

# Ageing and health 2019

Instructions for the Prisma application form  
Project grant

## General information

The applications are to be assessed by a specially appointed review panel comprising international researchers and representatives of the public with knowledge of Swedish conditions.

Since applications are reviewed by international experts, your application should be written in English (except for the text fields where Swedish is required). 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 Microsoft Word. If it does not match, you must either try to clear all formatting by copying paragraphs into Notepad or similar, or type directly in Prisma.

## Prisma

All applications are submitted through Prisma. For most of the required steps, user manuals are available. We urge you to consult these when writing your application.

- [Prisma user manual](#)
- [Read more about Prisma](#)
- [FAQ Prisma](#)
- [Prisma support](#)

Before writing your application, make sure the following conditions are met:

- You have created a personal account in Prisma
- All participating researcher have created personal accounts in Prisma
- Each participating researcher has stored personal data, CV and publications on their account
- Your administrating organisation has an account in Prisma

## Basic information

### Project title and abstract

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

#### 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 Swedish (max 2 000 characters)

#### Abstract in English (max 2 000 characters)

The purpose of the abstract is to inform Forte's evaluators and decision makers about the planned 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 laymen can understand the abstract.

### Time plan

Project grants are granted for two or three years.

### Subject classifications

#### Forte's main 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.

#### Forte's areas of coordination

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.

#### Sustainable development goals

Classify your application according to the United Nations Sustainable Development Goals. You can choose a maximum of three goals. More information is available [here](#).

## Project description

### **Purpose, research questions, theories, background and the originality of the project (max 20 000 characters)**

Describe the project's purpose, specific research questions, background and originality. Write a brief literature review and analysis of the theoretical starting points and describe the project's added value in relation to previous research in the area. If the project is based on a previously completed or still ongoing project, describe how the projects relate to each other and summarise the results of the previous research. The research referred to does not need 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 number. State the reference number for previous research projects, junior research grants, postdoc grants, programme grants and Forte Centres.

### **Study design, methods for data collection and analysis (max 15 000 characters)**

Describe the study design, which data will be used, how the data collection will be undertaken and the principles and methods for data processing and analysis.

### **Interdisciplinary/multidisciplinary approach (max 2 500 characters)**

Describe the disciplines involved in the project and the way in which the project is inter- or multidisciplinary.

### **Gender and diversity perspective 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. 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.

### **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.

### **References for the project description (max 6 000 characters)**

State references used in the project description. List publications intended to strengthen your research competence under the page Publications.

**Gender distribution of the research group (max 500 characters)**

Comment on the gender balance in the research group from an equality perspective.

**Image uploader**

Here you can upload images that illustrate parts of your project description. Include a visible reference in the image so that you can refer to it in the text. Allowed file extensions: JPG, PNG and GIF format. Max 4 MB/image.

**Ethics****Ethical review needed**

Check the box if your project needs ethical approval.

**Comment on the project's 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. Comment on why the project needs or does not need ethical review. Rules for ethical review and the ethical review organisation are described in detail [here](#).

## Relevance

**Relevance in relation to societal needs and Forte's areas of responsibility (max 2 500 characters)**

Comment on the relevance of the project to societal needs and to Forte's areas of responsibility. Describe how the research questions are related to societal needs.

**Engagement with users of research results during the research process (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 outside the scientific community. Specifically, describe which actors you will engage, in which phases of the research process and in what forms. Motivate the relevance of interaction and describe expected effects.

**Utilisation and communication of research results (max 2 500 characters)**

Outline the plans for utilisation of the project's research results. Discuss possible target groups and describe the actors to be contacted and involved, the methods to be used in the work and expected effects. This may regard policy, practice or working methods, etc.

## Budget

Project grants are granted for two or three years. Provide a budget for the years 2019-2020 for two-year projects and 2019-2021 for three-year projects. Give a brief account of

how you plan to use the funds that you are applying for. Since project start is July 1, 2019 (as opposed to January 1), the project time will extend six months into a third or fourth year (2021 for two-year projects and 2022 for three-year projects). Leave this column empty and provide a budget for two or three whole years (2019-2021 for two-year projects and 2019-2021 for three-year projects).

Please note that wages entered into the tables “Salaries (excluding social fees) for project leader and participants” and “Salaries (excluding social fees) for other personnel” are to be summarised and entered into the table “Running costs and salaries (including social fees)”, where they must include social fees.

Everything entered in the table “Running costs and salaries (including social fees)”, is automatically summarised in the table “Total budget” as Running costs. Indirect costs (OH) are reported separately in the table “Total budget”. The total budget must not exceed SEK 5 million (including OH) for three-year projects or SEK 3 million for two-year projects (including OH).

## **Salaries (excluding social fees)**

### **Salaries (excluding social fees) for project leader and participants**

If you have participating researchers, you have to invite them 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.

- Check 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.

### **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:

- Check 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.

## Running costs and salaries (including social fees) and total budget

### Running costs and salaries (including social fees)

Examples of categories that 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 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 work, 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

Everything entered in the table “Running costs and salaries (including social fees)”, is automatically summarised in the table “Total Budget” as Running costs.

In this table, you fill in the indirect costs (OH). 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.

## Other funding

### Other funding for this project

Fill in all funds that have been applied for or received for the project. This includes e.g. funding from research councils, private foundations, universities and county councils.

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.

## Administrating organisation

In order for you to apply, your Swedish higher education institution (HEI) or research organisation must have been approved by Forte as an administrating organisation and created an organisational account in Prisma. The approved administrating organisations are listed as choices in Prisma. Select your HEI as an administrating organisation. **If your HEI/research organisation is missing as a choice in Prisma, please contact the organisation.** After the call has closed, your application will automatically be sent to your administrating organisation. The administrating organisation must then distribute the application to an authorised representative who must sign the application within seven days.

## Review panels

Select the review panel that is available.

## Participating researchers

Add participating researchers here. All participating researchers must open personal accounts in Prisma and add their CV and the publications they want to use in the application. They also have to agree to their participation in the project before the call closes. Encourage your colleagues to open an account in Prisma well ahead of the call closing.

## 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 following limitations apply:

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

## **Publications**

The purpose of these publications is to support the research competence of the project group. Each researcher imports publications from their personal account. Applications are limited to ten publications per main applicant and five per co-applicant.

## **Check and register**

Register your application [here](#).

## **Contact information**

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)