# Application for Housing Approval for Collaborative Projects

The deadline for submitting an application for housing approval is announced in ToRSnyt and on the website.

Below are the details that the management needs to assess whether an application can be submitted with ToRS as host. The document is used in the event of a grant as a contract between the department and the grant holder and is reviewed at the start of the project to ensure that the agreed activities are carried out.

| Application for Housing Approval |
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|  | Name of applicant |  |
|  | Project title |  |
|  | Where do I plan to apply? | Insert name of the foundation(s)  |
|  | brief project description (can also be presented in a separate file of max 1 page) | Formulate a brief project description, including the following:* The project’s goal/ main aim and central research questions.
* What new contributions does the project bring to the research field?
* What outputs are expected to be delivered?
* How does the project fit within ToRS?

For inspiration: why this project? what is new? What is interesting? For whom? Why you? Why now? Why here?Also, consider the value the project delivers to specific stakeholders. |
|  | Project start and length  | How Long Should the Project Run? (check guidelines in the call). When Should the Project Start? (check the call for the earliest possible start date).Remember to consider any other commitments and allocate time for potential invitations to participate in other projects. |
|  | Staffing plan:Who will participate? | Fill out the staffing plan (find the link on the ToRS website under the relevant notice) with information about the project period, participants, etc.Add named participants in the project: postdocs, PhD students, and possibly other senior researchers from both the department and other departments/universities.Note that some foundations do not want named postdocs/PhD students. If you include named PhD candidates, you as the applicant must ensure they are of a sufficiently high level. This means they must have top grades for their MA thesis and be able to prepare an independent competitive application to the PhD School. |
|  | For Permanent Academic Staff: Application for Buyout and Research Time or Co-financing | Specify in the staffing plan:* How much buyout you will apply for (in months per year or as a percentage of working time).
* How much of your research time you will dedicate to the project (in months per year or as a percentage of working time).

Remember that, depending on the foundation, postdocs may be required to teach or perform other work at the department for up to 20% of their position. Can your teaching be covered by them and/or PhD students in the project? |
|  | For Non-Permanent Academic Staff:Application for Co-financing, including obtaining acceptance from the Education Leader | Indicate here if you will apply for co-financing of your position and how much.**Note:** For all non-permanent staff applying for co-financing, a preliminary acceptance from the relevant educational leader must be obtained, specifying what you can potentially teach and how much is needed. Also, discuss with relevant education leaders regarding the specific teaching needs.Remember that the co-financing is converted into a number of working hours, which must be completed at the department in the form of teaching or other duties. |
|  | Project partners | List potential external partners or collaborators in Denmark or internationally who will not be employed by the project.  |
|  | Practice involvement | If the project will collaborate with partners outside academia please describe your considerations in relation to [practice involvement](https://kunet.ku.dk/fakultet-og-institut/tors/forskning/praksisforskning-p%C3%A5-tors/Sider/default.aspx) [link to KUnet in Danish] and which impact you expect the project will generate.  |
|  | Integration at ToRS: Research | Answer the following questions:* In what ways does the project contribute to ToRS’ research environment?
* Which research environments can benefit from the project?
* Which environments would you like to be a part of?
* Are there relevant research centers or research clusters?
* Which junior researchers and other colleagues at ToRS can be included (to give the application a solid institutional foundation)?
* What activities are planned in the project to ensure its integration into ToRS’ research environments?

In the event of a grant the above-mentioned activities must be included in a contract with the department at the start of the project. |
|  | Integration at ToRS:PhD area | Suggestions for PhD Course(s)If there are PhD students in the project, the project must contribute to the development of one or more PhD courses that can be offered through the PhD school.It is also acceptable to include a PhD course in the activities even if there are no PhD students in the project.In the event of a grant the proposed courses must be included in a contract with the department at the start of the project. |
|  | Integration at ToRS: Teaching/ education | How does the project contribute to ToRS’ teaching?* Which educational programs can benefit from the project?
* How can the project be incorporated into teaching?
* What activities can be planned in the project to ensure its integration with teaching environments?

In the event of a grant the above-mentioned activities must be included in a contract with the department at the start of the project. |