International grants 2019
Instructions for the Prisma application form
Conference grant

General information

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 The conference). Include a visible reference inside the images so that you may reference them in the text.

Prisma

All applications are submitted through the application and review system Prisma. 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 researchers 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)
Type in the name of the conference.

Abstract in Swedish (max 2 000 characters)
Abstract in English (max 2 000 characters)
Briefly describe the conference, its purpose, themes and scientific approach as well as the organisation and structure of the conference. Include the target audience and the estimated number of participants. The abstract should be able to stand alone which is why you should make no references to other parts of the application. The purpose of the abstract is to inform Forte's evaluators and decision makers about the conference. It is also important that the abstract is written in clear language so that laymen can understand.

Time plan

Number of project years
Due to budget reasons, please fill in "1" here.

Subject classifications

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 is 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. Classify your application in three levels. 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](#).

The conference

Description of the conference (max 10 000 characters)

Briefly describe the conference, its purpose, themes and scientific approach, as well as organisational partners. Include the conference date, suggested programme and prospective speakers and participants. Describe the target audience, how information will be disseminated and participants will be recruited, as well as the estimated number of participants. Describe the organisation and structure of the conference, the programme committee and how you will evaluate abstracts etc. Also include a description of how the conference will be documented and the documentation to be disseminated.

Link to the conference web page

Enter the URL to the conference web page or to the web page of the organisation hosting the conference.

Attached images (4 MB/image)

It is not possible to paste images into the text fields, but it is possible to upload them in the "image uploader" above. Include a visible reference in the image so that you can refer to in the text. Here you are able to upload images that illustrate different parts of your project description in JPG, PNG and GIF-format.

Budget

Provide a budget for the year 2019. Give a brief account of how you plan to use the funds that you are applying for. Since project start is July 1, 2019 (as opposed to January 1), the project time will extend six months into a second year (2020). **Leave this column empty and provide a budget for one year only (2019).**

Please observe that everything filled in in the table "Running costs", is automatically summarised in the table "Total budget" as running costs. Indirect costs (OH) are reported separately in the table "Total budget". The applied amount must not exceed SEK 300 000.

Total budget for the conference

Total budget for the conference (max 5 000 characters)

Include a general budget and financial calculation for the conference. It should be clear how the whole conference will be funded. Specifically motivate the need for external funding.

Running costs and total budget

Running costs

Describe how you plan to use the funds that you are applying for, divided into costs for invited speakers (travel, accommodation and board), funding participants from low-income countries and workshops for planning the conference.

Government institutions calculate their costs excluding VAT. For projects at nongovernmental institutions, Forte will only reimburse VAT that constitutes a real cost for the project.

Total budget

The amounts entered in the table "Running costs" are automatically summarised in the table "Total budget" as running costs.

Indirect costs (OH) are reported separately in the table "Total budget". Use the model for calculating indirect costs that your administrating organisation uses. Report indirect costs as a separate item specifying amount per year.

Please observe that the column "Other costs" should not to be filled in.

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 as an administrating organisation. **If your HEI/research organisation is missing as a choice in Prisma, please contact the organisation.** After the call has closed, your application will automatically be sent to your administrating organisation. The administrating organisation must then distribute the application to an authorised representative who must sign the application within seven days.

Review panels

Select the review panel that is available.

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 their CV-data from their personal account. The following limitations apply:

Educational history
- 1 doctor's degree (compulsory)
- 2 research educations
- 2 basic educations (first and second cycle)

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:

Sofie Wallerström, senior research officer, sofie.wallerstrom@forte.se, 08-562 051 71

Dag Hervieu, senior research officer, dag.hervieu@forte.se, 08-775 40 72