

# GUIDELINES, REQUIREMENTS AND REGULATIONS FOR THE APPLICATION CATEGORIES: FELLOWSHIP GRANTS, MOBILITY GRANTS AND PROJECT FUNDS FROM SAMARBEIDSGRANEN

The guidelines operates with the divide between “applicant institution” and “host institution”, where “applicant institutions” must be a clinic at a health trust and “host institutions” can be any other regional institution[s] qualified, such as universities, university colleges, private institutions with and other health trusts. This is because only clinics at health trusts in the region are formally entitled to apply for funds from Samarbeidsorganet.

This means that a regional health trust must be listed as “applicant institution” in the application in [eSøknad](#). The institution in which the candidate is, or is to be, employed during the entirety of the research project must be listed as the “host institution”.

If the project's host- and applicant institution is not the same, we require attachment of a completed [management commitment form](#) signed by a leader at the host institution with the appropriate authority.

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## PhD research fellowship – known candidate

Fellowships are temporary educational positions meant for employees who seek an academic career and/or a clinical career through increased researcher competency. All fellowships are granted the same lump sum, which equals to [The Research Council of Norway's rates for financing PhD- and Post-doctor fellowships](#). The grant is to cover wages, social costs, indirect costs and costs of operation.

The PhD candidate must be registered as «PhD Candidate (applicant)» in [eSøknad](#). Individuals who have previously completed a tenure of office as a PhD fellow at the given host institution cannot apply. It is required that all applicants must have passed all their study program subjects within December 31 the year of application. Applicants must also attach or forward valid documentation that the applicant has obtained the academic degree required for admission to the PhD program at the host institution.

It is required that the main- and secondary supervisor must hold a doctoral degree. One of these two, normally the main supervisor, must be an employee at one of the qualified academic institutions accredited to grant a doctoral degree in the region. The other may be an employee at one of the qualified health trusts. Both must have a minimum of 20% employment in their respective institutions.

The hiring institution is responsible to follow all current laws, acts and regulations that governs the employment of candidates in fellowship positions granted of Samarbeidsorganet

### Employment details

A PhD fellowship is granted for a period that equals 3 full-time equivalents (FTEs) without duties.

The main rule is that the candidate should be hired in a full-time position, but one may also apply for a part-time position of minimum 50% if the research is combined with a clinical or teaching position. This needs to be justified specifically in the application. Note that it is only possible to enter a 50% or 100% position in the budget in eSøknad. If you wish other percentages of employment, you will have to apply for this after having received a grant. Please use the application form on our website: "[Søknadsskjema for endringer i pågående prosjekter](#)" [only in Norwegian].

### Can required duties be included in the fellowship-positions?

Samarbeidsorganet do not allow using granted funds for any forms for required duties. The host institution may choose to add duties to the fellowship position by prolonging the fellowship position using the institution's own funds.

### Condition for being granted funds – admittance to a PhD program

For the applicant to receive the granted funds it is a prerequisite that the person in question, according to the host institutions current PhD admittance regulations, is admitted to a PhD program at one of the following universities or university colleges within the health region:

- NTNU
- Nord Universitet avd. Levanger eller Namsos
- Høgskolen i Molde
- Høgskolen i Volda

### Extra funds to cover running costs in fellowship-position

If the running costs for your project are especially high and extra funds are crucial for accomplishing the project, you may apply for up to kr. 600 000 in extra funds to cover these running costs. To apply for this, you have to fill out a [stand-alone form](#) that must be attached with the application in eSøknad. The funds can be freely distributed throughout the span of the project period. You must define what the extra funds will be used for and when you plan to use them. Applications for extra funds to cover running costs in excess of 600 000 NOK will be rejected.

If the evaluating committee consider that extra funds to cover running costs are not deemed necessary for the project's feasibility, the committee may choose to only grant an application for a fellowship position and to reject the application for extra funds to cover running costs.

## Mobility grant

You may apply for a mobility grant as a supplement to all forms of research fellowship applications. The stay abroad must be an integral part of the project. A plan for the stay and for publications done in cooperation with the foreign institution[s] must be described in the project application. You must enter information about destination, duration and rates in the budget module in eSøknad under the tab "Mobility".

You may apply for mobility grant for a period of minimum 3 and maximum 12 months. Grant fund size is according to the rates of the [Research Council of Norway](#). A mobility grant is personal and cannot be transferred to others.

## Required attachments - PhD research fellowship – known candidate

Only two attachments can be uploaded to the application in eSøknad, one of them being the project description. You must assemble all other attachments, required and optional, into one single PDF-document. This must be uploaded under "other attachments" in eSøknad. The "other attachment" file must not exceed 35 pages and should only contain attachments relevant to the application. Attachments cannot be forwarded or sent after application deadline. Applications that lack one or more obligatory attachments are rejected on formal grounds.

