

Recipients: Heads of department

Memorandum concerning annual grants, other internal funding, and relevant funding from Aarhus University Research Foundation in 2026

- Annual grants 2026 for departments
- Annual grants 2026 for research programmes, research centres, and PhD programmes
- Funding for visiting researchers at the Danish School of Education
- Funding for international mobility from Aarhus University Research Foundation (visiting researcher stipends and sabbatical stipends)
- Language revision for international publications
- Funding to support independent research
- Aarhus University Research Foundation's funding for research stays
- Aarhus University Research Foundation's funding for publication support
- Organising conferences and webinars at the Danish School of Education
- Purchasing books, IT equipment, and software

Annual departmental grants

In 2026, each department at the Danish School of Education (DPU) will be allocated an annual grant to cover expenses related to participation in conferences, seminars and retreats, meeting refreshments (in accordance with current regulations), professional development activities, and invited guest speakers from Denmark. The head of department determines how these funds are prioritised and distributed among department members with administrative support from the associated educational administrator from DPU's secretariat.

The budgetary framework for departmental operating costs/annual grants in 2026 amounts to the equivalent of DKK 12,000 per permanent member of research staff, calculated in terms of full-time equivalent professors, associate professors, and assistant professors, and DKK 1,000 per PhD student and postdoc employed at Aarhus University. This framework is not an individual entitlement, but rather disbursed by the head of department based on an overall assessment of various criteria including whether the activity could be supported through external funding, its relevance to the department, and how often and how much funding the applicant has received in recent years.

The department's members can submit an application to the head of department for funding to support their participation in conferences etc. The application procedure differs among the school's various departments, so please contact your head of department or educational administrator for

further details. The department's educational administrator monitors expenditure and keeps the head of department informed of the department's total expenditure.

Research staff who can cover expenses related to their participation in conferences etc. via externally funded projects are expected to use such funding before being eligible for financial support from the department's annual grant.

Expenses incurred through *mandatory* competence development activities, such as Danish lessons for foreign employees and courses for heads of research programmes, are covered separately by the school. The same applies to communal professional development activities such as courses in academic writing. Activities organised as part of the project to develop university pedagogy and didactics are likewise funded by the school. Other professional development activities and courses are to be funded by the department's annual grant and/or via an application to the State Sector Competence Fund.

Annual grants for research programmes, research centres, PhD programmes, funds administered by the deputy head of school for research to support postdoc activities, and funds for activities at Campus Aarhus

Research programmes and research centres are allocated an annual grant of DKK 25,000. These funds are administered and disbursed by the head of the programme or centre and can be used for seminars and retreats, meeting refreshments (in accordance with current regulations), and to invite guest speakers from Denmark. Heads of research programmes and research centres are sent quarterly status reports on their use of the available funds.

The manager of DPU in Aarhus is allocated DKK 25,000 yearly for collective academic/social activities at Campus Aarhus. These funds can be used on catering, remuneration, and other expenses relating to invited guest speakers. DPU's secretariat in Aarhus keeps account of expenditure.

PhD programme directors are allocated DKK 25,000 yearly for collective academic/social activities for PhD students. These funds can be used on catering, remuneration, and other expenses relating to invited guest speakers. DPU's secretariat in Emdrup keeps account of expenditure (Maibritt Skovgaard Wraa).

The deputy head of school for research is allocated DKK 10,000 yearly for network activities led by the postdoc group. These funds can be used for collective academic/social activities for postdocs. Events are planned with due regard to include postdocs based at both campuses.

Funding for visiting researchers at the Danish School of Education

Research programmes, research centres, research units, and departments can apply for funding for shorter stays by visiting international researchers. Applications including a programme and budget for the stay are to be sent to Stine Trentemøller (stinet@edu.au.dk). Applications are processed on an ongoing basis by the head of school. In 2026, DKK 500,000 is available, of which DKK 275,000 is reserved for visits by honorary professors appointed by DPU.

Priority will be given to applications that explicitly address the department's strategy to increase publication in international scientific outlets.

Funding for international mobility from Aarhus University Research Foundation (AUFF): visiting researcher stipends and sabbatical stipends

Applications can be submitted to AUFF for grants of up to DKK 15,000 per month to support 1–3 month stays by visiting researchers.

