Conference Grant

The aim of this grant is to promote international cooperation and sharing of experiences amongst researchers. The conference grant offers active researchers in Sweden the possibility to organize conferences with internationally recognized key speakers.

Summary

Type of grant	Research environment and Research collaboration funding
	Humanities and Social Sciences
	Medicine and Health
Area	Natural and Engineering Sciences
	Educational Sciences
	Artistic Research
Focus area	Undirected
Applicant	Single researcher
Participating researchers	Participating researchers may not be invited to join the application.
Grant period	The conference must take place 4-12 months after the closing date of this call.
Grant amount	Minimum 50 000 SEK
	Maximum 200 000 SEK
Call deadline	23.02.2016 (at 2 PM)
Publication of grant award decisions	No later than the end of May 2016
Grant period start date	Beginning of June 2016 at the earliest

Read more about previously awarded grants

Eligibility criteria for grant applications

You must fulfil the requirements set out below to be eligible to apply for the grant. We will carry out controls in order to ensure that applications that do not adhere to the eligibility criteria are rejected from further processing.

Applicant

The Conference Grant is open to individual researchers. You are the project leader and scientific supervisor of the conference. You must hold a Swedish doctoral degree or an equivalent foreign degree. The doctoral degree must have been awarded before the deadline of this call. The date of issue will be considered to be the point in time when all the requirements of the degree were fulfilled (for example mandatory courses, the oral public defense of the doctoral thesis and the approved doctoral thesis). The doctoral degree requirement does not apply

to applicants in the field of artistic research. A degree from an artistic higher education institution (HEI), or equivalent qualifications, are however required.

The grant will be administered by a Swedish HEI, or another public organisation in Sweden that fulfils the Swedish Research Council's requirements for administrating organisations. Please note that you will not be able to apply unless your organisation is an approved administrating organisation

If you are awarded funding, you must be employed by the administrating organisation when the grant period begins unless the Swedish Research Council, the administrating organisation or another employer (where applicable) agree otherwise. The employment must at least equal 20 % of a full-time employment. You do not have to be employed by the administrating organisation when the application is submitted.

Number of applications and previous grants

You can only be awarded one conference grant per year. You may only submit one application per conference under one call. A single conference can only be awarded funding once, in case applications are submitted under several calls.

N.B.: If you have been project leader for grants from the Swedish Research Council before, you will only be able to apply for a new grant if the final financial report on all previous grants were submitted within the stipulated time period.

For questions as to whether all financial statements have been submitted, please turn to your administrating organisation.

Costs and grant funding

The grant may only cover travel and accommodation costs for a limited number of invited key speakers who do not work in Sweden. The grant may not cover other participants, administrative costs or social security contributions. In general, economy class fares (or equivalent) should be used for air and rail travel.

You may apply for a grant amount between 50,000 SEK and 200,000 SEK, including indirect costs.

Grant period

The conference must take place within 4-12 months of the deadline of this call. The entire grant will however be disbursed in 2016, irrespective of when the conference will be held. The grant disbursement will be made in June 2016 at the earliest but the awarded grant funding will remain available up until May 2017.

Terms and conditions for the conference

Internationally recognized researchers, who are active in another country than Sweden, must be invited to the conference. The conference must also:

- Be held in Sweden.
- Target the research community.
- Be arranged as a medium-sized conference event, i.e., include 50 to 200 participants
- Take place 4-12 months after the deadline of this call.

Please note that the logo of the Swedish Research Council may not be used in connection with conferences funded by the Council. The logo may only be used for conferences where the Swedish Research Council is a co-organiser and can influence the conference content. Only the name of the Swedish Research Council may be used in other cases.

How do I apply?

You apply electronically through Prisma, which is the application system used by the Swedish Research Council. You create an application in the Prisma system by filling out the text fields, retrieving information from your personal account, and by enclosing the required appendices.

In order for you to be able to apply, your organisation must have become an approved administrating organisation and created an organisation account in Prisma.

Most of the required steps in the Prisma system are described in the User Manual and the FAQ answers. We advise you to have a look at these documents when you write your application.

Creating a personal account in Prisma

Before you can apply, you must create a personal account in Prisma, where you will store your personal data and your cv. The information only has to be entered once, and may subsequently be supplemented or amended whenever necessary. The account will also enable you to register your publications for future use. Please note that publications stored in your account can't be transferred to the application form. This is due to the fact that the publications function is still under development and has not yet been implemented in the Swedish Research Council's calls.

Please remember to create your personal account well in advance. The applications that you register in Prisma will be linked to your personal account.

