



Peer review handbook

Research environment grant in
natural and engineering sciences 2019

Swedish
Research
Council

Content

Foreword	3
Introduction	4
Research environment grant	4
Restrictions on grants applied for or held in parallel	4
General starting points and principles	4
Peer review	4
Conflict of interest	5
Gender equality	5
Confidentiality	5
Prisma	5
Roles in the review process	6
Chair and vice chair	6
Observer	6
Panel member as reviewer or rapporteur	6
External reviewer	6
Swedish Research Council personnel	6
Secretary General	7
1. Call and preparation	8
Creating an account in Prisma	8
Reporting any conflict of interest	8
Allocation of applications to reviewers	8
Planning and preparation ahead of the review panel meeting	8
Summary of your tasks	9
2. First review	10
Individual review	10
Assessment criteria and grading scales	11
Guiding questions	11
Bibliometrics	12
Ranking of applications	12
External reviewers	13
Summary of your tasks	13
3. Sifting meeting	14
Discussion on applications	14
Sifting	14
Summary of the tasks of the review panel	15
4. Review & external review	16
Individual review	16
Guiding questions	16
Overall grade	18
Summary of your tasks	18
5. Review panel meeting	20

Discussion on applications.....	20
Priority	20
Amount awarded.....	20
Special conditions	21
Feedback	21
Summary of the tasks of the review panel	21
6. Final statement.....	22
Final statement: the role of the rapporteur	22
Final statement: the role of the chair.....	22
General advice and recommendations on the final statements.....	22
Summary of your tasks.....	23
7. Decision and follow-up	24
Decision	24
Review process follow-up.....	24
Complaints and questions.....	24
Summary of your tasks.....	24
8. Checklist	25
Appendix 1: The Swedish Research Council’s principles and guidelines for peer review.....	27
Appendix 2: The Swedish Research Council’s conflict of interest policy (1) and guidelines for the management of conflicts of interest (2)	32
Part 1: The Swedish Research Council’s conflict of interest policy.....	32
Part 2: The Swedish Research Council’s guidelines for managing conflicts of interest	34
Appendix 3: The Swedish Research Council’s gender equality strategy.....	40
Appendix 4: Ethics Principles: Permits/Approvals, and Good Research Practice.....	44
Appendix 5: Swedish Research Council in brief.....	45
Appendix 6: Guidelines for the composition of review panels.....	47
Appendix 7: Overview of grants that can be applied for or on-going in parallel	49
Appendix 8: Contact information for Swedish Research Council personnel.....	51

Foreword

The review process for applications submitted to the Scientific Council for Natural and Engineering Sciences of the Swedish Research Council is now underway. Naturally, all of us involved are committed to work towards the best possible final result in allocating research funds. A prerequisite for achieving this goal is access to accurate information regarding all steps of the review process. This review handbook is intended to give you, as a reviewer, the basic support necessary to carry out your task in the best way.

The review handbook is organised according to the main steps of the review process. General guidelines, the fundamental principles of peer review and the policies specific to the Scientific Council for Natural and Engineering Sciences are attached as appendices.

In this context, I want to highlight that the Swedish Research Council pays special attention to how conflicts of interest and gender equality are handled, where avoiding irrelevant information is one important aspect. I also want to emphasise that the main task of the Swedish Research Council is to support research of excellent quality, which pushes the frontier of knowledge forward. Thus, the main goal is to generate new knowledge. Relevance to societal challenges, for instance, can never compensate for low scientific quality. The Swedish Research Council is also concerned about the impact of bibliometric data, and it is the view of the Council that such numbers reflect the size of a scientific area and the popularity of the topic rather than scientific quality. Therefore, you are expected to look beyond quantitative indicators to identify the best fundamental science. In this particular call, it is worth to note that the ambition is to fund research environments that show a clear added value in combination with a novelty regarding the collaborating constellation of project leaders, or alternatively the research challenge they undertake. Long CVs and long publication lists are thus not the main focus in this call, and instead *added value* and *novelty* are the keywords to keep in mind.

The review of grant applications forms the foundation for the work of the Scientific Council. Serving as a member of one of the Scientific Council's review panels is an important commission of trust. My experience is that such a commission naturally involves a considerable amount of work, but the work is interesting and rewarding since it offers an overview of a broader area of science than we normally encounter in our daily lives as researchers. I hope you will appreciate the work with the review process. Your assessments will have a profound impact on the type and quality of research in natural and engineering sciences being performed in Sweden in the future.

Welcome as a reviewer for the Swedish Research Council!

Lars Kloo
Secretary General
Natural and Engineering Sciences
Swedish Research Council

Introduction

This review handbook includes instructions for the assessment of applications for the call for research environment proposals in natural and engineering sciences. The handbook is designed to reflect the review process step by step. The intention is to make it easier for you as a reviewer to find the information you need for each step. At the end of each section, there is a summary of the tasks to be carried out, and if relevant the date by which each task must be completed. Chapter 8 also contains a summary in the form of a checklist of the various tasks during the different stages of the process.

In this first section of the handbook, you will find information about the grant, some starting points and principles that will permeate the review work as a whole, as well as a brief description of the different roles of the participants in the process.



Research environment grant

The purpose of the grant is to support research with the added value of innovative interdisciplinary collaboration within natural and engineering sciences, and with more participants than a standard project. The Swedish Research Council rewards research of the highest scientific quality in national competition. (Complete text of the call [can be found here](#)). The grant may be used to cover all kinds of project-related costs, such as salaries, premises costs, running costs (such as consumables, travel costs, publishing costs and less expensive equipment), as well as depreciation costs. If a doctoral student is participating, project funds may not be paid as salary for the period the doctoral student is teaching. Grants may not be used for scholarships. The grant period is six years and the applicant may apply for 2-3 million SEK per year, resulting in a maximum of 18 million SEK over a six-year period.

Restrictions on grants applied for or held in parallel

Not all grants can be applied for or held simultaneously, and an explanatory table regarding such limitations can be found in Appendix 7. An eligibility check will be done by Swedish Research Council personnel before the funding decision is made by the Scientific Council.

General starting points and principles

There are guidelines and principles that will apply during all steps in the review, and that are important for you as a reviewer.

Peer review

The portal paragraph to the Swedish Research Council's Instruction Ordinance establishes that "the Swedish Research Council shall give support to basic research of the highest scientific quality within all fields of science". The fundamental principle for assessing scientific quality is the peer review of applications for research grants that is carried out by the various review panels within each subject area. In order to provide a basis for the scientific review, the Board of the Research Council has formulated guidelines for peer

review based on eight principles (see Appendix 1). Some guidelines have already been implemented, while some will be implemented in the future.

Conflict of interest

A process involving peer review will by necessity be carried out by active researchers who themselves are part of the collective of researchers applying for grants. This creates a particular risk of conflict of interest. In order to mediate conflicts of interest, the Swedish Research Council has established strict guidelines (see Appendix 2, the Swedish Research Council's Conflict of Interest Policy). Anyone who has a conflict of interest may not attend when the application is discussed and should not participate in the handling, assessment or discussion of the application or the applicant during any part of the process. In order to prevent the occurrence of conflict situations and to maintain public confidence, the Swedish Research Council has also made the standpoint that an application where a member is an applicant or a participating researcher should not be reviewed in the member's review panel. The same applies if a related party is an applicant (not participating researcher) on an application to the review panel.

As a panel member, you are obliged to report any conflict of interest that may affect your impartial assessment of the applications you have been asked to review. In the event of any doubt, please confer with the panel chair and the Swedish Research Council's personnel. Where a conflict of interest exists, another reviewer will be appointed.

Gender equality

The Swedish Research Council integrates gender equality in all its activities. For this reason, the Board of the Swedish Research Council has implemented a gender equality strategy (see Appendix 3). One of the operational goals for the gender equality strategy is to "ensure that women and men have the same success rates and receive the same average grants, taking into account the nature of the research and the type of grant". The main outcome of the panel review process will be a recommendation of grades and a ranking list for funding. Before such a recommendation is finalised, the review panels must take the gender equality goals described above into account and follow up success rates, grants amounts, and also, if necessary, comment on the outcome.

Confidentiality

Throughout the review process, applications and the review must be treated confidentially. You must not pass on any documents that you have access to in your work as a member, and you must delete them after the assignment has been completed. Nor may any third parties be informed about meeting discussions, or of the views of other reviewers in the ongoing review process. All communications between applicants and the Swedish Research Council concerning the review process or the grounds on which decisions are made must be conducted via the Research Council's research officer responsible.

Prisma

All review work will be conducted using the web-based system [Prisma](#). In order to carry out the review in Prisma, you must register as a Prisma user – further information on this is available in the [Prisma User Manual](#). If you have any questions concerning the Prisma system and cannot find the answer in the Prisma User Manual, please contact the research officer responsible.

Roles in the review process

When performing your tasks as a review panel member for the Swedish Research Council, you may have different roles, and because of your assignments and any conflict of interest, these may change during the process. The main roles in a panel are described below.

Chair and vice chair

The role of the chair is to lead and coordinate the work of the panel, and in collaboration with the Swedish Research Council personnel to ensure that rules and policies are complied with. The chair distributes applications to the reviewers and is responsible for ensuring that the final statements issued by the review panel reflect the panel's discussion and assessment. Normally, the chair does not review any applications her/himself, but it is recommended that the chair reads all applications reviewed by the panel in order to get the necessary overview.

The vice chair replaces the chair of the review panel in situations where the chair cannot or should not take part, such as when the chair has a conflict of interest.

Observer

The Scientific Council appoints one of its members as observer. The observer acts as a link to the Scientific Council and fills an important role, together with the Swedish Research Council personnel, in guiding the review process. Observers provide feedback to the Scientific Council and the Secretary General after each review period, but do not themselves take active part in the reviews.

Panel member as reviewer or rapporteur

The tasks of the panel members are to review, grade and rank the applications. The review panel shall discuss the applications during the sifting meeting and the review panel meeting, and give feedback in the form of final statements to applicants. The final statements will form the basis for the funding decisions made by the Scientific Council.

As a panel member, you will be assigned applications to review. You may have one of two alternative roles: rapporteur or reviewer. As a rapporteur, you have extra responsibilities. These involve writing a preliminary statement before the panel meeting, making a brief presentation of the application at the meeting, and summarising the assessments from the other reviewers and the panel discussions into a final statement after the meeting. As a reviewer, you will write an assessment before the panel meeting and take active part in the discussions at the meeting.

The rapporteurs also give suggestions for external reviewers for the applications assigned to them for the first review.

External reviewer

Two to three external reviewers with specific expertise for each application in question will review the remaining applications after the sifting meeting. The reports of the external reviewer shall be taken into account in the second review by the panel members, in the review panel discussion and when the final statement is written. An external reviewer is a person who reviews grant applications on behalf of a review panel, but who is not an appointed panel member.

Swedish Research Council personnel

In addition to their roles as administrators for the review panel, the research officer and senior research officer also have the task of ensuring that the rules and procedures established for the

process are complied with. In cases where there are no direct rules to follow, the Swedish Research Council personnel will assist in implementing the general guidelines for the review process principles. Swedish Research Council personnel do not actively participate in the review.

