



Internal guidelines for nomination to the Wallenberg Scholars programme at the Swedish University of Agricultural Sciences (SLU)

The Wallenberg Scholars programme, funded by the Knut and Alice Wallenberg Foundation (KAW), aims at supporting leading senior researchers at Swedish higher education institutions. The programme offers Swedish universities the opportunity to strengthen strategic areas by nominating individual researchers who can attain international leadership through their research and development potential, and further strengthen the profile of their research area at their university.

The next call for Wallenberg Scholars will open in 2023, with an expected submission deadline of **12 May 2023**. According to the call text, the **Swedish University of Agricultural Sciences (SLU) is welcome to nominate up to seven researchers for the programme, of which at least three must be of the underrepresented gender¹**. In total, KAW invites Swedish universities to nominate 120 candidates. Besides competing with each other, these candidates will also be evaluated against existing Wallenberg Scholars, who will be invited to apply for extension grants without prior nomination procedure.

This document describes the internal process for nominating researchers for the Wallenberg Scholars programme at SLU.

Internal nomination process for Wallenberg Scholars at SLU

- Once KAW has published a call for nominations for the Wallenberg Scholars programme, the Grants Office, in collaboration with the faculty research officers, prepares a document with a time plan and updated information about KAW's guidelines, as well as the internal nomination process at SLU. The information is then disseminated to all department heads and research officers, and is also published on the SLU staff web.
- Researchers who wish to be nominated for the Wallenberg Scholars programme prepare, in agreement with their heads of department, pre-proposals according to the instructions provided in **Appendix 1**, which should be sent to Ansok-KAW@slu.se no later than **16 December 2022**. The department head is responsible for ensuring the application's compliance with prevailing faculty strategies.
- SLU's internal prioritization group² evaluates and ranks all pre-proposals, after which it recommends, with accompanying motivation, the candidates that should be nominated by the Vice-Chancellor.
- The Vice-Chancellor decides on which researchers will be nominated for the Wallenberg Scholars programme.
- The Grants Office contacts all researchers who have been prioritized within SLU to inform them about KAW's guidelines, internal deadlines at SLU and the support offered

¹ Information about the number of nominations that are permitted for each university can be found on KAW's web site (<https://kaw.wallenberg.org/en/calls/2023-wallenberg-scholars>)

² The prioritization group consists of internal evaluators from SLU, with an appropriate balance regarding gender, career stage and research profiles. The group is appointed by the Vice-Chancellor after nomination of candidates from the faculties, please see the document "Uppdragsbeskrivning för prioriteringsgruppen" for further information.

by the Grants Office. Researchers who are not nominated are informed about the prioritization group's reasoning.

- Each nominated researcher, in consultation with the head of department, prepares a draft version of the Vice-Chancellor's support letter, according to the template that is distributed together with the announcement of nominees. The faculty research officers are then informed by the Grants Office, before the support letter is signed by the Vice-Chancellor.
- The nominated researchers are responsible for submitting their own application as per KAW's instructions, summarized in **Appendix 2**, via KAW's application portal by the deadline (12 May 2023).

KAW's guidelines for applications to Wallenberg Scholars

The Wallenberg Scholars programme aims to give the selected researchers an opportunity to address difficult and long-standing research questions and engage in ambitious projects in order to achieve an even greater international impact of their research. According to the call text, the following guidelines apply to Wallenberg Scholars:

- The Wallenberg Scholars programme is open to researchers in all scientific disciplines, but it accepts the largest number of researchers working in areas prioritized by KAW, i.e. natural sciences, technology and medicine.
- The fundamental objective of KAW is to support basic research of the highest international standard.
- The target group for the programme is well-established researchers who are international leaders in their respective research fields.
- Researchers who are nominated for the Wallenberg Scholars programme must have a permanent position at a Swedish university and spend at least 70% of their working time in Sweden.
- Each Wallenberg Scholar receives SEK 3.6 million per year over a 5-year period. A maximum of 20% of this amount may be used for indirect costs and rent.
- The nominating university must co-fund the programme by covering indirect and rental costs not provided by the foundation, which are covered centrally at SLU.
- Nominations should be registered electronically via the foundation's application portal.
- Nominated researchers will compete against each other, as well as against existing Wallenberg Scholars who will be invited to apply for a prolongation grant in conjunction with this call, without prior nomination by their universities.
- The foundation expects that researchers who are awarded a Wallenberg Scholars grant will maintain the funding currently provided by their universities, throughout the funding period.

