

# GUIDELINES, REQUIREMENTS AND REGULATIONS

## FOR APPLICATIONS FOR FUNDING OF FELLOWSHIP GRANTS AND PROJECTS

### FROM SAMARBEIDSORGANET

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## Call for proposals for research funding for 2026

Samarbeidsorganet has decided to announce a call for proposals for research funds within the following categories:

1. PhD research fellowship (3 years)
2. Postdoctoral research fellowship (3 years)
3. Researcher fellowship (maximum 3 years)
4. Project funds (application range NOK 500,000 – 1.5 million per year for 1-3 years)

The application deadline is 2 June 2025, at 15:00.

### «Applicant institution» and host institution»

In applications for funding from Samarbeidsorganet, a distinction is made between "applicant institution" and "host institution". *The applicant institution* must be a clinic at a health trust in Central Norway region. *The host institution* will manage the funds allocated by Samarbeidsorganet. The applicant institution and the host institution may be the same entity.

Approved host institutions are health trusts, university colleges and universities within the health region, or private-sector parties that have an agreement with Central Norway Regional Health Authority. If the host institution is different from the applicant institution, the application must include a signed management commitment form.

### eSøknad

Central Norway Regional Health Authority use eSøknad as application system for calls for research proposals. All applications must be submitted through [eSøknad](#).

## 1. PhD research fellowships

PhD positions are temporary educational positions and are intended for employees who want to build a research career and/or who aim for a clinical career through acquired research competence.

Samarbeidsorganet has decided on [annual lump sums for fellowship grants](#). The lump sum shall cover costs for salaries, social costs, indirect costs, as well as operating costs.

The hiring institution, also called the host institution, is responsible for following current laws, acts and regulations that govern the employment of candidates in fellowship positions granted by Samarbeidsorganet. The PhD research fellowship may not be awarded to candidates who have previously completed a tenure of office as a PhD fellow at the given host institution.

### Who can apply?

The main supervisor must be listed as the applicant. It is a requirement that the main and co-supervisor must have a doctoral degree. One of these, normally the main supervisor, must be employed at a university or college in the region. The other may be employed by a health trust in the region. Both must be employed in a minimum 20% position.

### PhD research fellowship with known or unknown candidate

In this category, it is possible to apply for a doctoral scholarship with an unknown or known candidate.

In the case of a **known candidate**, the following requirements apply:

- The candidate must have taken and passed the exam in all courses in his/her study program by 31 December of the application year.
- The applicant must attach or submit valid documentation that the candidate has obtained the academic degree required to be admitted to a doctoral program in the region.

In the event of an **unknown candidate**, the following requirements apply:

- When awarding a doctoral scholarship to an unknown candidate, the position should typically be advertised externally.

### Employment details

PhD fellowships are awarded for a maximum period corresponding to three full-time equivalents (FTE) without teaching duties.

The candidate should be appointed to a 100% position, unless the position is combined with a clinical position or teaching position. The minimum FTE percentage is 50%. There must be a match between the position size, activity plan and budget. It is only possible to apply for a 50% or 100% position in eSøknad. A FTE percentage between 50% and 100% is applicable, however it should be requested following an allocation.

Samarbeidsorganet does not finance teaching duties. The host institution may extend the grant period to add teaching duties if it's covered by other funding.

### Admission to a doctoral program is required

It is a prerequisite for the grant that doctoral candidates are admitted to a doctoral program at one of these following institutions:

- NTNU
- Nord University dept. Levanger or Namsos
- Molde University College
- Volda University College

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

If there are particularly high running costs associated with the project, an application can be made for up to NOK 600,000 in additional operating funds. This is done through a separate form that must be attached to the application. The funds can be freely distributed over the project period, but it must be defined what the funds will be used for and when they are planned to be used. The application sums

must be entered in the budget module in eSøknad under "Running costs" and with the funding source "Application sum for this call".

If the assessment committee considers the additional funding as not necessary for the project's feasibility, the committee may choose to recommend granting the fellowship without additional funding.

### **Mobility grant**

You may apply for a mobility grant as part of the application for a doctorate, postdoctoral or research grant. The stay abroad must then be included as part of the project and carried out during the first year of the project period. Information regarding destination, duration and rates is to be entered in the budget module in eSøknad under the tab "Mobility".

You may apply for a mobility grant for a period of 3-12 months. Grant fund size is according to the rates of [the Research Council](#).