Secretary General

The Secretary General has overall responsibility for the review process and for questions of a scientific nature. The Secretary General also handles any complaints following the grant decisions.

1. Call and preparation



The first step of the review process concerns activities before the panel members start their review. In this step, the panel members will be recruited, the call text will be formulated and published, the review panel meetings will be planned, etc. Once the call has closed, the applications will be checked for eligibility and allocated to the review panel, and the chair will then allocate the applications to the members of the panel.

Creating an account in Prisma

During this step, you as a panel member must log into Prisma (or register to create an account, if you do not already have one), and ensure that the account and personal data are correct. You must also decide whether or not you want to receive remuneration for your review work. There are detailed instructions for how to do this in the [Prisma User Manual](#).

Reporting any conflict of interest

Once the applications allocated to your review panel have become available to you as reviewer in Prisma, you must report any conflict of interest as soon as possible. An email will be sent to you by the Swedish Research Council personnel, in which you are asked to report your conflicts of interest. When all panel members have reported their conflicts of interest, the chair will allocate the applications to the reviewers. Please note that this step can only be completed once all reviewers have reported their conflicts of interest. If any questions arise during this step, please contact the Swedish Research Council personnel. If you discover a conflict of interest later in the process that you have overlooked, this must also be immediately reported to the chair and the panel's research officer. In such cases, another reviewer will take over the reviewing tasks.

Allocation of applications to reviewers

Each application will be allocated to at least three reviewers, of which one will act as rapporteur. The rapporteur is responsible for presenting the application for discussion at the meetings, and for summarising the review panel's final statement following the review panel meeting in October.

Planning and preparation ahead of the review panel meeting

When you have received information about the dates of the meetings, you will need to make your travel plans and provide information about your needs for accommodation and dietary requirements. The trip must be booked via the Swedish Research Council's travel agent. Please see the bulletin board in Prisma for information about the Swedish Research Council's procedures and policy on travelling. It is important that your contact details are up-to-date, so that the Swedish Research Council's personnel and the panel chair can contact you easily.

Throughout the review process, you will receive instructions via email regarding the different steps of the review work.

Summary of your tasks

- Register for a Prisma account and give the necessary information.
 - Report any conflict of interest.
 - Make your travelling arrangements well ahead of the review panel meetings.
-

2. First review



The first review step comprises the period from the time you get access to the applications to be reviewed in Prisma, until approximately 14 days before the sifting meeting. During this period, you shall read the applications allocated to you, write evaluations (assessment or preliminary statement), and grade and rank the applications reviewed by you. After the deadline, Prisma will automatically close for editing, but will open for reading so that you as panel member can prepare for the discussions at the sifting meeting by reading the assessments by the other reviewers. During the review period, you should also begin to consider suitable external reviewers for the applications for which you are the rapporteur.

Individual review

Each application shall be reviewed and graded by at least three members of the review panel; one rapporteur and two reviewers. In the first review step only, the criteria *Synergy/Added value* and *Merits of the applicants* are assessed.

For the applications where you are the rapporteur, you are expected to write a *preliminary statement* consisting of numerical grades and a written comment on each of the two assessment criteria. Please highlight strengths and weaknesses of the project. In the role as reviewer, you are expected to write an *assessment*, which also consists of numerical grades and written comments, but here the comments do not have to be as detailed. This work shall be carried out in Prisma, and for each criterion the guiding questions will be available in the system.

Your review shall be based on the application contents only. Information that is irrelevant to the review must not be used. Irrelevant information can sometimes be difficult to distinguish from expertise in the field. Examples of irrelevant information are details of the applicant's private life or various types of rumours.

The starting point for the assessment is that the contents of an application and the information about the applicant shall not be shared with colleagues outside the panel. Sometimes questions arise where it is acceptable to consult with a colleague on specific parts of the proposal. This may be justified as long as the application is not shared with third parties, and the consultation is limited to specific scientific questions. It is your task as a reviewer to assess the application in its entirety.

During the review process, you must take into account any deductible time that the applicant has reported in their application. The merits of the applicants shall be valued taking the deductible time into account. In this aspect, a history of illness, parental leave and similar reasons for deductible time must not affect the grades given for feasibility.

According to the instructions, the applicant must not upload more than one A4 page of publications for each participating researcher. However, there is currently no page restriction in the Prisma system, but as a reviewer you should not include any additional pages in your review.

If you suspect any scientific misconduct or any deviation from good research practice, you must immediately contact the Swedish Research Council personnel. The Swedish Research Council will ensure that the matter is further investigated.

Assessment criteria and grading scales

Your first review shall be based on two assessment criteria – the *Synergy/Added value* and the *Merits of the applicants*. The criteria will be assessed against a seven-point grading scale (as detailed below), and are intended to reflect the application’s “quality profile”. In order to facilitate the assessment of the criteria, there are also guiding questions to be taken into account in the review.

Please note that the grading scale is an ordinal scale, where it is not possible to specify differences or distances between the values.

Guiding questions

Synergy/Added value

- To what extent does the research task defined in the application require collaboration (and synergy effects) between the applicants in order to succeed?
- To what extent is the research task defined in the application greater and more challenging than the applicants could address if they were working individually?
- To what extent does the proposed research environment offer a unique combination of the knowledge and competences required to address this particular research task as defined?
- To what extent does the collaboration between the applicants create synergy effects and scientific added value?
- Will the proposed research strengthen and increase the quality of research within the research area in question at the host institution(s), and in Sweden and internationally?
- Does the proposed development of the research environment entail potential for innovative research?

The merits of the applications

The assessment should concern the collected merits of all the applicants to perform the proposed project.

- How significant is the scientific productivity, impact and other merits of the applicants in a national and international perspective, in relation to the research project, and the career ages of the applicants? Here, the emphasis should be put on the recent scientific achievements (including up to the last eight years).
- Do the applicants have the ability to create a multidisciplinary research environment?

A seven-grade scale is used to assess the criteria:

Outstanding Exceptionally strong application with negligible weaknesses	7
Excellent Very strong application with negligible weaknesses	6
Very good to excellent Very strong application with minor weaknesses	5

Very good Strong application with minor weaknesses	4
Good Some strengths, but also moderate weaknesses	3
Weak A few strengths, but also at least one major weakness or several minor weaknesses	2
Poor Very few strengths, and numerous major weaknesses	1

For all criteria, you have also the option to mark “Insufficient”, if you consider the application lacks sufficient information to allow a sensible evaluation to be made of the criterion.

Bibliometrics

Bibliometrics include all statistical analyses of published data, whether expressed as number of publications, number of publications in journals with high impact factor, or citation data. Bibliometric data included in the application (publication and citation data) shall be used by the experts in the scientific area as part of a wider consideration of scientific merits in coherence with the project proposed. Hence, the bibliometric data shall never be used as the sole basis for an assessment of the applicant's qualifications. Due to the difference in reliability of the databases between different fields, applicants are requested to indicate which database they have used. Since many of the databases do not filter out self-citations for individual publications in a simple way, the applicants are not asked to exclude self-citations from the number of citations they report.

Bibliometrics represent a deceptively simple way to compare merits between applicants. However, the numbers obtained could tell more about the size of scientific community and popularity of a research field than quality. Thus, as reviewer you are expected to see beyond the numbers offered by bibliometrics to judge both the applicants' merits and the quality of the proposed scientific plans.

Ranking of applications

You are also expected to rank each application against all other applications you have reviewed. This is also done in Prisma. The ranking will be a supplement, and an important one, to the grading when the review panel applications are to be compared to each other. You must rank all the applications you have been allocated (both those for which you are rapporteur, and those for which you are reviewer). Ahead of the sifting meeting, all individual rankings of all the reviewers will be merged into a preliminary joint ranking. For more detailed instructions, please see the [Prisma User Manual](#).

It is very important that you complete the ranking in time before the sifting meeting (see below), as it forms the basis for the proposed list of applications to be screened out.

External reviewers

All applications that proceed to the second review stage, i.e. after the sifting meeting, will be reviewed by 2-3 external reviewers who are experts in the field(s) of the application. Your task as rapporteur is to suggest a minimum of two external reviewers for the applications that you are responsible for. This is crucial so as not to delay the review process. Note that you can suggest the same external reviewers for several applications, if they have suitable competence. Generally, it is beneficial for the quality of assessment if the reviewers can compare several applications.

Summary of your tasks

	Completed by
<input type="checkbox"/> Grade and write detailed comments (preliminary statement) on all applications for which you are the rapporteur	1 August
<input type="checkbox"/> Grade and write comments (assessment) on all applications for which you are a reviewer	1 August
<input type="checkbox"/> Rank all applications allocated to you (as rapporteur and reviewer)	1 August
<input type="checkbox"/> Prepare for the meeting by reading other panel members' comments and by preparing a short presentation of the strengths and weaknesses of the applications, which you are the rapporteur for.	1 August
<input type="checkbox"/> Prepare a suggestion of at least two external reviewers for each application for which you are rapporteur.	1 August
<input type="checkbox"/> Contact the Swedish Research Council personnel and the chair if you discover that you do, after all, have a conflict of interest with any of the applications you are to review, or if you discover any problem with an application.	As soon as possible
<input type="checkbox"/> Contact the Swedish Research Council personnel immediately if you suspect any deviation from good research practice, or suspect scientific misconduct.	As soon as possible

3. Sifting meeting



At the sifting meeting, the applications will be discussed using the individual grading of the two criteria and ranking as starting point. The review panel shall agree on which, maximum about 30, applications should proceed to the next review step and which should be screened out. For the screened-out applications, the review panel should agree on a joint overall grade.

Discussion on applications

The applications will be discussed on the basis of the individual review carried out in advance of the meeting, and taking into account the two subsidiary criteria used in the review. The chair will lead the discussion of an application, which as a rule will start with the rapporteur presenting the strengths and weaknesses of the application, followed by the other reviewers of the application giving their assessments.

The reviewers of an application should prepare for the discussion by reading the assessments and note the grades given by the other reviewers for the applications they have been allocated.

The review panel has full responsibility for all applications assigned to the panel. Each proposal shall be evaluated based on its own merits, and irrelevant information must not be included in the discussions. No application may be given a higher or lower grade because it belongs to a certain subject area. Nor shall the panel carry out any quota-based allocation between the scientific sub-disciplines.

It is important that an application/applicant receives a new assessment each time of applying, and that all applications are assessed in the same way. For this reason, the review panel will not have access to previous applications or assessments.

It is important for the panel to remember that the meeting time is limited, and that there will be many applications to discuss. Therefore, it is important to find a balance between quality of assessment and the time allocated. The chair and the Swedish Research Council personnel will help to keep track of the time.

If you discover any conflict of interest (your own or other's) during the meeting, please bring this up with the chair and the Swedish Research Council personnel separately, and not in front of the entire panel.

Sifting

The most important task of the review panel at the sifting meeting is to identify the applications that are assessed as unlikely to receive funding, and to screen these out from further review. Once all applications have been discussed, the panel shall carry out a preliminary ranking of the applications based on the discussions and preliminary grades.

