

GUIDE FOR APPLICANTS



AIAS-AUFF FELLOWSHIPS 2024

Content

1	The AIAS-AUFF fellowship Programme	3
1.1	About AIAS.....	3
1.2	The AIAS-AUFF fellowship programme	3
2	Eligibility	3
2.1	Who can apply	3
2.2	Mobility demand.....	4
2.3	Academic eligibility.....	4
2.4	Application eligibility.....	4
3	Duration of fellowship.....	5
4	The fellowship includes.....	5
5	Assessment and selection	6
5.1	Review and selection panel.....	6
5.2	Assessment criteria	6
6	How to apply: Application system, application requirements and content	6
6.1	Applicant	7
6.2	Application	8
6.3	Consent and mobility statement	9
7	Working at AIAS and in Denmark.....	9
7.1	Employment conditions	9
7.2	Relocation service at AIAS.....	10
8	Contact.....	10

AIAS-AUFF Fellowships 2024

1 The AIAS-AUFF fellowship Programme

1.1 About AIAS

AIAS is a haven for intellectual exploration that proudly hosts excellent researchers who are eager to conduct and develop their research in an interdisciplinary, international, and collaborative research environment. AIAS rests upon the foundation principles of interdisciplinary pursuit, fostering global collaborations, and nurturing an environment where innovative breakthroughs emerge through transparent and reflective discourses by providing a space for engagement, collaboration, and creativity.

AIAS is located within the Aarhus University Campus and provides an environment in which connections spark, ideas flourish, and boundaries fade as you engage not only with fellow researchers but also with colleagues from diverse departments and research hubs across the university.

As an 'Institute for Advanced Study', AIAS brings researchers together across disciplines, seniority and nationality. AIAS offers fellowships for excellent researchers from all academic disciplines to pursue cutting-edge research projects for the benefit of society and humankind in optimal research conditions. The daily encounter with the diverse research disciplines at AIAS provides fellows with fresh and different insights and perspectives on their own research, leading to new and unexpected research questions and ideas.

Read more on: www.aias.au.dk

1.2 The AIAS-AUFF fellowship programme

An AIAS-AUFF fellowship gives the opportunity for in-depth immersion and reflection within one's own project, while also offering the possibility to gain insights into other disciplines and their methodologies and approaches, thus making cross-disciplinary inspiration, collaborations and initiatives possible. Moreover, AIAS strives to provide a career-empowering environment, offering tailored career development activities that place a strong emphasis on cultivating essential competencies vital for a successful and thriving career in academia.

During the fellowship, several joint research activities will be organized depending on the need and interest of the selected cohort of fellows. The AIAS-AUFF fellows must be based in Aarhus and situated physically in the AIAS building to participate in the academic life of AIAS.

2 Eligibility

2.1 Who can apply

The programme's target group is talented researchers with two to ten years of experience who are seeking to enhance their understanding of methodologies and approaches of their own and other scientific disciplines and to explore these approaches in an interdisciplinary, collaborative and creative setting.

2.2 Mobility demand

To enhance the internationalization of Aarhus University applicants **must comply with a mobility demand**: Applicants must not have resided or carried out their main activity (work etc.) for more than 12 months in Denmark in the two years immediately prior to the deadline of the call.

Time spent as part of a procedure for obtaining refugee status under the Geneva Convention, compulsory national service and/or short stays such as holidays are not taken into account. Please indicate the period(s) and the country/countries in which you have legally resided and/or had your main activity (work, studies etc.) during the last two years up until the application deadline in the application template (in Step 1 under 'Mobility Statement'). Wrong or missing information may cause your proposal to be ineligible. Make sure to tick the box to confirm the accuracy of your mobility statement on the last page in the application template (in step 3 under 'Consent').

2.3 Academic eligibility

Applicants must hold a PhD degree at the time of the application deadline and have a minimum of **two years of experience and no more than 10 years** after the completion of the PhD degree. The time is counted from the date stated on the PhD diploma up to the deadline of the call (1 February 2024).

Career breaks

When assessing applicants' research productivity, the review and selection panel will take the applicants' individual career into account. Attention will be paid to individual career paths and circumstances caused by career interruptions and changes, e.g., maternity/paternity/parental/sick leave and compulsory military service. Time spent on maternity/paternity/parental/sick leave or compulsory military service is deducted from the age of the PhD degree.

Indicate the cause of the leave and state precisely the starting date and end date of the leave period in the application template (in Step 1 under 'Your Academic trajectory' and in the CV. The actual months of parental leave will be multiplied by 1.5 and subtracted from the age of the applicant's PhD degree. This is to ensure that the evaluation of applicants is gender fair. Example: A female applicant has been employed full-time in academia since obtaining her PhD degree 1 September 2012. She has two children and has had 10 months of maternity leave with each child. If she declares her breaks (20 months * 1.5) 30 months will be subtracted from the age of her PhD. Thus, she will still be able to apply for the fellowship. As for other career breaks such as military service or sick/care leave the actual number of months of leave will be subtracted.

