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## **HANDBOOK FOR NKS APPLICANTS AND ACTIVITY LEADERS**

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## 1 INFORMATION FOR APPLICANTS

### 1.1 *Subscribe to NKS News*

Ensure that you will not miss any important information (regarding e.g. call for proposals) by subscribing to NKS News at: [www.nks.org](http://www.nks.org).

### 1.2 *Who can apply?*

Organisations such as universities, research centres, institutes and companies in the Nordic countries can apply for NKS funding for research activities. The activity budget should distribute the NKS funding between participant organisations from at least 3 Nordic countries (in some special cases, involvement of only 2 Nordic countries has been accepted in the NKS-R programme). Non-Nordic participation in NKS activities is possible, but NKS funding of Non-Nordic organisations is not possible. The activity leader must come from a Nordic country (i.e. work for a Nordic organisation).

### 1.3 *What kind of work would be funded?*

NKS funds work related to nuclear safety, including emergency preparedness, radioecology, measurement strategies and waste management, considered to be of importance to the Nordic community. The work should be of interest to the owners and financing organisations of NKS. The results must be of relevance, e.g., practical and directly applicable. The work can be in the form of scientific research, including experimental work, or joint activities producing seminars, workshops, courses, exercises, scientific articles, technical reports and other type of reference material. Examples of research topics can be found in the framework documents for NKS-R ([http://www.nks.org/en/nksr/call\\_for\\_proposals/nks-r\\_framework\\_2015.htm](http://www.nks.org/en/nksr/call_for_proposals/nks-r_framework_2015.htm)) and NKS-B ([http://www.nks.org/en/nksb/call\\_for\\_proposals/nks-b\\_framework\\_2014.htm](http://www.nks.org/en/nksb/call_for_proposals/nks-b_framework_2014.htm)).

### 1.4 *Requirements for NKS activities*

The following requirements shall fulfil the following requirements:

- Demonstrated compatibility with the current framework program
- NKS funded participation of organisations in at least three Nordic countries in all major activities (occasionally, two countries may be acceptable)
- Results of NKS activities are publicly available for free

### 1.5 *Criteria for NKS activities*

The entire NKS program as well as the various activities is evaluated against the following criteria:

1. *Added Nordic value*  
Will the proposed activity lead to an increase in Nordic competence and/or building of informal networks within a relevant NKS-R framework area and how will this be achieved?
2. *Technical and/or scientific standard*  
How does the proposed activity demonstrate a suitable technical and/or scientific standard?
3. *Distinct and measurable goals*

What will the proposed activity deliver as a result of the proposed work programme in the year for which funding is applied for? It is important to ensure that it is clear to the evaluators what the proposed activity will set out to achieve.

4. *Relevance to NKS end-users*

Is the proposed activity relevant to NKS end-users and which NKS end-users is the proposed activity targeting? It will strengthen the proposal if the interest of relevant end users is clearly demonstrated and not only assumed.

5. *Participation of young scientists*

Will the proposed activity involve young scientists in the proposed work programme and if so, how? In this context, those studying at degree, masters, PhD level and those in their first 2 years of postdoctoral work would be considered as 'young scientists'

6. *Links to other national/international programmes*

Does the proposed activity have a link to ongoing or past research programmes or activities? In particular, it should be clear where a proposed activity builds upon previously funded NKS activities.

## **1.6 What do I have to do in return for the money**

The activity partners are expected to report the work carried out each year. The most common type of output is a scientific report at the end of the year. A report with clear results is requested even if the activity continues the next year. Other forms of reporting can be for example presentations and proceedings from a seminar. All material produced must be available for publishing on the NKS webpage, where they are free to be downloaded by anyone.

## **1.7 How is the money paid?**

The NKS funding is granted for one year at a time. Generally, an activity will not receive more than 600 kDKK per year from NKS. The first 50% of the contribution is paid when an activity is started and the rest 50% when the final results of one year's work are available. The first part of the funding can be invoiced when a contract has been made between NKS and the activity leader.