## **Required attachments – PhD fellowships**

It is only possible to upload two attachments in eSøknad: the project description and other attachments. All mandatory and optional attachments must be collected in a single PDF document and uploaded under "Other attachments" in eSøknad. The project description must not exceed 10 pages. The attachments must not exceed 35 pages and should only contain documentation that is relevant to the application.

### **I. Project description**

#### **II. Mandatory attachments**

- The main supervisor's CV. Recommended length of two pages.
- The main supervisor's publication list for the past five years. If the main supervisor has not published anything in the last five 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 institution is not the same as the applicant institution, attach the following:

- A signed management commitment form. It must be signed by the head of department, dean or similar.

When applying for extra funds for a position, attach the following:

- An application form for extra funds to cover running costs.

If the application includes mobility, attach the following:

- Invitation from the foreign academic community at the foreign partner institution. The invitation must contain a description of the work and collaboration planned at the institution. The invitation must be dated and signed by the head of the academic community/institution.
- Template for the mobility grant.

#### **Attachments for known PhD candidates**

- The candidate's CV. Recommended length is two pages.
- The candidate's publication list for the last five years. A clear distinction must be made between scientific articles and other research publications. Only relevant publications should be included.
- Supervisor's statement from the main supervisor. The declaration must include a description of the candidate and the candidate's ability to complete the project.

Documentation of completed education must be attached to the application. The type of documentation depends on the applicant's educational status at the time of application:

- Diploma upon completion of education and receipt of diploma [all aspects of the diploma must be included]. The diploma must be in Norwegian or English.

- Transcript of grades and signed supervisor's declaration in case the degree is not completed and/or diploma is not received. The supervisor's declaration must describe the candidate's progression and confirm that the last exam will be taken, and/or that the master's thesis will be submitted by 31 December in the application year.

### III. Optional Attachments

- Detailed progress plan
- A budget with a detailed description of activities/purchases
- Letters of recommendation
- Assessment from external funding source(s)
- Other relevant attachments

### IV. Forwarding documentation of completed exams

It is not possible to submit documentation in connection with the application assessment. Documentation to be considered in the application process must be submitted within the application deadline.

When allocating funding for doctoral projects with a known candidate, where the candidate has not completed his/her education at the time of application, a diploma or, if applicable, a transcript of grades with signed confirmation from the department that the degree has been obtained must be forwarded to the secretariat of Samarbeidsorganet: [samarbeidsorganet@helse-midt.no](mailto:samarbeidsorganet@helse-midt.no) within 31 December.

The host institution must make sure that candidates appointed to PhD fellowship positions are admitted to a doctoral program in the region during the first year of the fellowship.

## 2. Postdoctoral fellowships

Postdoctoral fellowships are awarded to enable researchers with a doctoral degree to qualify for work in senior scientific positions. Samarbeidsorganet has decided on [annual lump sums for fellowship grants](#). The lump sum shall cover costs for salaries, social costs, indirect costs, as well as operating costs.

The hiring institution, also called the host institution, is responsible for following current laws, acts and regulations that govern the employment of candidates in fellowship positions granted by Samarbeidsorganet.

### Postdoctoral fellowship with known and unknown candidates

It is possible to apply for known and unknown postdoctoral candidates. The applicant is registered with the role of project manager in eSøknad. In the event of a known candidate, the project manager or the postdoctoral candidate is listed as the applicant. Applications for postdoctoral fellowships without a named candidate are submitted by the project manager.

The postdoctoral candidate must have a doctoral degree in a relevant subject area. In the case of a known candidate, it is a requirement that the doctoral thesis must be submitted for assessment by 31 December of the application year. When awarding a postdoctoral fellowship with an unknown candidate, the position must generally be advertised externally.

Funding cannot be granted to people who have previously completed a fixed-term period in the same position category at the host institution in question.

### Requirements for supervision

- If the candidate is listed as the applicant, it is assumed that the postdoctoral fellow is associated with a supervisor/academic adviser.
- In the event of a known or unknown postdoctoral candidate, it is assumed that the project manager undertakes to supervise or act as an academic advisor for the postdoctoral candidate.

It is a requirement that the supervisor must have a doctoral degree and, and as a general rule be employed at one of the doctoral host institutions in the region in a minimum 20% position.

### Full-time equivalent position

Postdoctoral fellowships are awarded for a period corresponding to 3 full-time equivalents without teaching duties, according to Universitets- og høyskoleloven §7-6.