### 1. Required attachments 1 – Project description

The project description is to be uploaded as an attachment in eSøknad as a single PDF-file.

### 2. Required attachments 2 – Other required attachments

The following attachments are required and is to be uploaded as a single PDF-file under «Other attachments»:

- The applicant's CV, with a recommended length of 2 pages
- Main Supervisor's CV and list of relevant publications spanning **the last five years**
  - If the main supervisor has not published anything in the last 5 years, the list of publications must begin with an explanation for this and must contain up to 10 relevant publications from the last 15 years.
- Main Supervisor's statement, including an assessment of feasibility
  - The supervisor's statement must contain a description of the project and an assessment of the project's feasibility within the scholarship period. Furthermore, it must contain a description of the candidate, which must be named in writing, and an assessment of the candidate's ability to complete the project. The declaration must be dated and signed by the main supervisor.

If the host and applicant institution is not the same, the following attachment is required

- A completed [management commitment form](#) signed by a leader at the host institution with the appropriate authority. Applications that fall under this requirement and lacks either this attachment or the appropriate signatures are rejected.

Dependent on the applicant's current status of education, the following attachments are required:

- ✓ Master's or Major's degree achieved at an institution in Norway, have received diploma. Required attachment:
  - Diploma [all pages]
- ✓ Master's or Major's degree achieved abroad, have received diploma. Required attachments:
  - Diploma [in English or Norwegian, all pages must be included]
- ✓ Master's Thesis with a passing grade, have not received diploma. Required attachment:
  - Signed documentation from the Student and Academic Section at your faculty or institute, which confirms that your master's thesis is passed

- ✓ Master's Thesis has been submitted for examination. Required attachment:
  - Signed documentation from the Student and Academic Section at your faculty or institute, which confirms that your thesis has been submitted for examination
- ✓ Master's Thesis has not been submitted. Required attachment:
  - Signed statement from main supervisor which describes the student's progression and that confirms that the master's thesis will be submitted within December 31 of the application year

If you apply for extra funds to cover running costs in fellowship position, you are required to:

- Complete and attach the following form to your application: "[Form – Application for extra funds to cover running costs in fellowship position](#)". Be sure to clearly state and justify the purpose and need for these funds. Extra funds will not be granted if this form is missing by the application deadline. Note that the application sums for extra funding must also be entered in the budget module in eSøknad under the tab: "Operating costs" and with funding source: «Application amount for this call [...]

If you apply for mobility grant, you are required to attach:

- An invitation from the collaborating partner institution's research community must be attached to the application.
  - The invitation must name the applicant, contain a description of the work and collaboration planned at the institution and be dated and signed by the head of the academic institution/faculty/institute/research group

### 3. Optional attachments – Other attachments

The following optional attachments may be added to the joint PDF-file that is to be uploaded under «other attachments»:

- The applicant's list of relevant publications spanning **the last five years**. Be sure to distinguish research papers from other kinds of publications. Only include relevant publications.
- Detailed plan of progress/activity plan
- A budget which specifies activity and investment costs in further detail
- Letter of recommendation
- Statement[s] from external source[s] of finance
- Other relevant attachments

### 4. Requirements for forwarding documentation of finished exams

Applicants who are granted funds and who has not taken and passed all of their program exams at time of application, must forward signed documentation from the Student and Academic Section at their faculty or institute within December 31. The documentation must include the student's current transcripts, and a confirmation that states that the applicant has taken all required exams not included in the transcript. The documentation must be sent to the secretariat for Samarbeidsorganet on email [samarbeidsorganet@helse-midt.no](mailto:samarbeidsorganet@helse-midt.no).

Candidates with PhD fellowships employment financed by funds granted from The Central Norway RHA are required to forward a proof of admittance to a PhD program at one of the qualified host institutions within December 31 of the year the project starts. The proof of admittance, signed by the Student and Academic Section at your faculty or institute is to be sent to the secretariat of Samarbeidsorganet on email [samarbeidsorganet@helse-midt.no](mailto:samarbeidsorganet@helse-midt.no).

## PhD research fellowship – unknown candidate

Fellowships are temporary educational positions meant for employees who seek an academic career and/or a clinical career through increased research expertise. All fellowships are granted the same lump sum, which equals to [Forskningsrådets rates for financing PhD- and Post-doctor fellowships](#). The grant is to cover wages, social costs, indirect costs and costs of operation.

The main supervisor must be registered as «Main supervisor (applicant)» in [eSøknad](#).

When you are granted a PhD research fellowship - unknown candidate, the position must be publicly advertised. An applicant that is granted funds in this category is not allowed to promote a candidate as if being awarded a fellowship in the "known candidate" category.

The hiring institution is responsible to follow all current laws, acts and regulations that governs the employment of candidates in fellowship positions granted of Samarbeidsorganet

### Employment details

A PhD fellowship is granted for a period that equals 3 full-time equivalents (FTEs) without duties.

