

## Conference grant 2021

### Instructions for the Prisma application form Conference grant

#### General information

This is an organisational call. This means that only holders of an organisational account in Prisma can initiate an application.

The applications 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). 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](#). Applications are initiated by holders of an organisational account in Prisma. The person who has initiated the application can then invite a person who has been appointed by the administrating organisation as project leader to help fill out the application. However, inviting a project leader is not mandatory.

For most required steps, user manuals are available. We urge you to consult these when writing your application. See specifically the page “Organisation account/Calls for organisations” in the user manual.

- [Prisma user manual](#)
- [FAQ Prisma](#)
- [Prisma support](#)

Before writing your application, make sure the following conditions are met:

- The 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](#) »

- Any project leader or administrator who are invited to help fill out the application must have created a personal account in Prisma.

## Basic information

### Project title and abstract

*Project title in Swedish (max 200 characters)*

*Project title in English (max 200 characters)*

Type 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

This call is an ongoing call with project start in 2021. Conference grants are granted for one year. Fill in the requested start month (July-December) with numbers (7–12). In the auto-generated start month, July will be filled in automatically, but the actual start month will be adjusted to your requested start month.

### 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 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. [Read more about the Sustainable Development Goals »](#)

**The conference****Description***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.

*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.

**Budget**

Conference grants are granted for 1 year. Give an account of how you plan to use the funds that you are applying for. Total budget must not exceed SEK 300 000 (including indirect costs).

**General budget and financing calculation for the conference***General budget and financial calculation (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 justify the need for external funding.

## **Cost categories and total budget**

### *Running costs*

Examples of costs that a conference grant may cover are costs for invited speakers (travel, accommodation and board), participation for students or other groups without own funds, and planning the conference.

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” 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.

## **Administrating organisation**

Approved administrating organisations are listed in the application form and for organisational applications, the administrating organisation is pre-selected. Here, you also select a unit as project site for the application. If only the name of the main organisation is relevant to the application, a unit should be created in the organisation account with the name of the organisation as a “project site”.

## **Review panels**

Select the review panel that is available.

## **Participating researchers**

Once an application has been initiated, the person responsible for the organisation account can invite a project leader to help fill out the application. The project leader does not need to be a user on the organisation account but does need to have their own personal account in Prisma.

You can also invite one participating administrator who is not part of the project, but who can help fill out the application form. A participating administrator only has access to the application before it is registered.

No participating researchers should be invited for this grant type.

## **CV**

No CV information should be entered for this type of grant.

**Publications**

No publications should be entered for this type of grant.

**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. Only users who are responsible for the organisation account can register the application.

**Contact information**

If you have any questions about the call or how to fill in the application form, please contact:

**Dag Hervieu**, Senior research officer, [dag.hervieu@forte.se](mailto:dag.hervieu@forte.se)

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