



LUNDS
UNIVERSITET

Research Services
Management Rules
2023-11-02

Management rules for nominations to Wallenberg Academy Fellows 2025

Since 2012, the Knut and Alice Wallenberg Foundation (KAW) has funded a long term programme for young researchers, Wallenberg Academy Fellows (WAF). The purpose of the Wallenberg Academy Fellows program is to give young researchers working conditions that enables them to focus on research and tackle difficult, long-term research questions.

The deadline for submitting nominations to KAW is 15 February 2025. Below follow the Lund University management rules, including a time plan for the internal nomination process. **Note that the internal selection process for WAF 2025 at Lund University will be coordinated with the Excellence Initiative “Excellenssatsning på unga forskare med inriktning mot Wallenberg Academy Fellows” (STYR 2023/1861).**

Please note that these management rules are based on information available on the [KAW website](#). Some directives may be subject to change without prior notice.

The Wallenberg Academy Fellows programme

The programme is open to researchers in all academic disciplines: medicine, engineering, natural sciences, social sciences and humanities/religion, and the interfaces between them. Nominated researchers must have obtained their doctoral degrees after 1 January 2016. Lund University will be allowed to nominate a maximum of 16 candidates.

The programme is aimed at early-career researchers with the potential to develop into outstanding researchers and research leaders of tomorrow. Read more about the programme on the [KAWs website](#).

The programme enables long-term recruitment of young, highly promising researchers, and provides an opportunity to recruit these researchers from abroad. The Foundation wants to stimulate international recruitment and requires that at least half of the universities nominations consists of candidates who at the time of nomination are active abroad, so called external candidates. See below.

Financial conditions

The foundation’s financing is for five years. The amounts vary depending on the research field and the affiliation of the researcher at the time of nomination, in accordance with the table below:

	Working in Sweden	Working abroad*
Theoretical research fields	1 000 000	1 500 000
Experimental research fields	1 500 000	2 000 000

- For researchers working abroad at the time of nomination, an additional amount (one-off start up grant) of SEK 1 500 000, 3 000 000 or 4 500 000 can be applied for. The level of the additional amount is determined by the nominating higher education institution and requires the grant to be matched by the higher education institution. Further details under “Lund University central co-funding” below.
- Researchers, who at the time of the nomination are working abroad can also apply for moving expenses up to SEK 100,000.

*** Researchers nominated under the category working abroad, i.e. external candidates, should not have been employed or have been scholarship recipients in Sweden for the past four years.** The researcher must not have physically spent working time at a Swedish University the last four years. Note that a **post-doc with a Swedish doctoral degree who has earned a postdoctoral position at a foreign University with support from the Swedish Research Council (VR) is not to be regarded as employed in Sweden**, despite that VRs contribution is channelled via a Swedish university.

The nominating higher education institution employs the researcher. The higher education institution is to guarantee that the researcher will be offered an appropriate position at the institution.

The higher education institutions part-finance the investment by guaranteeing that maximum 50% of the researcher’s salary costs will be taken from the grant. The higher education institution can preferably finance the entire salary, thereby contributing to the researcher having more research funds at his or her disposal. In addition, the higher education institution part-finances the investment by adding funds for overhead costs beyond the amount that KAW can contribute.

The researchers total funding can, in specific cases, be applied as a boundary criterion. This means that if two researchers end up with the same scientific grade, the research group’s total financing in relation to the research plan can be decisive.

Lund University central co-funding

Nominations to WAF imply co-financing obligations from the nominating faculty/department. Lund University will – on central level – co-finance every appointed Fellow with the same sum as is granted by KAW, over the same grant period (see grant sums in the table above). However, the additional amount (one-off start up grant) will not be co-funded on central level, nor the sum for moving costs. Hence, it is important that a nominee, before s/he applies for an additional amount (one-off start up grant), discusses this with the Head of Department. This is because the Foundation requires this sum to be matched with the equivalent sum.

The co-funding from Lund University central level is intended to cover unfinanced indirect costs and a minimum of 50% of the Fellows salary. Any overbalance after co-funding by department/faculty must benefit the appointed Fellow during the funding period.

The task of the Lund University Research Board

The university-wide Research Board decides which of the candidates are to be submitted as the final nominees from Lund University to the Wallenberg Academy Fellows programme. The final list of nominees must meet the foundation’s rules regarding the maximum number of nominations and the distribution of external and internal candidates. At least 40 % of the nominees must be women. Furthermore, only one internal candidate can be nominated for each international nomination.