The main rule is that the candidate is hired in a full-time position, but one may also apply for a part-time position of minimum 50% provided that the research is combined with a clinical or teaching position after receiving the grant. Please use the application form on our website: "[Søknadsskjema for endringer i pågående prosjekter](#)" [only in Norwegian].

### Can required duties be included in the fellowship-positions?

Samarbeidsorganet do not allow using granted funds for any forms for required duties. The host institution may choose to add duties to the fellowship position by prolonging the fellowship position using the institution's own funds.

### Condition for being granted funds – admittance to a PhD program

For the applicant to receive the granted funds it is a prerequisite that the person in question, according to the host institutions current PhD admittance regulations, is admitted to a PhD program at one of the following universities or university colleges within the health region:

- NTNU
- Nord Universitet avd. Levanger eller Namsos
- Høgskolen i Molde
- Høgskolen i Volda

### Extra funds to cover running costs in fellowship-position

If the running costs for your project are especially high and extra funds are crucial for accomplishing the project, you may apply for up to kr. 600 000 in extra funds to cover these running costs. To apply for this, you have to fill out a [stand-alone form](#) that must be attached with the application in eSøknad. The funds can be freely distributed throughout the span of the project period. You must define what the extra funds will be used for and when you plan to use them. Applications for extra funds to cover running costs in excess of 600 000 NOK will be rejected.

If the evaluating committee consider that extra funds to cover running costs are not deemed necessary for the project's feasibility, the committee may choose to only grant an application for a fellowship position and to reject a the application for extra funds to cover running costs.

### Mobility grant

You may apply for a mobility grant as a supplement to all forms of research fellowship applications. The stay abroad must be an integral part of the project. A plan for the stay and for publications done in cooperation with the foreign institution[s] must be described in the project application. You must enter information about destination, duration and rates in the budget module in eSøknad under the tab "Mobility".

You may apply for mobility grant for a period of minimum 3 and maximum 12 months. Grant fund size is according to the rates of the [Research Council of Norway](#). A mobility grant is personal and cannot be transferred to others.

## Required attachments - PhD research fellowship – unknown candidate

Only two attachments can be uploaded to the application in eSøknad, one of them being the project description. You must assemble all other attachments, required and optional, into one single PDF-document. This must be uploaded under “other attachments” in eSøknad. The “other attachment” file must not exceed 35 pages and should only contain attachments relevant to the application. Attachments cannot be forwarded or sent after application deadline. Applications that lack one or more obligatory attachments are rejected on formal grounds.

### 1. Required attachments 1 – Project description

The project description is to be uploaded as an attachment in eSøknad as a single PDF-file.

### 2. Required attachments 2 – Other required attachments

The following attachments are required and is to be uploaded as a single PDF-file under «Other attachments»:

- The applicant’s CV, with a recommended length of 2 pages
- The applicant’s list of relevant publications spanning **the last five years**. Be sure to distinguish research papers from other kinds of publications
  - If the applicant has not published anything in the last 5 years, the list of publications must begin with an explanation of the reason for this and must contain up to 10 relevant publications from the last 15 years.

If the host- and applicant institution is not the same, the following attachment is required

- A completed [management commitment form](#) signed by a leader at the host institution with the appropriate authority. Applications that fall under this requirement and lacks either this attachment or the appropriate signatures are rejected.

If you apply for extra funds to cover running costs in fellowship position, you are required to:

- Complete and attach the following form to your application: “[Form – Application for extra funds to cover running costs in fellowship position](#)”. Be sure to clearly state and justify the purpose- and need for these funds. Additional operating assets will not be granted if this form is missing by the application deadline. Note that the application sums must also be entered in the budget module in eSøknad under the tab: “Operating costs» and with funding source: «Application amount for this call [...]»

If you apply for mobility grant, you are required to attach:

- An invitation from the collaborating partner institution’s research community must be attached to the application.
  - The invitation must name the applicant, contain a description of the work and collaboration planned at the institution and be dated and signed by the head of the academic institution/faculty/institute/research group

### 3. Optional attachments – Other attachments

The following optional attachments may be added to the joint PDF-file that is to be uploaded under «other attachments»:

- Detailed plan of progress/activity plan
- A budget which specifies activity and investment costs in further detail

- Letter of recommendation
- Statement[s] from external source[s] of finance
- Other relevant attachments

#### 4. Requirements for forwarding documentation of finished exams

The candidate that is employed in the PhD position that is granted funds are required to forward proof of admittance to a PhD program at one of the qualified host institution within December 31 of the year the project starts.

The proof of admittance, signed by the Student and Academic Section at your faculty or institute is to be sent to the secretariat of Samarbeidsorganet on email [samarbeidsorganet@helse-midt.no](mailto:samarbeidsorganet@helse-midt.no).