The panel shall identify a cut-off point on the ranking, where the applications below are judged as having no chance of being funded. Applications that are borderline or where the panel does not agree shall be discussed further until the panel has reached a joint view on which applications should proceed to the second review step.

About 30 applications with the highest ranking should proceed to the next review step. For the screened-out applications, the review panel shall agree on an overall grade and they will be given a standard statement at the formal rejection after the review panel meeting in October.

Summary of the tasks of the review panel

Agree on a proposal for which applications to screen out and which to forward to the next review step.

Agree on an overall grade for screened-out applications.

4. Review & external review



The second review step lasts from the sifting meeting until approximately 10 days before the review panel meeting. During this period, you shall read all the applications still remaining after the sifting meeting, write evaluations (assessment or preliminary statement), and grade and rank the applications. In addition, the external reviewers write their reviews during this period and these assessments should be taken into account in the review. After the deadline, Prisma will automatically close for editing, but will open for reading, so that you as panel member can prepare for the discussions at the panel meeting by reading the assessments by the other panel members and the external reviewers.

Individual review

During the second review period, each application is evaluated and graded by all members of the review panel, of which one is the rapporteur and the others reviewers. In this step all five criteria are assessed, i.e. the scientific quality of the proposed research, novelty and originality, the merits of the applicant, the synergy/added value and the feasibility of the project. The 2-3 assessments from the external reviewers should be included in the review. It is important that you review, and if necessary update and complement, your grading and comments of the applications previously assessed by you before the sifting meeting. In addition, all applications should be ranked.

Please refer to Section 2 for more details about the review process. Guiding questions for all criteria are listed below.

There is no need to scrutinise the project budget details. The applicant awarded a grant will have a large degree of freedom to use the funds in the way that best serves the overall purpose of the project. The budget discussion will take place during the second day of the panel meeting.

Guiding questions

The scientific quality of the proposed research

- Is the proposed research scientifically significant?
- How does the proposed project relate to the state of the art of the research area?
- Do the scientific questions have the purpose to fill in significant knowledge gaps, and is the project description sufficiently detailed and of sufficient quality to reach, or to in a significant way approach these objectives?

Novelty and originality

- To what extent does the proposed project define new, interesting scientific questions?
- To what extent does the proposed project have the potential to substantially increase the knowledge within its scientific area?
- To what extent does the proposed project use new ways and methods to address important scientific questions?

- To what extent does the suggested research environment through novel and original constellations of scientific competences create the potential for breakthroughs and innovative research.
- To what extent does the synergy in the suggested scientific collaboration allow new scientific questions to be addressed?

The merits of the applicants

The assessment should concern the collected merits of all the applicants to perform the proposed project.

- How significant is the scientific productivity, impact and other merits of the applicants in a national and international perspective, in relation to the research project, and the career ages of the applicants? Here, the emphasis should be put on the recent scientific achievements (including up to the last eight years).
- Do the applicants have the ability to create a multidisciplinary research environment?

Synergy/Added value

- To what extent does the research task defined in the application require collaboration (and synergy effects) between the applicants in order to succeed?
- To what extent is the research task defined in the application greater and more challenging than the applicants could address if they were working individually?
- To what extent does the proposed research environment offer a unique combination of the knowledge and competences required to address this particular research task as defined?
- To what extent does the collaboration between the applicants create synergy effects and scientific added value?
- Will the proposed research strengthen and increase the quality of research within the research area in question at the host institution(s), and in Sweden and internationally?
- Does the proposed development of the research environment entail potential for innovative research?

A seven-grade scale is used to assess the criteria the scientific quality of the proposed research, novelty and originality, the merits of the applicant and the synergy/added value (see Section 2 for details)

Feasibility

- Are the available equipment, infrastructure and other resources adequate for the proposed project?

A three-grade scale is used:

Feasible	3
Partly feasible	2
Not feasible	1

For all criteria, you have also the option to mark “Insufficient”, if you consider the application lacks sufficient information to allow a sensible evaluation to be made of the criterion.

Overall grade

The various sub-criteria that are set for the assessment are weighed together into an overall grade reflecting the collected evaluation of the application's sub-grades given by the review panel. The overall grade is formed without a pre-determined numerical weighing of the basic criteria. As a guidance for the review panel's assessment, the scientific quality of the proposed research and the merits of the applicant are important criteria. For this grant type also the synergy and innovative collaboration are important components in the assessment. The feasibility shall be weighed into the overall rating of the application if it deviates from the grade "Feasible".

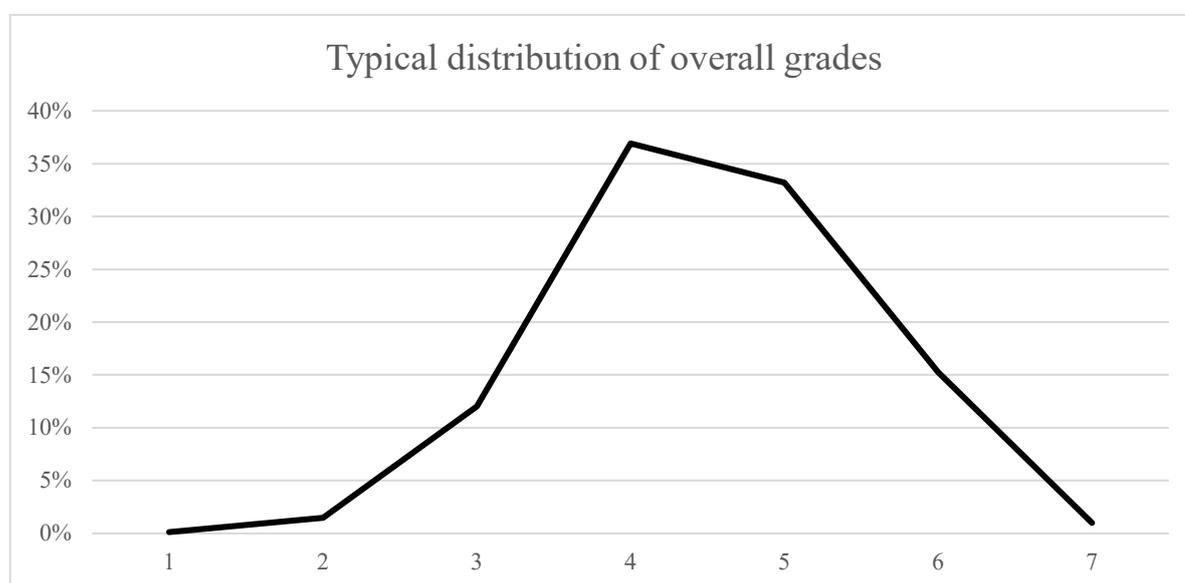


Fig.1 Typical distribution of the overall grades taken from the general call for research project grant and starting grant proposals within natural and engineering sciences 2018.

Summary of your tasks

	Completed by
<input type="checkbox"/> Update and/or grade and write detailed comments (preliminary statement) on all applications for which you are the rapporteur.	31 October
<input type="checkbox"/> Update and/or grade and write comments (assessment) on all applications for which you are a reviewer.	31 October
<input type="checkbox"/> Rank all applications allocated to you (as rapporteur and reviewer).	31 October

<input type="checkbox"/> Prepare for the meeting by reading other panel member comments and by preparing a short presentation of the strengths and weaknesses of the applications for which you are the rapporteur.	31 October
<input type="checkbox"/> Contact the Swedish Research Council personnel and the chair if you discover that you do, after all, have a conflict of interest with any of the applications you are to review, or if you discover any problem with an application.	As soon as possible
<input type="checkbox"/> Contact the Swedish Research Council personnel immediately if you suspect any deviation from good research practice or suspect scientific misconduct..	As soon as possible

5. Review panel meeting



At the final review panel meeting, the applications will be discussed using the individual grading and ranking as starting point. The review panel shall agree on joint grades for the subsidiary criteria as well as an overall grade for each application. The review panel is also expected to provide a priority list for the number of proposals expected to be funded, supplemented by a number of reserves in priority order. During and after the review panel meeting, panel members are also encouraged to provide feedback on the review process.

Discussion on applications

The applications will be discussed on the basis of the individual review carried out in advance of the meeting, and taking into account the five subsidiary criteria used in the review. The chair will lead the discussion of an application, which as a rule will start with the rapporteur presenting the strengths and weaknesses of the application, followed by the other reviewers of the application giving their assessments. The chair is responsible for including the assessments from external reviewers into the discussion. For each application discussed at the meeting, the panel shall agree on subsidiary grades and an overall grade. The rapporteur for each application is expected to make notes for the subsequent task of formulating the panel's final statement.

Please refer to Section 3 for more details about discussion on applications.

Priority

Once all applications have been discussed at the panel meeting, and the panel has agreed on the grades for all applications, the panel is expected to also make a priority list including the applications with the highest overall grades. This priority list shall conclude with the review panel's suggestion for applications to be awarded grants within the budget frame. The panel is also expected to make a priority list with reserves, covering the applications that fall immediately outside the budget frame.

Amount awarded

Funding amounts will be discussed after all applications have been reviewed and ranked, normally during the second day of the panel meeting. The grant period is six years, i.e. 2020-2025. Although the proposed amount awarded per project may differ from year to year, the review panel must not exceed the given budget frame for any year.

The chair, vice chair and Swedish Research Council personnel will make a funding proposal, which will subsequently be discussed by the panel. The lowest amount the applicant can apply for is 2 million SEK per year, including indirect costs. The maximum amount is 3 million SEK per year, i.e. 18 million SEK for the whole six-year period.

Special conditions

Scientific quality is the primary criterion for prioritising applications, but different ‘special conditions’ can be included in the priority ranking. Special conditions must not affect the grading of applications. These conditions should be used only for identifying the priority order of applications that are considered to be of equivalent, or close to equivalent, quality.

The special condition that should be particularly taken into account is:

- Gender equality: if the subject area is dominated by researchers of the opposite gender

The review panel is expected to identify the applications that are considered equivalent in terms of quality before taking special conditions into account.

Feedback

At or after the review panel meeting, the panel is encouraged to provide feedback on the review process. If time allows, this will be a concluding item on the meeting agenda.

Summary of the tasks of the review panel

- Agree on subsidiary grades and an overall grade for each application discussed.
 - Agree on a proposal for the applications to be awarded funding within the budget frame.
 - Agree on a priority list with reserves.
 - Contribute with feedback on the review process.
-

6. Final statement



The discussion at the review panel meeting will form the basis for the review panel's final statement. The Scientific Council will base its funding decision on the grades and the final statement, and these will also be communicated to the applicant in conjunction with the grant decision being published. The final statement is therefore a central document, and it is important that the final statement is commensurate with the grades awarded, and that it clearly describes the main strengths and weaknesses of the application.

Final statement: the role of the rapporteur

Following the review panel meeting, as rapporteur it is your responsibility to compile the panel's final statement on the applications you have been allocated. As rapporteur, you are requested to write the final statement based on the preliminary statements and, most importantly, on the discussion and decision at the panel meeting. The preliminary statement, assessments and external assessments will be available to you in Prisma for reference when you write the final statement. You will have one week to complete your final statements in the Prisma system following the review panel meeting. Please note that a high quality final statement is to the benefit of all parties involved in the review.

