

# International grants 2019

Instructions for the Prisma application form  
Visiting researcher grant, outgoing

## General information

For this grant type, you apply alone. Therefore, you cannot invite participating researchers.

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.

## 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
- You have stored personal data, CV and publications on your 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 project title should indicate the purpose of the visit, as well as indicating the prospective host institution. The title should be formulated in clear language so that laymen can 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)

Briefly account for the visiting researcher's stay. Highlight the specialist knowledge and experience that the host institution and partners can contribute to your research and research field. The purpose of the abstract is to inform Forte's evaluators and decision makers about the visiting researcher's stay. The abstract should be able to stand alone which is why you should make no references to other parts of the application. It is also important that the abstract is written in clear language so that laymen can understand.

### Time plan

Fyll i den period sökt bidrag ska utnyttjas. Stays for visiting researchers are funded for a minimum of one month and a maximum of six months. Granted funds can only be used until 30 September 2020.

#### 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](#).

## Outgoing visiting researcher

**Description of the host institution (max 5 000 characters)**

Describe the host institution and their research.

**Link to the host institution's web page**

Enter the URL to the web page of the host institution.

**Description of the visiting researcher's stay (max 10 000 characters)**

Outline how the experience and knowledge gained by the outgoing visiting researcher during the stay will benefit the home institution's research and the research field. Present a preliminary programme for the visiting researcher's stay – what the guest researcher will do in terms of research, lectures, presenting at seminars, etc., both at the host institution and any other institutions visited.

**Certificate from the host institution (max 4 MB)**

Upload a certificate from the host institution in PDF-format certifying that the visiting researcher is welcome to visit the institution and briefly describing the guest researcher's tasks and activities during the stay. The certificate must be signed by the principal researcher at the host institution.

## 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 500 000.

## Running costs and total budget

### Running costs and salary

The grant can cover costs for salary and fees (including social fees), international and domestic travel and accommodation costs. However, the grant does not cover direct research costs. Other costs must be specified and described in the table.

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 and salary” 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

Do not fill in participating researcher. However, a participating administrator can be invited to help with the registration of the application.

## CV

All CV and publication details for applicants are stored on their 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 research grants awarded in competition
- 3 awards and distinctions
- 3 other merits

### **Intellectual property**

- 3 intellectual properties

## Publications

Each researcher imports publications from their personal account. Applications are limited to ten publications per main 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 questions about the call or how to fill in the application form, please contact:

**Sofie Wallerström**, senior research officer, [sofie.wallerstrom@forte.se](mailto:sofie.wallerstrom@forte.se), 08-562 051 71

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