## **1.8 Working language**

The main working language in NKS is English. Applications for NKS funding as well as final reports and other material should be submitted in English. However, each working group determines its own language for meetings.

## **1.9 How do I apply 1 – the need for Nordic partners and how to find them**

It is up to the applicants themselves to find collaboration partners in the Nordic countries. The programme managers can help with getting into contact with Nordic organisations. NKS seminars are good places for networking. More information on ongoing research and all the published reports are available on the NKS website.

## **1.10 How do I apply 2a – the practicalities of applying**

NKS funding is announced in the annual Call for Proposals. It is usually organised in September - October. All the necessary information, material and instructions are distributed on the NKS website. The Call for Proposals is also announced in the NKS electronic newsletter. The applicant is requested to fill in an application form. A voluntary annexe with further details about the proposal

may also be handed in. Detailed instructions on how to fill in the application form will be available when the Call for Proposal opens. The applicant is encouraged to read these instructions carefully.

### **1.11 How do I apply 2b - budgets**

The applicants are expected to demonstrate that at least half of the necessary funding of the activity in question will be supplied by the participating organisations. In other words, the participants are expected to put in the same amount of money in the project as they are applying from NKS. These contributions may be work hours, travel expenses, etc. and should be clearly specified in the proposal form.

Please note that all funding by NKS includes possible VAT

### **1.12 What happens next**

Proposals received before deadline are evaluated against the requirements by the NKS programme managers. Projects fulfilling these requirements are then evaluated against the criteria in section 1.5 by the NKS board members. The board members have the right to use the help of external experts in the evaluation process if needed. Each proposal will be given marks based on how well the proposal fulfils the NKS criteria. Based on the evaluation results and the available budget, the programme managers make a suggestion for the next year's NKS-R and NKS-B programme. The suggestions are discussed at the January board meeting and the final decision of successful applicants is made by the board. The programme managers inform the applicants of the outcome as soon as possible after the board meeting.

### **1.13 Useful links for applicants**

[NKS webpage](#)

[Information about NKS](#)

[Owners and supporting financiers of NKS](#)

[The NKS-B programme](#)

[The NKS-R programme](#)

[Information about the Call for Proposals, NKS-B programme](#)

[Information about the Call for Proposals, NKS-R programme](#)

[NKS Seminars](#)

[NKS Reports](#)

Travel support for young scientists: [NKS-B](#), [NKS-R](#)

## **2 INFORMATION FOR ACTIVITY LEADERS**

### **2.1 Contract**

The Activity Leader will shortly after the Board's grant decision receive a contract template from the manager of the relevant NKS Programme, which is to be filled in with information on the activity deliverables or stages of work to be done, *always* including the submission of a final activity report (normally by the end of the funding year). In the contract template, the Activity Leader must also include a budget for each of the various activity partners, in line with the Board's decision. The contract is valid when signed by an authorised representative of the Activity Leader's organisation and by the Programme Manager. The NKS Programme Manager will have provided the contract template with a reference number (format: AFT/{R or B}({ year}) {serial number}). This reference number is the identifier of the activity, and must be stated in all official management documents concerning the project (contracts, invoices, etc.). Contracts are generally for one year's work, and further continuation of activities is subject to submission and approval of a new proposal.

### **2.2 Invoices**

When the contract is duly signed by both parties, the Activity Leader should inform the participants that they can invoice NKS for 50 % of their total contractual amount. When the work has been completed and the final report of the activity has been approved by the Programme Manager, the Activity Leader should inform the participants that NKS can be invoiced for the remaining 50 % of the amount. All invoices are to be addressed to the NKS Secretariat, but mailed to the relevant Programme Manager (NKS-R or NKS-B).

