

Applied welfare research 2019

Instructions for the Prisma application form
Planning 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 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 system](#). 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

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 purpose of the abstract is to inform Forte's evaluators and decision makers about the planned project. 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 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. Don't 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. 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 project, 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](#).

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

Give an account of the outline, purpose and added value of the future research that is being planned. Describe also the purpose of what is to be done within the framework of the planning grant and how it relates to the upcoming research project. 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.

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 5 000 characters)

Clearly describe what is going to be done and how the work will be organised, including information on staffing and work tasks for each person. If the workplan 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 5 000 characters)

Describe the expected added value of the planning grant.

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

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

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

Describe in what way gender and diversity perspectives are important for the project. Disability, ethnicity, socioeconomic status, age and sexual orientation are aspects that are included in the diversity concept.

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

Describe the research group's earlier qualification 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 research group (max 500 characters)

Comment on the gender balance in the research 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 ethical approval.

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

Comment if the project 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 project needs or does not need ethical review. Rules for ethical review and the ethical review organisation are described in detail [here](#). Applications for ethical review are submitted under “Applications and grants” in Prisma.

Relevance**Engagement with users of research results during the research process (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

Apply for one year. Give an account of how you plan to use the funds that you are applying for. Since project start is 1 December, 2019 (as opposed to 1 January, 2019), the

project time will extend 11 months into a second year (2020). There will therefore be a column in the budget table for 2020. **Leave this column empty and provide a budget for one whole year (2019).**

Please note that wages entered into the tables “Salaries (excluding social fees) for project 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 1 million (including OH).

Salaries (excluding social fees)

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

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

Persons with employments that include research cannot be financed fully by the project grant.

Salaries (excluding social fees) for other personnel

Report salaries and work effort for other personnel such as PhD students, consultants, administrative staff or not yet employed persons. Report the role in the project, name or function and:

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

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

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). 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.

Please note that the column “Other costs” is not to be filled in.

Other funding

Other funding for this project

If you have applied for or received funding for this project from 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. Select your HEI or research organisation as an administrating organisation. **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 within 7 days.

Review panels

Select the review panel “TVF Planning grants and systematic reviews 2019”.

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 project 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, each researcher imports CV-data from their personal account. The following limitations apply:

Educational history

- 1 doctor’s degree
- 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

Each researcher imports publications from their personal account. The purpose of these publications is to support the research competence of the project group. 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 Jacobsson, Programme Coordinator, stella.jacobson@forte.se

Staffan Arvidsson, Assistant Programme Coordinator, staffan.arvidsson@forte.se

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