#### Postdoctoral research fellowship

Postdoctoral fellowships are meant for researchers with doctoral degrees who have an ambition for further academic development and qualification. All fellowships are granted the same lump sum, which equals to [Forskningsrådets rates for financing PhD- and Post-doctor fellowships](#). The grant is to cover wages, social costs, indirect costs and costs of operation.

The Postdoctoral candidate must be registered as «Postdoctoral fellow (applicant)» in [eSøknad](#). It is required that the applicant's PhD-thesis must have been submitted for evaluation within December 31 the year of application and the candidate must hold a doctoral degree within a relevant area of subject before employment.

It is only possible to apply for a Postdoctoral fellowship with known candidates. Individuals who have previously completed a tenure of office as a Postdoctoral fellow at the given host institution, cannot apply.

Applicants for postdoctoral fellowships must establish a supervisor/professional adviser relationship. The supervisor or advisor has a duty to follow up the employee with professional advice. It is required that the supervisor/professional advisor must be an employee at one of the qualified academic institutions accredited to grant a doctoral degree in the region with a minimum of 20% employment in the institution.

The hiring institution is responsible to follow all current laws, acts and regulations that governs the employment of candidates in fellowship positions granted of Samarbeidsorganet

#### Employment details

A Postdoctoral fellowship is granted for a period that equals minimum 2 and a maximum 3 full-time equivalents (FTAs) without duties. View the following regulations to learn more about the general terms regulating employment in fellowships: [Forskrift om ansettelsesvilkår for stilling som postdoktor, stipendiat, vitenskapelig assistent og spesialistkandidat § 1-2.\(4\)](#). Applications for positions that go below the minimum or that exceeds the maximum full-time equivalents allowed, will be rejected.

The main rule is that the candidate is hired in a full-time position, but one may also apply for a part-time position of minimum 50% if the research is combined with a clinical or teaching position. This needs to be justified specifically in the application. Note that it is only possible to enter a 50% or 100% position in the budget in eSøknad. If you wish other percentages of employment, you will have to apply for this after having received a grant. Please use the application form on our website: ["Søknadsskjema for endringer i pågående prosjekter"](#) [only in Norwegian].

#### Can required duties be included in the fellowship-positions?

Samarbeidsorganet do not allow using granted funds for any forms for required duties. The host institution may choose to add duties to the fellowship position by prolonging the fellowship position using the institution's own funds.

#### Condition for being granted funds – hiring institution

A prerequisite for being granted a fellowship is that the Postdoctor fellow is hired at one of the following institutions within the health region:

- NTNU



- Nord Universitet avd. Levanger or Namsos
- Høgskolen i Molde
- Høgskolen i Volda
- The Health trust
- A private institution that has an agreement with HMN-RHF

### Extra funds to cover running costs in fellowship-position

If the running costs for your project are especially high and extra funds are crucial for accomplishing the project, you may apply for up to kr. 600 000 in extra funds to cover these running costs. To apply for this, you have to fill out a [stand-alone form](#) that must be attached with the application in eSøknad. The funds can be freely distributed throughout the span of the project period. You must define what the extra funds will be used for and when you plan to use them. Applications for extra funds to cover running costs in excess of 600 000 NOK will be rejected.

If the evaluating committee consider that extra funds to cover running costs are not deemed necessary for the project's feasibility, the committee may choose to only grant an application for a fellowship position and to reject a the application for extra funds to cover running costs.

### Mobility grant

You may apply for a mobility grant as a supplement to all forms of research fellowship applications. The stay abroad must be an integral part of the project. A plan for the stay and for publications done in cooperation with the foreign institution[s] must be described in the project application. You must enter information about destination, duration and rates in the budget module in eSøknad under the tab "Mobility".

You may apply for mobility grant for a period of minimum 3 and maximum 12 months. Grant fund size is according to the rates of the [Research Council of Norway](#). A mobility grant is personal and cannot be transferred to others.

## Required attachments - Postdoctoral research fellowship

Only two attachments can be uploaded to the application in eSøknad, one of them being the project description. You must assemble all other attachments, required and optional, into one single PDF-document. This must be uploaded under "other attachments" in eSøknad. The "other attachment" file must not exceed 35 pages and should only contain attachments relevant to the application. Attachments cannot be forwarded or sent after application deadline. Applications that lack one or more obligatory attachments are rejected on formal grounds.

### 1. Required attachments 1 – Project description

The project description is to be uploaded as an attachment in eSøknad as a single PDF-file.

### 2. Required attachments 2 – Other required attachments

The following attachments are required and is to be uploaded as a single PDF-file under «Other attachments»:

- The applicant's CV, with a recommended length of 2 pages
- The applicant's list of relevant publications spanning **the last five years**. Be sure to distinguish research papers from other kinds of publications.
  - If the applicant has not published anything in the last 5 years, the list of publications must begin with an explanation of the reason for this and must contain up to 10 relevant publications from the last 15 years.
- Main Supervisor's or professional advisor's CV and list of relevant publications spanning **the last five years**
  - If the main supervisor/professional advisor has not published anything in the last 5 years, the list of publications must begin with an explanation of the reason for this and must contain up to 10 relevant publications from the last 15 years.

