

Applied welfare research 2020

Instructions for the Prisma application form Planning grant

General information

The applications will be assessed by a review panel consisting of international researchers and Swedish 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. Forte is not responsible for the quality of any translations.

Please observe that spaces are included in all character limitations. If you intend to copy text into the application form, we recommend making sure that 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 Project description). Include a visible reference inside the images so that you may reference them in the text.

Prisma

All applications are submitted through the [Prisma application and review system](#). For most of the required steps, user manuals are available. We urge you to consult these when writing your application.

- [Prisma user manual](#)
- [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 researchers have created personal accounts in Prisma
- Each participating researcher has stored personal data, CV and publications on their accounts
- Your administrating organisation has an organisational account in Prisma and has been approved as an administrating organisation at Forte

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 abstract should provide an informative description of the project as a whole. It 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

Planning grants in this call are sought for one year.

Subject classifications

Focus areas

Choose which of the call's focus areas that are relevant for your application. You can choose a maximum of three areas.

Forte's main and subareas

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

Alternative subarea

You have the option of choosing an alternative subarea for your application. This subarea can have another main subject area. Do not 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 project, choose the option no coordination area. Do not forget to save your choice. Forte reserves the right to reclassify your application.

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. Select research topic in three levels. Do not forget to save your choice.

Sustainable development goals

Classify your application according to the United Nations Sustainable Development Goals. You can choose a maximum of three goals.

[Read more about the Sustainable Development Goals »](#)

Project description and ethics**Project description***Project outline and purpose (max 7 500 characters)*

Give an account of the outline and purpose of the planning grant and its connection to the upcoming research project that is being planned. Describe also the upcoming research project and how it relates to previous research within the area. If the planning grant project or the upcoming project is based on 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. Keywords

Provide 1–5 keywords for your project.

Previous Forte grant ref. number

If Forte has funded all or parts of your research described above, please state the reference number.

Work plan, methods and execution (max 6 000 characters)

Clearly state what is to be done and how the work will be organised. The work plan should contain information about the staffing of the project, including details of the persons' project tasks. Collaboration with other researchers outside of the project group is described here. If the work plan includes a pilot study or similar, 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.

Expected added value (max 4 000 characters)

Justify the need for a planning grant and describe the expected added value of the grant.

Interdisciplinary and/or multidisciplinary approach (max 1 500 characters)

Describe the disciplines involved in the project and how the project is inter- and/or multidisciplinary.

Gender and diversity perspectives in the content of the research (max 1 500 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.

Previous experience in client- and practice-oriented research (max 1 500 characters)

Describe the research group's previous qualifications and experience in client- and practice-oriented research.

References for the project description (max 5 000 characters)

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

Gender distribution of the project group (max 500 characters)

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

Image uploader (max 4 MB/image)

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.

Letters of intent from collaborating partners (optional)

Here you can upload documents (e.g. letters of intent) that support the parts of your project description relating to collaboration. Please note that only one document can be uploaded. If you want to submit several, you must combine them into a single document.

Ethics

Ethical review needed

Check the box if your project needs or has received ethical approval.

Comment on the project's ethical considerations (max 1 500 characters)

Comment if the project lacks ethical issues, needs certain ethical considerations, will be submitted to the Swedish Ethical review authority or has received ethical approval. Comment on why the project needs or does not need ethical review.

[Read more about the rules for ethical review and the Ethical review authority \(in Swedish\) »](#)

Relevance

Relevance and engagement

Relevance in relation to societal needs, the social services and the focus areas of the call (max 2 500 characters)

Comment on the relevance of the project to societal needs, the social services and the focus areas of the call.

Engagement with end users (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.

Budget

Planning grants are sought for one year. Give an account of how you plan to use the funds that you are applying for. Since project start is July 1, 2020 (as opposed to January 1, 2020) the project time will extend six months into a second year (2021). There will therefore be a column for this year in the budget tables. **Leave this column empty and provide a budget for one whole year (2020).** Total budget may not exceed SEK 1 million (including indirect costs).

Cost categories and total budget*Dedicated time for this project*

Enter work effort/estimated work effort as a percentage of full time per year for all personnel in the project. The work effort should also be specified for persons that will not be salaried through the project.

Salaries including social fees

Enter salary costs/estimated salary costs including social fees for all personnel who will be salaried through the project. Salary costs should also be specified for not yet employed personnel.

Running costs

Specify what is applied for concerning running costs. Examples are travel costs, minor consultant work, literature searches, data costs, scientific publication or planned efforts for knowledge dissemination. This also includes costs for premises not included in the indirect costs as well as equipment and material needed to be purchased specifically for the project. This means equipment not normally available at the institution (or equivalent). If the equipment is to be used outside the project, only costs that correspond to the use in the project may be applied for. If the equipment is an investment you can only apply for depreciation costs. You cannot include costs for the purchase of personal computers or other normal office equipment in the application.

Create and name entries in the table so that it is clear what the grant will be used for.

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 tables “Salaries including social fees” and “Running costs”, is automatically summarised in the table “Total budget”.

In this table, you fill in the indirect costs (OH). Report indirect costs as a separate item specifying amount per year. The model used for calculating the indirect costs should be the one used at your department.

Other funding

Other funding for this project

If you have applied for or received funding for this project from Forte or another research funder, provide information about it here. Report the name of the financier, the applicant/project leader, type of grant, the status of the funding application, ref.no. or equivalent and granted/applied amount per year.

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. From there, you can select your HEI as administrating organisation and project site for your application. If your HEI/research organisation is missing as a choice in Prisma, please contact the organisation. When the call closes, your application will automatically be sent to your administrating organisation. The administrating organisation must then sign the application in Prisma within 7 days.

[Forte's criteria for approving administrating organisations »](#)

Review panels

Select the review panel TVF Planning and Network grants 2020.

Participating researchers

Invite 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. If an invited participating researcher has not accepted the invitation, the application cannot be submitted. 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:

Educational history

- 1 doctoral degree (mandatory)
- 2 research educations
- 2 basic educations

Professional history

- 3 employments
- 3 post-doctoral assignments
- 3 research exchange assignments
- 3 interruptions in research

Merits and awards

- 3 associate professorships
- 10 supervised persons (5 for co-applicants)
- 5 research grants awarded in competition (3 for co-applicants)
- 3 awards and distinctions
- 3 other merits

Intellectual property

- 3 intellectual properties

Publications

Under this heading, each researcher imports publications from their personal account. The purpose of these publications is to support the research competence of the project leader and participating researchers. Applications are limited to ten publications per main applicant and five per co-applicant.

Check and register

Check and register your application here. The application cannot be submitted before all compulsory fields are filled in and no limitations are exceeded.

Contact information

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

Teresia Weinberg, Senior research officer, teresia.weinberg@forte.se

Stella Jacobson, Program director, stella.jacobson@forte.se

Aiga Giangiacomo, Research administrator, aiga.giangiacomo@forte.se

Peter Allebeck, Secretary general, peter.allebeck@forte.se (until 2019-12-31)

Olle Lundberg, Secretary general, olle.lundberg@forte.se (from 2020-01-01)