### **2.3 Activity progress reporting and communication**

If deviations are foreseen from the agreed activity work schedule, the Activity Leader must immediately notify the Programme Manager so that any problems may be solved and contingency plans implemented if necessary. On request, the Activity Leader is also obliged to inform the Programme Manager of the state of progress at various stages of the activity.

### **2.4 Progress documentation if applying for continued funding**

If participants in an activity wish to apply for funding for continuation of the activity, they need to document significant progress with the ongoing work (e.g., in relation to declared milestones and deliverables) in connection with the application for continuation.

### **2.5 Advertisement of dissemination activities**

Events like seminars, workshops, courses and exercises connected to NKS activities need to be advertised timely and efficiently to be successful. NKS Programme Managers can help Activity Leaders in advertising these, e.g., through NewsFlashes sent to subscriber lists and posted on the NKS internet site [http://www.nks.org/en/news/subscribe\\_to\\_our\\_newsletter/](http://www.nks.org/en/news/subscribe_to_our_newsletter/). It is however the responsibility of the Activity Leader and partners to plan and execute all aspects of the activities. Seminars should generally be open and not held exclusively for a closed circle of participants.

### **2.6 Travel support for dissemination activities**

NKS particularly encourages participation of young scientists in NKS events to maintain a high level of competence in the longer perspective, and can offer travel support for this purpose

([http://www.nks.org/en/nksr/travel\\_assistance/](http://www.nks.org/en/nksr/travel_assistance/)). All other costs for NKS in connection with NKS activities are to be covered by the amount approved in the contract.

## **2.7 Final reporting of the activity**

All NKS activities, regardless of their nature, must produce a final report that should be in the standardised NKS report format (see template/instructions: [report template](#)). **Please note**, that where an activity is anticipated to continue for more than one year, a final report is expected to be delivered after each year of the activity as funding cannot be guaranteed for continuing activities. Note that Activity Leaders must also supply a filled-in bibliographic datasheet ([http://www.nks.org/en/this\\_is\\_nks/administration/](http://www.nks.org/en/this_is_nks/administration/)) together with the final report.

Final reports from research activities or exercises aimed at filling knowledge gaps or developing methodologies should be in line with standards expected for scientific publications. Final reports from exercise activities in the form of intercomparisons or proficiency tests should seek to address any discrepancies or problems highlighted by the exercise, to increase knowledge and competencies where necessary. Final reports from seminar or workshop activities should contain extended abstracts from each presenter as well as a final overview of any discussions and conclusions. Presentation slides should not be presented in final reports. Final reports for educational and training courses should contain all course documents presented as well as feedback from participants. The conclusion of any NKS activity (and thus the final payment) is subject to the approval of the final report by the Programme Manager. In addition to the final report, activity participants are urged to disseminate activity results (with due credit to NKS) in scientific journal articles as well as at conferences, seminars and workshops. The Programme Manager in charge of the activity should be notified of any dissemination efforts.

The final report can be a paper and electronic report, or only an electronic one, but in both cases the report will be formally registered at the NKS and through the international library network. Printing costs of modest paper reports can be covered centrally by NKS (there is no need to use the activity funding for this), but printing of more sophisticated reports (e.g. thick reports using colour figures) may need to be included in the budget of the activity. Information about possible printing costs can be obtained from the NKS Secretariat.

## **2.8 Internet hosting of NKS activity material**

All final reports of NKS activities are hosted on the NKS internet site ([http://www.nks.org/en/nks\\_reports/](http://www.nks.org/en/nks_reports/)). In connection with NKS events like seminars and workshops it is encouraged that the Activity Leader seeks the permission of the participants to publish presentations (slides) on the NKS internet site (<http://www.nks.org/en/seminars/presentations/presentations.htm>). Also information on other available software (e.g., as downloads) or hardware generated by NKS activities can be hosted on the NKS internet site ([http://www.nks.org/en/nksb/supporting\\_material/](http://www.nks.org/en/nksb/supporting_material/)). For further information contact the relevant Programme Manager.