Instructions for the Prisma application form

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 processer 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

For most of the required steps in Prisma, there are user manuals available. We urge you to consult these when writing your application.

- Go to Prisma
- Prisma user manual
- "Frequently asked questions" Prisma

Preparing for application

Opening a personal account in 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 supplemented 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.

Participating researchers

Participating researchers must also open personal accounts in Prisma (including their CV and the publications they want to use in the application) and agree to his or her participation in the project before the final application day. Encourage your colleagues to open an account in Prisma in good time.

- If your employer is affiliated to SWAMID you may use the same log in information in Prisma as used at your work place.
- In order to open an account in Prisma you will need a so-called ORCID-id. ORCID is an international registry for researchers and is mandatory in Prisma. If you have not yet registered for a researcher-id you may do so on the ORCID website.

More information about SWAMID and ORCID-ID: FAQ Prisma

CV

All CV and publication details for applicants and participating researchers are stored on the respective researcher's personal account. Under this heading, all participating researchers import their respective CV-data from the personal account. The maximum number of items that can be included is listed here:

3 employments
3 postdocs
3 research exchange assignments
3 expert fields
3 associate professors
2 basic educations
5 supervised post doctors
5 supervised PhD students
3 awards and distinctions
3 other merits

Publications

Applications for research projects and junior research grants are limited to ten publications per applicant and co-applicant. They are added to the page Publications in the application form. In addition, a selection of a maximum of ten references from the project group´s production, relevant for the application, can be added to the field "References for the project…" in the application form as well as the bibliography for the project description.

Organisational account

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.

Basic information

Please observe that spaces are included in all character limitations.

Project title and abstract
Project title in Swedish (max 200 characters)
The title should be formulated so that the project's purpose is evident and so that laymen may understand. The project title is often used on its own and should therefore be formulated with care.

Abstract in Swedish (max 2 000 characters)
The purpose of the abstract is to inform Forte's evaluators and decision makers about the project. The abstract should be able to stand on its own, which is why you should make no

references to other parts of the application. It is also important that the abstract is written so that laymen can understand the abstract.

Project title in English (max 200 characters)
The title should be formulated so that the project's purpose is evident and so that laymen may understand. The project title is often used on its own and should therefore be formulated with care.

Abstract in English (max 2 000 characters)
The purpose of the abstract is to inform Forte's evaluators and decision makers about the project. The abstract should be able to stand on its own, which is why you should make no references to other parts of the application. It is also important that the abstract is written so that laymen can understand the abstract.

Time plan
For three-year projects the project time is automatically set as 1 October 2017 to 30 September 2020. Two-year projects end on 9 September 2019.

The project start has been set for autumn 2017 for budgetary reasons as Forte is obligated to pay out an annual cost during 2017. As the project start is 1 October, costs can only be budgeted for the last three months of 2017 until to the end of September 2020, as is pre-set in Prisma. Forte will, however, pay out the full stated annual budget (for example October 2017 – September 2018) already in 2017. The funding manager can then defer project funds so that they are paid out at the actual project start, which for several projects may be January 2018. Funds can be disposed until the end of 2021.

Subject classification
Forte´s main subject areas and subareas
Choose a suitable main subject area and a subarea for your application. Click first on the +- button to open a new line. Choose a main and subarea. Click on the +- button to the right under the subarea in order to save. Forte reserves the right to reclassify your application.

Alternative subarea
You have the option to choose an alternative subarea for your application. This subarea can have another main subject area. Click first on the +- button to open a new line. Click on the +- button to the right under the subarea in order to save. 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. Click first on the +- button to open a new line. Make a three level classification of your application. Click on the +-

button to the right underneath level three to save.

Project description

The application will be rewieved by international experts and should therefore be written in English.

Background, purpose and research questions (max 15 000 characters)

Outline the background for the project as well as the purpose and specific research questions. Write a brief literature review and analysis of the theoretical starting points as well as the relationship with previous research in the area. If the proposed project is a continuation of a previously closed or ongoing project, describe how the projects relate to each other. Describe what has been done in the previous project and outline the new research that you are applying for in this application. It is very important for the assessment of the application that the results from previous projects related to the application are presented. Previous projects need not to be funded by Forte. Also, comment on the application's gender and diversity perspective.