Only those applications that have been the subject of discussion at the meeting shall receive a full final statement. Other applications (those screened out at the sifting meeting) will receive an overall grade and a standard final statement about the sifting process. These final statements are handled by the Swedish Research Council's personnel.

Final statement: the role of the chair

Once the final statements have been completed in the Prisma system, the chair and the senior research officer will scrutinise them. The chair is responsible for ensuring that the final statements reflect the discussions at the review panel meeting, and that the written justifications correspond to the grades. It is not the task of the chair to carry out comprehensive editing. As a panel member, you may therefore be asked to supplement or adjust a final statement. If the chair has a conflict of interest, the task of final statement approval falls on the vice chair.

General advice and recommendations on the final statements

The final statement shall reflect the review panel's joint overall evaluation, including any external assessments. The final statement is part of the material that forms the basis for the decision by the Scientific Council and shall help the applicant understand the grounds for the review panel's quality assessment. It is therefore very important that it is of high quality, and that it is based on the discussions at the panel meeting.

When completing your final statements, you should consider the following:

Do

- Do focus on describing both the main strengths and weaknesses of the application. Try to emphasise relevant conceptual, structural and/or methodological issues as discussed at the review panel meeting.
- Do make sure that the written comments correspond to the grades. It is helpful to use the definitions of the grading scale in the justifications (Outstanding, Excellent, Very good to excellent, Very good, Good, Weak, and Poor). For example, if a grade of 4 is given, the justification should contain both strengths and minor weaknesses in line with the definition of this grade.
- Do consider the guiding questions for the different criteria when you formulate the final statement.
- Do write concisely but do not be too brief. The content rather than the length of the text is of significance. However, too brief justifications may counteract the aim, which is to help the applicant understand the grounds for the assessment and decision.
- Do comment on whether divergence from the general instructions for the application has been weighed into the assessment of the application.
- Do use a language that is constructive and objective.
- Do write the final statement in English.

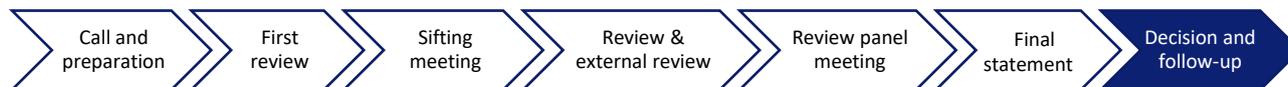
Do not

- Do not include a long summary about the applicant nor the research described in the application. The focus should be on the assessment of the application, not a description of the project.
- Do not state any personal comments (such as “I think” or “In my view”). The final statement is from the review panel collectively.
- Do not include quantifiable data, such as the exact number of publications, or bibliometric data.
- Do not include personal details (such as gender or age).
- Do not include any recommendation on whether to refuse or grant an application.
- Do not state that an application does not belong to or is unsuitable for the review panel, or for the Swedish Research Council. The review panel is obliged to review all applications allocated to the panel.

Summary of your tasks

- Write the review panel’s final statement in Prisma on the applications for which you have been the rapporteur. The final statement shall be entered into Prisma no later than one week after the review panel meeting (see Prisma for the exact date).
 - If necessary, supplement final statements following scrutiny by the chair.
 - Submit receipts for any expenses to the panel’s research officer.
-

7. Decision and follow-up



The final step in the process is the grant decision itself. The Scientific Council will decide on the applications to be awarded or refused funding, based on the review panel's proposals. Following each review process, an internal follow-up will be carried out regarding the process and the outcome.

Decision

The Scientific Council for Natural and Engineering Sciences will make the formal decision of funding. The decision of the Scientific Council will be based on the priority lists (including reserves) produced by the review panel. The decision will be published shortly after the decision, on the [website vr.se](http://www.vr.se) and in Prisma.

Review process follow-up

Following each call decision, the Scientific Council initiates a review process followup, where the feedback from the panels is an important starting point. In addition to opinions from the review panel, statistics from the process will be utilised. The Swedish Research Council follows up the review processes after each call in order to improve and optimise the process for a specific grant type.

Complaints and questions

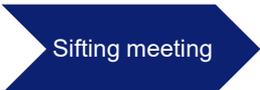
If you as a panel member receive any question about the review of an individual application, you must refer this to the Swedish Research Council personnel. All complaints or requests for clarification shall be registered and then handled by the Secretary General in consultation with the chair and senior research officer of the review panel. If necessary, the chair may contact you as a panel member for further information.

Summary of your tasks

- Refer any questions about the review of individual applications to the Swedish Research Council personnel.
 - Be prepared to assist the chair and the Secretary General in the event of information required to answer questions or complaints from applicants.
-

Checklist

Below is a summary of the various tasks you have during the different stages of process.

	<ul style="list-style-type: none"> <input type="checkbox"/> Register for a Prisma account and give the necessary information. <input type="checkbox"/> Report any conflict of interest. <input type="checkbox"/> Make your travelling arrangements well ahead of the review panel meetings.
	<ul style="list-style-type: none"> <input type="checkbox"/> Grade and write detailed comments (preliminary statement) on all applications for which you are the rapporteur. <input type="checkbox"/> Grade and write comments (assessment) on all applications for which you are a reviewer. <input type="checkbox"/> Rank all applications allocated to you (as rapporteur and reviewer). <input type="checkbox"/> Prepare for the meeting by reading other panel members' comments and by preparing a short presentation of the strengths and weaknesses of the applications for which you are the rapporteur. <input type="checkbox"/> Prepare a suggestion of at least two external reviewers for each application for which you are rapporteur. <input type="checkbox"/> Contact the Swedish Research Council personnel and the chair if you discover that you do, after all, have a conflict of interest with any of the applications you are to review, or if you discover any problem with an application. <input type="checkbox"/> Contact the Swedish Research Council personnel immediately if you suspect any deviation from good research practice, or suspect scientific misconduct.
	<ul style="list-style-type: none"> <input type="checkbox"/> Agree on a proposal for which applications to screen out and which to forward to the next review step. <input type="checkbox"/> Agree on an overall grade for screened-out applications.
	<ul style="list-style-type: none"> <input type="checkbox"/> Update and/or grade and write detailed comments (preliminary statement) on all applications for which you are the rapporteur. <input type="checkbox"/> Update and/or grade and write comments (assessment) on all applications for which you are a reviewer. <input type="checkbox"/> Rank all applications allocated to you (as rapporteur and reviewer). <input type="checkbox"/> Prepare for the meeting by reading other panel member comments and by preparing a short presentation of the strengths and weaknesses of the applications for which you are the rapporteur. <input type="checkbox"/> Contact the Swedish Research Council personnel and the chair if you discover that you do, after all, have a conflict of interest with any of the applications you are to review, or if you discover any problem with an application. <input type="checkbox"/> Contact the Swedish Research Council personnel immediately if you suspect any deviation from good research practice or suspect scientific misconduct.

	<ul style="list-style-type: none"><input type="checkbox"/> Agree on subsidiary grades and an overall grade for each application discussed.<input type="checkbox"/> Agree on a proposal for the applications to be awarded funding within the budget frame.<input type="checkbox"/> Agree on a priority list with reserves.<input type="checkbox"/> Contribute with feedback on the review process.
	<ul style="list-style-type: none"><input type="checkbox"/> Write the review panel's final statement in Prisma on the applications for which you have been the rapporteur. The final statement shall be entered into Prisma no later than one week after the review panel meeting (see Prisma for the exact date).<input type="checkbox"/> If necessary, supplement final statements following scrutiny by the chair.<input type="checkbox"/> Submit receipts for any expenses to the panel's research officer.
	<ul style="list-style-type: none"><input type="checkbox"/> Refer any questions about the review of individual applications to the Swedish Research Council personnel.<input type="checkbox"/> Be prepared to assist the chair and the Secretary General in the event of information required to answer questions or complaints from applicants.

Appendix 1:

The Swedish Research Council's principles and guidelines for peer review

The Board of the Swedish Research Council has adopted eight principles for peer review at the Swedish Research Council. The purpose of the principles is to provide a basis for safeguarding the scientific assessment, based on clear quality criteria with competent reviewers, within the framework of a sound peer review culture and good research practice. This document contains guidelines for the Swedish Research Council's peer review. The guidelines are based on the eight principles, and provide concrete guidelines for how the principles for peer review shall be complied with. The guidelines relate to peer review of research funding.

The guidelines for peer review of applications fall under the principles and under the brief preambles adopted by the Board, where the principles are clarified. The principles are numbered from 1 to 8. It should, however, be noted that when applying a guideline, several principles may need to be considered. The Board's decision to adopt the principles states clearly that: "The principles should be read together. They may conflict with each other and therefore need to be balanced against each other. How the principles are balanced against each other must be discussed in each individual case. Implementing the principles in practice needs to be the subject of an ongoing discussion. The principles should therefore be recurrently raised in the review work."

While they are general, there is room for variation justified by factors such as differences between calls and/or research areas, or variation justified by testing new ways of working. This means that different guidelines differ in character to some extent. Some guidelines consist mostly of clarifications of legislation or other mandatory regulations, or follow from requirements for the review work adopted by the Board. These guidelines must be complied with, and follow-up should be carried out in the event deviations from such guidelines are nevertheless noted. Other guidelines are of the character "comply or explain". A further type of guideline states that the person responsible for each call or area shall formulate instructions or justify choices made specifically for a call or a subject area.

The three types of guidelines are differentiated using terminology. In the first case, the word "*shall*" is part of the wording of the guideline. In the second case, the word "*should*" is used. In the third case, the guidelines state that the person responsible for the call shall formulate instructions for, or specifically justify aspects of the peer review.

The guidelines are currently in the process of being implemented, which means that some measures based on these have been implemented, while other guidelines will be implemented in the future.

The Swedish Research Council's Principles for Peer Review and Guidelines for Peer Review of Research Funding

Excerpt from the Board Minutes dated 15 November 2015.

1. Expertise in the review

The assessment of applications shall be carried out by reviewers with documented high scientific¹ competence within the research area or areas or the subject area or areas to which the application relates and the scientific review shall be based on clear quality criteria. Reviewers shall be appointed according to clear criteria in a systematically documented process.

Guidelines:

1. The Swedish Research Council's peer review shall be conducted with the help of review panels with broad and deep scientific expertise of relevance to the grant format to be reviewed.
2. Review panel meetings shall constitute a central feature of the review.
3. Scientific assessment and prioritising of applications should be separated from decisions on grants.
4. Expertise is required to recruit review panel members and external reviewers.
5. For each call, there shall be documented instructions for:
 - who is recruiting,
 - what merits shall be represented on the review panel,
 - any requirements on the composition of the review panel, such as subject area competency, limits on the number of members and gradual replacement of members between calls for the same grant format,
 - percentage of international members of the review panel.
6. The maximum mandate period for a review panel member shall be six years on the same review panel. After this, a qualifying period of minimum three years shall apply.
7. The maximum period as chair is three years, as part of the overall mandate period of six years on a review panel. After this, a qualifying period of minimum three years shall apply.
8. Review panels shall comply with the Swedish Research Council's gender equality strategy and have numerical equality (i.e. minimum 40% of each gender).
9. Appointments to review panels shall comply with the Swedish Research Council's conflict of interest policy.

