

# Call for proposals for PhD and post-doctoral stipends 2023

## – terms and guidance

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## The purpose and terms of the stipends

To strengthen research development and researcher recruitment in Greenland, the Greenland Research Council and the Greenland Institute of Natural Resources hereby invite applications for PhD stipends (3-year) or postdoctoral stipends (2-year).

The stipends are financed by the Government of Greenland through the account for PhD study research training (account 40.96.03) and by the Danish State through the account for supporting Greenland research (account 19.55.05.30). The stipends are granted by the Greenland Research Council and administered by the Greenland Institute of Natural Resources.

The stipends must contribute to promote and strengthen Greenland research. The Greenland Research Council supports research projects that are anchored in Greenland, i.e., contribute to knowledge and competence building in Greenland. The stipends can be applied for within all scientific areas and there are no thematic limitations.

## Terms of grant

The legal basis for the Greenland Research Council is "Inatsisartut Act No. 5 of 29 November 2013 on research advising and granting of research funds".

Conditions for granting of Danish funds are determined by the Ministry of Education and Research (see <https://ufm.dk/forskning-og-innovation/tilskud-til-forskning-og-innovation/administration-af-bevilling/vilkar-for-bevillinger>).

## Conditions for application and processing of personal data

Terms are the same regardless of citizenship.

By submitting his application, the applicant consents that the Greenland Institute of Natural Resources (GINR) and the Greenland Research Council (GRC) can obtain information regarding the applicant's previous and current applications to the Greenland Research Council. The same applies to obtaining information about any grants for the project that the applicant has applied for or will apply for elsewhere. This information may be included in the processing of the application.

GRC and GINR use personal data in the assessment of an application and to get an overview of grants, applicants, and recipients. In addition, information is used in connection with grant dissemination in annual reports, on nis.gl and natur.gl and in other communication contexts.

GRC and GINR store received personal data, as a minimum, until a decision has been made regarding the application. If a decision is made to not award funding, information about the applicant's name and project title will be stored in the GRC and GINR registers of received applications.

An applicant can revoke his/hers consent at any time. However, this could mean that the application cannot be processed, or that a grant must be withdrawn.

An applicant can access or delete the data that GRC and GINR have registered about them by writing to [stipendier@natur.gl](mailto:stipendier@natur.gl).

### **Questions and help**

This document is an English translation of the Danish call for proposals. In case of any inconsistencies between the two versions, the information in the Danish version applies.

Questions can be addressed by e-mail to [stipendier@natur.gl](mailto:stipendier@natur.gl) or by telephone to Henrik Lund, tel. +299 361 200 or +45 6169 0743.

### **Application deadline**

The application deadline is **1 October 2023** (midnight, Greenland time).

## Applicant

This section describes the requirements for the applicant and application.

These are **indispensable requirements**:

- applicant for a PhD scholarship
  - has completed his/her master's degree (including defense) before 1/10 2023
  - are guaranteed supervision and office space throughout the duration of the study
- applicant for a postdoctoral scholarship
  - has completed his/her PhD education (incl. defense) before 1/10 2023
  - is guaranteed employment during the postdoc period
- that the applicant has a research professional connection to a Greenland research environment
  - the affiliation must be formal in the sense that the applicant can document that e.g., Ilisimatusarfik supports the project applied for (a written statement (preferred) or an email)
- that an applied for project will be fully funded with the stipend
  - i.e., if the maximum stipend amount cannot cover the project entirely, it must be documented in the application that the remaining amount is covered by other means.
- that the application form is filled out correctly
- that the necessary appendices are attached with the application
- that information in the application is correct
- that the application has been sent to [stipendier@natur.gl](mailto:stipendier@natur.gl) before the application deadline.

## Application

This section describes the application procedure as well as application requirements and application format.



All requirements for application content and form must be complied with. The application will be evaluated based on the submitted information.

### ***Reg. the applicant's update of an application***

If the applicant discovers a deficiency in an already submitted application before the application deadline, the full application must be submitted again together with the information added. At the same time, the applicant should inform GINR ([stipendier@natur.gl](mailto:stipendier@natur.gl)) that a new application has been submitted as a replacement for one already submitted.