As basis for decision, the Research Board will use the faculty’s nominations, compiled in accordance with the guidelines stated in appendix 1. The Research Board is to base its decision on how close the

candidates meet the foundation's assessment criteria, the faculty's justification, and strategic considerations for Lund University.

In addition, the applied policy is that in the case of competition between an applicant who has been nominated previously and an applicant who has never been nominated, precedence should be given to the latter, unless the former's application is clearly stronger.

Requirements on the faculties' proposals for candidates

For regular WAF nominations the faculties establish their own internal procedure for appointing candidates for nomination and obtaining relevant documentation from the researchers. Note that at least 3 persons must be involved in the faculty's prioritisation process. The group must include both men and women. All faculties shall clearly and transparently communicate their process to their researchers. If the faculty wishes to use expertise outside of their prioritisation group, it must be clearly communicated to their applicants.

All faculties are invited to nominate through this process.

Documentation sent to the Research Board must meet the requirements set out in appendix 1. Note that there are differences in the requested documentation for candidates that come from the excellence initiative "Excellenssatsning på unga forskare med inriktning mot Wallenberg Academy Fellows".

For the faculties that have decided to participate in the excellence initiative "Excellenssatsning på unga forskare med inriktning mot Wallenberg Academy Fellows": For a faculty to obtain university-wide funds from this initiative, the nominated candidate must fulfil certain conditions as stated in the vice-chancellor's decision for the initiative (STYR 2023/1861).

Furthermore, the faculties' proposals for candidates are to meet the following requirements:

- at least 50% of candidates are to be external, and
- at least 40% of candidates are to be women.

If the faculty only proposes one candidate, that person should preferably be a female external candidate. There is no limitation as to the number of candidates per faculty.

Each faculty is to ensure the quality of the nominations so that they meet the requirements of KAW and Lund University. In order to be considered by the Research Board, a nomination must be accompanied by a checklist in accordance with the template in appendix 2 (in Swedish), signed by the faculty's representative on the Research Board. Each faculty is only to submit the candidates that they support in full.

Nominee support

The researchers nominated by Lund University will receive support from Research Services throughout the application process. They will furthermore receive support from reviewers, i.e. senior researchers, who will comment on the scientific content of their project description.

Contacts

School of Economics and Management: Faculty representative in the Research Board.

Humanities and Theology: Faculty representative in the Research Board.

Faculty of Law: Faculty representative in the Research Board. and Kerstin Gidlöf

(kerstin.gidlof@fs.lu.se)

Faculty of Engineering (LTH): Faculty representative in the Research Board. and Kristin Scott

(kristin.scott@lth.lu.se)

Faculty of Medicine: Faculty representative in the Research Board.and Birgitta Larsson (birgitta.larsson@med.lu.se)

Faculty of Science: Faculty representative in the Research Board.and Tobias Nilsson (tobias.nilsson@science.lu.se)

Faculty of Social Sciences: Faculty representative in the Research Board.

University Specialised Centres: Faculty representative in the Research Board.

Primary contact person at each faculty is their representative in the Research Board. Note that the Research Board will change its members in February 2024. A list with the current faculty representatives can be found [here](#).

Research Services: Sam Madjidian (sam.madjidian@fs.lu.se), Sara Naurin (sara.naurin@fs.lu.se), Malin Bredenberg (malin.bredenberg@fs.lu.se) and Johanna Mellgren (johanna.mellgren@fs.lu.se). Any questions to KAW about the programme are to go via the foundation's contact person Sara Naurin (sara.naurin@fs.lu.se).