2. Objectivity and equal treatment

All evaluations shall be made in an equivalent manner and be based on the quality of the planned and executed research and on the merits of the applicant, irrespective of the applicant's origin or identity. To avoid any conflict of interest or partiality, reviews shall be based on clear quality criteria and formalised processes.

Guidelines:

1. Ahead of each call, instructions shall be drawn up for the grading criteria to be applied and prioritised. The application and prioritising between grading criteria shall be reflected in the instructions for completing an application.
2. The instructions for the project plan, CV and publication list shall be designed to optimise the documentation for review within each research area and grant format.

¹ Or artistic competence when relevant.

3. Bibliometric data shall be used restrictively in the review, and only as part of an overall assessment of merit carried out by experts within the area in question. The bibliometrics imported in conjunction with the application shall be relevant to the research area and the grant format applicable to the call.
4. The documentation for assessment shall consist of the application, which is reviewed using the subject experts' scientific competency and judgment. Information that is not relevant to the assessment shall not be used.
5. The assessment criteria shall be defined through guiding questions, so that it is clear what is to be assessed. The assessment criteria decided by the Director-General shall always be used, and additional criteria and guiding questions shall be adapted to each research area and grant format.
6. All assessments shall comply with the Swedish Research Council's conflict of interest policy.

3. Ethical considerations

The assessment assumes an ethical approach and high level of integrity. The subject experts shall not carry out any preliminary ethical review, but should take into account how the applicant discusses the research and formulates the research question with regard to good research practice. If an application includes research that clearly breaches ethical rules and/or clearly contravenes Swedish or international law, this should be reflected in the assessment of the quality and/or feasibility of the research.

Guidelines:

1. There shall be clear instructions for how applicants shall account for and subject experts shall assess the description of which ethical considerations are relevant to the research project in question, and whether the research project may entail potential risks to humans or the natural environment.
2. The assessment shall pay attention to the requirement for ethical review of research relating to humans or animals.
3. Instructions shall be drawn up in conjunction with the call for how divergences from ethical guidelines and good research practice as well as dishonesty in research shall be managed in the peer review, and how such divergences shall impact on the assessment.

4. Openness and transparency

The assessment shall be based on and justified by the documentation requested by the Swedish Research Council, which in a typical case is an application for grant funding. The assessment of the documentation shall be made based on rules and guidelines set in advance and publicly known.

Guidelines:

1. All steps in the review process shall be known to the applicants, the reviewers and other researchers.
2. Information on the members of the review panel should be publicly available before the call in question opens.
3. The subject experts shall base their assessment on the current application and not have access to previous assessments, and should only exceptionally refer to previous applications. In the event the review process requires access to previous applications, this shall be made clear in the instructions for the call in question.

4. For each call, there shall be instructions for how statements should be written and what they should include.

5. Appropriateness for purpose

The peer review process shall be adapted to the call and the research area, and shall be proportional to the size and complexity of the call without neglecting the rule of law.

Guidelines:

1. At least three members shall read each application ahead of the review panel's joint prioritising.
2. When deciding on the composition of the review panel, the adaptation of the group to the nature of the task and the number of applications the panel has to assess shall be justified.
3. For each call where applicable, there shall be instructions for how applications are sifted.
4. There shall be instructions for how consultation or external reviewers shall be used in the assessment.

6. Efficiency

The total resources used in the application and assessment, in terms of both time used and cost shall be minimised for all involved, i.e. applicants, subject experts and Swedish Research Council personnel, with consideration for maintaining quality, objectivity, transparency and appropriateness for purpose.

Guidelines:

1. For each decision about a call or review, consideration shall be paid to what can be done in order to minimise the time taken and resources used (for applicants, review panel members, external subject experts and Swedish Research Council personnel) during the process from call to decision.
2. The call, application and review processes shall be predictable and changes to the process shall be implemented with a long-term perspective.

7. Integrity

All participants in the assessment process shall respect the integrity of the process and shall not disclose to any third party what has been discussed at the meeting or the opinion of other reviewers in the ongoing processing of applications. The final assessment shall always be documented and published once a decision has been made.

Guidelines:

1. The review work shall be carried out with great integrity. Reviewers shall not have contacts with individual applicants regarding the application or the review, either during or after the review process.
2. All communications with applicants and the Swedish Research Council concerning the review process, including the grounds on which decisions are made, shall be carried out via the personnel responsible at the Swedish Research Council.
3. There shall be instructions for how reviewers shall deal with problems in reviewing parts of the subject content of an application.

8. The expert assessment shall be prepared and followed up in a structured manner.

Review processes and reviewers shall be prepared and followed up according to clear criteria. All reviewers shall have access to the same type of background documentation for the review.

Guidelines:

1. Review panel members and the review panel chair, as well as other subject experts, shall receive training at an early stage of the review process in:
 - how the assessment shall be made and what is to be assessed,
 - application of conflict of interest rules and the Swedish Research Council’s conflict of interest policy,
 - the application of the Swedish Research Council’s gender equality strategy in the review of applications,
 - how prejudices can affect opinions,
 - good research practice and ethical considerations,
 - how statements shall be worded, rules for communication between subject experts and between subject experts and applicants,
 - the chair shall also receive training in all the stages of the review, including recruitment practices and the design and group dynamics of the review panel meeting.
2. There shall be job descriptions for the chair, panel members and observers (if any participate).
3. The peer review shall always be followed up in a systematic way in order to continuously improve the review processes.
4. The follow-up of a call shall include the overall number of persons asked to participate in a review panel and, as applicable, as external subject experts, and a summary description of the reasons given for why members and external subject experts have declined.
5. There shall be instructions relating to the management of feedback and complaints from applicants.

Appendix 2: The Swedish Research Council's conflict of interest policy (1) and guidelines for the management of conflicts of interest (2)

Part 1: The Swedish Research Council's conflict of interest policy²

- Reg. No: 1.2.4-2019-00077

According to the constitutional objectivity principle, the Swedish Research Council shall observe objectivity and impartiality, and respect everybody's equality before the law. The administrative Procedure Act (Förvaltningslagen SFS 2017:900) contains conflict of interest provisions (disqualifications) aimed at guaranteeing the impact of the principle. This conflict of interest policy has been drawn up to ensure the Swedish Research Council lives up to these legal requirements and to prevent representatives of the Council from having conflicts of interest where the objectivity of the representatives may be questioned.³

The following applies at the Swedish Research Council:

- All forms of participation in the handling of matters at the Swedish Research Council shall be characterised by objectivity and impartiality.
- The Swedish Research Council shall work actively and continuously to ensure the Swedish Research Council's representatives do not end up in conflicts of interest that may cause the objectivity of the representatives or the trust in the Swedish Research Council to be questioned.
- The Swedish Research Council shall manage conflict of interest situations arising according to applicable law.
- The Swedish Research Council shall decide on guidelines for managing conflicts of interest. The guidelines shall be followed up and evaluated continuously.
- The Swedish Research Council shall work to ensure all persons representing the Swedish Research Council have good knowledge about conflict of interest issues, and have read and understood the conflict of interest policy and the guidelines for managing conflicts of interest.

² This is a translation of the adopted Swedish version of the conflict of interest policy. In the event of conflict between the Swedish version and this English version, the former shall take precedence.

³ Representatives of the Swedish Research Council refers to the Council's employees, appointed reviewers and elected members of the board, scientific councils, councils and committees.

- Conflict of interest issues shall be communicated and discussed on an ongoing basis within the operation.
- Responsibility for ensuring compliance with the conflict of interest policy and the guidelines for managing conflicts of interest lies with the Swedish Research Council and all who take part in the handling of the Swedish Research Council's matters. This means that the Swedish Research Council's employees, appointed reviewers and elected members shall know and follow the conflict of interest policy and the guidelines for managing conflicts of interest.

This conflict of interest policy was adopted by the Board of the Swedish Research Council on 30 January 2019 and is valid until further notice. The policy replaces previously adopted conflict of interest policies in their entirety.

Part 2:

The Swedish Research Council's guidelines for managing conflicts of interest⁴

▪ Reg. No:1.2.4-2019-00139

1. Starting points

A characteristic of the organisation and decision-making formats of the Swedish Research Council is that the majority of the members in the Council's decision-making and reviewing bodies are active researchers and part of the research community, which in turn is directly affected by the Council's allocation of research funds.

The handling of matters relating to research funds include a number of steps that can potentially affect the outcome of the matters. Among these are the control of formal requirements, decisions to screen out applications, the distribution of applications among the review panels and reviewers, assessments made by individual reviewers and by the review panels, decisions to approve or reject applications and the implementation of decisions..

The Swedish Research Council also carries out evaluations, appoints representatives to external bodies, carries out strategic work, responds to referrals and consultations and participates in communication activities. The Council also works on a daily basis on issues relating to direction and coordination, finance, personnel administration, IT, law, archiving and registration and operational support.

Issues regarding conflicts of interest may arise in all types of matters occurring at the Swedish Research Council. According to the Swedish Research Council's conflict of interest policy, the Council shall itself decide on guidelines for the management of conflicts of interest. The following guidelines aim to realise the conflict of interest policy, and shall constitute support in the handling of matters at the Swedish Research Council. In addition to the guidelines, there are also specific control documents for conflicts of interest in certain types of matters.

2. Legal provisions regulating conflicts of interest

Provisions regulating disqualifying conflicts of interest can be found in Sections 16–18 of the Swedish Administrative Procedure Act, (Förvaltningslagen, SFS 2017:900, "FL"). In its capacity as an administrative government agency, the Swedish Research Council shall comply with these provisions when handling matters.

Various conflict of interest situations (Section 16 FL)

⁴ This is a translation of the adopted Swedish version of the conflict of interest policy. In the event of conflict between the Swedish version and this English version, the former shall take precedence.

The act states that persons who take part on behalf of a public agency in handling in a way that may affect the agency's decision in a matter has a disqualifying conflict of interest in situations such as the following:

- If he or she or any closely related person is party to the matter, or otherwise can be assumed to be affected by the decision to a not insignificant extent
- If he or she or any closely related person is or has been the representative or agent for a party to the matter, or for anyone else who can be assumed to be affected by the decision to a not insignificant extent
- If there is any other specific circumstance that means his or her impartiality in the matter can be questioned.

Only if it is clear that the issue of impartiality lacks any importance shall the agency disregard any disqualifying conflict of interest. It must then be a question of matters where the person who will be part of the handling lacks any opportunity to influence or become influenced by any irrelevant circumstances, such as registration matters.

Consequences and managing of conflict of interest (Sections 17–18 FL)

The consequences of a conflict of interest are regulated as follows:

- A person with a disqualifying conflict of interest must not take part in the handling of the matter.
- A person with a disqualifying conflict of interest must not be present when the matter is decided on.
- A person with a disqualifying conflict of interest may, however, carry out such tasks that cannot be carried out by someone else without significant delay of the handling.

