

Conference Grant

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

The grant covers travel and accommodation costs for invited key speakers who do not work in Sweden.

Summary

Type of grant	Research environment and Research collaboration funding
Area	Humanities and Social Sciences Medicine and Health Natural and Engineering Sciences Educational Sciences Artistic Research
Focus area	Undirected
Applicant	Individual researcher
Participating researchers	Participating researchers may not be invited to join the application
Grant period	The conference must take place 4-12 months after the deadline of this call
Grant amount	30,000 to 200,000 SEK
Call deadline	21 February 2017 (at 2:00 PM)
Publication of grant award decisions	Late May 2017

[Read more about previously awarded grants](#) 

Eligibility criteria for grant application

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

Applicant

The Conference Grant is open to individual researchers. You are the project leader and scientific supervisor of the conference. You must hold a Swedish doctoral degree or an equivalent foreign degree awarded no later than at the deadline of this call. The date of issue will be considered to be the point in time when all the requirements of the degree were fulfilled (for example mandatory courses, the oral public defense of the doctoral thesis and the approved doctoral thesis). The doctoral degree requirement does not apply to applicants in the field of artistic research. A degree from an artistic higher education institution (HEI), or equivalent qualifications, are however required.

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

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

Number of applications and previous grants

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

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

Costs and grant funding

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

You may apply for minimum 30,000 SEK and maximum 200,000 SEK, including indirect costs.

Grant period

The conference must take place within 4-12 months of the deadline of this call. The entire grant will however be disbursed in 2017, irrespective of when the conference will be held. The grant disbursement will be made in June 2017 at the earliest but the awarded grant funding will remain available up until 30 June 2018.

Terms and conditions for the conference

The conference must:

- Have internationally recognized researchers, who are active in another country than Sweden, as invited speakers. Out of these speakers, a minimum of 40 percent must be female and a minimum of 40 percent must be male.
- Be held in Sweden.
- Target the research community.
- Be arranged as a medium-sized conference event, i.e., include 50 to 200 participants
- Take place 4-12 months after the deadline of this call.

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

How do I apply?

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

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

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

Creating a personal account in Prisma

Before you can apply, you must create a personal account in Prisma, where you will store your personal data and your cv. The information only has to be entered once, and may subsequently be supplemented or amended whenever necessary. Since foreign experts are involved in most of the Swedish Research Council calls, we ask you to enter text in English in your CV data.

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

Text

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

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

Signing

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

What must the application contain?

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

Language

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

Application subsections

The application form contains the following tabs:

- Descriptive data
- Description of the conference
- Budget and research resources
- Administrating organisation
- Participants (in this call only participating administrators)
- CV

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

Descriptive data

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

We ask you to enter one (1) month under project period.

Short description of the conference

The short description should provide the following:

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

Description of the conference

In this section you are requested to attach your description of the conference in a PDF format. Please observe that the appendix may only contain one file, with a maximum size of 10 MB. The description should consist of maximum four A4 pages in Times New Roman, size 12, single line spacing, including references. Please provide a comprehensive description of the conference.

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

- **Scientific description:** Describe the scientific content of the conference.
- **Significance:** Describe the conference's significance to the research field. It should be clear in what way the conference promotes international research cooperation, exchange of experience and innovation of the research field.
- **Participants:** Outline the expected number of participants and the share of Swedish participants.
- **Key Note Speakers:** Name the invited key note speakers and provide a brief description of their current research activities, scientific merits and whether they have accepted the invitation. Also state the share of female and male speakers (at least 40 percent of the respective gender should be invited).
- **Program:** Present the conference date and the preliminary conference program.
- **Dissemination Activities:** Present the plan for dissemination of the results of the conference.
- **Scientific committee:** Give a short presentation of the persons included in the scientific committee of the conference.
- **Link to conference website:** If website does not exist, state reasons for this.

Budget and research resources

Under this tab, you are requested to include costs and any other funding sources for the conference. You may apply for a grant amount between 30,000 SEK and 200,000 SEK, including indirect costs.

Other costs

Quote the rounded amounts for and describe travel and accommodation costs for a limited number of invited key speakers who do not work in Sweden. The following guidelines apply:

- **Travel**
Within Europe: maximum 5,000 SEK/person
From North America and Africa: maximum 10,000 SEK/person
From Asia, New Zealand and South- and Mid-America: maximum 15,000 SEK/person
- **Accommodation**
Maximum 1,500 SEK per night/person

Total cost of the conference

The application system will automatically add up the budget items that you enter in a table. The total amount requested shall also include indirect costs. You will have to add the indirect costs yourself to the

table. In this section, you are requested to add any other additional conference costs (for which you do not request funding within the framework of this call).

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

Motivation of the proposed budget

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

Other funding

List any other available funds (either subject to an application or awarded) for the arranging of the conference besides the funding requested in this application. Also include any revenues from participation fees. Quote the rounded amounts in SEK.

Administrating organisation

Under this tab, you are requested to list the administrating organisation and the conference site. The administrating organisation is the organisation that administers and accounts for the funds of the awarded grant under the terms and conditions laid down. The administrating organisation and the conference site generally correspond to the university/HEI and the department where the project leader in charge of the conference is employed.

An application can only be linked to an administrating organisation with an approved Prisma account. Unless your administrating organisation already has such an account, you will have to ask it to [apply for an organisation account](#) with the Swedish Research Council.

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

Participants

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

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

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

CV

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

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

- **Education:** Graduate studies, specialist degree, as well as basic and advanced education.
- **Professional history:** Current employment (including information if it is a permanent position or not) and longer relevant positions you have held, postdoctoral visits and research exchanges that are

relevant for the described research and any longer interruption in the research that has affected your ability to qualify as a researcher.

- **Merits and awards:** Fellowship, supervised persons (postdocs and postgraduate students; indicate the total number for each category and indicate up to 10 persons that are most relevant), up to 10 of your most relevant awarded competitive grants, up to 10 of your most relevant awards and distinctions, as well as up to 20 potential other merits of relevance to the application.
- **Intellectual property:** E.g., patents and freely available computer programs that you have developed, please indicate up to 10 of your most relevant.

Registering the application

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

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

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

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

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

Signing the application

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

The signature *of the applicant* confirms that:

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

The signature *of the administrating organisation* confirms that:

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

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

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

What happens next?

When the call closes (at 2:00 PM on the final day for submission of applications), the registered application will automatically become final and given a registration number.

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

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

Scientific evaluation

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

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

[Review panel](#)

[How your application is evaluated](#)

[The Swedish Research Council's conflict of interest policy](#)

[The Swedish Research Council's gender equality strategy](#)

Decisions

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

Contact

For questions relating to the application content

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

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

Technical questions

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

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