

Instructions for the Prisma application form: To prevent sick leave and promote return to work 2018

General information

Please observe that spaces are included in all character limitations. 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.

It is not possible to add images in the text field, these are added in the field Attached images (see Attached images and letters of support). Include a visible reference inside the image so that you may reference the images in the text.

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](#)

Basic information

Please observe that spaces are included in all character limitations.

Project title in Swedish (max 200 characters)

The title should be formulated so that the project's purpose is evident and in clear language so that laymen can 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 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.

Project title in English (max 200 characters)

The title should be formulated so that the project's purpose is evident and in clear language so that laymen can 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 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.

Time plan

Number of project years

Projects are granted for three years at the most.

Subject classifications

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 and 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 another 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 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. To save, click on the "+-" button to the right underneath level three.

Project description

You may write in Swedish or English.

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

What will be studied and why? Justify the project by describing the background, purpose and specific research questions and the expected effect of the results. Describe the theoretical approach for the project as well as its relationship to previous research. Identify relevant systematic reviews, national and international guidelines and identified gaps in knowledge that

justify additional research. Outline the project's originality and the knowledge that will arise from the project.

If the proposed project is a continuation of a previously closed or ongoing project, for example the Rehsam programme or another initiative, 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. For assessment purposes it is important to report the results of previous projects related to the current project grant. This also applies to projects that have not been funded by Forte.

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, junior research grants, postdoc grants, programme grants and Forte centres. For projects that have received funding in previous Rehsam calls for proposals, please provide the project number.

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.

Research projects should be of such scientific quality and be designed in a way that allows for scientific assessment and systematic review. For more information see for example:

- [SBU's Assessment methods handbook](#)
- [Cochrane](#)
- [CONSORT: checklist and flow diagram for randomised trials](#)

The study design must include the following information under separate headings:

- **Formulate the purpose of the research questions.** What will be studied and in which populations or groups? Please specify according to PICO (Population / Intervention / Control / Outcome). The outcome measures and data sources of each sub-study or research question should be stated.

NOTE: Projects should use the outcome measures and data sources for return to work as presented by the Swedish government's social security agency, Försäkringskassan, in a report that was published on 30 september 2016, p. 15-19. [Find the report here](#) (in Swedish). In addition to these, other measures for return to work can also be studied. Follow-up should be at least 12 months.

- **Description of variables and measurement.** Describe how each variable will be measured or recorded and how it will be analysed. Variables, such as quality of life, pain, etc. must be measured using validated questionnaires and rating scales of various kinds. Suitable reference to formulas and scales should be stated.

- **Sample size and power.** Report and justify the minimal difference in treatment effect between the control and intervention that is clinically relevant to detect and set the sample size of the study/ sub-studies. Provide the estimated attrition rate based on references from previous studies or registries. Describe the patient population and plan for recruitment. Calculate the study's strengths to the planned sample size taking into account the estimated attrition rate.
- **Study population:** Patient selection (population, sample). Briefly describe the inclusion and exclusion criteria for patient selection.
- **Selection of study design:** How will the problem be studied? Specify and justify the study design for each sub-study or research question.
- **Analysis plan:** Briefly describe the statistical methods (how the data will be used to explain the issue). What statistical methods are planned for the complex data from questionnaires and other assessments? How is longitudinal data and attrition managed? If used, describe methods for qualitative data.

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.

Societal relevance (max 3 000 characters)

Comment on the relevance of the project to society's needs and to focus of the call for proposals. Describe how the project results are expected to be of practical clinical use. Specify and explain how the results are in demand by patients and other stakeholders. Describe how the project results can contribute to better use of resources in the health sector and the effects on society at large. Maximum 3000 characters.

Gender and diversity perspective in the content of the research (max 2 500 characters)

How is a theoretically based gender and diversity perspective important to the research project? The perspective should be integrated into the different parts of the application. This applies in addition to a description of the variables included in the research project, such as gender, ethnicity and disabilities. Aspects included in the diversity concept are, for example, disabilities, ethnicity, socioeconomic status, age and sexual orientation.

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/>.

References for the project description (max 5 000 characters)

Give a bibliography for the project description.

Dissemination and collaboration

Collaboration and user participation (max 5 000 characters)

Comment on the project's collaboration with representatives for users/patients and professionals. Also describe the cooperation with employers, workplaces or Arbetsförmedlingen, the Swedish Public Employment Service. Cooperation with researchers is described in the field work plan.

Knowledge dissemination (max 5 000 characters)

Describe how information about the project and its results will be disseminated outside the scientific community. Explain how the results will be implemented in the health care, rehabilitation and employment sectors.

Budget

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 being applied for concerning equipment 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. Wages for people employed abroad are as a rule not granted.
- 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 or county organisation.

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

Gender distribution in the project group (max 2 000 characters)

Comment on the gender distribution in the project group from an equality perspective.

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..

Attached images and letters of support

Attached images

Here you can upload images illustrating parts of your project description in JPG, PNG and GIF formats. Maximum 4 MB/image.

Letters of support from partner organisations

Here you can upload documents such as Letters of Intent (LoI) to support the parts of your project description regarding collaboration and utilisation. NOTE: Only one document can be uploaded. If you wish to attach more than you will need to combine them into a single document.

PDF attachment

If for some reason you do not want to use the Prisma function to account for publications, you can attach your 10 publications in PDF format here.

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 same limitations apply as for the outline:

- 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 are limited to ten publications per main applicant and up to five publications per co-applicants. 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.

Register

Register your application here.

Contact

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

- Stella Jacobson, research officer, 08-775 40 97, stella.jacobson@forte.se
- Peter Allebeck, Secretary-General, 08-775 40 93, peter.allebeck@forte.se

For support questions about Prisma:

- [Contact the Prisma Support](#)