If the host- and applicant institution is not the same, the following attachment is required



- A completed [management commitment form](#) signed by a leader at the host institution with the appropriate authority. Applications that fall under this requirement and lacks either this attachment or the appropriate signatures are rejected.

Dependent on the applicant's current Ph.D.-status, the following attachments are required:

- ✓ Doctorate achieved at an institution in Norway, have received diploma. Required attachment:
  - Diploma [all pages]
- ✓ Doctorate achieved abroad, have received diploma. Required attachments:
  - Diploma [in English or Norwegian, all pages must be included]
- ✓ Thesis has been defended and approved, have not received diploma. Required attachment:
  - Signed documentation from the Student and Academic Section at your faculty or institute, which confirms that your thesis is approved.
- ✓ Thesis has been submitted. Required attachment:
  - Signed documentation from the Student and Academic Section at your faculty or institute, which confirms that your thesis has been submitted.
- ✓ Thesis has not been submitted. Required attachment:
  - Signed statement from main supervisor which describes the candidate's progression, and which confirms that the thesis will be submitted within December 31 of the application year.

If you apply for extra funds to cover running costs in fellowship position, you are required to:

- Complete and attach the following form to your application: "[Form – Application for extra funds to cover running costs in fellowship position](#)". Be sure to clearly state and justify the purpose and need for these funds. Extra funds will not be granted if this form is missing by the application deadline. Note that the application sums for extra funding must also be entered in the budget module in eSøknad under the tab: "Operating costs" and with funding source: «Application amount for this call [...]

If you apply for mobility grant, you are required to attach:

- An invitation from the collaborating partner institution's research community must be attached to the application.
  - The invitation must name the applicant, contain a description of the work and collaboration planned at the institution and be dated and signed by the head of the academic institution/faculty/institute/research group

### 3. Optional attachments – Other attachments

The following optional attachments may be added to the joint PDF-file that is to be uploaded under «other attachments»:

- Detailed plan of progress/activity plan
- A budget which specifies activity and investment costs in further detail
- Letter of recommendation
- Statement[s] from external source[s] of finance
- Other relevant attachments

### 4. Required document forwarding

Applicants who are granted funds and who has not submitted their thesis at time of application, must forward signed documentation from the Student and Academic Section at their faculty or institute within December 31. The documentation must confirm that they have submitted their thesis for evaluation. The documentation should be sent to the secretariat for Samarbeidsorganet on email [samarbeidsorganet@helse-midt.no](mailto:samarbeidsorganet@helse-midt.no).

Candidates who are employed in Postdoctoral fellowships financed by funds granted from The Central Norway RHA are required to forward a proof of having achieved a doctor's degree well within the date of planned project start, to the secretariat for Samarbeidsorganet on email [samarbeidsorganet@helse-midt.no](mailto:samarbeidsorganet@helse-midt.no).

- ✓ If the doctorate is achieved at an institution in Norway, forward:
  - Diploma [all pages]
- ✓ If the doctorate is achieved abroad, forward:
  - Diploma [in English or Norwegian, all pages must be included]

## Researcher fellowship

Applicants for researcher fellowships must have a doctoral degree and in addition have completed a postdoctoral period or equivalent of at least 2 years duration [2 FTAs] within the relevant subject area within the research scholarship's start date in order to apply. It is not possible to apply for a research fellowship with an unknown candidate.

The Researcher-candidate must be registered as «Researcher (applicant)» in the application in [eSøknad](#).

All fellowships are granted the same lump sum, which equals to [Forskningsrådets rates for financing PhD- and Post-doctor fellowships](#). The grant is to cover wages, social costs, indirect costs and costs of operation.

The hiring institution is responsible to follow all current laws, acts and regulations that governs the employment of candidates in fellowship positions granted of Samarbeidsorganet

## Employment details

A Research fellowship is granted for a maximum period that equals to 3 full-time equivalents (FTAs) without duties.

The main rule is that the candidate is hired in a full-time position, but one may also apply for a part-time position of minimum 50% if the research is combined with a clinical or teaching position. This needs to be justified specifically in the application. Note that it is only possible to enter a 50% or 100% position in the budget in eSøknad. If you wish other percentages of employment, you will have to apply for this after having received a grant. Please use the application form on our website: "[Søknadsskjema for endringer i pågående prosjekter](#)" [only in Norwegian].

## Can required duties be included in the fellowship-positions?

Samarbeidsorganet do not allow using granted funds for any forms for required duties. The host institution may choose to add duties to the fellowship position by prolonging the fellowship position using the institution's own funds.

