

# Conference grant

## Spring Call

**The purpose of the grant is to promote international research collaboration and exchange of experience. Conference grants are a way of giving researchers active in Sweden the opportunity to arrange a conference with internationally recognised speakers.**

**The grant covers travel and accommodation costs for invited speakers working outside Sweden.**

## Summary

<b>Type of grant</b>	Research environment and research collaboration funding
<b>Subject field</b>	Humanities and Social Sciences Medicine and Health Natural and Engineering Sciences Educational Sciences Artistic Research
<b>Focus</b>	Undirected
<b>Applicant</b>	Individual researchers
<b>Participating researchers</b>	No participating researchers may be invited to join the application.
<b>Grant period</b>	The conference shall take place during the period 27 June 2018 to 27 February 2019; that is 4-12 months after the closing date of this call.
<b>Grant amount</b>	Minimum 30 000 SEK and maximum 200 000 SEK
<b>Call deadline</b>	27 February 2018 (14.00/2 p.m.)
<b>Publication of grant award</b>	No later than end of May 2018

[Read more about grants awarded in previous years.](#) 

## Eligibility criteria for grant applications

The following criteria must be fulfilled in order for you to be eligible to apply for the grant. We carry out checks to ensure unqualified applications are rejected from further processing.

### Applicant

The applicant for a conference grant must be an individual researcher. You shall be the project leader and have scientific responsibility for the conference. You must hold a Swedish doctoral degree or a corresponding foreign degree, awarded no later than the deadline for this call. The degree award date we use is the date you fulfilled all the criteria for a doctoral degree, such as mandatory courses, oral defence and an approved doctoral thesis. For applicants with Swedish doctoral degrees, the award date listed in Ladok applies.

For applicants within the area of artistic research, the requirement of a doctoral degree does not apply. On the other hand, a degree from an artistic higher education institution or other corresponding competency is required.

Grants from the Swedish Research Council shall be administered by a Swedish university or HEI or another Swedish public organisation that fulfils our [criteria for administrating organisations](#). To apply, your organisation must therefore be approved as an administrating organisation.

If you are awarded a grant, you must be employed by the administrating organisation at the start of and throughout the grant period, unless the Swedish Research Council approves an exception. The employment must equal at least 20 per cent of a full-time equivalent. You do not have to be employed by the administrating organisation at the time of applying.

### **Number of applications and previous grants**

You can only be awarded one conference grant per year. Only one application may be submitted for each conference per call. A conference can only be awarded a grant on one occasion.

**Note:** If you have been the project leader for previous grants from the Swedish Research Council that have ended, a final financial statement for all of these must have been submitted within the permitted time frame in order for you to apply for a new grant. Please contact your administrating organisation if you are unsure whether all your final reports have been submitted.

### **Participating researchers**

No participating researchers may be included in this application.

### **Costs and grant amounts**

The conference grant relates only to travel and accommodation costs for a limited number (maximum ten) invited speakers active outside Sweden. The grant is not awarded for other participants, administration or social security costs. Flights and train travel should normally be in economy class or corresponding.

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

The Swedish Research Council assumes that the administrating organisation will cover any costs in excess of the amount received.

### **Grant period**

The conference shall take place during the period 27 June 2018 to 27 February 2019; that is 4–12 months after the closing date of this call. The entire grant amount will be paid during 2018, irrespective of when the conference takes place. Payment will be made during June 2018 at the earliest. The funds are available up to and including 30 June 2019 however.

### **Other conditions for the conference**

The conference shall:

- have internationally recognised researchers active outside Sweden as speakers. Of these, no less than 40 per cent should be women and no less than 40 per cent men
- be arranged in Sweden
- be aimed at the research community
- be of medium size; that is have 50–200 participants
- take place during the period 27 June 2018 to 27 February 2019; that is 4–12 months after the closing date of this call

If the conference is arranged in conjunction/association with another research-focused event, the delimitation from this event shall be clearly stated!

Please note that the Swedish Research Council's logo may not be used in conjunction with a conference awarded a grant by us. The logo may only be used if the Swedish Research Council is a co-arranger and thus has influence over the content of the conference. In other circumstances, the Swedish Research Council may only be referred to by name.

## How do I apply?

You apply electronically in [Prisma](#), which is the application system used by the Swedish Research Council. You create your application in Prisma by filling in the text fields, uploading information from your personal account, and attaching the appendices requested.

To enable you to apply, your organisation must have been [approved as an administrating organisation](#) and have created an organisation account in Prisma.

For most items in Prisma, there is a [user manual](#) describing all the steps, as well as answers to [FAQ](#). Please refer to these when filling in your application.

Please avoid stating your own or anybody else's full personal identity number in the application except where specifically requested.