## Application procedure and format requirements

The application can be submitted in English or Danish. The stipends are applied for by filling in and submitting the application form together with all relevant appendices in pdf format:

1. **Download the application form** from the GINR website (<https://natur.gl/uddannelse/phd-og-postdoc-stipendier/>).
2. **Complete the application form.**
  - a. The application form can be filled out in English or Danish and must be submitted by the person who wants to receive the stipend and who is responsible for the project.
3. **OCR-scan all relevant appendices to a pdf-format.**
  - a. Text in a pdf file must be able to be copied and annotated in a pdf editor.
  - b. Paper documents with signatures, stamps and the like can be scanned as images.
4. **Collect the application form and all attachments in one (1) pdf file.**
  - a. The PDF file must not be read-only, print-protected, or otherwise have document restrictions e.g., it must be possible to copy the text in the file.
    - i. If appendices have document restrictions, processing the application can be difficult and possibly delayed.
5. **Submit the pdf file** with the application to [stipendier@natur.gl](mailto:stipendier@natur.gl).
6. **Await confirmation** of receipt of the application.
  - a. If the applicant does not receive confirmation one working day after submitting the application, the applicant should contact the GINR secretariat ([adm@natur.gl](mailto:adm@natur.gl) or telephone +299 361 200).

### ***Requirements for the project description***

The project description must include:

- A **professional plan** with a description of the project's purpose, chosen methods, and information on national and international collaboration.

Applicants should note that an interdisciplinary research council evaluates the applications. It is therefore recommended to formulate the project description in such a way that it can be read and understood by researchers within all fields of science and not just specialists within the field of the application.



It is a requirement that the project description takes up no more than **5 A4 pages** (including figures, footnotes, etc.; and excluding the bibliography) each with a maximum of **3,400 characters** incl. space (number of characters should be stated at the end of the project description).

It may be necessary to adjust the font size to fit the 5 × 3,400 characters on five A4 pages.

### **Budget requirements**

The budget must include all project expenses, incl.:

1. Expected salary expenses
2. Education grant
3. Travel grant, if relevant
4. Operational costs, if any (postdoc only)
5. Overhead of the amount of items 1-4 above.

The following maximum amounts can be granted per year for the two types of applications, as shown in Table 1. The grant amount for salary goes to the employing institution. Overhead can be distributed between institutions where the applicant has his/her workplace.

*Table 1. Maximum stipend amount per year*

	<b>PhD</b>	<b>Postdoc</b>
<b>a Salary</b>	460,000	Contract salary for applicant
<b>b Education grant<sup>1</sup></b>	65,000 / 100,000	Not provided
<b>c Travel grant</b>	50,000	Not provided
<b>d Operational costs</b>	Not provided	Provided in certain cases
<b>e Overhead</b>	0-44% of amount above	0-44% of amount above

Stipends are not awarded for projects that are not fully funded in the budget. If part of the project's expenses cannot be covered by the maximum stipend amount, the applicant must document that these expenses are covered in another way e.g., from other funds, the enrolling university, etc. Co-funding of expenses must be attested in the form of a grant letter or commitment letter attached with the application.

See *Example of expenses for a 3-year PhD budget*, page [11](#).

### **Overhead**

Overhead is provided to cover indirect expenses i.e., expenses that are necessary for the applicant to complete the project, but which cannot be directly attributed to the specific project (e.g., expenses for office space, general work tools, administration, etc.)

Overhead is calculated as a fixed percentage of the total grant for the project's expenses (i.e., expenses that can be directly attributed to the project; a+b+c+d in Table 1) The overhead amount is determined according to the legal status of the enrolling (PhD) or employing (postdoc) institution as shown in Table 2, page 6.

Overhead to other institutions can be provided after a specific evaluation. To be considered for this, the application must include a reasoned proposal.

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<sup>1</sup>See [Education Grants, page 7](#).