## Condition for being granted funds – hiring institution

A prerequisite for being granted a fellowship is that the Researcher fellow is hired at one of the following institutions within the health-region:

- NTNU
- Nord Universitet avd. Levanger or Namsos
- Høgskolen i Molde
- Høgskolen i Volda
- The Health trust
- A private institution that has an agreement with HMN-RHF

## Extra funds to cover running costs in fellowship-position

If the running costs for your project are especially high and extra funds are crucial for accomplishing the project, you may apply for up to kr. 600 000 in extra funds to cover these running costs. To apply for this, you have to fill out a [stand-alone form](#) that must be attached with the application in eSøknad. The funds can be freely distributed throughout the span of the project period. You must define what the extra funds will be used

for and when you plan to use them. Applications for extra funds to cover running costs in excess of 600 000 NOK will be rejected.

If the evaluating committee consider that extra funds to cover running costs are not deemed necessary for the project's feasibility, the committee may choose to only grant an application for a fellowship position and to reject the application for extra funds to cover running costs.

### Mobility grant

You may apply for a mobility grant as a supplement to all forms of research fellowship applications. The stay abroad must be an integral part of the project. A plan for the stay and for publications done in cooperation with the foreign institution[s] must be described in the project application. You must enter information about destination, duration and rates in the budget module in eSøknad under the tab "Mobility".

You may apply for mobility grant for a period of minimum 3 and maximum 12 months. Grant fund size is according to the rates of the [Research Council of Norway](#). A mobility grant is personal and cannot be transferred to others.

## Required attachments – Researcher fellowship

Only two attachments can be uploaded to the application in eSøknad, one of them being the project description. You must assemble all other attachments, required and optional, into one single PDF-document. This must be uploaded under "other attachments" in eSøknad. The "other attachment" file must not exceed 35 pages and should only contain attachments relevant to the application. Attachments cannot be forwarded or sent after application deadline. Applications that lack one or more obligatory attachments are rejected on formal grounds.

### 1. Required attachments 1 – Project description

The project description is to be uploaded as an attachment in eSøknad as a single PDF-file.

### 2. Required attachments 2 – Other required attachments

The following attachments are required and is to be uploaded as a single PDF-file under «Other attachments»:

- The applicant's CV, with a recommended length of 2 pages
- The applicant's list of relevant publications spanning **the last five years**. Be sure to distinguish research papers from other kinds of publications.
  - If the applicant has not published anything in the last 5 years, the list of publications must begin with an explanation of the reason for this and must contain up to 10 relevant publications from the last 15 years.
- Doctorate diploma [in English or Norwegian, all pages must be included]

If the host- and applicant institution is not the same, the following attachment is required

- A completed [management commitment form](#) signed by a leader at the host institution with the appropriate authority. Applications that fall under this requirement and lacks either this attachment or the appropriate signatures are rejected.

If you have completed minimum 2-year full-time postdoctoral position [or equivalent], the following attachment is required:

- Self-declaration that a minimum of 2-year full-time postdoctoral position or equivalent has been completed. The declaration must contain a short description of the work, subject area, a list of publications (including planned publications and/or publications under review), subject area, place of work and time period, as well as the name, position and title of professional advisor/supervisor [if relevant]. The document must be dated and signed by the applicant.

If you **have not** completed minimum 2-year full-time postdoctoral position [or equivalent] at time of application, the following attachment is required:

- Confirmation from your employer that you will complete a full-time postdoctoral position of minimum 2-years full-time duration within the deadline for project start.

If you apply for extra funds to cover running costs in fellowship position, you are required to:

- Complete and attach the following form to your application: [“Form – Application for extra funds to cover running costs in fellowship position”](#). Be sure to clearly state and justify the purpose and need for these funds. Extra funds will not be granted if this form is missing by the application deadline. Note that the application sums for extra funding must also be entered in the budget module in eSøknad under the tab: “Operating costs” and with funding source: «Application amount for this call [...]»

If you apply for mobility grant, you are required to attach:

- An invitation from the collaborating partner institution’s research community must be attached to the application.
  - The invitation must name the applicant, contain a description of the work and collaboration planned at the institution and be dated and signed by the head of the academic institution/faculty/institute/research group

### 3. Optional attachments – Other attachments

The following optional attachments may be added to the joint PDF-file that is to be uploaded under «other attachments»:

- Detailed plan of progress/activity plan
- A budget which specifies activity and investment costs in further detail
- Letter of recommendation
- Statement[s] from external source[s] of finance
- Other relevant attachments

### Innovation focused fellowships

The Central Norway RHA defines innovation as “development of new products, services or forms of organization, which contribute to a strengthened health services and added value through quality improvement, improved work processes and increased patient and employee safety.