## Creating a personal account in Prisma

Before you apply, you must create a personal account in [Prisma](#), where you can save your personal and CV data. The information only needs to be entered once, and can thereafter be supplemented or changed as required. As most of the Swedish Research Council's calls employ foreign reviewers, please use English when entering any descriptive text in you CV data. You can also input your publications for future use. Please note that no publications can currently be uploaded from your account to the application form. This is because the publications function is under development and not yet used in the Swedish Research Council's calls.

Please allow plenty of time to create your personal account. The applications you register in Prisma will be linked to your personal account.

Any participating administrators must also create their own personal accounts in Prisma, and confirm their participation in the application before the deadline of the call.

## Text

Some text fields can be formatted, which means that the font, alignment and font size can be changed, and that tables and symbols can be inserted. You may need to use the tools in Prisma to adjust the formatting of text written using a word processing program (such as Microsoft Word) after inserting it. Images cannot be included in the text fields, however. We recommend that you use the fonts Arial, Calibri or Verdana.

All text fields have a limit on the number of characters, and this is illustrated by a character counter. If you use too many characters, the application cannot be registered.

## Attached documents and appendices

You will need to attach an appendix to some fields as instructed. The appendix must consist of one file only, and you can only attach documents in PDF format. All appendices are limited as to file size and number of pages. You will not be able to attach an appendix that exceeds the stated maximum size.

## Signing

Both you as applicant and an authorised representative of the administrating organisation shall sign the application electronically in Prisma. Please see further information under "Register your application" below.

## What must the application contain?

Please refer to the application form in Prisma in parallel with reading the instructions below.

### Language

The application may be written in English or Swedish.

### Sections of the application

The application form includes the following tabs:

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

Descriptions of the information requested under each tab follow below. Mandatory information is marked with an asterisk (\*) in Prisma.

#### Descriptive data

Under this tab, please fill in the project name (the conference name) in Swedish and English, fill in a short description of the conference, and select SCB codes and keywords. Please also mark the subject area(s) to which your application relates.

Please note that the project period will be shown as one (1) month as standard in your application.

#### *Short description of the conference*

The short description shall include:

- the name and place of the planned conference
- the time of the conference (year-month-day)
- explanation of the conference
- web address of the conference

#### Description of the conference

Under this tab, please attach your description of the conference in PDF format. The description shall be brief but clear, and shall cover a maximum of four page-numbered A4 pages in Arial, font size 11, single line spacing, including references and any images. **You will not be able to attach an appendix that exceeds the stated maximum number of pages or is larger than 10 MB.**

The following information must be included in the description under separate headings, listed in the following order:

- **Scientific description.** Describe the scientific content of the conference.
- **Significance.** Describe the significance of the conference to the research area. It shall be clearly shown how the conference will benefit the research community and how it promotes international research collaboration and exchange of experience.
- **Scientific novelty.** Describe how the conference contributes to innovation within the research area.

- **Participants.** State the expected number of participants and how large a proportion of them are from Sweden.
- **Invited speakers.** Name the invited speakers and state briefly their current research activities and scientific merits. State the role(s) and the space allocated to each of the invited speakers (time, any other activities) and whether they have accepted their participation in the conference. Please also state the proportion of men and women respectively among the speakers (at least 40 per cent should be of each gender).
- **Programme.** State the date of the conference and the preliminary programme, showing the amount of time allocated to each of the speakers.
- **Dissemination activities.** State how the experiences from the conference will be disseminated.
- **Scientific committee.** Present briefly the persons included in the scientific committee of the conference.
- **Website.** If there is no website, please state the reasons for this.

### **Budget and research resources**

Under this tab, please list the costs for and any other funding of the conference. You may apply for a minimum of 30 000 SEK and a maximum of 200 000 SEK, including indirect costs.

#### **Costs**

State the travel and accommodation costs for invited speakers active outside Sweden. The following guidelines apply for the costs:

- **Travel**
  - Within Europe: maximum 7 000 SEK/person
  - From North America and Africa: maximum 12 000 SEK/person
  - From Asia, Australia, New Zealand, and South and Central America: maximum 17 000 SEK/person
- **Accommodation**
  - Maximum 1 700 SEK per night/person

#### **Total cost of the conference**

Prisma will automatically add up your budget items listed in a table. The total amount you are applying for shall also include indirect costs. You will have to add these to the table yourself. In the column "Other costs" you can add any additional costs covered by the conference, costs you are not seeking funding for in this call.

Please contact your HEI for information on what constitutes indirect and direct costs.

#### **Justification of the budget applied for**

Justify briefly each cost applied for in the budget stated. The description may cover a maximum of 2 000 characters including blank spaces (approximately half an A4 page in Arial, font size 11, single line spacing).

