

Instructions for the Prisma application form: International Grants 2017, Conference

General information

Please observe that all character limitations are including spaces. NB! If you intend to copy and paste the text into the application form, we recommend that you, in good time, try to copy it into Prisma to assure that the number of characters specified in your word processor is consistent with the count in Prisma. Underlying formatting may follow and contribute to a different number count in Prisma. If that is the case, unformat your text by, for example, copying it (paragraph by paragraph) into a different software such as Notepad or alike.

Prisma

The application is to be sent in via the application- and review system Prisma. For most of the required steps in Prisma, [user manuals](#) are available. We urge you to consult these when writing your application.

- [Go to Prisma](#)
- [Prisma user manual](#)
- [FAQ Prisma](#)

Before beginning an application, you must open a personal account in Prisma where your information, such as personal data, CV and publications, is saved. With a personal account, you only have to enter the information once, and it may then be supplementer or edited as needed. The applications you register in Prisma are then linked to your account. Remember to open your personal account in good time before the deadline.

If your employer is affiliated to [SWAMID](#) you may use the same log in information in Prisma as used at your work place.

You can read more about SWAMID in the [Prisma FAQ](#).

Basic information

Please observe that spaces are included in all character limitations.

Project title and abstract

Project title in Swedish (max 200 characters)

Enter the name of the conference.

Project title in English (max 200 characters)

Translate the name of the conference to English.

Abstract in Swedish (max 2000 characters)

Briefly describe the conference, its purpose, themes and scientific approach as well as the organisation and structure of the conference. Include the target audience and the estimated number of participants. The purpose of the abstract is to inform Forte's evaluators and decision makers about the conference. The abstract should be able to stand alone which is why you should make no references to other parts of the application. It is also important that the abstract is written in clear language so that laymen can understand.

Abstract in English (max 2000 characters)

Translate the abstract to English.

Project time

Start month

Enter "12" here (December 2017).

Number of project years

Enter "1" here.

Calculated project time

This is automatically set by the system.

Desired project time

Fill in the period that the grant being applied for will be utilized. Please observe that the grant cannot be used after 31 December 2018.

Classifications

Forte's main subject areas and sub-areas

Choose a suitable main subject area and a sub-area for your application. Click the "+Save choice" button. Forte reserves the right to reclassify your application.

Alternative sub-area

You have the option to choose an alternative sub-area for your application. This sub-area can have a different main subject area. Choose a main subject area again, and an alternative sub-area below. Click the "+Save choice" button. Forte reserves the right to reclassify your application.

Coordination area

Forte has a national coordination responsibility for research in several research areas. Choose one of the areas if they apply to your application. If none are applicable for your project, choose the option “no coordination area”.

SCB-codes

In order to facilitate future analysis of research funded by all Swedish research funding agencies, all applications are classified according to Statistics Sweden’s standard. Make a three-level classification of your application. Click the “+Save choice“ button. Forte reserves the right to reclassify your application.

The Conference

Description of the conference (max 15 000 characters)

Briefly describe the conference, its purpose, themes and scientific approach, as well as organisational partners. Include the conference date, suggested program and prospective speakers and participants. Describe the target audience, how information will be disseminated and participants will be recruited, as well as the estimated number of participants. Describe the organisation and structure of the conference, the program committee and how you will evaluate abstracts etc. Also include a description of how the conference will be documented and the documentation to be disseminated.

Link to the conference web page

Enter the URL to the conference web page or to the web page of the organisation hosting the conference. Click on the ”+–“ button to the right.

Attached images (4 MB/image)

It is not possible to paste images into the text fields, but it is possible to upload them in the “image uploader” above. Include a visible reference in the image so that you can refer to in the text. Here you are able to upload images that illustrate different parts of your project description in JPG, PNG and GIF-format.

Budget

Total budget for the conference

Include a general budget and financial calculation for the conference. It should be clear how the whole conference will be funded.

Justification of costs applied for at Forte (max 5000 characters)

Justify, in particular, the purpose for which funding is requested. The Conference Grant is able to

cover costs for invited keynote speakers (travel, accommodation and board), funding participants from low-income countries and workshops for planning the conference.

Costs applied for in the Forte grant

Please observe that for budget reasons, all costs must be filled in under the 2017 column, irrespective of the desired project time.

Describe how you plan to use the funds that you are applying for, divided into costs for invited keynote speakers (travel, accommodation and board), funding participants from low-income countries and workshops for planning the conference. The approved amount must not exceed 300 000 Swedish Kronor. Please observe that everything filled in in the table “Running costs and salaries including social fees”, is automatically summarized in the table “Total Budget” as running costs. Indirect costs (OH) are reported separately in the table “Total Budget”. Please also note that for financial technical reasons, all costs must be completed in the column for 2017 - regardless of the desired project time. Therefore, do not fill in the column for 2018.

Total costs

Please observe that the column “Other costs” should not to be filled in.

Administering organisation

In order for you to apply, your Swedish university or higher education institution (HEI) must have been approved as an administrative organisation and must have opened an organisational account in Prisma. These are listed as choices in Prisma. You can then select your HEI as an administrative organisation and project site. If your Swedish university or HEI is missing as a choice in Prisma, please contact the university or HEI. After the call has closed, your application will automatically be sent to your administrative organisation. The administrative organisation must distribute the application to an authorized representative who must sign the application within 7 days.

Review panels

Do not fill in.

Participants

Do not fill in.

CV

All CV and publication details for applicants are stored on your personal account. Under this heading, import the information from your CV that is relevant to the conference.

Publications

Applications for research projects grants are limited to ten publications per applicant. They are added to the page Publications in the application form.

Register

Here you register your application.