#### You may apply for the following fellowships

- Innovation focused PhD research fellowships, known candidate
- Innovation focused PhD research fellowships, unknown candidate
- Innovation focused Postdoctoral research fellowship
- Innovation focused Researcher fellowship

All the above-mentioned fellowships fall under the same guidelines, requirements and regulations that holds for applications for corresponding to the non-innovation-focused fellowships described in this document.

When applying through eSøknad choose the appropriate innovation focused fellowship and register the “applicant” in accordance to the application guidelines for the corresponding non-innovation fellowships.

### Conditions for applying

Innovation involves creating new solutions and advances that are useful and that meet one or several needs in the health services. The innovation aspect must be genuine, concrete and research based.

Examples of innovation include the development of products and processes, for example methods, materials and equipment for use in medical prevention, diagnosis, treatment and rehabilitation. Innovation may also

involve the development of solutions that link technology and services or methods for productivity improvement and models for leadership and organization.

If you apply for an innovation-focused fellowship, you are not entitled to apply for a non-innovation fellowship with an identical project description at the same time.

A separate academic committee evaluates applications that fall within this category and applicants may be called for an interview as part of the evaluation.

### Required attachment for Innovation focused fellowships

Innovation focused fellowships must follow all requirements that follows the equivalent non-innovation focused fellowship-categories in this call for proposals:

- [Required attachments – PhD research fellowship – known candidate](#)
- [Required attachments – PhD research fellowship – unknown candidate](#)
- [Required attachments – Postdoctoral research fellowship](#)
- [Required attachments – Researcher fellowship](#)

Applications for Innovation focused fellowships must also attach a completed separate form:

- [Form - Application for innovation focused fellowships](#), which clearly describes the innovative aspect of the project. The form must not exceed 5 pages.

### Mobility grant

You may apply for a mobility grant as part of an application to any of the research fellowships or as a stand-alone mobility application.

#### Conditions for being granted mobility funds

In order to receive a mobility grant it is a prerequisite that the planned stay abroad is research-related and that there exists a plan for publications in cooperation with the foreign institution[s], which must be described in the project application. A health trust in the Mid-Norway-region must be listed as an affiliation on the publicized research paper[s].

You may apply for mobility grant for a period of minimum 3 and maximum 12 months. Grant fund size is according to the rates of the [Research Council of Norway](#). A mobility grant is personal and cannot be transferred to others.

The grant is disbursed to the host institution in which the researcher or fellowship holder is associated. The institution is responsible for that the grant is used in accordance with the terms and conditions of the funding allocation.

The actual costs associated with the research stay are to be specified in the final accounts that accompany the final report. Funding that has not been used for the research stay abroad must be repaid in connection with final reporting.

#### Rules for mobility grants

- The stay should not be less than 3 months and not more than 12 months.
- You can only apply for funding for one stay per application.
- The application must include a project description with a professional justification and a plan for your research stay.
- The research stay can be divided into shorter segments as long as the funding is sought as an overall amount in a single application. If a flexible solution such as a disjointed stay abroad is necessary, it must be justified in the project description.

**The following costs are eligible for mobility grant funding:**

- **Stay:** The grant should cover any costs of settling in and other extra costs in connection with the research stay. The host institution decided what costs that are to be covered in connection to the research stay. The host institution must cover additional costs that exceed the lump sum and travel sum.
- **Travel:** Travel costs, one round-trip flight (cheapest mode of travel).

We require that wages during the research stay is covered by either the candidate's employer or through other grants.

Rates for research stays is according to the rates of the [Research Council of Norway for singles and families](#).

**Rules for families of researcher/fellowship holders: For stipendiatens/forskerens familie gjelder følgende regler:**

A family is defined as a fellowship holder/researcher accompanied by a spouse, common-law partner or registered partner and any children. A common-law partner is a person with whom the fellowship holder/researcher has lived in a marriage-like relationship for the past two years or shares a common address.

Applicants may seek funding to cover travel costs for a spouse/partner or children under the age of 18.

The family must reside together with the fellowship holder/researcher for close to or the entire research grant period to be eligible for the family grant rate. Samarbeidsorganet does not cover travel costs for visits by family members while the fellowship holder/researcher stay abroad.

**Application for mobility grant as part of fellowship-applications**

You may apply for a mobility grant as part of- an application for PhD, Post-doctor and Researcher fellowships. The stay abroad must be an integral part of the project and a plan for the stay must be provided.

**Application for mobility grant as stand-alone application**

You may apply for a stand-alone mobility grant if you are employed at a health trust, university or university college in the region in either a fellowship or academic position.

When applying through [eSøknad](#) the grant recipient must register as «Project manager (applicant)».

Foreign-based candidates, who are affiliated with [Global health](#) projects, may apply for a stand-alone mobility grant to stay in Norway. Note that this only applicable for projects that are affiliated with the joint effort on global health between the Faculty of Medicine and Health sciences, NTNU and St. Olavs Hospital, which cooperates with the following countries: *Nepal, Malawi, Sierra Leone, Tanzania and South-Africa*.