Timetable

Date	Person responsible	Task
7 October 2024, 12:00	Faculty contacts	The faculties send their proposal for nomination including documentation for each candidate to Research Services (ansokan@fs.lu.se). This should include the candidates identified through the excellence initiative “Excellenssatsning på unga forskare med inriktning mot Wallenberg Academy Fellows”. The requirements for the proposal are specified above under the heading “Requirements on the faculties’ proposals for candidates” and the documentation is specified in appendix 1.
21 October, 09:00 – 13:00	Research Board	Research Board working group meeting. Review of the documentation from the faculties and drafting of a proposal for nomination of candidates.
25 October	Research Board	Per Capsulam decision on nomination to the Wallenberg Academy Fellows from LU. Research Services will notify the candidates of the Board’s decision.
25 October – 13 February 2025	Nominated researchers	Researchers complete the final version of their application.
November	Research Services and others	Kick-off meeting for the nominees. <i>The exact date & time will be announced in September 2024.</i> Participants: Research Services, nominees, faculty contacts, previous grantee.
12 December, 09:00	Faculty contacts in consultation with nominated researchers	Draft of vice-chancellor’s nomination letter sent to Research Services (ansokan@fs.lu.se).
18 December, 09:00	Nominated researchers	Submits a draft application (excluding budget) to Research Services (ansokan@fs.lu.se) that forwards the documents to the reviewers.
January 2025	Research Services	Workshop. Reviewers provide feedback on the draft application. <i>The exact date & time will be announced at the Kick-off meeting</i>
January- February 2025	Research Services	Support in compiling information about LU’s current support to the nominated researcher.
5 February 2025, 09:00	Nominated researchers	Final version of the application according to KAW guidelines for WAF sent to Research Services (ansokan@fs.lu.se).
5-12 February 2025	Research Services	Review of applications. When all documentation is cleared by Research Services, the researcher receives the vice-chancellor’s nomination letter.
13 February 2025	Nominated researchers	Nominees complete the e-application according to instructions from Research Services, upload documentation and submit their nomination. Pdf print-out of the application sent to Research Services (ansokan@fs.lu.se).
15 February 2025	Nominated researchers	External deadline for nomination.

Appendix 1. Documentation for nomination from the faculty

The requirements for the proposals are specified above under the heading “Requirements on the faculties’ proposals for candidates”. The faculties are to send two lists in pdf format ranking the external candidates 1, 2, 3 etc. and the internal candidates 1, 2, 3 etc. according to the faculty’s prioritisation. To facilitate the ranking, the faculties may use the [KAW assessment criteria](#) plus teaching experience, which is an important qualification for employability at Lund University.

State the name of the candidates, the e-mail address of the candidates, the department responsible, the candidate’s contact person at Lund University, and whether the candidate is internal or external and if the candidate has been offered a position from the excellence initiative “Excellenssatsning på unga forskare med inriktning mot Wallenberg Academy Fellows”.

The faculties are also to send the associated documentation for each candidate gathered into a single pdf file per candidate. Name the file WAF2025_surname_first name.pdf.

Note! The documentation is to be written in English in Times New Roman font size 12.

The following documents, in the order below, are to be included in the documentation for each candidate:

1. Signed checklist. The faculty’s nomination shall be accompanied by a signed checklist. Template in appendix 2.
2. Signed letter of justification for the candidate from the faculty, which is to state why the researcher’s activity is deemed to constitute an important part of the university’s and the faculty’s research profile. Briefly describe the faculty prioritisation process, how the proposed research programme supports the nominee’s career development, how the research fits into the research environment and what resources will be made available to the nominee. Also state the subject area of the nominee (medicine, engineering, science, social sciences or humanities/religious studies). Max 2 A4 pages and 7000 characters including spaces.
3. Compiled CV consisting of the following parts:
 - Candidate’s research qualifications i.e. CV. Max 2 A4 and max 7000 characters incl. spaces, containing the person’s name, date of birth, research qualifications, positions held, awards and any post doc stays. Clearly state the date of completion of the doctoral degree. Guidelines in appendix 3.
 - List of the ten most important publications. In case of co-authorship, the nominee is to account for his or her contribution to the publication (reasonable estimate of the extent of the contribution).
 - For candidates that have applied for a position within the excellence initiative “Excellenssatsning på unga forskare med inriktning mot Wallenberg Academy Fellows”, the CV and publication list used for the excellence initiative application may be submitted instead.
4. Project description. Brief description of the proposed research programme.
 - For regular candidates: Max 2 A4 pages and max 7000 characters incl. spaces. State the date of the doctoral degree clearly at the start of the document. Emphasise quality, originality, and feasibility. See the [assessment criteria](#).
 - For candidates that have applied for a position within the excellence initiative “Excellenssatsning på unga forskare med inriktning mot Wallenberg Academy Fellows”, the project plan used for the excellence initiative application may be submitted instead.

5. For nominated external candidates that did not apply for a position within the excellence initiative: A justification stating why the candidate wishes to establish their research at Lund University should be included. Max 1 A4 page and max 3500 characters incl. spaces.
6. Signed co-financing certificate from the faculty/department. Template in appendix 4.

Please note! All documentation must be complete for the candidate to continue through the process. If a document is missing or incorrect, the candidate will not be considered further.

Appendix 2. Template for checklist (in Swedish)

Appendix 3. CV guidelines.

Appendix 4. Co-financing certificate template