Participating administrators, who will be involved in the preparation of the application must also create an individual Prisma account, and agree to their participation.

Text

Some text fields are formattable, which means that in those fields you can change the font and size and insert certain tables, formulas and symbols. If you have written the text in advance using Microsoft Word, you will also be able to copy paste the text and keep the initial formatting. Pictures can however not be inserted into the text fields.

All text fields have limitations as to the number of characters and this will be illustrated by means of a word count calculator. If you use too many characters you will not be able to register the application.

Signing

Both you, as applicant, and the official representative of the administrating organisation, must sign the application electronically in the Prisma system. More information can be found under the tab "Registering the application" below.

What must the application contain?

We ask you to familiarize yourself with the application form in Prisma at the same time as you read through the instructions below.

Language

You are welcome to write the application in English, or in Swedish.

Application subsections

The application form contains the following tabs:

- Descriptive data
- Research summary
- Budget and research resources
- Administrating organisation
- Review panels
- Participants (in this call only participating administrators)
- CV

Below you will find an outline of the information required under each tab. Mandatory information is marked with an asterisk* in the Prisma system.

Please note that there is a tab in Prisma for retrieval of publications from your personal Prisma account. This is however not used in the call and you can therefore disregard from this.

Descriptive data

Enter the conference name in Swedish and English as the title, and select keywords and SCB classification codes. Also indicate the one subject area the application concerns.

We ask you to enter one (1) month under project period. The month of June will then appear as default value.

Abstract

The abstract must contain a short description of:

- The conference title and venue.
- The conference date: (year-month-day)
- A short justification of the conference
- A link to the conference website (where applicable).

Please use a language that can also be understood by somebody with a different scientific background.

The outline may contain a maximum of 1,500 characters, including blank spaces (approximately half an A4 page in Times New Roman, size 12, single spacing).

Research plan

In this section you are requested to attach your research plan in a pdf format. Please observe that the appendix may only contain one file, with a maximum size of 10 MB.

The research plan should consist of a short but complete presentation of the conference. The maximum length is four A4 pages in Times New Roman, size 12, single line spacing, including references.

The following information must be included in the research plan under separate headings and in the given order:

- **Scientific description:** Describe the scientific content of the conference.
- **Significance:** Describe the conference's significance to the research field.
- **Participants:** Outline the expected number of participants, the share of Swedish participants and to what degree the conference is open to all active scientists in the field.
- **Key Note Speakers:** Name the invited key note speakers and provide a brief description of their scientific merits.
- **Programme:** Present the conference date and the preliminary conference programme.

Budget and research resources

Under this tab, you are requested to include costs and other funding sources (where applicable) for the conference. You may apply for a grant amount between 50,000 SEK and 200,000 SEK, including indirect costs.

Other costs

Quote the rounded amounts for and describe operating costs (travel and accommodation costs for a limited number of invited key speakers who do not work in Sweden). Please note that air and railway travel should normally be in economy class or its equivalent and that.the grant may not cover other participants, administrative costs or social security contributions.

Total project cost

The application system will automatically add up the budget items that you enter in a table. The total amount requested shall also include indirect costs. You will have to add the indirect costs yourself. In this section, you are requested to add other additional project costs (for which you do not request funding within the framework of this call).

For questions as to what qualifies as a direct or indirect cost, please contact your HEI.

Explanation of the proposed budget

Write a brief justification statement for each item in the proposed budget. The outline may contain a maximum of 2,000 characters including blank spaces (equivalent to approximately half an A4 pages in Times New Roman, font size 12, single line spacing).

Other funding

List any other available funds (either subject to an application or awarded) besides the funding requested for the conference under this call. Quote the rounded amounts in SEK.

Administrating organisation

Under this tab, you are requested to list the administrating organisation and the conference site. The administrating organisation is the organisation that administers and accounts for the funds of the awarded grant under the terms and conditions laid down. The administrating organisation and the conference site generally correspond to the university/HEI and the department where the project leader in charge of the conference is employed. An application can only be linked to an administrating organisation with an approved Prisma account. Unless your administrating organisation already has such an account, you will have to ask it to apply for an organisation account☐ with the Swedish Research Council.

Please contact your administrating organisation if your conference site does not appear on the list. You have to provide the project site information to be able to finalize the registration of the application.

Review panels

Enter "KONF1", which is the acronym used for the review panel that will evaluate your application.

Review panels☐

Participants

In this section, you may invite participating administrators to join the application. A participating administrator is a person, who does not take part in the project itself but can help you register and edit information in the application. Please note that you cannot include participating researchers in this application.