Guidelines for existing Wallenberg Scholars, VR's distinguished professors and Clinical Scholars

- Existing Scholars will be invited to apply for a prolongation grant without prior nomination by their universities. Attached to the application, the researcher needs to submit a certificate stating that the university is prepared to co-fund the programme by covering indirect and rental costs not provided by the foundation (i.e. costs exceeding 20

%). If this cannot be ensured by the university, the applicant needs to be prepared to cover these costs from other sources and convey this to the foundation in writing.

- Existing Scholars at SLU who intend to apply for a prolongation grant are encouraged to contact the relevant heads of department as soon as possible to discuss the co-funding of indirect and rental costs that are not covered by the foundation.
- Researchers holding VR's distinguished professorships appointed in 2014 are allowed to apply for an extension. Distinguished professors appointed in 2016 and 2018 are also allowed to apply but will, in the event of a positive outcome, receive a reduced funding level. Professors appointed in 2020 and 2022 are not allowed to apply for an extension.
- Prolongation of Clinical Scholars is considered separately. Universities are invited to nominate Clinical Scholars for the 2023 call; however, in the event of a positive outcome the remaining part of the existing clinical grant will be deducted from the prolongation grant.

» **Complete guidelines for Wallenberg Scholars are available (in Swedish) at:**

<https://kaw.wallenberg.org/utlysningar/2023-nominering-till-wallenberg-scholars>

» **The Wallenberg foundations application portal:** <https://kawansokan.wallenberg.org/en/>

Time plan

Date	Responsible person/unit	Task
15 October 2022 (latest)	Grants Office	Updated information about KAW's guidelines for Wallenberg Scholars, SLU's internal nomination process and time plan is sent out to all department heads and faculty research officers. The information is also published on the SLU staff web.
16 December	Researcher, in agreement with Head of Department	Deadline for submission of pre-proposals to Wallenberg Scholars to Ansok-KAW@slu.se . The department head is responsible for ensuring the application's compliance with prevailing faculty strategies. A copy of the pre-proposal should be sent to the head of the nominating department and the relevant faculty research officer (see contact information below).
20 December - 20 January (2023)	Prioritization group	Remote individual assessment of the submitted pre-proposals for nomination for the Wallenberg Scholars programme.
23-31 January	Prioritization group	Panel meeting during which the prioritization group develops a joint proposal to the Vice-Chancellor to recommend the SLU researchers that should be nominated for the Wallenberg Scholars programme, based on KAW's assessment criteria (detailed in Appendix 3).
1-10 February	Vice-Chancellor	The Vice-Chancellor decides on which researchers at SLU will be nominated for the Wallenberg Scholars programme.

10 February	Grants Office	The Grants Office contacts all researchers who have been nominated within SLU (with cc to the concerned Head of department and research officer) to inform about KAW's guidelines, internal deadlines at SLU and the support offered by Grants Office. The reasoning for why a researcher was not nominated will be communicated to the concerned researchers.
10 February – 12 May	Researcher + Grants Office	The nominated researchers complete their Wallenberg Scholars applications with support from the Grants Office.
17 April	Researcher + Head of Department	Proposed text for the Vice-Chancellor's support letter, according to the template, is sent to Ansok-KAW@slu.se .
17 April	Researcher	A complete budget proposal, made in the SLU project calculator is submitted to frank.sterner@slu.se for approval. An approved budget also signifies as an official notification of the potential need for central co-funding.
5 May	Vice-Chancellor + Grants Office	Support letters signed by the Vice-Chancellor are sent out to the nominated researchers by the Grants Office from Ansok-KAW@slu.se (with cc to the relevant faculty research officer).
12 May	Researcher	Deadline for submitting the final Wallenberg Scholars application to KAW. The nominated researchers are responsible for submitting their own applications via the KAW application portal, as well as e-mailing a copy of the final application to Ansok-KAW@slu.se , with cc to the research officer of the nominating faculty.