The managing of conflict of interest is regulated as follows:

- A person who is aware of a circumstance that could be assumed to cause him or her to have a disqualifying conflict of interest is obliged to report this immediately to the agency.
- The agency shall examine issues regarding conflict of interest as soon as possible.
- The person who has a disqualifying conflict of interest may take part in the examination of the issue of conflict only if this is required for the agency to be competent to act and any replacement cannot be called in without delaying the examination significantly.

3. Preventing conflict of interest situations

The following applies in order to prevent disqualifying conflict of interest situations at the Swedish Research Council.

Information on conflict of interest circumstances

- A person who is aware of any circumstance that may mean he or she has a disqualifying conflict of interest shall voluntarily and immediately inform the Swedish Research Council of this circumstance.

- Employees of the Swedish Research Council should provide information regarding disqualifying conflict of interest circumstances to their immediate superior. When handling applications for research funding, the information should instead be given to the administrative officer responsible.
- Appointed reviewers and elected review panel members should in the first instance inform about disqualifying conflict of interest circumstances to the administrative officer responsible, and in the second instance to the chair of the review panel, or the chair of the scientific council, council or committee.

Specifically regarding matters relating to applications for research funding

- All who take part in the handling of applications for research funding shall provide information on any disqualifying conflict of interest circumstances relating to applicants and participating researchers listed in an application. In addition, and as far as possible, information should also be provided on disqualifying conflict of interest situations relating to any other person who will participate in the research according to the application.
- Applications should be made available at an early stage to members of the relevant scientific councils, councils and committees and review panels, with a request to report any disqualifying conflicts of interest.
- When review panel members are appointed and when the applications are allocated, conflict of interest issues should be recognised so that disqualifying conflict of interest situations can be avoided.
- Applications for research funding from members of the board, scientific councils, councils and committees and review panels shall not be reviewed by the panel where the member is the chair, a member or an observer. This applies irrespective of whether the member is the applicant or a participating researcher listed in the application.
- When several matters are handled in parallel, for example when a scientific council, council or committee decides on a large number of applications at once on the basis of a list of priorities established by a review panel, potential disqualifying conflicts of interest must be considered as far as possible.

Specifically for cases relating to research infrastructure

- When making decisions to appoint members or delegates to work on research infrastructure issues, any links to national infrastructures and the strategic work on infrastructure issues at administrating organisations shall be considered.

Specifically for cases relating to national and international collaboration

- When making decisions to appoint representatives to external boards and committees and other decision-making or advisory bodies, any disqualifying conflict of interest circumstances shall be considered. This also applies when deciding on an extension to a previously appointed representative's mandate.

4. Assessment of conflicts of interest exists

The following shall be used to support an assessment of whether a disqualifying conflict of interest exists.

An assessment of whether a disqualifying conflict of interest exists shall always be carried out based on the conflict of interest provisions of the Swedish Administrative Procedure Act. The provisions cover all persons who take part in the handling of a matter on behalf of the Swedish Research Council. It is not the position designation or the job description but the actions in the individual matter that determine whether the provisions are applicable. This means that employed administrators, appointed reviewers and elected members are all covered by the provisions when they take part in the handling of matters.

In some situations, disqualifying conflict of interest issues are clear. Examples are when the person taking part in the handling

- is party to the matter
- is closely related to a party
- otherwise can be assumed to be affected by the decision to a not insignificant extent

Other situations may be perceived to be more unclear or difficult to assess. This applies in particular to cases in which ones impartiality in the matter can be questioned, even though the person is not a party, related to a party or can be assumed to be affected by the decision to a not insignificant extent. It is important that all potential conflict of interest situations are handled and assessed based on the circumstances of the individual case, and that the nature, scope and duration of the circumstances that can be assumed to constitute a conflict of interest are considered.

Examples of situations where a disqualifying conflict of interest typically exists

Examples of situations where a disqualifying conflict of interest typically exists are:

- When an economic or other dependency circumstance exists. Examples of the latter are situations where an applicant or participating researcher has an assignment to evaluate the competence, application, department or subject of the person taking part in the handling of the matter.
- When an ongoing or recently terminated close collaboration exists, such as a teacher-student relationship, or a joint research project. The relationship between a doctoral student and his/her supervisor is considered a conflict of interest regardless of how long ago the collaboration occurred.
- When there is evident friendship, enmity or difference of opinion.
- When there is a manager-employee relationship.
- When the person taking part in the handling in another context has handled an issue the matter relates to, for example as a representative of another public agency or organisation.

Examples of situations where there is a risk of a disqualifying conflict of interest

Examples of situations where there is a risk of a disqualifying conflict of interest are:

- When there exists co-authorship of books or articles. As a rule, taking part in the handling of a matter should be avoided where research collaboration and co-authorship has occurred during the last 5 years. A joint article or a joint chapter in an edited book may be enough to establish co-authorship. Co-authorship that occurred more than 5 years

ago can also constitute disqualifying conflict of interest. The determining factor will be whether or not it was the result of close collaboration, and must be assessed from case to case.

- When a person taking part in the handling of a matter belongs to the same institution (particularly small and medium-sized ones) or a similar financially independent entity as an applicant or participant.
- When the nature of a person's involvement in the matter easily arouses suspicion that the basis for impartial assessment is compromised.

5. Management of conflict of interest situations

The following applies for the management of conflict of interest situations at the Swedish Research Council.

All types of matters

- A person with a disqualifying conflict of interest must not be present when the matter is decided on, or otherwise participate in the handling of the matter.
- Conflict of interest situations, both in cases where it exists and where it has been examined and found not to exist, must be documented throughout the handling process.
- If a question of conflict of interest has been raised by an outside party, or if the conflict of interest issue relates to a person who does not consider themselves as having a disqualifying conflict of interest, or differing opinions exist otherwise whether the person has a disqualifying conflict of interest, the examination of the conflict of interest issue shall immediately be passed to the Swedish Research Council for determination.

Specifically for matters relating to applications for research funding

When handling applications for research funding, it is not always possible to prevent conflict of interest situations from arising. This is the case, for example, when a member of a scientific council, council or committee or of the board applies for research funding. In such cases, written statements on the application must be obtained from at least two external experts.

6. Communication and information about conflict of interest issues

As questions and discussions about conflict of interest arise throughout the activities of the Swedish Research Council, all persons taking part in the handling of cases must know and understand the contents of the Council's conflict of interest policy, and the guidelines for handling a conflict of interest. To ensure this, the following applies:

- All employees shall be informed of the conflict of interest policy and the guidelines for the managing conflicts of interest.
- All new employees shall have the opportunity to discuss the meaning of the conflict of interest policy and guidelines as part of their work introduction.
- Administrative officers involved in the review of applications shall be given the opportunity to discuss conflicts of interest and the current procedures for managing such conflicts before and after the application review, in order to raise suggestions for ways to improve the work.
- The conflict of interest policy should be included in the reviewer handbooks.

- The conflict of interest policy and the guidelines shall be communicated to the scientific councils, councils and committees, and to review panel chairs and review panel members.
- The Chief Legal Officer shall have overall responsibility for the Swedish Research Council's management of conflict of interest issues.

Appendix 3: The Swedish Research Council's gender equality strategy

Goals for achieving gender equality at the Swedish Research Council

In compliance with its instruction, the Swedish Research Council promotes gender equality throughout its sphere of activities. The strategy for achieving this aim is to strive for gender equality throughout the organisation. Hence, the Swedish Research Council has established the following operational goals:

The Swedish Research Council shall:

1. achieve and maintain an equal gender distribution in its review panels;
2. ensure that the percentages of female and male applicants for grants from the Swedish Research Council correspond to the percentages of women and men among the potential research grant applicants;
3. ensure that women and men have the same success rates⁵ and receive the same average grant amounts, taking into account the nature of the research and the type of grant⁶;
4. include a gender equality perspective in each analysis and evaluation, where possible;
5. integrate a gender equality perspective in the Research Council's external communication.

The Board has the responsibility for implementation of the Swedish Research Council's strategy. Achieving the goals requires the involvement of the entire agency, including the Scientific Councils and other Councils and Committees (SCCCs)⁷.

Unless otherwise specified, the Director General is responsible for advancing the efforts towards achieving equality.

Introduction

This strategy applies to the Swedish Research Council as a research funding body. A special equal opportunities plan addresses the work of achieving equality within the Swedish Research Council as a public agency.

The primary objective of the Swedish Research Council is to allocate funding to research of the highest scientific quality and that best promotes innovation. Achieving this objective requires impartial assessment of grant applications. Impartial assessment implies gender neutrality; the Swedish Research Council shall support the best researchers, regardless of gender.

⁵Attainment of the goal must of course be assessed in the context of a sufficiently large number of decisions.

⁶Success rates for women and men refer to the percentage of applications approved among total applications received from women and men respectively.

⁷These include the Scientific Council for Humanities and Social Sciences, the Scientific Council for Medicine and Health, the Scientific Council for Natural and Engineering Sciences, the Council for Research Infrastructures, the Educational Sciences Committee, the Committee for Artistic Research, the Committee for Development Research and the Committee for Clinical Treatment Research.

The Swedish Research Council assumes that research capacity exists to the same extent in both sexes. Moreover, the Swedish Research Council assumes that research is benefited when both genders participate and apply their expertise and experience.

Gender equality is also a matter of justice. Women and men should have equal opportunities to conduct research and develop professional careers as researchers.

Achieving gender equality throughout the Swedish Research Council's spheres of activity requires persistent, long-term effort and continuous attention to assure that the ground gained towards equality is not lost. The agency must continually monitor and analyse its activities from an equality perspective and take necessary steps based on the results. The Swedish Research Council should also inform others about its actions in gender equality. Moreover, the Swedish Research Council must consider how the results of gender research might contribute towards improving equality throughout the Research Council's sphere of activity.

Laws, ordinances, and appropriation directions

Equality between women and men is addressed by a body of laws and regulations, such as the Instrument of Government Chapter 1, Section 2, the Discrimination Act (2008:567), the Higher Education Act (1992:1434) and the Higher Education Ordinance (1993:100).

The objective of the governmental gender equality policy is that women and men are to have the same power to shape society and their own lives⁴. This overall objective has four interim objectives: (i) equal division of power and influence; (ii) economic equality; (iii) equal distribution of unpaid housework and provision of care; (iv) men's violence against women must stop. The operations and gender equality strategy of the Swedish Research Council relate primarily to the first two interim objectives.

According to the Swedish Research Council's Instructions Ordinance (2009:975) Section 1 Item 14, the Swedish Research Council must promote equality between women and men within its sphere of activity. In accordance with the requirements established by its government directive, the goals achieved must be presented in the annual reports of the Swedish Research Council.

Processes for achieving goals

The Swedish Research Council must analyse its activities from a perspective of gender equality and follow up on the extent to which the goals have been achieved. This should be done annually in conjunction with the presentation to the Board regarding the outcome of the year's general call and in conjunction with producing the annual report. Equality issues must be discussed by the Board and by other parts of the organisation, and necessary actions must be taken. Furthermore, a comprehensive analysis of gender equality must be conducted at the end of the Board's three-year term of office. When a new Board takes office, it must review the gender equality strategy and where necessary decide on changes to the strategy. The following points describe how the operational goals should be achieved.