**Required attachment – Mobility grant**

Only two attachments can be uploaded to the application in eSøknad, one of them being the project description. You must assemble all other attachments, required and optional, into one single PDF-document. This must be uploaded under "other attachments" in eSøknad. The "other attachment" file must not exceed 35 pages and should only contain attachments relevant to the application. Attachments cannot be forwarded or sent after application deadline. Applications that lack one or more obligatory attachments are rejected on formal grounds.

**1. Required attachments 1 – Project description**

The project description is to be uploaded as an attachment in eSøknad as a single PDF-file. Project description must not exceed 5 pages. Applications that exceed this limitation will be rejected.

**2. Required attachments 2 – Other required attachments**

The following attachments are required and is to be uploaded as a single PDF-file under «Other attachments»:

- The applicant's CV, with a recommended length of 2 pages
- The applicant's list of relevant publications spanning **the last five years**. Be sure to distinguish research papers from other kinds of publications
  - If the applicant has not published anything in the last 5 years, the list of publications must begin with an explanation of the reason for this and must contain up to 10 relevant publications from the last 15 years.
- An invitation from the collaborating partner's institution research community
  - The invitation must name the applicant, contain a description of the work and collaboration planned at the institution and be dated and signed by the head of the academic institution/faculty/institute/research group

If the host- and applicant institution is not the same, the following attachment is required

- A completed [management commitment form](#) signed by a leader at the host institution with the appropriate authority. Applications that fall under this requirement and lacks either this attachment or the appropriate signatures are rejected.

## Project funds

Project funds are intended for research projects of higher scientific quality. They are also intended for developing new and more robust research groups and in the longer term to enable the group to compete for larger external funds. The application must therefore include a research-group development plan and a plan which pinpoints research continuation during and after the project period in the project description.

You may apply for kr. 500 000 – 1 500 000 per year for a period of 1-3 years. You may apply for a total of 4.5 million NOK for the entire project period.

The project manager must be registered as «Project manager (applicant)» in the application in [eSøknad](#).

Project managers who have previously received funding for multi-year research projects or project funds from the Central Norway Regional Health Authority, where more than one year of the funding remains at the end of the year of application are not entitled to apply.

The hiring institution is responsible to follow all current laws, acts and regulations that governs any employments that are initiated of grants given from Samarbeidsorganet.

### What expenses can be covered with these funds?

The project funds can be used to cover most expenses that are directly and/or indirectly related to accomplishing the research project:

- Rental / use of equipment and services [Ex. local, regional, or national research infrastructures]
- Purchase of equipment
- Database solutions
- Biobank [collection, storage and/or use of biological material shall be organized through Biobank1]

Positions [employment/free purchase/hiring]

- Technical and administrative staff, such as research support/study staff/lab technician/research nurse etc.
- Replacement for applicants in clinical positions who intend to carry out research work

### What expenses can not be covered with these funds?

It is not allowed to use project funds to in any part finance fellowship or academic positions such as:

- PhD fellowships
- Post-doctor fellowships

It is not allowed to apply for extra funds to cover running costs or to apply for a mobility grant within the application category "Project funds".



## Required attachments – Project funds

Only two attachments can be uploaded to the application in eSøknad, one of them being the project description. You must assemble all other attachments, required and optional, into one single PDF-document. This must be uploaded under “other attachments” in eSøknad. The “other attachment” file must not exceed 35 pages and should only contain attachments relevant to the application. Attachments cannot be forwarded or sent after application deadline. Applications that lack one or more obligatory attachments are rejected on formal grounds.

### 1. Required attachments 1 – Project description

The project description is to be uploaded as an attachment in eSøknad as a single PDF-file.

### 2. Required attachments 2 – Other required attachments

The following attachments are required and is to be uploaded as a single PDF-file under «Other attachments»:

- The applicant’s CV, with a recommended length of 2 pages
- The applicant’s list of relevant publications spanning **the last five years**. [relevant publications by the research group may be included] Be sure to distinguish research papers from other kinds of publications
  - If the applicant has not published anything in the last 5 years, the list of publications must begin with an explanation of the reason for this and must contain up to 10 relevant publications from the last 15 years.

If the host- and applicant institution is not the same, the following attachment is required

- A completed [management commitment form](#) signed by a leader at the host institution with the appropriate authority. Applications that fall under this requirement and lacks either this attachment or the appropriate signatures are rejected.

### 3. Optional attachments – Other attachments

The following optional attachments may be added to the joint PDF-file that is to be uploaded under «other attachments»:

- Detailed plan of progress/activity plan
- A budget which specifies activity- and investment costs in further detail
- Letter of recommendation
- Statement[s] from external source[s] of finance
- Other relevant attachments