

## **Application Guidelines - Internal call for funds for two artistic research projects each with a PhD research fellow position**

### **Please note:**

This is a translation of the official document in Norwegian. In case the Norwegian and English versions of this text differ in meaning or interpretation, the Norwegian version holds authority

### **Before you start filling in the application form**

Remember that all applications must be anchored by the leadership/dean at your department. For further information on this and advice, recommendations and requirements relating to filling in the application, see [here](#).

Familiarize yourself with the announcement text for the internal call for funds which details who may apply, the requirements for receiving funds, which projects normally do not receive funding, how the Artistic Research Committee assesses applications, etc.

### **IMPORTANT:**

All research at The Oslo National Academy of the Arts must meet the requirements to privacy and research ethics, cf. The Oslo National Academy of The Arts s guidelines for research integrity and good research practice. When applying, project leaders confirm that they have familiarized themselves with these guidelines and that all research associated with their project will adhere to these guidelines.

For more information about this, please consult <https://khio.no/en/intranet/for-staff/artistic-research/5-rules-and-regulations#51-forskningsintegritet>.

### **Who can advise and support you when filling in the application?**

- For questions of concerning academic/artistic issues, please contact your dean.
- For questions about research administration, please contact [KUF-administrasjon@khio.no](mailto:KUF-administrasjon@khio.no).
- For questions about project finances and budgeting, please contact [lonn@khio.no](mailto:lonn@khio.no) or [regnskap@khio.no](mailto:regnskap@khio.no)

### **Application form**

The application form to be used to apply for this call can be found [here](#).

The application form is structured in several fields that must be filled in. Here is guidance for the various fields:

- **Personal data and project summary**
  - Fill in page 1 of the application form: project title, personal data (for the project leader and any collaborators), brief project summary.
- **Topics and objectives**

Up to 2000 characters including spaces. This should for example outline:

  - the project's topics and questions
  - the project's limits, intentions and expected artistic results.
  - the project's potential for innovation
- **Context**

Up to 1000 characters including spaces:

- What is the project's wider context within art/design?
  - Does the project relate to specific disciplines, artists/designers, or art/design movements, traditions, discourses and the like, whether nationally or internationally?
  - If so, how does this affect/inspire the project?
- **Methods and activities**  
Up to 1000 characters including spaces:
    - Which methods, approaches, processes, investigations, and activities does the project use, and how do they relate to the project's topics?
    - Does the project entail any artistic and methodological challenges and risks?
    - What matters relating to research ethics have been considered? For more information about research ethics, please consult <https://khio.no/en/intranet/for-staff/artistic-research/5-rules-and-regulations#51-forskningintegritet>.
  - **Institutional affiliation**  
Up to 1000 characters including spaces:
    - What value will the project have for the department's professional communities and research areas, sharing of artistic research and relation to teaching?
    - Is the project also of value to other academic/artistic communities?
  - **Phd research fellow position**  
Up to 1000 characters including spaces:
    - Estimation the time for the announcement and employment of the Phd research fellow position.
    - Progression of the Phd research fellow period.
    - How is the Phd research fellow planned to be included in the project?
    - What will be expected of the Phd research fellow?
    - Which parts of the project will the Phd research fellow be involved in, possibly have responsibility for, etc.?
  - **Results, documentation, and reflection**  
Up to 1500 characters including spaces:
    - Which artistic and/or theoretical results will the project lead to, and in which contexts will they be presented and shared?
    - How will the project be documented, and how will this documentation be presented?
    - How will the project work on reflection, and how will this reflection be presented and shared? (The documentation and reflection will also be collected and archived in the The Oslo National Academy of the Arts institutional repository)
  - **Schedule (milestones)**
    - Which project activities are planned to be carried out and when?
    - The artistic research project's progress plan must be coordinated with the timetable for announcing and commencement of the Phd research fellow position. The project should start on 1 August 2025 at the latest.

Describe the project's activities divided into three phases in a separate table in the application form (Timetable/milestones):

- Preparation (planning)
  - Implementation and documentation
  - Follow-up work (distribution and registration)
- **Budget**

- Here, the project's total costs and what the funds will specifically be used for must be listed, including any administrative and technical expenses that are directly related to the project.
- Also list funding from other funding sources, if this is relevant, such as the Arts Council of Norway, the Research Council of Norway, The Fritt Ord Foundation or from a department at the Oslo National Academy of The Arts.

NB!

The Phd research fellow position and other costs for the Phd research fellow position project, supervisors, Phd research fellow position project funds, assessment etc. shall not be budgeted for, as this comes in addition. Only ordinary costs for carrying out the artistic research project itself must be budgeted. Any funding from other funding sources must be confirmed with an award letter or other type of confirmation showing that the funds have been allocated to the project, whether this is from funding sources such as the Arts Council of Norway, the Research Council of Norwegian, The Fritt Ord Foundation or from a department at the Oslo National Academy of The Arts. Funding from other funding sources that is planned for in the future shall not be included as part of the budget.

The project leader may apply for funding for the following:

- procurement of goods, services, and technical support
- travel expenses
- release from other duties (must be approved by the head of the academic unit/the dean)

Regarding budgeting, please note the following:

- The budget must be set up in accordance with the current guidelines at the The Oslo National Academy of the Arts.
- The budget must indicate the project's total costs and clearly specify any other funding sources that are supporting the project. Funding from other sources must be confirmed by a letter of allocation or other type of confirmation that demonstrates that the funds have been allocated to the project; this applies when the source of funding is Arts Council Norway, the Research Council of Norway, the Fritt Ord Foundation or a department at the Oslo National Academy of The Arts. Funding from other sources that may be potentially applied to in the future cannot be included in the budget.
- The budget must indicate how much funding is being applied for from the Artistic Research Committee and how much the given department or external funding sources will contribute.
- Travel and subsistence expenses must be budgeted based on actual, reasonable modes of transport and non-extravagant types of subsistence.
- Remuneration to external experts (keynote speakers, lecturers, and course leaders) should follow the Oslo National Academy of The Arts current rates.
- Remuneration to external actors for producing a text should follow the rates used by the Norwegian Non-fiction Writers and Translators Association (NFF).
- A precondition for receiving funds is that the project leader uses the time dedicated to artistic research in their work plan to carry out the project. In those cases where this time is insufficient, the project leader may apply to be relieved of their other obligations at the Oslo National Academy of the Arts, such as teaching, supervising and the like, and thereby use more of their working hours on the project (so-called frikjøp). Funds allocated for such purposes can e.g. be used to pay for a substitute to work in place of the project leader. Such funds can only be allocated according to the terms of the project leader's and project participants' full-time equivalent position (FTE, expressed as a percentage) at The Oslo

National Academy of the Arts. Applicants may not apply for additional work hours above the FTE stated in their contract. Moreover, the dean must approve how the project participants are to be relieved of their other duties, regarding both the work plan in general and their educational activities in particular.

- Being released from other duties must be approved by the head of the academic unit/the dean. The ordinary rates that apply at your department must be adhered to.
- If you are uncertain about the rates, calculations etc. in the budget, or if you need more information about budgeting, please contact your department's liaison for financial matters at "Seksjon økonomistyring".

The application must be submitted, with dean in copy, to [postmottak@khio.no](mailto:postmottak@khio.no) no later than the application deadline 15 November.

After the application has been processed by the Artistic Research Committee, the decision will be sent to the project leader/applicant with a copy to the project owner (the dean) no later than the end of 2024.