader: see the menu "Document => Security => Security properties" for an overview of possible document restrictions in a PDF file). If the appendix has any document restrictions, the receipt of the application could be complicated and possibly seriously delayed.

Ad 3. Submit application

When the application form has been completed, and all the required documents have been appended as an integrated appendix, the application must be submitted as one (1) file attachment to an email to: stipendier@natur.gl.

Regarding the applicant's update of incorrect application

If an applicant, before the application deadline, discovers an inadequacy in an already submitted application, *the complete application must be submitted again containing the missing information*. The applicant should also notify the secretariat of the Greenland Institute of Natural Resources that a new application has been submitted as replacement for a previously submitted one.

If the deadline has expired, the applicant's already submitted application will be assessed on the existing basis.

Ad 4. Await receipt of confirmation

When the application has been submitted, the applicant will receive a confirmation email within one work day. If this confirmation fails to happen, the applicant must contact the secretariat of the Greenland Institute of Natural Resources (adm@natur.gl or +299 361200).