

## Project grants 2022

### Instructions for the Prisma application form

#### General information

The applications will be assessed by a review panel consisting of Nordic researchers and Swedish representatives of the public with knowledge of Swedish conditions.

The application can be written in Swedish or English.

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 and relevance”). 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 you apply

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. [Read more about Forte's criteria for administrating organisations »](#)

- That you meet the requirements and conditions for applying as described in the text "Information about the call" on [the web page for the call](#)

## 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 2 500 characters)*

*Abstract in English (max 2 500 characters)*

The abstract should provide an informative description of the project as a whole. 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. The abstract should be structured with the following subheadings:

- **Research problem and specific questions**  
Describe the general research problem and specific questions of the project, including potential sub-questions. Briefly describe how the research problem and specific questions corresponds to existing knowledge and research.
- **Data and method**  
Describe the data sets and methods that will be used/applied within the project and state in what way they are best suited for answering the problem statement.
- **Plan for project realisation**  
Briefly describe how the project will be conducted and motivate the various cost categories stated in the project budget in a summary form.
- **Relevance**  
Briefly describe the societal challenges that the project address and how the project results could contribute to ameliorating or solving these challenges.

### Time plan

Project grants are granted for 2 or 3 years.

### Subject classifications

*Keywords*

Provide 1-5 keywords for your project.

*Forte's main and subareas*

Choose a suitable main subject area and a subarea for your application. 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. Forte reserves the right to reclassify your application.

*Forte's areas of coordination*

Forte is the national coordinator of research in five 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". 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.

*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 relevance**

### **Project description**

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

Provide a description of the project's purpose and specific research questions. Write a brief literature review and describe the project's originality and added value in relation to previous research in the area. Describe also the theoretical starting points for the project. 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.

#### *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.

#### *Work plan (max 15 000 characters)*

Describe clearly what is going 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. Cooperation with other researchers outside of the project group is

also to be described here. The work plan should be detailed enough that reviewers can assess the feasibility of the project.

*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.

## **Relevance**

*Relevance in relation to societal needs and Forte's areas of responsibility  
(max 3 000 characters)*

Comment on the relevance of the project to identified societal needs and Forte's areas of responsibility.

*Engagement with end users (max 3 000 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 3 000 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.

## **Additional project information**

### **Interdisciplinarity and multidisciplinary**

*Interdisciplinary and/or multidisciplinary approach (max 2 500 characters)*

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

### **Sex and gender perspectives in the content of the research**

*Is a sex or gender perspective applicable for your project?*

State yes or no.

*Explain your answer (max 2 500 characters)*

If yes, explain your answer, and describe also how you take sex and gender perspectives into account in the project description. If you state yes, but still choose not to include it in your project description, you will need to explain this here. If no, explain your answer. Please note that we are not asking for information on the research group's composition in terms of sex/gender.

### **References and ethics**

*References for the application (max 9 000 characters)*

State references used in the application. List publications intended to support your research competence under the page Publications.

*Ethical considerations (max 2 000 characters)*

Comment if the project lacks ethical problems, 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 Ethical Review Authority \(in Swedish\) »](#)

### **International collaborations (optional)**

*Collaboration countries*

If relevant, select countries that you collaborate with in the proposed project. [Read more about Forte's principles on international collaborations »](#)

### **Budget**

Project grants are applied for two or three years. Give an account of how you plan to use the funds that you are applying for. Total budget may not exceed SEK 3 million (including indirect costs) for two-year projects and SEK 5 million (including indirect costs) for three-year projects. Costs that fall outside of the project time span are not eligible and should not be entered into the form.

### **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 and motivate the costs in the designated text field. The costs estimation should be as accurate as possible.

Due to the transformative agreements, costs including scientific publishing are not to be included in the budget (contact your library for advice on publishing).

Costs that are not included in the indirect costs (OH), such as premises as well as equipment and material needed specifically for the project, must be specified and motivated. If the equipment is to be used outside of the project, only costs that correspond to the use during the project life span may be applied for. If the equipment is regarded 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 as these are expected to be covered by the indirect costs.

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.

*Explanation of total budget (max 5 000 characters)*

Write a short specification and explanation of salary costs and other costs within the project.

**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.

**Publications uploaded in PDF-format (optional)****PDF uploader for publications in PDF-format (optional)**

If you have trouble uploading your publication data from your personal account in Prisma into the application, you may use the document “Template for publication list in PDF format” on [the web page for the call](#). The document must be uploaded in a PDF format

under this heading by the main applicant or participating administrator. Only one PDF document is to be uploaded per application. If several applicants wish to list their publications in PDF format, these must be merged into a single document. Applications are limited to ten publications per main applicant and five per co-applicant.

### **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.

### **Review panels**

Select a suitable review panel for your application. You can choose up to three alternatives. Forte reserves the right to reallocate your application to another review panel.

### **Participating researchers**

Invite participating researchers here. Participating researchers must have obtained a doctoral degree. 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 researcher has not responded to the invitation in Prisma, 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.

*If publications are imported from the personal account in Prisma, the PDF uploader under the heading “Publications uploaded in PDF-format (optional) should not be used.*

**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 [projektutlysning@forte.se](mailto:projektutlysning@forte.se).