Previous Forte grant ref. 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, junior research grants, post-doc grants, program grants and Forte Centers.

Significance for the research area (max 5 000 characters)

Describe the significance of the proposed project for the research area. Clarify what new knowledge the project will produce. The project's originality will be assessed.

Study design and method (max 15 000 characters)

Describe the study design, 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.

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 project description in JPG, PMG and GIF formats. Maximum 4 MB/image.

Reporting of ethical considerations (max 2 000 characters)

Comment if the project 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/.

Work plan (max 15 000 characters)

Clearly describe what is going to be done and how the work will be organised. The work plan should also contain information about the staffing of the project, including details of the persons' project tasks. Cooperation with other researchers outside of the project group is described here. The work plan should be written so that the reviewers can appraise the feasibility of the project.

Gender and diversity (max 2 500 characters)

Comment on the application's gender and diversity perspective. Ethnicity and socioeconomic status are aspects that are included in the diversity concept.

References for the project description and a maximum of 10 relevant publications from the research group (max 7 500 characters)

Give a bibliography for the project description AND a selection of a maximum of ten publications from the project group production that are relevant for the application. List publications intended to strengthen the applicant's and co-applicants' research competence under the page Publications.

Societal relevance

Societal relevance (max 2 500 characters)

Comment on the relevance of the project to society's needs and to Forte's areas of responsibility. Describe possible fields of application of the results, in other words, plans for implementation and utilisation.

Knowledge dissemination (max 2 500 characters)

Describe your plans at this stage regarding scientific publications and how information about the project and its results will be disseminated outside the scientific community.

Public engagement (max 2 500 characters)

Comment on the project's collaboration with representatives for relevant organisations, authorities, users or other actors. This concerns cooperation with actors primarily outside the scientific community. Cooperation with researchers is described in the field Work plan. If you do not have plans for cooperation please comment on the reasons why not.

Budget

Projects are granted for three years at the most.

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 is applied for concerning equipment needed to be purchased specifically for the project. This means equipment normally not available at the institution (or equivalent). If the equipment also will be used for other activities should the application 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 normal office equipment in the application.
- Travel costs. It is possible to apply for funding for such trips abroad which is justified by planned international collaboration in the project or for travel to international conferences to report on the project.
- Salaries including social fees. Enter total costs including social fees for personnel to be salaried by the applied project grant. Note that you should report the wages costs in the project even for not yet employed personnel.
- Other costs. Specify other costs in the project such as cost of premises, minor consultant, literature searches, data costs, consumables (not office supplies), scientific publication, planned efforts for sharing 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" is not to be filled in.

Full time monthly salaries excluding social fees
You have to invite eventual participating researchers before you can complete this field. Account for wages and efforts for all participating researchers and specify who will be salaried from the project by ticking the box next to each person in the table.

- Tick the box if the person should be salaried from the project
- Report salary/estimated salary converted into full time monthly salary excluding social fees for those persons who should be salaried from the project
- Report the estimated work effort in the project in per cent full time per year. The work effort should be reported even for persons that should not be salaried from the project

Persons with employments that include research cannot be financed fully by the project grant. Not yet employed personnel are reported below.

Full time monthly salaries excluding social fees for other personnel

Report salaries for other personnel not yet employed such as PhD students, consultants administrative staff etc. Report the role in the project, name or function and…

- tick the box if the person should be salaried from the project
- report salary/estimated salary converted into full time monthly salary excluding social fees for those persons who should be salaried from the project
- report the estimated work effort in the project in per cent full time per year. The work effort should be reported even for persons that should not be salaried from the project

Other funding for this project

Report the name of the financier, the applicant/project leader, kind of grant, the status of the funding application, ref.no. or equivalent and granted/applied amount.

Register

Here, you register your application. After registering your application, you should receive an email from Prisma confirming this. It is important to remember that if you, after registration, go in and audit your application which can be done until the call closes, you must re-register the application again.

Contact

If you have questions about the call or how to fill in the full application form:

- For ANDTS, Andreas Björke, Senior Research Officer, andreas.bjorke@forte.se
- For Ageing and Health, Cecilia Odelstierna, Senior Research Officer, cecilia.odelstierna@forte.se
- Peter Allebeck, Secretary General, peter.allebeck@forte.se

For support questions about Prisma, please contact:

prismasupport.research.se/user-manual/contact.html