Programme Grant 2016: Instructions for the Prisma application form

Please observe that spaces are included in all character limitations.

Basic information

Programme title (Swedish)

The title should be formulated in clear language and so that the programme's purpose is evident. The programme title is often used on its own and should therefore be formulated with care. The programme title may not exceed 200 characters in length including spaces.

Abstract (Swedish)

The purpose of the abstract is to inform Forte's evaluators and decision makers about the programme. The abstract should be able to stand alone, and reference should not be made to it in other parts of the application. It is also important that the abstract is written in clear language so that laymen can understand. The abstract may not exceed 2 000 characters in length including spaces.

Programme title (English)

The title should be formulated in clear language so that the programme's purpose is evident. The programme title is often used on its own and should therefore be formulated with care. The programme title may not exceed 200 characters in length including spaces.

Abstract (English)

The purpose of the abstract is to inform Forte's evaluators and decision makers about the programme. The abstract should be able to stand alone, and reference should not be made to it in other parts of the application. It is also important that the abstract is written in clear language so that laymen can understand the abstract. The abstract may not exceed 2 000 characters in length including spaces.

Time plan

Programmes are granted for three + three years, in total six years.

Forte's main subject areas and sub-areas

Choose a suitable main subject area and a sub-area for your application. Click first on the "+ -" button to open a new line. Choose a main area and a sub-area. To save, click on the "+ -" button to the right under the sub-area. 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. Click first on the "+ -" button to open a new line. Choose a sub-area. To

save, click on the "+ -" button to the right under the sub-area. 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 it applies to your application. If none are applicable for your programme, 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. Click first on the "+ -" button to open a new line. Make a three-level classification of your application. To save, click on the "+ -" button to the right underneath level three.

Programme description

The programme description should be written in English as the application will be assessed by an international review panel.

Background, purpose and research questions

Outline the background for the programme, as well as the purpose and specific research questions. Outline how different parts of the programme are related. Write a brief review of current knowledge and research in the field and explain the theoretical starting points, as well as the relationship to previous research in the area. If the proposed programme is a continuation of a previously concluded or ongoing project or programme, describe how the programmes relate to each other. Describe what has been done in the previous project or programme and outline how the new research that you are applying for in this application relates. It is very important for the assessment of the application that the results from previous projects or programmes which are related to the current application are presented. Previous projects need not have been funded by Forte. Maximum 20 000 characters.

Previous Forte grant reference number

If Forte has funded all or parts of your research described above, please state the reference numbers. State the reference number for previous research projects grants, junior researcher grants, postdoc grants, programme grants and Forte research centre grants.

Significance for the research area

Describe the significance of the proposed programme for the identified research area. Clarify the new knowledge that the programme will contribute to the existing knowledge base. The originality of the programme will be assessed. Maximum 10 000 characters.

Gender and diversity

Comment on the application's gender and diversity perspective. Ethnicity and socio-economic status are included as aspects under diversity. Max 2 500 characters.

Description of the projects included in the programme, study designs and methods

Outline the different projects or parts included in the programme. Describe the study designs, study population(s), material and methods. Also describe which data will be used, how the data collection will be undertaken and the principles and methods for data processing and analysis. Maximum 20 000 characters.

Attached images

It is not possible to add images in the text field, these are added in the field "Attached Images". Include a visible reference inside the image so that you may reference the images in the text. You can upload images illustrating parts of your programme description in JPG, PMG and GIF formats. Maximum 4 MB/image.

Reporting of ethical considerations

Comment if the programme lacks ethical problems, needs certain ethical considerations, will be submitted to an ethical review committee or has been approved by an ethical review committee. Rules for ethical review and the ethical review organisation are described in detail at http://www.epn.se/. Maximum 2 000 characters.

Work plan: organisation and time plan for the programme

Clearly describe how your programme will be organised and what is going to be done. It is important to outline how the programme will be functioning as a research milieu. The work plan should also contain information about the staffing of the programme, including details of each person's programme tasks. Cooperation with other researchers outside of the programme group is described here. The work plan should be written so that the reviewers can appraise the feasibility of the programme. Maximum 20 000 characters.