2.4 Application eligibility

The application must be complete and comprehensive and contain all mandatory documents. All mandatory documents must meet the requirements listed below, including format, page limitations and necessary content.

All applications are screened and will be rejected if the above conditions are not met.

3 Duration of fellowship

The duration of a fellowship is **23 months**. The fellowship period should be consecutive, and therefore it is not possible to split up the fellowship period into smaller parts. The fellowship is a full-time position and it is not possible to prolong the fellowship by working part-time. **The fellowship starts 1 September 2024 and ends 31 July 2026.**

4 The fellowship includes

All fellows are offered a salary based on seniority (employment conditions and wages are regulated through the Danish collective union agreements. Moreover, the fellowship covers relocation travel costs and offers relocation assistance (See section 7. 'Working at AIAS and in Denmark'):

- A full salary equivalent to the Danish wage levels and based on individual merits and seniority.
- The journey to Aarhus (economy class only – and up to a maximum of 2000 euro).
- Expenses related to visa and work permit applications, if applicable.
- A standard computer, office supplies etc.

Fellows will have an office space, and the opportunity to participate in the infrastructure of AIAS, in academic training activities, and in conferences and workshops at AIAS and at the relevant research environments at AU. AIAS has a budget to cover expenses related to conference participation, travel costs, and miscellaneous items for the fellows, which will be granted on a case-by-case basis during the fellowship. It is not necessary to provide an account of these expenses during the application stage or upload a budget for such costs.

For those fellows for whom data collection (e.g., laboratory experiments, fieldwork) is vital for the project completion, a limited research budget will be made available. Projects that include these types of expenses should upload a substantiated budget as a pdf in step 3 in the application system.

The budget proposal will be negotiated in case a fellowship is awarded. Please note, a fellowship offer is not an immediate approval of the indicated budget. The budget cannot include cost for:

- Publications (Please note that AIAS is following the same policy in terms of Open Access as Aarhus University: <https://medarbejdere.au.dk/en/open-access/open-access-policy/>)
- Equipment
- Salaries for research assistance
- Conference participation and travel
- Conference/workshop organisation

5 Assessment and selection

5.1 Review and selection panel

Following the application deadline, submitted applications will undergo an eligibility screening. Eligible applications will then be forwarded to a review panel consisting of international experts within the most corresponding research field, as specified in the application system.

- 1) Business and social sciences panel
- 2) Arts and humanities panel
- 3) Health sciences panel
- 4) Natural and technical sciences panel
- 5) Cross-disciplinary panel

Based on the evaluation of the review panels, a selection board consisting of a broad range of AU researchers and the AIAS Management will make the final selection.

5.2 Assessment criteria

The fellowship applications will be assessed based on the evaluation criteria below:

- Scientific excellence of the **applicant's academic qualifications**, intrinsic merits and performances, diverse and collaborative experiences
- **Scientific excellence of the project description** (Quality of the proposed project, clear and relevant methodology, the expected impact, planning, and feasibility of the project within the fellowship period)
- **Match of the applicant with AIAS and AU** (argumentation for why AIAS and AU, the added value of the interdisciplinary AIAS environment, interdisciplinary considerations, and potentials of the applicant and the project.

When to apply - Timeline

- Opening of call: November 2023.
- **Deadline for applications: 1 February 2024 at 12.00 (noon) CET.**
- Evaluation period: February-April 2024.
- Applicants will receive answers: April 2024.
- Fellowship periods begin: 1 September 2024.

6 How to apply: Application system, application requirements and content

In order to use the application system [GrantOne](#) it is necessary to create a user profile. When your profile is complete, you can access the application template. Below is an overview of the content needed in the application template, and the flow in the online application system 'GrantOne'. The template is divided into three parts in the application system:

- 1) **Applicant**
- 2) **Application**
- 3) **Consent**

6.1 Applicant

The following information about **the applicant** should be provided:

- Name (as stated in your passport)
- Address
- Postal code
- City
- Country
- Email
- Phone number
- Date of birth
- Gender (for statistical purposes only)
- Nationality

The following information about the **Home institution** should be provided:

- Home institution (name, address and country)
- Department

Academic title

Date of completed PhD:

- Year of completed PhD: When selecting the year and date of completed PhD in the dropdown menu, it must be identical with the date stated on the diploma.
- Upload the PhD diploma. The diploma must be written in the Latin alphabet. If not, a certified translated copy must also be attached. (Mandatory upload, file unloaded in Pdf.)

Your academic trajectory (Max 5000 characters in textbox)

State a brief outline of your personal background, professional achievements and motivation for applying for this fellowship. Not a listing of previous jobs and education as this information should be provided in the CV. If you have career breaks, please indicate these briefly here and in your CV.

Mobility Statement (Max 1200 characters in textbox)

Please indicate the period(s) and the country/countries in which you have legally resided and/or had your main activity (work, studies etc.) during the last two years up until the application deadline. Any additional information you wish to make known should be included in the CV.

