Rules of procedure for the Lundbeck Foundation's internal panels related to internationalisation of research

1. Composition of the panels
   a. Members of the panel for Travel Grants & Scientific Meetings are the Director of Science, the Senior Grant Manager, with input from the Foundation's Grants & Prizes department (G&P)
   b. Members of the panel for Visiting Professorships and Senior Researcher Sabbaticals are Professor Michael Kjær and Professor Thomas Werge (members of the Research and Prize Committee) and Director of Science and the Senior Grant Manager, (both from G&P)

2. Duties of the panels
   a. It is the duty of the panels to implement decisions within the scope of the grant allocation mandate given by the Foundation's Board of Trustees

3. Evaluation of applications
   a. Applications are reviewed according to the criteria set out by the Foundation's Board of Trustees in the grant mandate
   b. Any issues of impartiality must be settled before applications are reviewed
   c. Applications within the scope of the panel for Travel Grants & Scientific Meetings are reviewed by the Director of Science and the Senior Grant Manager,
   d. Applications within the scope of the panel for Visiting Professorships are reviewed by the Director of Science and the Senior Grant Manager, who prepare a recommendation either for a grant or for rejection. Recommendations are presented to Professor Thomas Werge (member of the Research and Prize Committee) who takes the final decision in the form of a written statement to award a grant or reject the application
   e. Applications within the scope of the panel for Senior Researcher Sabbaticals are reviewed by the Director of Science and the Senior Grant Manager, who prepare a recommendation either for a grant or for rejection. Recommendations are presented to Professor Michael Kjær (member of the Research and Prize Committee) who takes the final decision in the form of a written statement to award a grant or reject the application
   f. In the event of impartiality of a member of Research and Prize Committee to review an application, according to paragraphs d. and e. above, G&P ensures that the final review is taken over by another member of the Research and Prize Committee with the relevant capabilities.

4. Decisions of the panels
   a. The panels review applications regularly and take decisions to award a grant or reject the application. The decisions of the panels are documented in the Foundation's application system (LANAS).

5. Reporting on the work and decisions of the panels
   a. G&P reports its decisions to the Foundation’s Board of Trustees at a yearly update.

6. Impartiality
a. Members of the panels are subject to the Foundation’s general rules on impartiality and access to the Foundation’s funds, cf. the Foundation’s code of practice on the subject
b. Members of the panels have a duty to notify G&P of any circumstances which may give rise to doubt about the member’s impartiality.

7. **Confidentiality**
   a. Members of the panels have a duty of confidentiality regarding information which may come to their notice in their capacity as a member.

8. **Acceptance of the rules of procedure**
   a. A new Board member of the panels must accept the rules of procedure by signing the original rules in force from time to time.

9. **Amendments to the rules of procedure**
   a. These rules of procedure may be amended by the Foundation’s Board of Trustees. The rules of procedure may be amended if required by the Board of Trustees. However, they are reviewed at least once a year with a view to prospective adjustments.

Approved by Foundation’s Board of Trustees on March 12th, 2024