1. Equal gender distribution in Swedish Research Council review panels

"The Swedish Research Council should achieve and maintain an equal gender distribution in its review panels." (Goal 1)

In this context, equal gender distribution is considered to exist in a panel when neither of the sexes comprises less than 40 % of the panel members.

Gender distribution should be considered before appointing review panels, not least with respect to the chair positions. Work involving equality should take a long-term perspective. This means, for example, that in certain areas where women or men are greatly underrepresented among teachers and researchers at higher education institutions, the Swedish Research Council must be observant not to over-utilise those few women or men. If the composition of a review panel, or review panel chair proposed to a Scientific Council, Council or Committee falls outside of the 40 % to 60 % range, this must be specified in the documentation prepared for the decision. This documentation must also include a justification for the deviation and describe the actions taken to achieve an equal gender distribution. Gender equality aspects should also be considered when appointing participants to other groups and when making decisions concerning Swedish Research Council representation on external (national and international) bodies.

2. Grant application rates by women and men

“The Swedish Research Council should ensure that the percentages of female and male applicants for grants from the Swedish Research Council correspond to the percentages of women and men among the potential research grant applicants.” (Goal 2).

Currently, women and men are applying for research grants from the Swedish Research Council at rates corresponding to their proportion in the potential pool of research grant applicants. Should this situation change in the future, the Swedish Research Council would actively recruit more applications from the underrepresented gender.

3. Same success rates for women and men

“The Swedish Research Council should ensure that women and men have the same success rates⁴ and receive the same average size of grants, taking into account the nature of the research and the type of grant.”⁸ (Goal 3).

Before the Swedish Research Council decides to introduce a new type of grant or makes a new research investment the effects on gender equality must be analysed and consideration given to whether any special measures are necessary. The analysis should address gender equality at the total level and also be according to the different types of grants and subject areas.

The task of the Swedish Research Council to promote gender equality throughout its sphere of activities, as well as gender equality as a factor for raising quality should be emphasized. The texts of calls, evaluation criteria and review formats should be considered from an equality perspective.

Members of Scientific Councils and other Councils and Committees and the members of review panels must be informed about the Swedish Research Council’s gender equality strategy. The review panels shall be instructed on gender equality issues during the information meetings prior to the review work. Other experts involved must also be informed of the strategy (available in Swedish and English).

The Swedish Research Council’s review handbooks must include written instructions for the review panels, giving attention to the following:
that all evaluation criteria must be clear and explicit. When the call is issued, the criteria and the instructions for applicants must be published on the Swedish Research Council’s website;

⁸ See Note 1.

that only “active research years” should be considered in evaluating the extent of scientific productivity, i.e. time off for parental leave, sick leave, or similar circumstances should be deducted.

Prior to each new review batch, the research officers at the Swedish Research Council must discuss the above instructions with the review panels.

Before a review panel submits its proposal for allocating research grants, it must calculate the proposed success rates and average size of grants for women and men, respectively. The secretaries general must present the review panels’ grant allocation proposals, from an equality perspective, to the respective Scientific Council, other Council or Committee (SCCC), commenting on possible gender disparities in success rates and average grant amounts. These presentations must be delivered before the SCCC’s make their decisions. The respective SCCC’s must attach to their decision a collective assessment of the results in relation to the Swedish Research Council’s gender equality strategy. These assessments should include comments by the SCCC’s concerning possible disparities, as mentioned above, and a plan/strategy to rectify them. A written consensus opinion from each of the SCCC’s must be forwarded to the board.

In conjunction with the Director General’s and the SCCC’s presentation to the Board regarding the outcome of the annual calls for proposals, the success rates for women and men must be presented for each SCCC and each grant type. The average grant amount must also be reported by gender. A summary of the results shall be included in the Swedish Research Council’s annual report. Presentations by the SCCC’s to the Board must include comments on possible disparities as regards the matters mentioned above, and a plan to rectify any disparities.

4. Gender equality perspective in analyses and evaluations

“The Swedish Research Council should include a gender equality perspective in each analysis and evaluation, where possible” (Goal 4).

A gender equality perspective should be included in every analysis and evaluation in so far as possible. This should also apply to memoranda, responses to consultations, documentation for discussion and decision-making, where relevant and possible. Direct and eventual indirect consequences for gender balance should be discussed in each analysis and evaluation. In those cases where a gender equality perspective has been deemed not possible or relevant, a specific justification should be given.

Gender balance should always be strived for in review panels and where external authors or experts are used. A statement of how the Research Council has fulfilled this objective should be provided annually to the Board.

5. A gender equality perspective in external communications

“The Swedish Research Council shall integrate a gender equality perspective in its external communication” (Goal 5).

A gender equality perspective shall be integrated in the Research Council’s external communications in all communication channels; it should also be clear in relevant contexts that the Swedish Research Council works to attain gender equality. The external image conveyed by the Swedish Research Council shall be gender-neutral in other respects too, and not reinforce gender stereotypes of, for example, researchers or subject areas. A statement of how the Research Council has fulfilled this objective should be provided annually to the Board, at the latest when the annual report is submitted to the Government.

Appendix 4:

Ethics Principles: Permits/Approvals, and Good Research Practice

The administrative organisation⁹ has the responsibility to ensure that the research project complies with the terms and conditions established by Swedish law.

The applicant (project leader) has the responsibility to acquire all necessary permits and approvals for the research that receives a grant from the Swedish Research Council.

- Research involving animal experiments requires approval from the Ethical Committee on Animal Experiments, in accordance with the Swedish Animal Welfare Act (1988:534).
- Research concerning humans and biological material from humans, and which falls under the Act on Ethical Review of Research Involving Humans (2003:460), requires review and approval from an ethical review board.
- Some research may require additional permits e.g. research involving pharmaceuticals, genetically modified organisms, and ionizing radiation.

The Swedish Research Council assumes that the necessary permits and approvals have been obtained for the research covered by a grant application to the Swedish Research Council and that research conducted with funding from the Swedish Research Council adheres to good research practice. For applications to the Swedish Research Council the following applies:

- Approvals should not be sent to the Swedish Research Council.
- The applicant must in the application present the ethical issues associated with the research and describe how they will be addressed during the research project.
- The applicant and the administrative organisation confirms by signing the application that necessary permits and approvals are in place when the research begins and that all other conditions that apply to the grant will be complied with.

⁹ Administrative entity: A state agency or physical or legal person within whose organisation the research is conducted. Universities or higher education institutions often serve as the administrative entity for research conducted with funding from the Swedish Research Council.

Appendix 5:

Swedish Research Council in brief

The Swedish Research Council is Sweden's largest governmental research funding body and provides support for research of the highest scientific quality in all fields of science. Most of this relates to basic research.

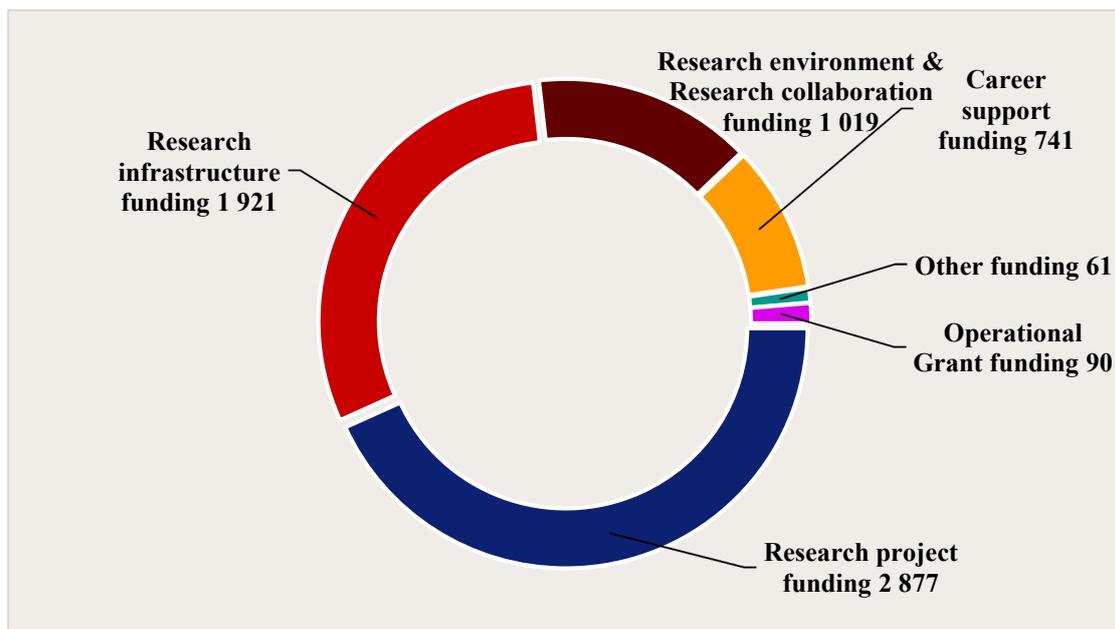
A large part of the funding provided by the Swedish Research Council consists of support of scientific projects for which the researchers, themselves, have formulated the research topics and project aims, and developed methods to arrive at conclusions. In order to facilitate career development for researchers and make it easier for them to gain broader experience of the research community, the Council offers career and mobility support. In addition, it provides funding for research infrastructures, research environments, graduate schools, various forms of collaboration, and Swedish membership in a host of international organisations and major research facilities.

In addition to funding research, the Swedish Research Council is also responsible for communication about research and research results. The Council is also tasked with preparing analyses relating to research policy, acting an advisor to the Government on research policy issues evaluating research and supporting and developing the conditions of clinical studies.

The vision of the Swedish Research Council is to play a leading role in developing Swedish research of the highest scientific quality, and thereby contribute to the development of society.

SEK 6.7 billion for research in 2018

In 2018, the Swedish Research Council paid SEK 6.7 billion in funding, mostly to basic research in all areas of science and research infrastructures. A large part of the research funding went to projects that were proposed by the researchers themselves (researcher-initiated research). The Swedish Research Council has in total prepared 5 976 applications during 2018. Of these, 1 135 applications have been granted.



Peer review

The Swedish Research Council recommends peer review as the best method of assessing scientific quality. The confidence of the research community in the Swedish Research Council is premised on the review being conducted by a knowledgeable, objective, impartial and transparent manner.

A total of 915 researchers served as members of review panels in 2018, with 49 per cent of the members of the review panels being associated with higher education institutions outside of Sweden.

Administration and organisation of the Swedish Research Council

The Swedish Research Council is a government agency within the Ministry of Education. The Council is headed by a Board and a Director-General, who is the head of the agency.

The Board of the Research Council has overall responsibility for operations as a whole, and makes decisions on general and strategic research issues according to the directives and guidelines adopted by the Parliament and Government. Six of the members are elected by an assembly of electors, which, in turn, are appointed by the higher education institutions in Sweden. The Chairperson and the remaining two members of the Board are appointed by the Government.

