

Procedure for applications from Stockholm University to the Wallenberg Foundations

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Responsible administrative unit	Office for Research, Engagement and Innovation Services (REIS)
Responsible administrator	Sofia Irinarchos

Description:

The following procedure applies to the internal processing and prioritization of applications from Stockholm University to the Wallenberg Foundations.



Introduction

Applications to the Wallenberg Foundations regarding major scientific projects must, in accordance with the rules of the Foundations, first pass the internal prioritization process of the university or institution where the main applicant is employed. This procedure describes in brief the internal process at Stockholm University.

The relevant Foundations are:

- Knut and Alice Wallenberg Foundation (KAW)
- Marianne and Marcus Wallenberg Foundation (MMW)
- Marcus and Amalia Wallenberg Foundation (MAW)
- Berit Wallenberg Foundation (BWS) concerning major scientific projects.

The University's delegation of authority, as well as regulations in other governing documents, will also apply.

Information about current dates for the application procedure and supporting documents for various calls are to be found at the University's Staff website.

Procedure

1. When a call has been opened by the Wallenberg Foundations, REIS draws up a timetable in consultation with the Deputy Vice Presidents, and compiles information about the call and the internal process. REIS sends this information to the relevant Heads of Department and publishes the information on the Staff website under www.su.se/wallenberg. REIS gives advice and support to the applicants and Heads of Departments concerning the conditions of the call, budget matters, research ethics, etc.
2. The Head of Department submits the pre-proposal on a specific form via email to the research officer at REIS in charge of the specific call. The Board of Human Science and the Board of Science decide, through their respective preparatory bodies, which of the applicants are allowed to write a full application. REIS notifies all applicants whether or not they can do this.



3. The applicant submits a full application to REIS. Further discussion, selection and decisions of any ranking order are handled in the preparatory bodies of the respective Science Board.
4. The President takes decision about the letters of support in consultation with the Deputy Vice Presidents. REIS sends the letter of support to the applicant who attaches it to the application.
5. Some calls require the nomination of a certain number of candidates by the University. Such applications are submitted by the University through REIS.
6. Documents of pertinence are registered by REIS and are sent to the Registrar after the application deadline for each call.