

Research on the quality, organisation and processes of welfare 2018

Instructions for the Prisma application form

General information

Since applications are reviewed by international experts, your application should be written and submitted in English (with the exception of fields where Swedish is specifically requested). If the application is submitted in Swedish, the quality of the assessment may be compromised.

Please observe that spaces are included in all character limitations. If you intend to copy text into the application form, we recommend checking 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 occur which causes the number of characters to be inconsistent with the character count in your word processor. 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

All applications are submitted through Prisma. For most of the required steps, 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](#)
- [Prisma support](#)

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)

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Abstract in English (max 2 000 characters)

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Time plan

Projects are granted for three years. Project time will automatically be set as 2018-11-01 – 2021-10-31.

The disposal time is such that the beneficiary can utilize the funds until 2022-10-31.

Subject classification

Forte's main subject areas and subareas

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 subarea

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.

Project description

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.

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.

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 perspectives in the content of the research (max 2 500 characters)

Describe in what way a theoretically based gender and diversity perspective is important for 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 disability. Disability, ethnicity, socioeconomic status, age and sexual orientation are aspects that are included in the diversity concept.

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

Provide 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. Publications intended to strengthen the applicant's and co-applicants' research competence are listed under the page Publications (alternativley under PDF attachment publications).

Gender balance in the research group (max 1 000 characters)

Comment of the gender balance in the project group from an equality perspective.

Societal relevance

Relevance for policy and practice (max 5 000 characters)

Explain the relevance of the project in relation to policy, policy impact and policy change regarding welfare governance, with particular focus on quality, organization and processes. Report possible uses of the results, and how the results can contribute to practical benefits.

Knowledge dissemination and plan for utilization (max 5 000 characters)

Report the plans available at this stage for disseminating knowledge about the project's results. This includes scientific and popular science publication, but the focus should be on a plan for utilization and implementation, both during the project and, later on, of its results.

Public engagement (max 2 500 characters)

Comment on the project's collaboration with representatives for relevant organizations, 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.

Budget

Projects are granted for up to three years. In this call, you can apply for up to SEK 5 million over three years (including indirect costs). 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, 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 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 wage 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 fees, 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 any 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 percent 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 per year.

PDF attachment publication list

Primarily, Prisma’s function for reporting publications should be used. If you, for some reason, do not wish to use Prisma’s function for reporting publications, you may upload a PDF file with a list of your publications (maximum 10) here. Note the limitations that apply (see Publications below).

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 of the call's closure.

Review panels

Choose the review panel available.

Participants

Add participating researchers. Participating researchers must 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.

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

All 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 publications from their personal accounts. Applications for research project grants are limited to 10 publications per main applicant and 5 per co-applicant. The purpose of these publications is to validate the project leader's and the co-applicants' research competence.

Register

Register your application here.

Contact

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

Andreas Björke, Senior research officer, andreas.bjorke@forte.se

Staffan Arvidsson, Senior research officer, staffan.arvidsson@forte.se

Peter Allebeck, Secretary general, peter.allebeck@forte.se