

# Instructions for the Prisma application form: International Grants 2018, Visiting Researcher Outgoing

## 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

### Project title and abstract

#### *Project title in Swedish (max 200 characters)*

The project title should indicate the purpose of the visit, as well as indicating the prospective host institution. The title should be formulated in clear language so that laymen can understand. The project title is often used on its own and should therefore be formulated with care.

#### *Project title in English (max 200 characters)*

Translate the title to English.

#### *Abstract in Swedish (max 2 000 characters)*

Briefly account for the visiting researcher's stay. Highlight the specialist knowledge and experience that the host institution and partners can contribute to your research and research field. The purpose of the abstract is to inform Forte's evaluators and decision makers about the visiting researcher's stay. 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 31<sup>st</sup> December 2019.

## Classifications

### *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.

## The visiting researcher's stay

### *Description of the host institution (max 5 000 characters)*

Describe the host institution and their research.

### *Link to the host institution's web page*

Enter the URL to the web page of the host institution

### *Description of the visting researcher's stay (max 10 000 characters)*

Outline how the experience and knowledge gained by the outgoing visiting researcher during the stay will benefit the home institution's research and the research field. Present a preliminary program for the visiting researcher's stay - what the guest researcher will do in terms of research,

lectures, presenting at seminars, etc., both at the host institution and any other institutions visited.

### Certificate from the host institution (max 4 MB)

Upload a certificate from the host institution in PDF-format certifying that the visiting researcher is welcome to visit the institution and briefly describing the guest researcher's tasks and activities during the stay. The certificate must be signed by the principal researcher at the host institution.

## Budget

### 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.

The grant can cover costs for salary and fees (including social fees), international and domestic travel and accommodation costs in Sweden. However, the grant does not cover direct research costs. Other costs must be specified and described in the table. The total amount cannot exceed 500 000 SEK.

### Total budget

Please observe that everything filled in in the table "Costs applied for in the Forte grant", is automatically summarized in the table Total costs as Running costs. Indirect costs (OH) are reported separately in the table Total costs.

Report indirect costs as a separate item specifying amount per year. Please note that the column "Other costs" is 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 authorised representative who must sign the application.

## Review panels

Do not fill in.

## Participants

Do not fill in participating researcher. However, a *participating administrator* can be invited to help with the registration of the application.

## CV

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 visiting researcher grants are limited to ten publications per applicant. 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](mailto:sofie.wallerstrom@forte.se), +46 (0)8-562 051 71

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