In addition, research staff at DPU can apply for a grant to support a stay abroad (sabbatical) of 3–9 months. Grants of up to 200,000 can be applied for.

For further details, see <https://auff.au.dk/en/grants/international-mobility>.

Proofreading and language editing of articles for international publications

Language Services at the Faculty of Arts offers language editing of academic articles written in English or Danish by the faculty's researchers and PhD students when there is no external funding set aside for this purpose and the articles are intended for publication in peer-reviewed journals or other scholarly publications. This work is sometimes carried out in collaboration with external language consultants. Each researcher has an annual quota of 18,000 words per calendar year that cannot be carried over to subsequent years. In addition, Language Services at the Faculty of Arts offer language editing for the following types of texts:

- Calls for papers
- Abstracts (excluding PhD dissertations)
- PhD assessments

For further details on the booking procedure, see <https://medarbejdere.au.dk/en/faculties/arts/the-administrative-centre-arts/arts-communication/language-services-faculty-of-arts>.

DPU provides additional support in proofreading and editing English-language articles to promote publication in peer-reviewed international journals by DPU's researchers without external funding set aside for this purpose. This support is offered as a supplement to the language editing offered at the faculty level and with no fixed annual quota. Support is administered by Simon Rolls from DPU's secretariat, who himself performs proofreading and language revision of articles, as well as of applications for research funding. When Simon does not have time, he can advise on alternative solutions. The researcher should contact Simon via email (siro@edu.au.dk) well in advance, providing information on the intended journal, the length of the text, any deadlines, and any language guidelines or preferences (British or American English etc.).

Researchers who have *external funding* available for proofreading and language revision – such funding is included in grant applications whenever possible – such services are offered for purchase by many international publishers (Elsevier, Sage, Routledge, etc.). Simon Rolls (siro@edu.au.dk) can offer advice.

Please note that, as a rule, neither DPU nor Arts offer funding for *translation* of scientific articles.

Funding to support independent research

In 2026, DPU has allocated DKK 225,000 to support research projects without external funding. These funds are primarily used to support the hiring of student assistants (for instance to help



transcribe interview recordings) and for travel costs when collecting empirical data. The annual departmental grants are not sufficient to cover such expenses. As a rule, funds will not be granted for the hiring of research assistants as the costs are too high relative to the funding that is currently available. Funding will only be granted to projects aimed at international publication. Applications are submitted to the head of school via Stine Trentemøller (stinet@edu.au.dk) and must include a publication plan.

Research stays (AUFF)

Applications can be submitted to AUFF for research stays in the Mill House (Møllehuset) at Sandbjerg Estate and in apartments on Husumgade in Copenhagen. For further details, see <https://auff.au.dk/en/grants/forskningsophold/mollehuset> and <https://auff.au.dk/en/grants/forskningsophold/research-stay-in-husumgade>.

Publication support (AUFF)

Applications can be submitted to AUFF for grants supporting publication in highly rated international publication channels, preferably large foreign publishers. Support can also be given to high quality publications by Danish publishers. For further details, see <https://auff.au.dk/en/grants/publication-support>.

Conferences and webinars at DPU

Please refer to [DPU's guidelines for organising either in-person conferences or virtual webinars](#) (in Danish only).

The following conditions must be met: the organiser must be a permanent member of academic staff at DPU, the event must be approved by the head of department, and the budget must be approved by the head of school via the head of DPU's secretariat.

Purchasing books, IT equipment, and software

Staff at DPU cannot use annual departmental grants to purchase books, computer glasses, furniture, IT equipment, software etc. If externally funded projects explicitly include the purchase of books or IT equipment and software in their research budget, purchases can be made in accordance with the budgetary framework approved by the funding body. IT equipment purchased as part of externally funded projects is the property of Aarhus University and must be returned when employment ceases.

To purchase computer glasses, a requisition form is completed and sent to the head of DPU's secretariat. See <https://medarbejdere.au.dk/en/administration/hr/workingenvironment/physical-work-environment/screen-glasses>.

To purchase IT equipment and software, a requisition order must be submitted to itindkob@edu.au.dk for processing.