

Guidelines for formulating applications

1. Introduction

It is a distinctive feature of this recruitment programme that artistic work shall be the chief focus of the research fellows' projects and that the objective is to develop artistic competence at a high international level. The programme is intended to cover the whole spectrum of artistic expression ranging from dance and design to film, art, music and theatre. The research fellows will thus be part of a cross disciplinary community that goes beyond the boundaries dividing their artistic specialisations.

The most important document in terms of producing a good application is the regulations adopted by the Steering Committee. The regulations are also available here on the programme's website. It is important that applicants familiarise themselves thoroughly with the regulations, also because they regulate the conditions for research fellows attached to the new programme.

2. Who can apply

Normally research fellows will not have associate professor competence at the time of the application, but they will be on their way to achieving a high international artistic level. The first prerequisite for being admitted to the programme as a research fellow is that applicants must have assistant professor competence in the relevant artistic field. The requirements for such competence are:

- Documented, recognised artistic activity/ development work of a certain scope.
- Education at the highest level in the artistic area from Norway or equivalent education from abroad, or corresponding documented knowledge.

An assessment of such competence is carried out in connection with appointments to advertised vacancies, and an expert opinion will thus be available which can be enclosed with the application.

However, it is not a prerequisite for applying that such competence has been formally confirmed when the application is submitted. In such case, the evaluation of whether an applicant satisfies the competence requirements will form part of the assessment of the application made by the programme board. This evaluation will be done as a direct assessment in relation to the programme application, and cannot be used for other purposes.

Applicants are themselves responsible for ensuring that applications contain sufficient documentation of their artistic activity for their competence to be assessed.

3. Contact with the educational institution

The other prerequisite is that applications must be submitted through one of the Norwegian institutions of higher education, which offer education in the creative, and/or performing arts. An overview of the relevant institutions is available on the programme's website.

Applicants whom the Steering Committee admits to the programme as research fellows will be appointed by the institution, which has forwarded their applications. It is not necessary for candidates to be employed by or in some other way be attached to such an institution in advance, but it is a prerequisite that contact has been established with one of these institutions in good time before the application is submitted.

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The positions as research fellows in the programme will normally be financed by the programme. The institutions can also use own funds to finance research fellow positions. Research fellows who are not financed by the programme must also be approved by the Steering Committee.

The regulations for the programme for research fellowships stipulate a fundamental division of responsibility for research fellows between the programme and the institution.

- The research fellow's *participation* in the programme is regulated by the regulations;
- The research fellow's *employment* by the institution is regulated by the employment contract entered into by the employer and employee when the employment relationship is established.

As the institution is the employer, a number of matters relating to the application must be clarified with the institution in advance. These include:

- The institution must commit itself to employing those applicants to whom the Steering Committee admits to the programme;
- The candidate and the institution must have a shared framework of understanding for the objective and completion of the project;
- The institution must be able to offer a relevant academic environment for completion of the project;
- The institution must be able to provide a suitable workplace during the employment period;
- The research fellow must be given access to the equipment and materials required for completion of the project.

The institution shall consider on an independent basis which applicants it wishes to recommend to the Steering Committee. There might be many reasons why an institution chooses not to forward an application. This might happen among others if an applicant's project is not relevant to the institution, if the quality of the application is not good enough, if the institution does not have the necessary capacity or the applicant seems unsuitable for appointment.

4. Requirements for applications

The regulations stipulate requirements for the contents of applications.

4.1. The project description

The application shall contain a thorough description of the project it is planned to carry out. Remember that it is necessary for the Steering Committee, which will decide who is to be admitted to the programme, to understand and assess the project based on this presentation.

The project description should be between three and five *typewritten* A4 pages – **maximum 17.500 characters including spacing**. The project description must contain:

- The topic of the project and the area for artistic exploration;
- The academic contexts in which the project will be included – with references to other parties/projects in the same professional field;
- Which relevance the project has and how the project can contribute to the professional/academic environment nationally and internationally;
- The applicant's motivation and basis for carrying out the project;
- How the applicant envisages presenting and documenting the project, and his/her critical reflections relating to the work, to the assessment committee and the public.

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The project description must indicate the forms of presentation that may be used in connection with the final assessment. It may also be relevant to point out whether there are any special forms of competence, which the candidate will need to acquire in order to carry out the project.

4.2. Documentation of the applicant's artistic qualifications

It will be important to the Steering Committee and to the experts, which the committee wishes to use to assess the applications that it is possible for them to obtain a good impression of the applicant's artistic qualifications for carrying out the project.

It will therefore be decisive that emphasis is placed on good documentation of these qualifications through the presentation of previous artistic activity and other relevant material.

4.3. Documentation of formal academic qualifications

Applications must either document recognised competence at assistant professor level in the artistic field in question through a confirmed transcript of an expert opinion, or alternatively, documentation material must be enclosed that can form the basis for carrying out such an assessment in connection with the assessment of other aspects of the application. Such documentation will have many similarities with that required in the section above.