Table 2. Overview of institution type and overhead percentage

Institution type	Percentage rate
• Greenlandic and Danish state institutions, including universities	44.0
• Danish regional and municipal institutions, including hospitals	3.1
• Approved Technological Service Institutes	20.0
• Private organizations and companies	0
• All foreign institutions, including universities abroad	0

### **Co-financing**

A project that is funded with the stipends described here can obtain partial funding from other sources – e.g., a university or other funds. An application regarding a project co-financed in this way *must* include attested commitments to finance from all other sources. The total covered amount and/or services must be stated in the commitment letter.

### **Special requirements for a PhD application**

A PhD application must include at least the following appendices:

1. Project description (see page [4](#))
2. Proof of passing the master's thesis defense
3. Copy of grades for the master's degree
4. Copy of the master's thesis assessment (grade and/or opinion)
5. Title of the thesis and abstract of the thesis
6. Applicant's CV
7. Principal supervisor's CV and list of publications, max. 3 pages
8. Detailed, clear budget (see page [7](#))
  - a. Attested commitment to finance from any other sources
9. Acceptance from the enrolling university.

### **Appendix: Applicant's CV**

Applicant's CV must contain information on:

- Education
- Current and recent academic appointments
- Any periods of leave (e.g. maternity, parental or carer's leave, military service)
- Other scientific qualifications.

### **Appendix: Principal supervisor's CV and list of publications**

The head supervisor's CV must contain information on:

- Education
- Current and recent employment
- Scientific qualifications
- Academic awards and honors



- Management experience
- Scientific focus areas
- Supervising PhD students.

The main supervisor's list of publications must contain:

- References to publications of particular relevance to the PhD project from the current year and the previous 4 years.

Publications must not be included as part of the CV.

### **Appendix: Budget**

The project must be able to be completed within the financial framework regardless of working hours.

Salary expenses may, in accordance with the relevant professional collective agreement (overenskomst), be agreed with the employing institution before the application is submitted:

- Salary expenses can be adjusted during the stipend period as a result of collective agreement changes but will not be able to exceed DKK 460,000 per year for the PhD stipends <sup>2</sup>(measured as an average over the scholarship period).
- The place of employment is expected to cover any additional expenses for sickness and maternity leave according to current regulations (no additional grant is given for this).

### **Education grants**

Education grants are provided separately and cover expenses for e.g., payment for the enrolling university, courses, conferences, books, and other materials associated with the PhD study. Table 3 shows the maximum education grant per academic year throughout the scholarship period.

*Table 3. Maximum annual education grant for PhD projects*

<b>Project area</b>	<b>Grant</b>
<b>a</b> Stipends within engineering, health sciences and natural sciences	DKK 100,000
<b>b</b> Stipends within the humanities and social sciences	DKK 65,000

In addition, a separate travel grant of a maximum of DKK 50,000 per study year for documented needs to carry out field work etc. can be applied for. Description of necessary travel activity (travel and stay) and budget for travel expenses must be attached as an appendix to the budget.

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<sup>2</sup>Incl. holiday pay

Education grants and travel grants can be distributed between several institutions according to their mutual agreement. Table 4 shows the total maximum framework grant for PhD projects.

Table 4. Maximum annual grants (framework grant) for PhD projects of type a and b

	Education grant + travel grant	Per year	Total three years
a	100,000 + 50,000	150,000	450,000
b	65,000 + 50,000	115,000	345,000

### **Appendix: Acceptance from the enrolling university**

The applicant must be enrolled (employed) at a university which administers the stipend grant and pays a salary to the PhD student. The applicant must attach a signed confirmation that the enrolling university accepts the applicant as a PhD student, e.g. in the form of a letter from the head of department where the project is to be carried out.

Prior approval for enrollment at a PhD school is not necessary.

If the applicant is enrolled at two universities, only one of them will be able to administer the grant.

### **Special requirements for a postdoc application**

A postdoctoral application must include at least the following appendices:

1. Project description (see page [4](#))
2. Assessment of the applicant's PhD dissertation
3. Proof of acquired PhD degree
4. Title of the PhD dissertation and abstract
5. Applicant's CV
6. Detailed, clear budget (see page [5](#))
  - a. Attested commitment to finance from any other sources. The total covered amount and/or services must be stated in a grant or commitment letter.
7. Acceptance from the expected workplace.