The candidate should be appointed to a 100% position, unless the position is combined with a clinical position or teaching position. The minimum FTE percentage is 50 %. There must be a match between the chosen position size, activity plan and budget. It is only possible to apply for a 50 or 100% position in eSøknad. A FTE percentage between 50 and 100% is applicable, however it should be requested following the allocation.

Samarbeidsorganet does not finance teaching duties. The host institution may extend the grant period to add teaching duties if it's covered by other funding.

### Institution of employment

It is a prerequisite that the postdoctoral candidate is employed at one of the following host institutions in the health region:

- NTNU
- Nord University dept. Levanger or Namsos
- Molde University College
- Volda University College
- Health trusts
- Private institution that has an agreement with HMN RHF

### Extra funds to cover running costs

If there are particularly high operating costs associated with the project, an application can be made for up to NOK 600,000 in additional operating funds. This is done via a separate form that must be attached to the application. The funds can be freely distributed over the project period, but it must be defined what the funds will be used for and when they are planned to be used. The application sums must be entered in the budget module in eSøknad under "Running costs" and with the funding source "Application sum for this call".

If the assessment committee considers the additional funding as not necessary for the project's feasibility, the committee may choose to recommend granting the fellowship without additional funding.

### Mobility grant

You may apply for a mobility grant as part of the application for a doctorate, postdoctoral or research grant. The stay abroad must then be included as part of the project and carried out during the first year of the project period. Information about destination, duration and rates is entered in the budget module in eSøknad under the tab "Mobility".

You may apply for a mobility grant for a period of 3-12 months. Grant fund size is according to the rates of [The Research Council](#).

## Required attachments – Postdoctoral fellowships

It is only possible to upload two attachments in eSøknad: the project description and other attachments. All mandatory and optional attachments must be collected in a single PDF document and uploaded under "Other attachments" in eSøknad. The project description must not exceed 10 pages. The attachments must not exceed 35 pages and should only contain documentation that is relevant to the application.

### I. Project description

#### II. Mandatory attachments

- Applicant CV. Recommended length two pages.
- Applicant publication list for the last five years. A clear distinction must be made between scientific articles and other research publications. Only relevant publications should be included. If the applicant has not published anything in the last five years, the list of publications must begin with an explanation and contain up to 10 relevant publications from the last 15 years.
- In cases where the postdoctoral candidate sends in the application; attach the main supervisor's/ academic coordinator's CV and publication list for the last five years. If the main supervisor/academic coordinator has not published anything in the last 5 years, the publication list must begin with an explanation and contain up to 10 relevant publications from the last 15 years.
- In cases where a project manager applies for a grant funding a *known* candidate; attach the candidate's CV, publication list and the doctoral diploma.

If the host institution is not the same as the applicant institution, attach the following:

- A signed management commitment form. It must be signed by the head of department, dean or similar.

When applying for extra funds for a position, attach the following:

- Application form for extra funds to cover running costs.

If the application includes mobility, attach the following:

- Invitation from the foreign academic community at the foreign partner institution. The invitation must contain a description of the work and collaboration planned at the institution. The invitation must be dated and signed by the head of the academic community/institution.
- Template for the mobility grant.



**Attachment for known postdoctoral candidate**

You must attach documentation of the completed doctoral degree or status of progress on the thesis at the time of application:

- Diploma upon completion of education and receipt of diploma [all aspects of the diploma must be included]. The diploma must be in Norwegian or English.
- Transcript of grades and signed declaration of supervisor if the doctoral degree has not yet been obtained and/or the candidate has not received the diploma. The supervisor's declaration must describe the status of the candidate's progression and confirm that the thesis will be submitted for assessment no later than 31 December.

**III. Optional Attachments**

- Detailed progress plan
- A budget with detailed description of activities/purchases
- Letters of recommendation
- Assessment from external funding source(s)
- Other appendices relevant appendices

**IV. Forwarding documentation of completed doctoral thesis**

It is not possible to submit documentation in connection with the application assessment. All documents to be considered in the application process must be submitted within the application deadline.

When allocating funding for a postdoctoral project with a known candidate, where the candidate has not yet completed his/her doctoral degree at the application deadline, you should submit a signed confirmation from the department which states that the doctoral thesis has been submitted for assessment by 31 December of the application year. Documentation should be sent to the secretariat of Samarbeidsorganet: [samarbeidsorganet@helse-midt.no](mailto:samarbeidsorganet@helse-midt.no)

The host institution must make sure that candidates appointed to a postdoctoral position have achieved the doctoral degree within the start date of the project.

