

Instructions for the Prisma application form: International Grants 2018, Conference

General information

Please observe that spaces are included in all character limitations.

If you intend to copy text into the application form: You must, in good time, check whether the number of characters, such as the character count in Microsoft Word, matches the number of characters in the form in Prisma. Underlying formatting can follow which causes the number of characters to be inconsistent with the character count in Microsoft Word. If it does not match, you must either try to clear all formatting, using Notepad or similar, copy paragraph by paragraph, or type in from the beginning.

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 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 2 000 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 2 000 characters)

Translate the abstract to English.

Project time

Start month

Enter “12” here (December 2018).

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 31st December 2020.

Classifications

Forte’s main subject areas and sub-areas

Choose a suitable main subject area and a subarea for your application. Don’t forget to save your choice. Forte reserves the right to reclassify your application.

Alternative sub-area

You have the option to choose an alternative subarea for your application. This subarea can have another main subject area. Don’t forget to save your choice. 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. Don’t forget to save your choice.

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. Don’t forget to save your choices.

The Conference

Description of the conference (max 10 000 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.

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 (max 5 000 characters)

Include a general budget and financial calculation for the conference. It should be clear how the whole conference will be funded. Specifically motivate the need for external funding.

Costs applied for in the Forte grant

Please observe that for budget reasons, all costs must be filled in under the 2018 column, irrespective of the desired project time. Therefore, do not fill in the column for 2019.

Describe how you plan to use the funds that you are applying for, divided into costs for invited 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 “Costs applied for in the Forte grant”, is automatically summarized in the table “Total Budget” as running costs. Indirect costs (OH) are reported separately in the table “Total Budget”.

Total costs

Report indirect costs as a separate item specifying amount per year. Please observe that the column “Other costs” should not to be filled in.

Administrating 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

Here you can fill in if there are any participants.

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.

There are limitations for certain posts that you can import into your application form from your profile in Prisma. The following limitations are set (maximum number of posts):

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

Publications

Applications for conference grants are limited to ten publications per applicant (5 for participants). They are added to the page Publications in the application form.

Register

Here you register your application.

Contact

If you have any questions about the call or how to fill in the application form, please contact:

Sofie Wallerström, Senior Research Officer, sofie.wallerstrom@forte.se, +46 (0)8-562 051 71
Dag Hervieu, Senior Research Officer, dag.hervieu@forte.se, +46 (0)8-775 40 72