Under the Board, there are the scientific councils for humanities and social sciences, medicine and health, and natural and engineering sciences, the council for research infrastructures, as well as the committees for educational sciences, artistic research, and development research. Finally, there are committees for clinical therapy research and the national coordination of clinical studies.

The majority of the members of scientific councils, councils and committees are selected by the research community. As in the case of the election of the members of the Board, these are elected by electors. Some of the members are appointed by the Board of the Swedish Research Council, while several additional members are appointed by the Government.

The Director-General is responsible to the Board for ensuring that operations are conducted in accordance with the directives and guidelines decided by the Board. The Swedish Research Council has about 250 employees, and is divided into six departments – the departments for research funding, research policy, research infrastructure, communication, administration and the department of Sunet and associated services.

Appendix 6:

Guidelines for the composition of review panels

The composition of the review panels is decided by the Scientific Council. After the Scientific Council has elected the review panel chair, the chair, in consultation with the responsible observer and the VR personnel, will nominate the vice chair for the respective panel. Subsequently, the chair, in consultation with the vice chair, responsible observer and VR personnel, suggests what panel members to invite. The VR personnel, or the chair, will send out the invitation letters and document the answers. Later the observer will propose the panel members for decision to the Scientific Council. Applications from members of the Board, Scientific Council, review panels and committees may not be reviewed in a group where the person concerned is the chair, a member or an observer.

The following rules apply to the review panel composition:

- The number of review panel members, including the chair, should be at least seven. A review panel does not normally have more than thirteen panel members including the chair. This can however be exceeded, if the review panel has a large number of applications leading to an unreasonable workload for the reviewers.¹⁰
- The chair of the review panel is elected for one year. Normally, the term of office for the review panel chair is three years (this does not include years when the chair does not take active part in the review work).
- After three years as review panel chair the chair enters into a quarantine period that normally lasts three years. Thereafter, they can return as chair of a review panel.
- Members (including vice chair) are elected for one year. The term of office for a panel member (including years as chair) may be extended to a maximum of six years (this does not include years when the panel member does not take active part in the review work).
- After six years in the review panel, the panel member enters into a quarantine period that normally lasts three years. Thereafter, they can return as a panel member.
- The review panel composition must represent a broad scientific competence and a geographical spread.
- A minimum of 30 percent of the panel members should be researchers based outside Sweden, preferably more.
- Review panel members must have high scientific competence, e.g. shown by being previous VR grant holders or another comparable grant.

¹⁰ The total number of applications for a member of the review panel should not exceed 35.

- Members of the infrastructure (RFI) panels are not eligible (for the same term of office) due to risk of conflicts of organizational roles.
- We must strive to attain an even gender distribution in the review panel (at least 40 percent of the underrepresented sex). If this is unattainable, the observer must explain the reasons for the Scientific Council and state which persons of the underrepresented sex that were invited to join but declined the commission.
- Vice-chancellors, deputy vice-chancellors, pro-vice-chancellors, deans, vice-deans and heads of departments at Swedish HEI should not be appointed as members of review panels.
- The review panel members (including the chair) may not participate in the review panel if they themselves have submitted an application (as applicant or participating researcher) that will be scrutinized by the specific review panel. This applies to calls for which the review panel makes a proposal for decision. In such cases, the panel member (including the chair) must refrain from the review work during this year, unless another panel could scrutinize the application. This also applies if someone closely related to a review panel member (including the chair) has submitted an application.
- If a review panel member has submitted an application (as applicant or participating researcher) for a call that will be assessed scientifically by the review panel (i.e. the panel will not make a proposal for decision), the panel member must not participate in the assessment of any of the applications for that specific call. This applies e.g. to the calls for research project grant within energy-focused fundamental research or neutron scattering. However, the panel member may participate in the assessment of the other calls handled by the review panel.

Appendix 7:

Overview of grants that can be applied for or on-going in parallel

Which grants can I apply for simultaneously in 2019 (if I do not have an ongoing grant)?

Applying May also apply	Proj (NT)	Proj (HS)	Proj (MH)	Proj (UV)	Proj inrikt.	PoC	IPD	Etabl. (MH)	Etabl. (NT)	Klin halv. (MH)	Fotid	Kons.	RP	Familjö fri/inrikt.	Nätverk fri/inrikt.
Proj (NT)	No	No	No	No	Yes, but...	Yes	Yes, but...	No	No	No	Yes, but...	Yes, but...	Yes, but...	Read call	Yes
Proj (HS)	No	No	No	No	Yes, but...	Yes	Yes, but...	No	No	No	Yes, but...	Yes, but...	Yes, but...	Read call	Yes
Proj (MH)	No	No	No	No	Yes, but...	Yes	Yes, but...	No	No	Read call	Yes, but...	Yes, but...	Yes, but...	Read call	Yes
Proj (UV)	No	No	No	No	Yes, but...	Yes	Yes, but...	No	No	No	Yes, but...	Yes, but...	Yes, but...	Read call	Yes
Proj inrikt.*	Yes, but...	Yes, but...	Yes, but...	Yes, but...	Read call	Yes	Yes, but...	Yes, but...	Yes, but...	Yes, but...	Yes, but...	Yes, but...	Yes, but...	Read call	Yes
PoC	Yes	Yes	Yes	Yes	Yes	Yes, but...	Yes	Yes	Yes	Yes	Yes	Yes, but...	Yes	Yes	Yes
IPD	Yes, but...	Yes	No	No	No	Yes, but...	Yes, but...	No	No	Yes	Yes				
Etabl. (MH)	No	No	No	No	Yes, but...	Yes	No	No	No	Yes, but...	Yes, but...	No	No	Yes	Yes
Etabl. (NT)	No	No	No	No	Yes, but...	Yes	No	No	No	No	Yes, but...	No	No	Yes	Yes
Klin halvtid (MH)	No	No	Read call	No	Yes, but...	Yes	Yes, but...	Yes, but...	No	No	Yes, but...	Yes, but...	No	Yes	Yes
Fotid	Yes, but...	Yes	Yes, but...	Yes, but...	Yes, but...	Yes, but...	No	No	No	Yes	Yes				
Kons.	Yes, but...	Yes	No	No	No	Yes, but...	No	No	No	Yes	Yes				
RP	Yes, but...	Yes	No	No	No	No	No	No	No	Yes, but...	Yes				
Familjö fri/inrikt.	Read call	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes, but...	No	Yes				
Nätverk fri/inrikt.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Read call

Yes, but with two different research concepts	Yes, but if both are successful you must choose one of them	Read the call text for more information
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Proj = Undirected Research Project Grant in (NE) Natural and Engineering Sciences, (MH) Medicine and Health, (HS) Humanities and Social Sciences, (ES) Educational Sciences.
 Proj inrikt. = Research Project Grant with focus. This includes (DR) Development Research and (AR) Artistic Research as well as project grants in international calls, e.g. JPI, ERA-Nets etc.
 PoC = Proof-of-Concept
 IPD = International Postdoc Grant
 Etabl = Starting Grant
 Klin halvtid (MH) = Grant for half-time position in clinical environment (MH) Medicine and Health
 Fotid = Grant for research time
 Kons = Consolidator Grant
 RP = Grants for distinguished professors
 Familjö fri/inrikt. = Research Environment Grant (with or without specific focus)
 Nätverk fri/inrikt. = Network Grant (with or without focus). Also includes grants in international calls, e.g. JPI, ERA-Nets etc.

Which grants may I apply for if I have an ongoing grant and fulfil all other eligibility criteria?

Ongoing	Proj (NT)	Proj (HS)	Proj (MH)	Proj (UV)	Proj inrikt.	PoC	IPD	Etabl.	Etabl. (MH)	Klin halvtid (MH)	Fotid	Kons.	RP	Familjö fri/inrikt.	Nätverk fri/inrikt.
Applying															
Proj (NT)	No	No	No	No	Yes, but...	Yes	Yes, but...	No	No	No	Yes, but...	No	No	Read call	Yes
Proj (HS)	No	No	No	No	Yes, but...	Yes	Yes, but...	No	No	No	Yes, but...	No	No	Read call	Yes
Proj (MH)	No	No	No	No	Yes, but...	Yes	Yes, but...	No	No	No	Yes, but...	No	No	Read call	Yes
Proj (UV)	No	No	No	No	Yes, but...	Yes	Yes, but...	No	No	No	Yes, but...	No	No	Read call	Yes
Proj inrikt.*	Yes, but...	Yes, but...	Yes, but...	Yes, but...	Read call	Yes	Yes, but...	Yes, but...	Yes, but...	Yes, but...	Yes, but...	Yes, but...	Yes, but...	Read call	Yes
PoC	Yes	Yes	Yes	Yes	Yes	Yes, but...	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
IPD	Yes, but...	Yes	No	No	No	Yes, but...	Yes, but...	No	No	Yes, but...	Yes				
Etabl. (MH)	No	No	No	No	Yes, but...	Yes	Yes, but...	No	No	Yes, but...	Yes, but...	No	No	Yes	Yes
Etabl. (NT)	No	No	No	No	Yes, but...	Yes	Yes, but...	No	No	Yes, but...	Yes, but...	No	No	Yes	Yes
Klin halvtid (MH)	No	No	Read call	No	Yes, but...	Yes	Yes, but...	No	Yes, but...	No	Yes, but...	No	No	Yes	Yes
Fotid	No	No	No	No	Yes, but...	Yes	Yes, but...	No	No	No	No	No	No	Yes	Yes
Kons.	Read call	Read call	Read call	Read call	Yes, but...	Yes	No	Yes, but...	Yes, but...	Yes, but...	Yes, but...	No	No	Yes	Yes
RP	Read call	Read call	Read call	Read call	Yes, but...	Yes	No	No	No	Yes, but...	No	Yes, but...	No	No	Yes
Familjö fri/inrikt.	Read call	Yes	Read call	Read call	Read call	Read call	Read call	Read call	No	No	Yes				
Nätverk fri/inrikt.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Read call

Yes, but with two different research concepts

Yes, but if both are funded you must choose one of them

Read the call text for more information

Proj = Undirected Research Project Grant in (NE) Natural and Engineering Sciences, (MH) Medicine and Health, (HS) Humanities and Social Sciences, (ES) Educational Sciences.
 Proj inrikt. = Research Project Grant with focus. This includes (DR) Development Research and (AR) Artistic Research as well as project grants in international calls, e.g. JPI, ERA-Nets etc.
 PoC = Proof-of-Concept
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 Etabl = Starting Grant
 Klin halvtid (MH) = Grant for halftime position in clinical environment (MH) Medicine and Health
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 RP = Grants for distinguished professors
 Familjö fri/inrikt. = Research Environment Grant (with or without specific focus)
 Nätverk fri/inrikt. = Network Grant (with or without focus). Also includes grants in international calls, e.g. JPI, ERA-Nets etc.

Appendix 8:

Contact information for Swedish Research Council personnel

Review panel personnel

Research officer: Joar Skott, joar.skott@vr.se, +46 8 546 44 072

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Secretary General

Lars Kloo, lars.kloo@vr.se, +46 8 546 44 161