### 3. Researcher fellowships

Applicants for researcher fellowships must have a doctoral degree and in addition have completed a postdoctoral period or equivalent of at least two years' duration in the relevant subject area. The postdoctoral period must be completed before the start of the researcher fellowship. It is not possible to apply for a researcher fellowship with an unknown candidate.

Samarbeidsorganet has decided on [annual lump sums for fellowship grants](#). The lump sum shall cover costs for salaries, social costs, indirect costs, as well as operating costs.

The hiring institution, also called the host institution, is responsible for following current laws, acts and regulations that govern the employment of candidates in fellowship positions granted by Samarbeidsorganet.

#### Full-time equivalent position

Researcher fellowships are awarded for a maximum period corresponding to three full-time equivalents without teaching obligations. Samarbeidsorganet does not finance teaching duties. The host institution may extend the grant period to add teaching duties if it's covered by other funding.

The candidate should be appointed to a 100% position, unless the position is combined with a clinical position or teaching position. There must be a match between the chosen position size, activity plan and budget. It is only possible to apply for a 50% or 100% position in eSøknad. A FTE percentage between 50% and 100% is applicable, however it should be requested following the allocation.

#### Institution of employment

The candidate must be employed at one of the following host institutions within the health region:

- NTNU
- Nord University dept. Levanger or Namsos
- Molde University College
- Volda University College
- Health trusts
- Private institution that has an agreement with HMN-RHF

#### Extra funds to cover running costs in the researcher fellowship

If there are particularly high operating costs associated with the project, an application can be made for up to NOK 600,000 in additional operating funds. This is done via a separate form that must be attached to the application. The funds can be freely distributed over the project period, but it must be defined what the funds will be used for and when they are planned to be used. The application sums must be entered in the budget module in eSøknad under "Running costs" and with the funding source "Application sum for this call".

If the assessment committee considers the additional funding as not necessary for the project's feasibility, the committee may choose to recommend granting the fellowship without additional funding.

#### Mobility grant

You may apply for a mobility grant as part of the application for a doctorate, postdoctoral or researcher grant. The stay abroad must then be included as part of the project and carried out during the first year of the project period. Information about destination, duration and rates should be entered in the budget module in eSøknad under the tab "Mobility".

You may apply for a mobility grant for a period of 3-12 months. Grant fund size is according to the rates of [The Research Council](#).

### Required attachments – Researcher fellowship

It is only possible to upload two attachments in eSøknad: the project description and other attachments. All mandatory and optional attachments must be collected in a single PDF document and uploaded under "Other attachments" in eSøknad. The project description must not exceed 10 pages. The

attachments must not exceed 35 pages and should only contain documentation that is relevant to the application.

## I. Project description

## II. Mandatory attachments

- Applicant CV. Recommended length two pages.
- Applicant publication list for the last five years. A clear distinction must be made between scientific articles and other research publications. Only relevant publications should be included. If the applicant has not published anything in the last five 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.
- Doctoral diploma in Norwegian or English. All pages of the diploma must be included.

You must enclose confirmation of the postdoctoral period:

- Either a *self-declaration* stating that you have completed minimum of 2-year postdoctoral position or equivalent. The declaration must include a brief description of the work, subject area, a list of publications, subject area, place of work and period, as well as the name, position and title of the academic adviser/supervisor.
- Or *confirmation from your employer* that a 2-year postdoctoral position or equivalent will be completed before you start your research fellowship position.

If the host institution is not the same as the applicant institution, attach the following:

- A signed management commitment form. It must be signed by a head of department, dean or similar.

When applying for *extra funds* for a position, attach the following:

- Application form for extra funds to cover running costs.

If the application includes mobility, attach the following:

- Invitation from the foreign academic community at the foreign partner institution. The invitation must contain a description of the work and collaboration planned at the institution. The invitation must be dated and signed by the head of the academic community/institution.
- Template for the mobility grant.

## III. Optional Attachments

- Detailed progress plan
- A budget with detailed description of activities/purchases
- Letters of recommendation
- Assessment from external funding source(s)
- Other appendices relevant appendices

## Mobility grant

You may apply for a mobility grant as part of your application for a doctoral, postdoctoral or research grant. The research stay must be described in the research project and a plan for the stay must be included.