Contact information

Name	Role	E-mail	Phone
Caroline Grabbe, Grants Office	<ul style="list-style-type: none"> • Research coordinator with main responsibility for KAW applications • KAW's contact person at SLU 	caroline.grabbe@slu.se	+46-72-236 56 70
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Appendix 1. Instructions for pre-proposals in support of nomination for the Wallenberg Scholars programme

Researchers holding a permanent position at SLU and who wish to be nominated by SLU for the Wallenberg Scholars programme are welcome to submit a pre-proposal to Ansok-KAW@slu.se, latest on **16 December 2022**. The pre-proposal must be approved by the head of the nominating department.

The pre-proposal should be written in English and submitted as a compiled PDF, consisting of the following parts, as indicated below:

1. Wallenberg Scholars pre-proposal form at SLU

- The pre-proposal form can be downloaded from the SLU staff web ([here](#)).
- The form is to be used as a title page and includes basic information about the applicant and her/his research area, together with an assurance that the Head of Department is aware of and supports the application.

2. CV (max. 3 pages)

- The researcher's scientific/academic merits, i.e. a CV containing the person's name, full contact details, social security number, education, positions held, prizes and awards, supervision and mentorship of doctoral students (as main supervisor, including year of successful thesis defence), and post docs (max 3 A4 pages).
- For inspiration, please consult our separate template for how to structure a CV for KAW applications ([here](#)).

3. Publication list

- A complete list of peer-reviewed publications with the ten most significant papers clearly marked.
- For scientific areas to which it is applicable, include the researcher's h-index (Web of Science) together with the number of publications and citations that the h-index is based on.
- For nominations in the fields of humanities and social sciences, a complete list of the researcher's published work is sufficient.

4. Project description (max. 2 pages)

- A clear and concise overview of the proposed research project, including the central research question, purpose, significance and methodology/implementation.
- Use at least 2 cm margins and font size 11 (Times New Roman, Calibri or Arial).
- Figures and tables are allowed.

5. Brief motivation (max. 1 page)

- A brief justification for why the researcher's activities are considered as an important part of the nominating university's research profile.

Appendix 2. KAW's guidelines for writing a full proposal to the Wallenberg Scholars programme

Overall guidelines

- The complete application must be submitted via the Wallenberg Foundation's application portal (<https://kawansokan.wallenberg.org>), latest on **12 May 2023** (23:59).
- All attachments should be written in English, except the popular scientific summary, which should be written in Swedish.
- All attachments must contain the applicant's name and date of birth. This also applies to letter submitted separately (such as letters of recommendation).
- Uploaded files must be created in Microsoft Office or saved in PDF format.
- The largest approved file size per attachment is **10 MB**.

Sections to be included in the complete application

1. Aggregated CV, consisting of the following parts:

- i. *CV* - The researcher's scientific/academic merits, i.e. a CV containing the person's name, full contact details, social security number, education, positions held, prizes and awards, supervision and mentorship of doctoral students (as main supervisor, including year of successful thesis defence), and post docs (max. 3 A4 pages).
- ii. *Short biography* – Short track record (max. 1 A4 page), primarily focusing on the researcher's scientific activities and contributions.
- iii. *Publication list* - A complete list of peer-reviewed publications, with the ten most significant papers clearly marked. For scientific areas in which it is applicable, include the researcher's h-index (Web of Science), together with the number of publications and citations that the h-index is based on. For nominations in the fields of humanities and social sciences, a complete list of the researcher's published work is sufficient.

2. Project description (max. 10 A4 pages)

- A comprehensive project description, written in English and with adequate academic referencing.
- KAW does not provide any specific instructions or templates for how to structure the project description, except that it may not exceed 10 pages (including references).
- The SLU Grants Office has developed a template for applications for the Wallenberg Scholars programme, which the nominated researchers are welcome to use as a starting point and inspiration.

3. Project summary (max. 2000 characters, including spaces)

- Scientific summary in English, maximum 2000 characters including spaces.
- The summary should focus on capturing the essentials of the project (including the purpose, central research question(s), significance and implementation), rather than a summary of the research field.

- As the summary is pasted directly into the application portal, it is advisable to avoid using special characters and to carefully check the text before submitting the application.

4. Popular scientific summary

- Brief popular scientific summary in Swedish, max. 1 A4 page or 3500 characters (including spaces).
- It is advisable to include a Swedish title and if possible a popular scientific figure that illustrates the purpose and/or significance of the project.

