

## Applied welfare research 2020

### Instructions for the Prisma application form Systematic reviews

#### 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**

Grants for systematic reviews 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**

*Purpose, research questions, background and the originality of the project (max 10 000 characters)*

Provide a description of the project's purpose, specific research questions and originality. Write a brief literature review, including earlier or ongoing systematic reviews, and justify the need for a systematic review.

*Keywords*

Provide 1–5 keywords for your project.

*Methods for data collection and analysis (max 10 000 characters)*

Give an account of the protocol of the systematic review, meaning methods, which data will be used, how the data collection will be undertaken and the principles and methods for data processing and analysis. The systematic review should follow an established method for systematic reviews such as the SBU handbook for assessment of methods in health care, Preferred Reporting Items for Systematic Reviews and Meta-Analyses (PRISMA) or ENTREQ (for qualitative systematic reviews). For a systematic review of quantitative studies, clearly describe the population, intervention, control group and outcome (PICO). For a systematic review of qualitative studies, describe the setting, population, phenomenon of interest, comparison and evaluation (SPICE) or similar. Also provide a preliminary description of the literature search in the form of search words, databases and methods for critical assessment of primary studies, including which review templates or criteria will be used to assess their quality. Also describe review templates for assessing the risk of methodology issues that may affect the results and their reliability (using for example GRADE or GRADE-CERQual).

*Interdisciplinary and/or multidisciplinary approach (max 2 000 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 2 000 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 10 000 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. The work plan should be detailed enough that reviewers can assess the feasibility of the project.

*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, engagement and utilisation

*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.

*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 involved, the methods to be used in the work and expected effects. This may regard policy, practice or working methods, etc. Describe also how information about the project and its results are to be disseminated within and outside the scientific community.

## Budget

Grants for systematic reviews in this call 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 Systematic reviews 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](mailto:teresia.weinberg@forte.se)

**Stella Jacobson**, Programme director, [stella.jacobson@forte.se](mailto:stella.jacobson@forte.se)

**Aiga Giangiacomo**, Research administrator, [aiga.giangiacomo@forte.se](mailto:aiga.giangiacomo@forte.se)

**Peter Allebeck**, Secretary general, [peter.allebeck@forte.se](mailto:peter.allebeck@forte.se) (until 2019-12-31)

**Olle Lundberg**, Secretary general, [olle.lundberg@forte.se](mailto:olle.lundberg@forte.se) (from 2020-01-01)