CV: (Maximum ten pages)

CV and publication list: a maximum of ten pages. The CV must describe your personal background, education, career breaks (if applicable) and career until now; and a selected list of your recent publications and/or publications that you find particular relevant for your proposed project (Mandatory upload, file uploaded in Pdf.)

6.2 Application

Area of research

Please select your **main area of research**. The areas are compatible with the faculties of Aarhus University:

- Natural Sciences
- Technical Sciences
- Health & Medical Sciences
- Business & Social Sciences
- Arts & Humanities

A second main area of research

If your research is in more than one main area, please select a second main area of research, if applicable.

Project title

The title should provide the reader with a general idea of what the project is about. (Max 100 characters in textbox)

Short abstract (Max 600 characters in textbox)

The abstract should provide the reader with a clear understanding of the objectives and motivation of the project. This summary will be used as the short description of the proposal in the evaluation process when communicating with the reviewers. It must therefore be short and precise and should not contain any confidential information.

Your project's novelty and expected impact (Max 500 characters in textbox)

Please give a short account of the current state of the art within the field, the novelty and originality of the proposed research project.

Why AIAS (Max 500 characters in textbox)

Please explain how and why your research will benefit from being carried out in an interdisciplinary setting, the added value, and how it can contribute to the development of your project, career and possible new collaborations.

Collaborations or connections at Aarhus University (Max 500 characters, in textbox)

Established collaborations at Aarhus University are not a requirement, but such collaborations are in many cases helpful for a successful fellowship. Please state if connections to AU research environments have already been established and describe plans for further cooperation and note the contact information of the collaborator.

Project description (Max three pages -7200 characters including spaces, mandatory upload in Pdf.)

The project description should give the reader a clear and comprehensive understanding of the specific research project. **Applications must have a detailed project description** since the reviewers cannot evaluate poorly defined proposals adequately. The project description should be a clear, convincing and compelling account of the proposed research and include:

- Description of the methodology, the expected impact, planning, and feasibility of the project within the fellowship period

- The project's added value of being carried out in an interdisciplinary and collaborative environment.
- Considerations of expected research impact/outcome of the fellowship.

Project plan (Max one page mandatory upload in Pdf.)

A timeline or Gantt chart of the proposed project.

Budget

The budget is not mandatory and is only needed for projects that requires vital data collections (laboratory experiments, field work etc.). Costs for conference participation and travel do not require a budget and should thus not be included. The proposed budget must be in euro and should reflect the research proposal and the necessity for the completion of the project and all costs should be justified (see page five for more details).

Please make sure that all the requested information is included in the application, and that the mandatory files are uploaded. **If the requirements are not met, the application will be rejected.**

6.3 Consent and mobility statement

A consent form must be filled in to consent that AIAS and Aarhus University can process all personally identifiable data in accordance with applicable personal data regulations and to confirm that the information provided in the application system is correct and that your mobility statement is accurate.

7 Working at AIAS and in Denmark

7.1 Employment conditions

The AIAS-AUFF Fellows will be recruited in accordance with collective agreement for state-employed academics. Terms of pay and employment are regulated by the collective agreement for state-employed academics. For successful applicants who are already employed at Aarhus University, terms of the fellowship is contingent of a negotiation with the relevant head of department.

The Aarhus University work conditions will allow both female and male researchers to combine family and work, children and career.

- 37 hour work week (full-time – part time is not possible)
- Contribution to a pension fund
- 5 (+ 1) weeks paid holiday annually
- Salary paid during illness
- If you have a sick child, you are entitled to stay at home with your child under the age of 18 on the first two days of illness with full salary

Foreign employees are covered by the same rules and regulations as Danish employees, and are therefore covered by the Danish social security system and entitled to social security benefits. Social security in Denmark is tax-funded, i.e. as a fellow you will not have to pay health insurance contributions or long-term healthcare insurance. Danish taxes are high. However, more attractive and special taxation rules (known as “The researcher taxation rule”) are applicable to most foreign researchers. The HR Department at Aarhus University and the Danish tax authorities will be able to

advice foreign researchers whether they qualify for the special tax rate for foreign researchers. See more information here: [HR \(au.dk\)](#)

7.2 Relocation service at AIAS

In addition to covering the travel costs (up to a maximum of 2000 euro), the AIAS-AUFF fellows can expect assistance with practical and logistical matters that may arise from pre-arrival to post-departure. AIAS has dedicated relocation employees who, in collaboration with the International Academic Staff Services at Aarhus University, will be of assistance in solving matters regarding visa applications, relocation, accommodation, language courses, spouse support, childcare options, finding schools for accompanying children, etc.

More information about Denmark can be found on www.workindenmark.dk - a public organization that offers practical information and general advice on all issues related to working in Denmark.

8 Contact

For additional information regarding the application process or the AIAS-AUFF programme in general, please feel welcome to contact:

Programme Manager, Helle Villekold at helle@aias.au.dk

The programme has received funding from the Aarhus University Research Foundation (AUFF) and Aarhus University. For further information about AIAS, please visit www.aias.au.dk.