5. Vice-Chancellor's certification / Support letter from the university (max. 2 A4 pages)

- A special attachment signed by the Vice-Chancellor (or person that the Vice-Chancellor has appointed in her/his place) must be uploaded in the application portal before submission.
- Use the dedicated template that is distributed by the SLU Grants Office in good time before the deadline.
- The support letter should include a short motivation as to why the nominated researcher's activities are considered important for the research profile of the university, as well as a brief description of the university's nomination process, i.e. the reasoning, evaluations and processes underlying the nomination of researchers for the Wallenberg Scholars programme.
- The letter shall further certify that the faculty resources are made available to the researcher and that indirect and rental costs not approved by the Foundation are covered by the university, in accordance with the established model.

6. The university's current support to the researcher

- Compilation of the university's current support for the researcher's activities in the form of premises, basic support etc., as well as the current support from other external funding sources (approved grants) in 2023 that the researcher disposes as main or co-applicant. The foundation expects that researchers who are awarded a Wallenberg Scholars grant maintain the funding currently provided by their universities throughout the funding period.

7. Project budget

- KAW does not require any project budget in the foundation's template to be submitted together with the application, but will request an itemized project budget calculation if the nomination is successful.
- However, researchers nominated by SLU must submit a project budget in SLU's tailored project calculator (can be downloaded [here](#)), to the Grants Office (frank.sterner@slu.se) before the support letter is signed by the Vice Chancellor. The underlying motivation is to provide SLU with an overview of the co-funding need for each nominee.
- SLU Grants Office further recommends that researchers applying to Wallenberg Scholars prepare a PDF file containing an overview budget table, together with a justification of the costs. A thoroughly planned budget is highly important to support the feasibility of the research, which is one of KAW's assessment criteria for Wallenberg Scholars.

- Instructions for budgeting projects financed by KAW;
 - i) Direct and indirect costs should be stated in accordance with the university's accounting/budget model, based on information directly retrieved from there. For definition of direct/indirect costs, KAW refers to SUHF's accounting model.
 - ii) The statutes of KAW do not permit grants for unspecified costs or costs that are generally administrative in nature.
 - iii) **Direct costs:**
 - Salaries including social charges not exceeding 50%, for the time individuals are active in the project.
 - Operating costs (materials, other costs, computer costs, as well as travel and conference costs).
 - Depreciation of equipment must be calculated linearly across the entire economic/academic life, not merely across the project period applied for. Procurement must be effected no later than two years after the project starts, and depreciation may thereby commence and be applied for two years longer than other costs.
 - Location costs for individuals active in the project.
 - iv) **Indirect costs:**
 - The indirect costs have to be itemized for the actual project, according to the prevailing SUHF model. Information must be directly retrieved from the university's accounting system.
 - KAW funds indirect costs and rental costs up to a level of 20%.

Appendix 3. Assessment criteria for Wallenberg Scholars

Wallenberg Scholar applicants will be evaluated by international experts based on the following four criteria;

1. International standing of the applicant

- 5 = The applicant is recognized as outstanding internationally.
- 4 = The applicant is recognized as excellent internationally.
- 3 = The applicant is recognized internationally.
- 2 = The applicant has limited international recognition.
- 1 = The applicant has no international recognition.

2. Creativity and originality of the applicant

- 5 = The applicant performs outstanding and ground-breaking research in an international context.
- 4 = The applicant performs ground-breaking research in an international context.
- 3 = The applicant performs novel but not ground-breaking research in an international context.
- 2 = Part of the research performed by the applicant is novel but not ground-breaking in an international context.
- 1 = The research performed by the applicant lacks originality.

3. Overall evaluation of the research plan

- 5 = The research plan holds exceptional promise to produce ground-breaking science.
- 4 = The research plan promises to produce exciting but not ground-breaking science.
- 3 = The research plan promises to produce solid but not very exciting science.
- 2 = The research plan promises to produce some solid science.
- 1 = The research plan holds little promise.

4. Feasibility of the research plan

- 5 = It is very likely that the goals of the project can be achieved in accordance with proposed methods and presented research plan.
- 4 = It is likely that the goals can be achieved in accordance with proposed methods and presented research plan.
- 3 = It likely that the majority of the goals can be achieved in accordance with proposed methods and presented research plan.
- 2 = It is unlikely that the majority of the goals can be achieved in accordance with proposed methods and presented research plan.
- 1 = The project can most likely not achieve any of the goals presented based on the proposed methods and research plan.