

## Visiting researcher grant (outgoing) 2023

Instructions for the Prisma application form  
Visiting researcher grant

### 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
- You have stored personal data, CV and publications on your account
- Your 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 »](#)
- 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 application can be written in Swedish or English.

#### Limitations

The same person can only submit one application to the outgoing visiting researcher grant as main applicant.

#### 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 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.

## Instructions for the application form

### Overview

On this page of the application form you can see which parts of the application that are still missing mandatory information. 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 project title should indicate the purpose of the visiting researcher's stay as well as the name of the prospective host institution. It should be formulated 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)*

Write a summary of the programme of the visiting researcher's stay. Highlight the knowledge and experience that the visiting researcher's stay can contribute to your research and research field. 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

*Number of project years*

Due to budget reasons, please fill in "1" here.

#### 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 »](#)

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

Outline the experience and knowledge you expect to gain during the stay and how it will benefit the home institution's research and the research field. Present a preliminary programme for your stay – what you will do in terms of research, lectures, presenting at seminars, etc., - both at the host institution and any other institutions visited.

*Description of the host institution (max 2 000 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.

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

Upload a certificate from the host institution in a PDF-format certifying that you are welcome to visit the institution and briefly describe your tasks and activities during the stay. The certificate must be signed by the principal researcher at the host institution.

**Budget**

Give an account of how you plan to use the funds that you are applying for. Enter all costs for the visiting researcher's stay in the column for 2023 (i.e., leave the column for 2024 blank).

Total budget must not exceed SEK 500 000 (including indirect costs). Costs that fall outside of the project time span are not eligible and should not be entered into the form.

## Budget

### *Running costs and salary*

The grant can cover costs for salary and fees (including social fees), international and domestic travel and accommodation costs in the country of destination. Any additional costs must be specified and justified in the table. Specify what is applied for concerning running costs and motivate the costs in the text field “Explanation of total budget”.

It is not allowed to include publication costs for open access publication of research articles in the application. [Read more about 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 motivated 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.

Create and name entries in the table so that it is clear what the grant will be used for.

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 salary” 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 2 000 characters)*

Write a short specification and explanation of salary costs and other costs within the project.

## 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. 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 in Prisma within 7 days.

### **Participating researchers**

Do not enter participating researchers. However, a participating administrator can be invited to help with the registration of the application.

### **CV**

All CV details are stored on your personal account. Under this heading, import your 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 research grants awarded in competition
- 3 awards and distinctions
- 3 other merits

#### **Intellectual property**

- 3 intellectual properties

### **Publications**

Under this heading you import publications from your personal account. Publications are limited to ten publications per main applicant.

### **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:

**Dag Hervieu**, Head of Unit, [dag.hervieu@forte.se](mailto:dag.hervieu@forte.se)