You may invite participating administrators, who do not yet hold a Prisma account. Each one of them must however open a personal Prisma account to be able to contribute to your application.

All participants must accept the invitation before you can finalize the application registration. Remember to make sure that you use the right email addresses when you send invitations to participants, and that each address is linked to invited person's Prisma account.

CV

Under this tab, you are requested to retrieve and enter relevant CV data stored in your personal Prisma account.

The following information must always (where available) be provided in each CV and limited to the number specified:

- **Education**: Graduate studies, specialist degree, as well as basic and advanced education.
- **Professional history**: Current employment (including information if it is a permanent position or not) and longer relevant positions you have held, postdoctoral visits and research exchanges that are relevant for the described research and any longer interruption in the research that has affected your ability to qualify as a researcher.
- **Merits and awards**: Fellowship, supervised persons (postdocs and postgraduate students; indicate the total number for each category and indicate up to 10 persons that are most relevant), your up to 10 most relevant awarded competitive grants, your up to 10 most relevant awards and distinctions, as well as up to 10 potential other merits of relevance to the application.
- **Intellectual property:** E.g., patents and freely available computer programs that you have developed, please indicate your up to 10 most relevant

Registering the application

When you open the Registering the application tab, the system will perform a check to verify if any mandatory information is missing and inform you of any need for supplements. The application will not be registered unless you click the Register button.

Remember to use the preview function in order to double-check your application before submitting it!

N.B.: Please note that all invited participating administrators must accept your invitation before you can proceed to register the application. Invitations that have not been accepted have to be removed.

The registered application can then be viewed in your personal Prisma account, under Applications and Applications and grants in the menu. If necessary, a registered application may be de-registered, edited and re-registered up to the call deadline.

You are responsible for ensuring that the application is complete, that is to say that the application form is filled out correctly, the required appendices are submitted, and that the requested information is provided in accordance with the instructions. We ask you to only submit specifically requested information. After the closing date, application addenda will only be accepted in cases where we have asked for supplements.

Signing the application

When you register the application, it will automatically be signed by you in your capacity of project leader. The application must also be signed by the official representative of the administrating organisation in order for it to be considered complete and be processed further in the review process. This representative is normally the head of the department where the research will be conducted, but that will depend on the organisational structure of your administrating organisation.

The signature *of the applicant* confirms that:

- The information contained in the application is correct and in line with the instructions from the Swedish Research Council.
- Any side-line occupation and/or commercial ties have been reported to the administrating organisation, and that no conflict with the principles of good research practice has been established.
- The necessary permits and approvals are in place at the start of the project, e.g. concerning the ethical review.

The signature *of the administrating organisation* confirms that:

- The organisation will accommodate the research and the equipment, and employ the applicant during the time period and to the extent presented in the application.
- The organisation approves the cost estimate presented in the application.
- The project will be conducted in accordance with Swedish law.

The parties must have discussed the above-mentioned points before the representative of the administrating organisation approves and signs the application.

N.B.: The official representative of the administrating organisation must have signed the application in Prisma within a week (seven calendar days) of the application deadline for it to be considered further in the review process.

What happens next?

When the call closes (at 2 PM on the final day for submission of applications), the registered application will automatically become final and given a registration number.

Your registered application will automatically be forwarded to the official representative of the administrating organisation, who shall sign the application within a week (seven calendar days) of the application deadline. You will receive an auto-generated email when the application has been signed.

You will find information about the status of the application, the registration number and the application signature under the tab Applications and grants in your account.

Scientific evaluation

The scientific assessment of the application will be made by active researchers. These peer reviewers evaluate each application (in competition with the other applications) on the basis of the assessment criteria established by the Swedish Research Council.

If an application does not comply with the instructions, this will be taken into account in the application review.

How your application is evaluated

The Swedish Research Council's conflict of interest policy

The Swedish Research Council's gender equality strategy

Decisions

Shortly after the grant funding decisions have been taken, information on the awarded grants will be published on the web page of the Swedish Research Council. After that, a notification of decision and a final statement for your application can be found in your personal account under the tab Applications and grants. The final statement contains the application grading and, in some cases, written comments.

Contact

For questions relating to the application content

For questions relating to the application content, please contact the contact person below:

Anneli Fröjd, email: anneli.frojd@vr.se, telephone: +46 (0)8-46 44 333

Technical questions

We kindly ask you to first consult the help menu in the Prisma system, where you will find instructions and FAQs as well as a detailed user manual, which describe most of the required steps in Prisma.

If you cannot find the answer to your technical question in the above-mentioned information material, please contact our technical support team. Please note that depending on the workload, it may take up to 1-2 working days before you get a reply.