### Prerequisites for allocating mobility grants

In order to get funding for the mobility, it is a prerequisite that the stay is research oriented and that there is a plan for publications in collaboration with a foreign institution. The application must describe the academic objectives and content of the stay, the added value of the stay, its significance for the research environment and competence development, as well as the reasons for the choice of place of residence and foreign partner.

The mobility grant cannot be transferred to others.

### Guidelines for the mobility grant

- You can apply for funding for one stay per application. The stay must have a duration of a minimum of three and a maximum of 12 months.
- The research stay can be divided into several shorter periods, provided that the application for this is made together in one and the same application. If there is a need for such a flexible solution, this must be described in the project description.
- The stay abroad must be completed during the first year of the grant period.

### You can apply for reimbursement of the following expenses

- Residence: The grant is intended to help cover establishment costs and additional expenses in connection with a stay abroad. The host institution of the funds decides which establishment costs and additional expenses will be covered in connection with the stay.
- Travel: coverage of travel expenses (one return trip with the cheapest mode of travel).

Allocated funds for mobility is administered by the host institution. The expenses must not exceed the grant, and we expect that unused funds will be returned. Actual costs related to the stay must be made visible in the final accounts.

It is a prerequisite that salary during the stay abroad is covered via another grant or by the employer.

The rates for research stays abroad follow the [Research Council's rates for single people and families](#).

### Travelling with your family

Family is defined as a research fellow/researcher with a spouse, cohabitant or registered partner and any children. You can apply for reimbursement of travel expenses for a spouse or cohabitant and children under the age of 18. The family members must stay with the research fellow/researcher for the whole or close to the whole period in order to receive support as a family. The collaborative body does not cover travel expenses for the family to visit the research fellow/researcher abroad.

### Global health projects – joint initiative between NTNU and St. Olav's Hospital

It is also possible to apply for support for stays in Norway for candidates based abroad associated with projects in the field of global health. *Please note that this only applies to projects that are linked to the joint initiative on global health between the Faculty of Medicine and Health Sciences, NTNU and St. Olav's Hospital and has collaborations with the following countries: Nepal, Malawi, Sierra Leone, Tanzania and South Africa.*

## Required attachments – Mobility grant

- Template for mobility grant
- Invitation from the academic community at the foreign partner institution. 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 community/institution.

## 4. Project funds

Project funds is intended for research projects of high scientific quality, and to stimulate the development of new and strong research groups that can compete for larger external allocations in the long term. The application must therefore include a plan for the development and continuation of the research group's activities during and after the project period in the project description.

You may apply for funds within the framework of NOK. 500,000 – 1,500,000 per year for 1-3 years. The maximum application amount is NOK 4.5 million for the entire three-year project period.

In cases where personnel are employed by project funds, it is the host institution that is responsible for complying with applicable laws, regulations and agreements for employment.

### What types of costs can be covered with these funds?

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

- Renting/use of equipment and services (e.g. local, regional or national research infrastructures)
- Purchase of equipment
- Database solutions
- Biobank (collection, storage and/or use of biological material)

Positions:

- Replacement for applicants in clinical positions who intend to carry out research work
- Technical-administrative staff (e.g. research support/ study staff/ lab technician/ research nurse etc.)

### The following costs cannot be covered by project funds

Funding awarded from the application type *Project funding* may not be used to fully or partially finance qualification positions and/or academic positions, such as doctoral and postdoctoral positions. It is not possible to apply for additional operating costs related to a position or for a mobility grant in this category.

## Required attachments – Project funds

It is only possible to upload two attachments in eSøknad: the project description and other attachments. All mandatory and optional attachments must be collected in a single PDF document and uploaded under "Other attachments" in eSøknad. The project description must not exceed 10 pages. The attachments must not exceed 35 pages and should only contain documentation that is relevant to the application.

### I. Project description

#### II. Mandatory attachments

- Applicant CV. Recommended length two pages.
- Applicant publication list for the last five years. A clear distinction must be made between scientific articles and other research publications. Only relevant publications should be included. If the applicant has not published anything in the last five years, the list of publications must begin with an explanation and contain up to 10 relevant publications from the last 15 years.

If the host institution is not the same as the applicant institution, attach the following:

- Signed template for management commitment. It must be signed by the head of department, dean or similar.

#### III. Optional Attachments

- Detailed progress plan
- A budget with detailed description of activities/purchases

- Letters of recommendation
- Assessment from external funding source(s)
- Other appendices relevant appendices