

Visiting researcher grant 2024 – Outgoing

Instructions for the Prisma application form
Visiting researcher grant

General information

Prisma

All applications must be 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 the [Prisma application system](#)
- You have stored your CV and details of your publications in your personal account
- The administrating organisation for the grant has an organisational account in Prisma and has been approved as an administrating organisation at Forte. [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

Applications in this call may be written in Swedish or English.

Character limits

Please observe that spaces are included in all character limits. If you intend to copy text into the application form, we recommend making sure that the number of characters, according to the word processing programme, matches the number of characters in the form in Prisma. Underlying formatting may be included which causes the number of characters to differ. In such a case, you must either try to clear all formatting by copying paragraphs into Notepad or similar, or type directly in Prisma.

Overview

On this page of the application form you can see which parts of the application that are still lacking mandatory information. It also shows whether character limits or other types of limits have been exceeded.

Keep in mind that there may be conditions that are not restricted by Prisma as well as fields that are not mandatory and therefore not visible on this page. Read the call text and instructions carefully before registering the application.

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. The title should be formulated so that non-specialists may also form an impression of the content of the project. The project title is often used on its own and should 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 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 non-specialists can understand the abstract. If your application is granted, the abstracts in Swedish and English will be published in open project databases without a confidentiality assessment.

Project time

Number of project years

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

Subject classification

Keywords

Provide 1-5 keywords for your project.

Forte's main areas and sub-areas

Choose a suitable main subject area and a sub-area for your application. Forte reserves the right to reclassify your application.

Alternative sub-area

You have the option of choosing an alternative sub-area for your application. This sub-area may belong to another main subject area. Forte reserves the right to reclassify your application.

Forte's areas of coordination

Forte is the national coordinator for research in five research areas. Choose one of the areas if they apply to your application. If none is applicable to 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 for Swedish classification of research topics. Select research topic at three levels.

Sustainable development goals

Classify your application according to the United Nations' Sustainable Development Goals. You may choose a maximum of three goals. [The United Nations' 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. Also briefly address other aspects of relevance for the assessment in accordance with the assessment criteria and requirements of the call.

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.

International collaboration (optional)

Collaboration countries

State countries where any collaborative partners operate.

[Forte's principles on international collaboration »](#)

Budget

Give an account of how you plan to use the funds that you are applying for. Total budget must not exceed SEK 500 000 (including indirect costs). Costs that fall outside of the project's time frame are not eligible and should not be included in the application.

Budget

Running costs and salary

Specify what is applied for in terms of operational costs and salary. It is important that costs are specified and estimated with as much detail as possible and that they are explained and justified in the text field "Explanation and justification of total budget". Create and name items in the table so that it is clear what the grant will be used for.

It is not permitted to include publication costs for open access publication of research articles in the application. [Forte's guidelines for publication with open access »](#)

Premises costs and the cost of equipment specific to the project, additional to what is included in the indirect costs (OH), must be separately explained and justified in the text field "Explanation and justification of total budget". If the equipment is also to be used outside of the project, only costs related to the use during the project should be included. If the equipment is regarded as capital expenditure, you may only apply for depreciation costs. You must not include the cost of purchasing personal computers or other normal office equipment in the application as these are expected to be covered by the indirect costs.

Government organisations report their costs exclusive of VAT. For non-governmental organisations, Forte only reimburses VAT when it constitutes a real cost for the project. The same applies to foreign organisations.

Total budget

Everything entered in the tables "Running costs and salary" is automatically summarised in the table "Total budget".

In this table, indirect costs (OH) are entered separately. Report indirect costs as a separate item specifying amount per year. Each project participant calculates indirect costs based on the model that the respective organisation uses. These costs are added up and entered into the table.

Explanation and justification of total budget (max. 2,000 characters)

Write a short explanation and justification of the costs you are applying for.

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. Approved administrating organisations are listed as choices in Prisma. From there, you can select your HEI as administrating organisation and the relevant unit as the project site for your application. When the call for proposals closes, your application will automatically be sent to your administrating organisation who must then sign the application in Prisma within 7 days. If your HEI/research organisation is missing as a choice in Prisma, it means that they have not been approved as an administrating organisation and must apply to become one. [Forte's criteria for administrating organisations »](#)

Participants

In this call, you are the sole applicant which means that you may not enter any participating researchers.

However, a participating administrator can be invited to help with the completion of the application. The administrator is not part of the project but has access to the draft application. A participating administrator cannot register the final version of an application and does not have access to the application once the final version has been registered in Prisma.

CV

All CV and publication details are stored on your personal account. Under this heading, you import your CV-data from your personal account. The following limits apply (maximum number):

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

Register

Register your application here. The application cannot be submitted unless all compulsory fields have been completed and no limits exceeded.

Contact information

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

Dag Hervieu, Senior research officer, dag.hervieu@forte.se

Susanne Gabrielsson, Research officer, susanne.gabrielsson@forte.se

Olle Lundberg, Secretary general, olle.lundberg@forte.se