

External funding at the Department of Law – process description

It is the ambition of the Department of Law to increase its acquisition of external funding between 2026 and 2031 to create societal value through research of high international quality and ensure continued recruitment and retention of qualified employees.

The basis of the Department's funding effort is that it constitutes a collective, albeit differentiated, endeavour. There is a need for employees to build a portfolio of external funding over time, and expectations for junior staff members' applications therefore differ from those for senior staff.

The Department's strategy for external funding must be achieved through a collective, systematised and structured effort, which is described in more detail below.

The framework for the Department's funding efforts

The Department's funding efforts are based on the expectation that all senior staff members (associate and full professors) engage in the development and preparation of research projects and applications, although not all are expected to do so to the same extent at the same time. There will also be differences in the types of external funding that individual employees may find it relevant to apply for in terms of their research profile and seniority. In this context, it should also be noted that successful acquisition of external funding constitutes an important credit criterion in relation to a full professorship, as per the Department's guidelines for recognising merit. The Department expects that PhD fellows will attempt to finance their study periods abroad through external funding. Apart from this, junior staff members are not expected to *independently* engage in external funding efforts, but the Department welcomes and supports those who wish to get involved, as engaging with smaller applications can provide valuable experience that can later be built upon when working on larger applications. The Department's senior researchers are expected to include early-career researchers, including recently appointed associate and assistant professors, when designing research projects and preparing applications – e.g. to obtain funding for postdoctoral positions for the researchers in question.

The Department supports employees' engagement in external funding efforts by allocating standard hours for large-scale applications for external grants (50 standard hours for applications exceeding DKK 5,000,000 and 25 standard hours for applications exceeding DKK 2,500,000), and by offering the possibility of applying for a one-time fee upon the successful acquisition of funding. If one of the Department's employees is accepted into the Faculty's talent track, the Department also supports this by waiving tuition obligations for one semester (224 WH).

The Department's efforts are based on funding strategies/plans for individual employees and groups. During performance and development reviews, it is discussed how and when these plans can be realised.

In order to strengthen the Department's opportunities for obtaining external funding, emphasis must be placed on the applicants' potential for external funding in recruitment contexts.

Actors

The Department's work with external funding is anchored with the vice head of department for research (hereinafter referred to as the VILF). The VILF has an advisory, leading and coordinating role and works closely with the head of department, the Department's heads of groups and the Department's and Faculty's research support unit. The VILF also has overall responsibility for fostering a positive culture and climate that can support employees at the Department who wish to apply for external funding.

The VILF is in ongoing dialogue with the Department's research support officer about relevant funding opportunities and activities that can support the Department's and individual researchers' plans and ambitions in relation to external funding – including possible participation in the Faculty's talent track. The Department's research support officer plays a significant role in this work and is expected to be outgoing and proactive in identifying relevant funding opportunities for individual employees. The Department's research support officer must organise feedback meetings with individual researchers whose applications have been

rejected and consider plans for how the project can be taken forward.

The VILF, the head of department and the heads of groups meet three times a year to evaluate and coordinate the Department's, groups' and individual researchers' plans for external funding.

Announcements are communicated by the Faculty's and Department's research support to the head of department, the VILF, the heads of groups and the Department's employees – and, in some cases, directly to relevant researchers. In consultation with the heads of groups, the VILF assesses whether and, if so, to whom the announcement should be communicated.

Skills development

In order to create the best basis for obtaining grants and for the subsequent successful implementation of research projects, employees who engage in external funding should participate in relevant courses on project application, project management and project leadership. The annual performance and development review must address the extent to which it is relevant for the employee to participate in such courses. In order to ensure broad learning at the Department, knowledge and experience are shared after each round of applications – partly at the department level regarding the application process itself and general comments, and partly at the group level regarding comments on the academic content.

Quality assurance

To ensure the quality of the applications being prepared, the Department has a review process that all applications exceeding DKK 2,500,000 must undergo in order for the applicant to receive credit for standard hours. If researchers do not wish to use the review process, this must be agreed with the head of department. The VILF and the Department's research support officer have the overall responsibility for ensuring that peer review takes place. They are also actively involved in the assessment of applications from the Department. The Department's research support officer is responsible for establishing internal peer review panels for large-scale applications exceeding DKK 2,500,000. In specific cases, and following dialogue with the applicant, the VILF may decide to involve internal and external reviewers in the qualification of the application.

Coordination and planning

For each major call, a deadline for expressing interest in applying is set. Prior to submitting their application, potential applicants must discuss their interest with the VILF and their respective head of group in order to clarify the relevance and potential of the application – partly in relation to the group's focus and employee resources, and partly in relation to the employee's career and funding profile. This can be done ad hoc, but otherwise always in connection with the performance and development review. In both cases, further work on the application must be approved by the head of department in consultation with the VILF¹. The Faculty's and Department's research support must also be included in these initial considerations.

¹ All application budgets must be approved by the head of department. Applications exceeding DKK 8 million must also be approved by Research Support prior to submission.

Annual cycleAnnual cycle for fixed calls (e.g. DFF and Carlsberg)

The Faculty's and Department's research support prepares and maintains an overview of the individual instruments. An annual cycle with deadlines for the fixed calls is also prepared.

Annual cycle for the Department's external funding efforts

Time	Activity	Person responsible
January	Department seminar – Discussion of selected current issues and ideas for applications	The head of department in collaboration with the VILF
March	Status meeting between the head of department, the VILF and research support officer	The Faculty's and the Department's research support
March	Issuance of an overview of deadlines for fixed calls eighteen months in advance, including the deadline for expressions of interest for each call	The Faculty's and the Department's research support
March–May	Performance and development review – Discussion of external funding considerations with each employee	The heads of groups
April	Deadline for submission of DFF RP1 and thematic calls	
June	Status meeting between the head of department, the VILF and the Faculty's and Department's research support – Status of the application work over the past six months and discussion of the experiences gained	The Faculty's and the Department's research support
August	Department seminar – Discussion of selected current issues	The head of department in collaboration with the VILF
September	Status meeting between the head of department, the VILF and the Department's research support officer	The Department's research support officer
October	Deadline for submission of DFF RP2 and Carlsberg applications	
November	Issuance of an overview of deadlines for fixed calls eighteen months in advance, including the deadline for expressions of interest for each call	The Faculty's and the Department's research support
December	Status meeting between the head of department, the VILF and the Department's research support officer – Status of the application work over the past six months and discussion of the experiences gained – Evaluation and possible modification of efforts and the review process	The Department's research support officer