### **Appendix: Assessment of PhD dissertation**

An application for a postdoctoral stipend must include:

- Proof of PhD degree (grade – or statement if no grade is given)
- Abstract of the PhD dissertation.

The PhD dissertation should not be submitted.

### **Attachment: Applicant's CV**

The CV must include information on:

- Education
- Current and recent academic appointments
- Any periods of leave (e.g. maternity, parental or carer's leave, military service)
- Other scientific qualifications.

### **Appendix: Acceptance from the expected workplace**

The applicant must submit a signed acceptance letter from the expected workplace that will administer the stipend.

### **Budget**

A postdoctoral application must contain a specified budget for salary and other direct costs. Postdoctoral projects can have a maximum duration of 2 years.

## **Processing of the application**

After the application deadline, the Greenland Institute of Natural Resources secretariat will register and review the applications to ensure that formal requirements have been met. The applications are then sent for evaluation by the Greenland Research Council, which makes the final prioritization of grants.

Statements regarding master's or PhD degrees that have been completed before the application deadline can be accepted for up to one week after the application deadline.



An application will be rejected without consideration if it is submitted after the application deadline, if it does not comply with the requirements listed above, or if it is not submitted on the correct application form. It is not sufficient to refer to previous applications.

The application will also be rejected if it concerns support for purposes other than a PhD or postdoctoral stipend.

### **Assessment criteria**

The Greenland Research Council evaluate an application based on an assessment of

1. *The scientific quality* of the PhD or postdoc project, including the description of its purpose, methods incl. use of local and traditional knowledge, as well as the importance of the project's contribution to science
2. the applicant's *professional qualifications*, including grade point average (for PhD applications) and previous experience with Arctic research

3. the project owner's *ability to complete the project*, including a realistic budget, and the overall organization and management of the project to ensure a high professional and international quality
4. expected result in the form of *scientific competence building* in Greenland organisations
5. expected result in the form of solving *current problems and creating value in society* (including, for example, job creation, improved productivity, competitiveness, etc.)
6. the project owner's *method of communicating to and engaging with the community/society*.

In the assessment, the Greenland Research Council emphasizes that individual criteria are met to the greatest extent possible. However, it will always be an overall assessment, where different criteria may be met to a greater or lesser extent. Due to the competition between applications, it is not a given that meeting the criteria will lead to a grant.

### **Notification and public dissemination of grants**

The applicant will receive a written notification from the Greenland Institute of Natural Resources within approx. two months, either in the form of a grant or rejection letter.

If the application is accepted, information about the applicant's and any project participants' names, location of the project, the project's title and duration, any key figures for the grant including the grant amount, will be published on the Greenland Institute of Natural Resources ([www.natur.gl](http://www.natur.gl)) and Greenland Research Council ([www.nis.gl](http://www.nis.gl)) websites. Furthermore, the popular science description of the project may be published in the same place.

The names and project titles of applicants who have not received a grant will not be published, but according to the Public Disclosures Act (Inatsiartutlov om offentliggørelse af oplysninger) access to documents can be requested e.g., lists of all applicants' names and project titles. The applicant should therefore ensure that the project title does not contain information that is intended to be kept confidential.

## Appendix

### Example of expenses for a 3-year PhD budget

All amounts shown in DKK.

Mail	Examples	Typically paid by
Books, IT licenses , IT equipment		Overhead
Salary	Will depend on the collective agreement, but typically approx. DKK 30,000-34,000 per month – i.e., approx. DKK 350,000-400,000 per year.	Salary expenses
Travel expenses	Travel costs will of course depend on where, when, and how often data is to be collected and will typically include transportation, daily allowance, and accommodation.	Travel grant/ education grant
Double enrollment	If double enrollment at another university is desired, additional funds must be set aside for travel and accommodation as well as any tuition fees.	Education grant
Data collection and processing	Costs that may result from the collection and/or processing of data, for example sending out a questionnaire, or access to archives or databases.	Education grant
Evaluation and defense	Some universities finance the evaluation and defense from their overhead fee thus giving the stipend grantee increased flexibility of the education grant.	Education grant/ overhead