

Challenges in Working Life 2019

Instructions for the Prisma application form,
Programme 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. 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.

It is not possible to add images in the text fields, these are instead added in the field Image uploader (under Programme description). Include a visible reference inside the images so that you may reference them in the text.

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

Programme title and abstract

Programme title in Swedish (max 200 characters)**Programme title in English (max 200 characters)**

The title should be formulated so that the programme's purpose is evident and so that laymen may understand. The programme 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 programme. 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

Apply for six years.

Subject classifications

Themes of the call (max 500 characters)

Choose which of the call's themes that are relevant for the network you are applying for. Copy and paste the relevant themes, including the number.

1. Adapting working life to demographic changes and creating conditions for sustainable labour force participation
2. Increasing the inclusion of under-represented groups in the labour market, with a focus on the workplace and the role of employers
3. Improving the prerequisites and conditions for organising and undertaking work considering different forms of employment
4. Reducing the occurrence of intimidation, violence and harassment in the workplace

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 is national coordinator for research in several research areas. Choose one of the areas if they apply to your application. If none are applicable for your programme, 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](#).

Programme description

Purpose, research questions, theories, background and the originality of the programme (max 25 000 characters)

Describe the programme's purpose, specific research questions, background and originality. Write a brief literature review and analysis of the theoretical starting points and describe the programme's added value in relation to previous research in the area. If the programme is based on a previously completed or still ongoing research, 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 20 000 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. If the programme involves practice-oriented workplace research, it should be described here.

Interdisciplinary/multidisciplinary approach (max 2 500 characters)

Describe the disciplines involved in the programme and the way in which the programme 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 programme. This applies in addition to a description of the variables included in the research projects, 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 20 000 characters)

Clearly describe what is going to be done and how the work will be organised.

Cooperation with other researchers outside of the programme group is described here, as well as international connectivity and a plan for knowledge transfer between senior and junior researchers. The work plan should be written so that the reviewers can assess the feasibility of the programme.

References for the programme description (max 10 000 characters)

State references used in the programme 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 programme 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 programme needs ethical approval.

Comment on the programme's ethical considerations (max 2 500 characters)

Comment if the programme 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 programme 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, Forte's area of responsibility and the themes of the call (max 5 000 characters)

Comment on the relevance of the programme 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 5 000 characters)

Comment on the programme'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 5 000 characters)

Outline the plans for utilisation of the programme'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

Apply for six years. Give an 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 seventh year (2025). **Leave this column empty and provide a budget for six whole years (2019-2024).**

Please note that wages entered into the tables "Salaries (excluding social fees) for programme 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 18 million (including OH).

Salaries (excluding social fees)

Salaries (excluding social fees) for programme 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 programme by ticking the box next to each person in the table.

- Check the box if the person should be salaried from the programme.
- Report salary/estimated salary converted into full time monthly salary excluding social fees for those persons who should be salaried from the programme.
- Report the estimated work effort in the programme in per cent full time per year. The work effort should be reported even for persons that should not be salaried from the programme.

Persons with employments that include research cannot be financed fully by the programme 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 programme, name or function and:

- Check the box if the person should be salaried from the programme.
- Report salary/estimated salary converted into full time monthly salary excluding social fees for those persons who should be salaried from the programme.
- Report the estimated work effort in the programme in per cent full time per year. The work effort should be reported even for persons that should not be salaried from the programme.

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 programme. 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 programme. 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 programme or for travel to international conferences to report on the programme.
- Salaries including social fees. Enter total costs including social fees for personnel to be salaried by the applied programme grant. Note that you should report the wage costs in the programme even for not yet employed personnel.
- Other costs. Specify other costs in the programme 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 programmes at non-governmental institutions, Forte will only reimburse VAT that constitutes a real cost for the programme.

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 programme

Fill in all funds that have been applied for or received for the programme. This includes e.g. funding from research councils, private foundations, universities and county councils. Report the name of the financier, the applicant/programme 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 7 days of closing.

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 programme 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, import 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 programme 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:

Thomas Jacobsson, Senior research officer, thomas.jacobsson@forte.se

Ulla Wallin, Senior research officer, ulla.wallin@forte.se

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