

Guidelines for Financial Support from the Scandinavian Research Council for Criminology (NSfK)

§ 1 – Objective

The Scandinavian Research Council for Criminology (NSfK) can provide financial support for research projects, working group meetings, travels, study trips, translations, etc. Applications for support for research, working group meetings and travels are concretely evaluated according to the frameworks and guidelines for funding approved by the Council. No support is provided for already completed projects.

§ 2 - Competence

Applications for research grants (see § 7) will normally be reviewed by the Council at its annual meeting. The chairman, however, may review those applications where the amount of funding requested does not exceed 550 EUR. Applications for working group meetings (see § 8) will normally be reviewed by the Council at its annual meeting.

Applications for travel and for study trip grants (see § 9) will normally be reviewed by the chairman of NSfK on an ongoing basis. There are various maximum limits for chairman's grants, depending on factors related to the purpose of the journey. Those applications for travel grants which exceed the maximum amounts must be reviewed by the Council.

§ 3 – Support limits

Financial support is offered within the framework approved by the Council at its annual meeting. The total budget for applications submitted to the Council normally ranges from 70.000 to 140.000 EUR. The total budget for applications submitted to the chairman normally ranges from 7.000 to 14.000 EUR.

Summaries of previous grant frameworks and actual grants awarded appear in the Council's annual reports, which are also accessible on the NSfK web site <http://www.nsfk.org>.

The Council does not usually award more than 8.000 EUR for an individual research project.

§ 4 - Application form

Application forms are required for applications submitted to the Council.

An application form is not required for proposals to be reviewed by the chairman.

Applications to the chairman, however, must contain relevant information, including research justification for the application, budget and travel itinerary.

Current application forms may be obtained from the NSfK web site <http://www.nsfk.org>. All items listed on the application form must be completed and the relevant additional documentation included. *The application and other documents sent in, have to be completely free of staples, paper clips etc.*

§ 5 - Application deadlines

The council normally reviews applications for financial support once a year at its annual meeting, which usually takes place at the end of March. An application to the Council must be postmarked before the submission deadline. The submission deadline appears in the current application form. The normal submission deadline is December 1st.

The chairman reviews applications on an ongoing basis. Proposals to be reviewed by the chairman may thus be submitted at any time during the year.

§ 6 - The applicant

Both individual researchers as well as groups may apply for financial support from NSfK. The research grants are not intended to finance Master's degree studies. Under special circumstances, undergraduates writing their thesis may receive support. In certain cases of applications for travel grants, the student applications will be ranked according to guidelines (see § 9).

§ 7 - Guidelines for the awarding of research support

Financial support for research projects are termed "research grant".

Research support may for instance include: salary or grant to the applying researcher or researcher's staff; expenses for purchase of research materials (e.g., study trips); expenses for processing and analysis of research data; expenses for translation, publishing or language editing of research reports, etc.

In evaluating applications for research grants, the Council has the following priorities:

- Research projects with a clear Nordic relevance: e.g., replication of studies in other countries; Nordic literature studies; cooperation between researchers from at least two Nordic countries; comparison between at least two Nordic countries.
- New research projects, including research projects not previously supported by the Scandinavian Research Council for Criminology.

The following guidelines apply to the awarding of research grants:

A) Concerning salary or grant to the researcher:

- It is expected that the researcher who is awarded a salary or grant and also has other work income will take full- or part-time leave during the period in which he or she receives research support from NSfK; the salary or grant may not exceed the amount lost due to leave.
- Salary or grants are not awarded to persons whose ordinary work allows them the possibility to conduct the same kind of research to which the application refers.

B) Concerning support for research trips:

- Research support may be awarded to cover full or partial expenses for trips of 1-3 months in one or more Nordic countries when the trip is undertaken for research purposes.
- Priority is given to younger researchers.

C) Concerning support for overhead expenses:

- Funds to cover overhead expenses may normally be awarded at a level not exceeding 10 % of the salary or grant. Further support can be granted only in exceptional cases and only with special justification, and can reach a maximum award of 5 % of the sum of costs other than salary or stipend.

D) Concerning support for translation, publication or language editing of research reports, etc.:

- The possibility to provide support to cover translation expenses, etc. is aimed especially at manuscripts written in Finnish, Icelandic or Greenlandic. The Council can also provide support for language editing of articles intended for publication in international journals.

E) Concerning support for purchase of literature, computer equipment, software, etc.:

- Support for purchase of literature, computer equipment, etc. is given only in exceptional cases.

