

Applied welfare research 2024

Instructions for the Prisma application form Project grants

General information

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. [Forte's criteria for administrating organisations »](#)
- You meet the requirements and conditions for applying as described in the text "Information about the call" on the [web page for the call »](#)

Language

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.

Character limitations

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 may be included 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.

Images

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.

Instructions for the application form

Below are step-by-step instructions for how to fill in the application form in Prisma.

Overview

On this page of the application form you can see which parts of the application that are still missing mandatory information, either from you or your participating researchers. It also shows whether character limitations or other types of limitations have been exceeded.

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. 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. The abstract should be structured with the following subheadings:

- **Research problem and specific questions (Swe: Frågeställning)**
Describe the general research problem and specific questions of the project, including potential sub-questions. Briefly describe how the research problem and specific questions correspond to existing knowledge and research.
- **Data and method (Swe: Data och metod)**
Describe the data sets and methods that will be used within the project and state in what way they are best suited for answering the problem statement.
- **Societal relevance and utilisation (Swe: Samhällsrelevans och nyttiggörande)**

Briefly describe the societal challenges that the project addresses and how the project results could contribute to ameliorating or solving these challenges.

- **Plan for project realisation (Swe: Genomförande)**

Briefly describe how the project will be conducted and justify the various cost categories stated in the project budget in a summary form.

Time plan

Enter the time frame for your project.

Subject classifications

Focus area of the call (max 2 000 characters)

State which of the call's focus areas is relevant to your application. You can choose three areas. Explain your choice.

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 national coordinator for 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. [The United Nations' Sustainable Development Goals »](#)

Project description

Project description

Purpose, research questions, theoretical framework, background and the originality of the project (max 20 000 characters)

Provide a description of the project's purpose and specific research questions. Describe how the project outline and research questions came to be and what research needs they address, for example those described in [the strategic research agenda for the national applied welfare research programme](#). 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. This is especially important if the project builds on a previously awarded planning grant. 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, empirical material and 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)

Clearly describe 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 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.

Societal relevance and utilisation

Relevance to the wider community (max 3 000 characters)

Describe the relevance of the project to identified societal needs by accounting for the societal challenges to which the research relates and how the research intends to help to address these challenges. Also describe and justify the need for the research to the research stakeholders.

Benefit for the wider community (max 3 000 characters)

Describe how the research is expected to lead to short or long-term benefits for the research stakeholders, and how this benefit is intended to be promoted. 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.

*Plan for collaboration with the wider community*Is collaboration with the wider community included in the project?

State if collaboration with actors outside of the scientific community is planned within the project.

If yes, answer the three questions below about the planned collaboration. If no, leave the three questions below blank and justify your answer in the text field "Collaboration with the wider community".

Extent of collaboration

Specify to what extent collaboration is part of the project.

Part/s of the research process with collaboration activities

Specify in what part/s of the research process collaboration activities are included. You can choose more than one alternative.

Does the project budget include costs for collaboration?

State yes or no. Enter these costs in the designated table on the page Budget. Describe and justify the costs in the text field "Explanation of total budget".

Collaboration with the wider community (max 3 000 characters)

If collaboration activities are part of the research project: describe the project's planned collaboration with relevant actors outside of the scientific community (such as users, patients, practitioners, professions, policymakers). Specifically, describe which actors you will engage, in which phases of the research process and in what forms. Describe the relevance of the collaboration and describe expected effects. Account for any previous experience of collaboration or co-creation. If collaboration activities are not part of the research project, explain your answer.

Communication of research results (max 3 000 characters)

Describe how information about the project and its results are to be disseminated within and outside the scientific community (such as in academic and/or popular science articles, books, seminars, workshops, training materials). Describe which audiences will be included in the research dissemination.

Additional project information

Multidisciplinarity and interdisciplinarity

Multidisciplinary and/or interdisciplinary approach (max 2 500 characters)

Describe the disciplines involved in the project and how the project is multi- and/or interdisciplinary, if such an approach is applicable. If so, also describe in what way these perspectives contribute to the project.

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 2 000 characters)

Explain your answer and describe how this is considered in the application. Please note that we are not asking for information on the research group's composition in terms of sex.

Previous experiences

Previous experience in client and practice-oriented research (max 2 500 characters)

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

Previous experience of collaboration in research (max 2 500 characters)

Describe the research group's previous qualifications and experience of collaboration in research with actors outside the scientific community.

Ethics

Ethical considerations (max 2 500 characters)

Address the ethical aspects of the research and how any ethical issues will be handled. Comment if the project will be submitted to the Swedish Ethical Review Authority or has received ethical approval. [The Ethical Review Authority »](#)

References

References for the application (max 9 000 characters)

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

International collaboration (optional)

Collaboration countries

Select countries where any collaborative partners operate. [Forte's principles on international collaborations »](#)

Certificates (optional)

Documents that confirm collaboration

Upload documents (e.g., Letters of Intent) that demonstrate external actors' engagement in the research process. This is not required for participating researchers of the project. Please note that only one document can be uploaded and that it must be in a PDF format. If you want to submit several certificates, you must combine them into a single document.

Budget

Give an account of how you plan to use the funds that you are applying for. There is no budget limit for this grant type, but the requested budget must be justified. Costs that fall outside of the project time span are not eligible and should not be entered into the form.

Activity level and cost categories

Activity level in the project

Enter the estimated activity level in percentage of full-time employment for all personnel in the project. The time set aside for each person must be adapted to the persons' project tasks. The main applicant has the scientific responsibility for the project as well as being the project leader and is therefore expected to be active in the project throughout the entire grant period. The activity level should also be specified for persons that will not be salaried through the project. If additional personnel will be recruited at a later stage and therefore cannot be named in the application, it is possible to enter "to be recruited" in the name field.

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 text field "Explanation of total budget". The costs estimation should be as accurate as possible. Create and name entries in the table so that it is clear what the grant will be used for.

It is not allowed to include publication costs for open access publication of research articles in the application. [Forte's guidelines for publication with open access »](#)

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 justified in the text field “Explanation of total budget”. 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.

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 2 500 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 similar costs and purposes 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. When the call closes, your application will automatically be sent to your administrating organisation who must then sign the application in Prisma within 7 days. If your HEI/research organisation is missing as a choice in Prisma, it means they have not been approved as an administrating organisation and must apply to become one. [Forte's criteria for administrating organisations »](#)

Participating researchers

Invite participating researchers here. Participating researchers are researchers with a doctoral degree whose participation is essential for the realisation of the planned research. They do not need to be employed by a Swedish university or college. 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 participating researchers)
- 5 research grants awarded in competition (3 for participating researchers)
- 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 participating researcher.

Register

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:

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