

## **Guidelines for Interdisciplinary Research Networks supported by AU Natural Sciences**

Published 15 August 2024

Interdisciplinary Research Networks (IRN) at AU Natural Sciences (AU-Nat) receive financial support amounting to 150,000 DKK/year, for a funding period of three years. The purpose of the funding is defined by the call for proposals (enclosed for reference). Granted IRNs receive a granting letter (“dekantilsagn”) alongside these guidelines.

### **Task and composition of the steering group**

It is the main task of the steering group to ensure that the network delivers on the ambitions outlined in the proposal and meets the general success criteria of IRNs (cf. enclosed call for proposals), by initiating, overseeing, and completing appropriate measures.

Two members of the steering group act as speakers for the network. One of the speakers, as named in the granting letter, has the main responsibility for budget management and reporting, and for organizing the interplay between the steering group and the administrative support staff for the network.

If the composition of the steering group is subject to change, the new composition of the steering group needs to be approved by AU-Nat’s Research Committee, who informs the faculty management team.

### **Steering group meetings**

The steering group convenes at least twice a year. Agenda and minutes of the steering group meetings are to be shared with the Dean’s Office (contact person named in granting letter) in due time before/after the meeting.

The vice dean for research is invited to all steering group meetings as an observer. The vice dean can send a substitute if necessary. The role of the observer is to ensure connection between the IRN and the faculty management team, and potentially with other IRNs. The observer also provides sparring to the speakers and steering group where relevant.

### **Budget management and reporting**

The funding from AU-Nat is provided as a lump sum of 150,000 DKK per year. The funds can thus be spent on anything relevant to the purpose of the IRN. However, it is highly recommended to use some of the funds on administrative support, whereas direct costs of scientific activities (lab consumables, scientist salaries, etc.) are not supposed to be funded by the grant.

A yearly budget plan is to be discussed and to be decided upon in the steering group. The responsible speaker will manage the budget accordingly and prepare the financial report by the end of the year. By the end of each fiscal year, unspent funds will be transferred back to AU-Nat, they cannot be spent in the following year.

### **Administrative support staff**

The administrative support staff for an IRN is typically employed at an AU-Nat department secretariate, and spends a limited amount of time, e.g. a day per week on average, on tasks related to the support of the IRN (e.g. outreach, communications, events, etc.).

### **Scientific reporting**

Once per year, usually in late summer/early fall, the speakers present the activities, status and plans for development of their IRN to AU-Nat’s faculty management team and research committee (template for presentation provided by the Dean’s Office). Besides, there are no other requirements for scientific reporting.