§ 8 - Guidelines for awarding of support for working group meetings

Support may be awarded for the holding of working group meetings for researchers conducting or planning a joint research project, or who wish to establish or maintain research related cooperation in another form.

The Scandinavian Research Council for Criminology seeks to encourage researchers to hold working group meetings. It is also possible for the Council to arrange working group meetings.

§ 9 - Guidelines for awarding travel grants

Support for total or partial expenses for transport, living etc. in connection with shorter or extended travels for an individual or group of applicants is designated as "travel grant".

Travel grant is awarded on the basis of the cheapest possible means of transport (discount air tickets, etc.) and according to the following guidelines:

A) Individual travel support for participation in conferences:

- Individual travel grants for up to 550 EUR may be awarded by the chairman to cover travel and living costs connected to a researcher's participation in a conference within or outside the Nordic countries.
- The conference must be of a clear Nordic relevance.
- The applicant must normally present a paper at the conference describing his or her own criminological project which is of Nordic relevance.
- A student applicant, however, can in connection with work on a larger criminological project be granted up to 700 EUR by the chairman for participation in a conference or similar event which is especially relevant for his or her topic, and without being required to present a paper. The student's application for participation in the conference must be accompanied by a recommendation from the student's advisor.
- In cases where there are several applicants to the same conference, not all the applications of support can be expected to receive funding. Priority will be given to support that reaches out beyond the established milieus.

B) Travel stipends to Nordic representation for the board meetings, conferences, etc.:

- An individual travel grant of up to 550 EUR may be awarded by the chairman to the Nordic representation in connection with travel to, for example, board meetings of international criminological organizations or conferences.
- Support is normally not given to the same person's participation in several board meetings within the same year.
- In cases where there are several applicants seeking to represent Nordic criminology at the same board meeting or conference, not all the applications of support can be expected to receive funding. Priority in awarding funds is given to support reaching beyond the established milieus.
- Individual travel support can be awarded for the dissemination of research results when the presentation occurs in a forum of a certain size.

C) Individual travel grant for research abroad:

- Travel and living expenses up to 1.400 EUR may be awarded by the chairman for carrying out research related travel of a specified period in other Nordic criminological centres.
- Priority is given to younger researchers.

D) Group travel grants:

- The chairman may award up to 1.400 EUR to cover travel and living costs in connection with group study trips. The group may also receive support for

participation in conferences within or outside the Nordic region. The applicants must as a rule present a paper at the conference.

- Study trips undertaken by Nordic criminology students to criminological research centers receive priority.

E) Support for foreign guest lecturers:

- Financial support up to 550 EUR may be awarded by the chairman to invite foreign (non-Nordic) guest lecturers. It is a condition of support that the invited scholar presents lectures in at least two Nordic countries.

§ 10 - Payment of grants and reporting

The recipient of a grant signs a contract with the Scandinavian Research Council for Criminology before the funds are disbursed. The contract, which is drafted by the Council's secretariat, includes the detailed conditions which apply to the grant, including:

- That the recipient is obligated to submit a financial and a scientific report to the secretariat as to how the grant has been used.
- That the deadline for financial and scientific reporting is usually three months after the date by which the project will be completed.
- That the grant may be disbursed through the recipient's place of work or directly to the recipient. In cases where funds are administered by the home institution, its accounting department may draft the financial report which is to be sent to the NSfK secretariat. If the grant is administered by the researcher, the financial report to the secretariat must conform to the form referred to in the contract.
- If a research grant has been used to publish a book or article the recipient should submit an abstract to be entered into the Bibliography of Nordic Criminology.

Within a month of completing a trip, the recipient of a travel or study grant which has been approved by the chairman must submit an expense report and a travel report to the NSfK secretariat. NSfK may choose to publish the travel report in the newsletter "Nordisk Kriminologi".

§ 11 - Exceptional provisions

The Council, on the basis of a concrete assessment, may review applications which have been submitted after the application deadline has passed.

The Council, insofar as the budget permits, may review applications for financial support to working group meetings during the course of the year. In this connection, the Council may deviate from the requirement that the application form be used.

The Council, insofar as special circumstances dictate, may decide to deviate from the existing guidelines.

§ 12 – Commencement

These guidelines for grants for the Scandinavian Research Council for Criminology have been revised in accordance with the Council's decisions at its annual meeting of March 2005 and take effect with their publication in the newsletter "Nordisk Kriminologi" 31(7) 2005.