



AUFF International mobility

Guide for Applicants 2025

Indhold

| | |
|---|---|
| About AUFF International mobility | 3 |
| • Visiting Researcher Stipends | 3 |
| • Sabbatical Stipends..... | 3 |
| Deadlines for application..... | 3 |
| Application process | 3 |
| Who can apply? | 3 |
| How to apply..... | 3 |
| Overhead | 3 |
| Application requirements and content | 3 |
| Visiting Researcher Stipends | 3 |
| • Description of the visit..... | 4 |
| • CV of the applicant (the AU researcher)..... | 4 |
| • CV of the visiting researcher (the guest) | 4 |
| • Commitment from visiting researcher | 4 |
| • Recommendation letter | 4 |
| Sabbatical Stipends | 4 |
| • Description of the visit..... | 4 |
| • CV of the applicant (the AU researcher)..... | 4 |
| • Budget | 4 |
| • Commitment from the host | 5 |
| • Recommendation letter | 5 |
| Timelines..... | 5 |
| Evaluation and selection process | 5 |
| Review committee..... | 5 |
| Sources of help and additional information:..... | 5 |

About AUFF International mobility

Aarhus University Research Foundation wishes to support inbound and outbound mobility at Aarhus University. Partly by supporting visits at AU from foreign researchers and by supporting AU researchers' stay at foreign universities. The purpose of the grant scheme is to develop AU researchers both professionally and personally by providing an opportunity for international experience by, among other things, building and strengthening professional networks. Permanent researchers (associate professors / senior researchers or professors) at Aarhus University can apply for both instruments.

In 2024 two types of instruments are available in the AUFF International mobility scheme:

- **Visiting Researcher Stipends**

Stipends for foreign researchers during a guest researcher visit at Aarhus University. Duration 1 – 3 months. The host at AU must apply for the funding.

- **Sabbatical Stipends**

Stipends for AU researchers that go abroad for longer stays at foreign institutions. Duration 3 – 9 months.

Deadlines for application

5 March 2025 at 12:00 (noon)

17 September 2025 at 12:00 (noon)

Application process

Who can apply?

AUFF International mobility is available for tenure track assistant professors, associate professors/senior researcher and professors at Aarhus University.

How to apply

The application must be submitted via the electronic application system <https://auff.grant.nu/profile>. Once you have registered, you can change/edit your application until submission. The application system is available in all browsers and on tablets. The application form is available one month before deadline.

Overhead

As of 2024 the Foundation provides overhead for grants given under the instrument International Mobility. A fixed rate of 20% applies on the actual costs. Please include overhead in the total applied amount in the application form as declare the specific amount for overhead separately in the budget.

Application requirements and content

Basic information about the applicant is registered in the electronic application system. There are no templates for the appendices, however, present guidelines must be followed. The application can be written in Danish or English. Below is listed the different application requirements for Visiting Researcher Stipends and Sabbatical Stipends, respectively.

Visiting Researcher Stipends

Consecutive visits of 1 - 3 months are eligible. Grants can cover either a tax-free stipend OR normal salary for the guest. In both cases the grant can additionally cover the travel expenses to and from AU. The stipend itself amounts to DKK 15,000 per month. The application must be made by the host at AU.

Employment conditions of the visiting researcher during the visit must be stated, i.e. whether the guest researcher, for example, is on leave/sabbatical without pay or leave with partial pay. Double salaries are not paid. This should be stated in the commitment letter from the guest.

The following information is required in the electronic application system. **The application system (GrantOne) accepts only PDF files for uploaded appendices.**

- **Description of the visit**

The description of the visit and collaboration should include brief background of the research area, the planned activities and expected outcome for applicant, visiting researcher and the associated research groups, students and AU in a broader sense (maximum of 4800 characters).

- **CV of the applicant (the AU researcher)**

CV for the applicant including basic information about education and employment history, skills, achievements and key publications.

- **CV of the visiting researcher (the guest)**

CV for the guest including basic information about education and employment history, skills, achievements and key publications.

- **Commitment from visiting researcher**

Written commitment from the visiting researcher stating planned periods for the stay and employment conditions of the visiting researcher during the visit. I.e. whether the guest researcher, for example, has leave / sabbatical without pay or leave with partial pay. Double salaries are not paid. The document can be an email or a signed letter (maximum 1 page).

- **Recommendation letter**

Academic recommendation from the head of department. If the applicant is head of the department, the academic recommendation must be obtained from a higher management level (maximum 1 page).

Sabbatical Stipends

Applications can cover stays of 3-9 months. Normally one consecutive stay but under special circumstances, it can be possible to split the stay over several periods. Please justify this in the application if relevant. Grants can amount up to DKK 200,000 DKK excl overhead.

The following information is required in the electronic application system. **The application system (GrantOne) accepts only PDF files for uploaded appendices.**

- **Description of the visit**

Description of the visit and the collaboration that include brief background of the research area, the planned activities and expected outcome for the applicant, the foreign host and the associated research groups, students and AU in a broader sense (maximum of 7200 characters).

- **CV of the applicant (the AU researcher)**

CV for the applicant including basic information about education and employment history, skills, achievements and key publications.

- **Budget**

The funds can co-finance expenses for travel and accommodation. This includes travel expenses, rent, buy-out (frikøb) from AU, travel expenses for accompanying family and other documented extra expenses in connection with the stay abroad such as visa, transportation of research equipment, running cost for research activities, travel during the stay for the applicant, transportation of household effects and in some cases startup expenses.

All travels must be economy class.

Grants cannot cover deposits, travel for accompanying family during the stay, vaccinations/insurance/school fee for accompanying family. Neither can the grant cover lost earnings for accompanying spouse/partner. It is not possible to register holiday in the period where AU covers the rent.

- **Commitment from the host**

Written commitment from the host at the foreign institution stating planned periods for the stay. This can be an email or a signed letter (maximum 2 pages).

- **Recommendation letter**

Academic recommendation from the head of department. If the applicant is head of the department, the academic recommendation must be obtained from a higher management level (maximum 1 page).

Timelines

Call 1: January, 2025

Deadline for applications: 5 March 2025 at 12:00 (noon)

Evaluation period: April - May 2025

Applicants will receive answers: June 2025

Call 2: January, 2025

Deadline for applications: 17 September 202 at 12:00 (noon)

Evaluation period: October – November 2025

Applicants will receive answers: December 2025

Evaluation and selection process

Each eligible proposal will be evaluated by the review committee appointed by Aarhus University Research Foundation Board. The review committee consists of five professors, one AU-designated from each faculty. The review committee will make recommendations for funding to the Aarhus University Research Foundation.

Review committee

Chairman of the committee, Helle Prætorius Øhrwald, Faculty of Health

Professor Dorthe Staunæs, Faculty of Arts

Professor Michael Møller Hansen, Faculty of Natural Sciences

Professor Jens Blom-Hansen, School of Business and Social Sciences

Professor Lotte Bach Larsen, Faculty of Technical Sciences

Sources of help and additional information:

Find much more information about going abroad via AUs International Academic Services here:

<https://ias.au.dk/goingabroad/>

For additional information regarding the electronic submission system, the application process or the AUFF International mobility programme in general, please feel free to contact:

Tove Østergaard Le,

AU PhD and fund services, Aarhus University

Email: toe@au.dk

Phone: +45 2162 4921

See also <http://auff.au.dk/en/grants/>