In both cases, applicants will themselves be responsible for ensuring that their competence is adequately documented.

4.4. Time schedule for the project

The Steering Committee places great emphasis on the ability of the candidates admitted to the programme to complete their projects within the stipulated time limit of three years.

Whether the project has a realistic time frame and appears to be feasible will be an important part of the assessment. Applications should therefore describe as well as possible a time schedule for the various parts of the work, including time for the concluding presentation for the final assessment.

4.5. Finance plan

Most artistic projects require equipment and materials of various kinds if they are to be realised. In principle, this is a matter that must be clarified by the candidate and the institution in question. The institution is allocated a fixed amount per year by the Ministry to cover the salary and supervision expenses and other expenses relating to the implementation of the research fellow's project, see section 3 above. In the event of particularly costly projects, the Steering Committee can allocate funds for implementation over and above the funds at the institution's disposal - see also section 6 below.

Clarification of project costs will be an important and necessary part of the contact with the institution up until submission of the application. In this context, both the research fellow and the institution must focus on arriving at a cost level that is both down-to-earth and realistic. Costs related to salary, payroll taxes, supervision in normal scope, office cost etc. should not be included in the budget, as these costs are known both to the Steering Committee and the institution.

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The application must describe what is required to enable this specific project to be carried out (production costs) and how much of this the institution will be able to cover. Applicants should be careful not to include financial support from uncertain sources, such as the Norwegian Cultural Foundation etc.

We recommend drawing up both a minimum and a maximum budget/finance plan, where the minimum budget indicates what would represent the lowest cost frame to execute the project.

4.6. Proposed supervisors, if applicable

Relevant supervisor competence at a high academic level will be a prerequisite for the success of a project. The main supervisor will normally have competence corresponding to professor or associate professor level in the relevant artistic field. One of the supervisors must be attached to the institution. Once approval of a project has been granted, the research fellowship programme will have to discuss who is to be appointed as supervisors together with the institution, which is to be employer, and with the research fellow. The Steering Committee recommends that one of the supervisors be recruited internationally.

It is not a requirement that applications contain proposals for supervisors, but it will be useful if relevant alternatives are discussed and considered in consultation with the institution.

5. Requirements for recommendations by the institution

See section 3 in the regulations on the division of responsibility between the research fellowship programme and the institution, which is to be the candidate's employer. Applications that are not submitted through one of the institutions involved will not be considered.

For the institution, the most important prerequisite must be whether the project is interesting and relevant to the institution's academic environment, that the institution has the needed capacity to support the project and that the applicant has the necessary professional and personal qualifications to complete the project and be an active partner in the institution's professional/academic environment.

In separate attachments submitted together with the application from the candidate, the institution in question must confirm/describe:

5.1. That the institution supports the application

The institution must confirm that the applicant – based on information available at the time – will be appointed if the Steering Committee decides to admit the candidate to the programme. With reference to this, the institution should accentuate which strategic importance the project in question may have for the relevant professional environment and which emphasise it may bear on the institution's artistic research activities.

5.2. Follow-up of the research fellow during the project period

The institution must describe how the research fellow will be supported and monitored during completion of the programme. See section 3 of these guidelines in this context.

5.3 The realism of the project

It is important that the institution consider the realism of implementing the project based on factors such as:

- The applicant's artistic qualifications;
- The time frame;
- Relevant academic environment at the institution, including available supervisory competence, see section 4.6 above;
- The possibility of providing a suitable workplace during the employment period;
- The research fellow's access to necessary equipment and materials;
- Forms of presentation and documentation that may be relevant to the final assessment;
- The estimated level of expenses, see section 4.5 above and section 6 below.

5.4 Endorsement by the institution

These attachments must be signed jointly by the director of the institution, or by the person who, on the director's behalf, makes the final recommendation on appointments to the appointing body, and by the person at the institution who will have academic responsibility for the candidate.

6. Financial support from the programme

The research fellowship programme has a limited sum at its disposal for extraordinary support for supervision, equipment, materials, documentation and/or final assessments. The scope on the funds available this year has not been finally stipulated, and it will be considered in connection with the Steering Committee's adoption of the working budget for each budget year.

Such support will be granted based on a concrete assessment of each individual application and in light of the amount of funds it will be reasonable for the employer institution itself to contribute.

It will in any case be important that the applicant and the collaborating institution jointly carry out a realistic assessment of the estimated costs involved in carrying out the applicant's project. It is a prerequisite that the Steering Committee is already informed in the application for admission to the programme about whether financing will be required over and above what the institution is able to cover.

7. Application deadline

The application process 2010 is split in two:

Applicants must use the correct application form (available in both Norwegian and English).

The deadline for applications to one of the attached host institutions is **15 January 2010**. Those applicants, that the institutions should wish to forward to the Steering Committee, may – after direct arrangement by the relevant institution – receive guiding and support to further develop the application in the period up to 01 March 2010.

Thereafter, the institutions will make a selection, and then submit their selected candidates' applications to the National Steering Committee by **1 March 2010**.