References for the programme description and maximum 10 relevant publications from the research group
Provide a bibliography for the programme description and a selection of a maximum of ten publications from the programme group that are relevant for the application. List publications intended to strengthen the applicant's and co-applicants' research competence under the page "Publications". Maximum 10 000 characters.

Dissemination and collaboration

Societal relevance

Comment on the relevance of the programme to society's needs and to Forte's areas of responsibility. Describe possible fields of application for the results, that is, plans for implementation and utilisation. Maximum 2 500 characters.

Knowledge dissemination

Describe your plans at this stage regarding scientific publications and how information about the programme and its results will be disseminated outside the scientific community. Maximum 2 500 characters.

Public engagement

Comment on the programme's collaboration with representatives for relevant organisations, authorities, users or other stakeholders. This primarily concerns cooperation with stakeholders outside the scientific community. Cooperation with researchers is described in the field "Work plan". If you have not planned any public engagement or cooperation please comment on your reasons why. Maximum 2 500 characters.

Budget

Programmes are granted for three + three years, in total six years. Give a brief account of how you plan to use the funds that you are applying for.

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 note that we require that wages are entered into the tables "Running costs and salaries including social fees" as well as "Full time monthly salaries excluding social fees" and "Full time monthly salaries excluding social fees for other personnel". The individual wages specified in the two latter tables must be summarized and entered into the "Running costs and salaries including social fees" table, where they must include social fees.

Running costs and salaries including social fees
The following categories may be used:

- Materials and equipment. Specify what you are applying for concerning equipment required to be purchased specifically for the programme. This means equipment normally not available at the institution (or equivalent). If the equipment will also be used for other activities the application should only raise costs corresponding to the use in the current project. If the equipment is an investment you can only apply for capital and interest burden. You cannot include costs for the purchase of personal computers or other standard office equipment in the application.
- Travel costs. It is possible to apply for funding for trips abroad which are justified by planned international collaboration in the programme or for travel to international conferences to report on the programme.
- Salaries including social fees. Specify total salary costs including social fees for personnel to be covered by the applied programme grant. Note that you should also include the salary costs for personnel who are not yet employed. Wages for people employed abroad are not granted as a rule.
- Other costs. Specify other costs in the programme such as cost of premises, sub consultants, literature searches, data costs, consumables (not office supplies), scientific publication (open

access publishing) and planned efforts for disseminating knowledge outside the scientific community.

Government institutions calculate their costs excluding VAT. For projects at non-governmental institutions, Forte will only reimburse VAT that constitutes a real cost for the project.

Total Budget

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".

There is no agreement between Forte and SUHF (The Association of Swedish Higher Education) concerning indirect costs for external research grants. The model used for calculating the indirect costs should be the one used at your department.

Report indirect costs as a separate item specifying amount per year. Please note that the column "Other costs" should not be filled in.

Full time monthly salaries excluding social fees

You must invite participating researchers, using the Prisma system, before you can complete this field. Account for wages and efforts for all participating researchers. Specify who will be remunerated by the programme by ticking the box next to each person in the table.

- Tick the box if the person's salary will be paid by the programme.
- Report the salary/estimated salary converted into a full time monthly salary excluding social fees for those persons who will be salaried by the programme.
- Report the estimated work effort in the programme as a per cent of full time per year. The work effort should also be reported for persons that will not be paid by the programme.

Persons with employment that includes research duties cannot be fully financed by the grant. Staff other than participating researchers, as well as not yet employed personnel, are reported below.

Full time monthly salaries excluding social fees for other personnel

Report salaries for other personnel (not researchers registered in Prisma) such as PhD students, statisticians, administrative staff etc. Report their role in the programme, name or function, and:

- tick the box if the person's salary will be paid by the programme;
- report salary/estimated salary converted into a full time monthly salary excluding social fees for those persons who will be paid by the programme; and
- report the estimated work effort in the programme in as a per cent of full time per year. The work effort should also be reported for persons that will not be paid by the programme.

Other funding for this project

Report the name of the financier, the applicant/project leader, type of grant, the status of the funding application, reference number or equivalent and the granted/applied amount.