#### **Other financing**

Please state any funding for the conference received by you or another researcher, in excess of the amount requested in this application. Here you can also state any income from participant fees. Please state rounded amounts in SEK.

#### **Administrating organisation**

Under this tab, please state the administrating organisation and project site of the conference. The administrating organisation is the organisation that administers the funds awarded and is responsible for it according to the conditions set. Normally, the administrating organisation and project site correspond to the HEI and the department where the project leader responsible for the conference is employed.

To allow you to link your application to an administrating organisation, the organisation must have an approved account in Prisma. Please contact your administrating organisation and ask it to [apply for an organisation account](#) with the Swedish Research Council if it does not already have one.

If you cannot find your location, please contact the person responsible for the organisation account at your administrating organisation. You will not be able to finalise the registration of your application if the location is missing.

## Participants

Here you as grant applicant may invite other participating administrators who can help you to input and edit information in your application. Please make sure you use the correct email address linked to the person's Prisma account. You may invite participating administrators who do not already have an account in Prisma, but in order to participate in your application they must register their own personal accounts in Prisma. All participating administrators must accept the invitation before you can finalise the registration of your application.

Please note that you may not invite any participating researchers in this application.

## CV

Under this tab, please upload your relevant CV information from your personal account in Prisma.

The following information, where available, must always be included in your CV, taking into account the stated limitation in numbers:

- **Education:** First, second and third cycle higher education and specialist degrees.
- **Work:** Current employment (including whether permanent or not) and longer relevant employment, postdoctoral visits (also include as employment if relevant), research exchanges relevant to the research described and any longer interruptions in the research that have impacted on your opportunity to gain merits as a researcher.
- **Merits and awards:** Docentships/associate professorships, supervisees (postdoctoral and doctoral students; state the overall number of each category and list the 10 most relevant to you), up to 10 of your most relevant grants awarded in competition, up to 10 of your most relevant prizes and awards, and up to 20 other merits relevant to the application.
- **Intellectual property rights:** For example, patents and open access computer programs developed by you; state up to 10 of your most relevant.

## Registering the application

The tab "Check and register" shows a summary of the fields in your application that may require action in order to register it (such as mandatory fields not filled in, text fields with too many characters, discrepancies from limits on the possible project period or budget applied for). The registration of your application is not finalised until you click on the "Register" button.

Please make sure you use the preview function before registering your application.

**Note:** Everybody you have invited in your application must accept the invitation before you can register the application. If an invitation is not accepted, it must be deleted.

The registered application can thereafter be found in your personal Prisma account in the tab "Applications and grants", under the menu choice "Applications". Until the deadline for the call, a registered application may be de-registered, amended and re-registered again as necessary.

**It is your responsibility to ensure the application is complete, that is to say the application form is correctly filled in, the correct appendices are attached and the information requested has been provided according to the instructions. Please only submit material specifically requested. We do**

**not accept any additional information after the deadline date, except when specifically requested.**

## Signing

When you register the application, it is signed by you as project leader. To ensure the application is deemed complete and included in the review process, an authorised representative of the administrating organisation also has to sign the application. The representative is normally the head of the department where the research will be carried out, but this is dependent on your administrating organisation's structure.

The *applicant's* signature confirms that:

- the information in the application is correct and complies with the Swedish Research Council's instructions
- secondary occupations and commercial ties have been reported to the administrating organisation and that nothing has emerged that breaches good research practice
- the applicant has not been found guilty of scientific misconduct during the last two years before the deadline date of the call
- the permits and approvals required have been obtained before the research is started, such as permits from the Swedish Medical Products Agency or approval from an ethical review board or an ethical committee on animal experiments
- the applicant will comply with all other conditions applicable to the grant

The signature of the *administrating organisation* confirms that:

- the research or research-supporting activities described can be given room at the administrating organisation during the period and to the extent stated in the application
- the applicant will be employed by the administrating organisation during the period covered by the application
- the administrating organisation approves of the budget in the application
- the applicant has not been found guilty of scientific misconduct by the administrating organisation signing during the last two years before the deadline date of the call
- the administrating organisation will comply with all other conditions applicable to the grant

The above points shall have been discussed by the parties before the representative of the administrating organisation approves and signs the application.

**Note:** The authorised representative of the administrating organisation must sign the application in Prisma no later than one week (seven calendar days) after the deadline in order for the application to be considered further in the review process.

## What happens next?

When you have registered your application and the call closes (at 14.00/2 p.m. on the deadline date of the call), the registration of your application is automatically finalised and you are given a registration number.

Your registered application is automatically forwarded to the representative of the administrating organisation for signature in Prisma. The application must be signed by the administrating organisation no later than one week (seven calendar days) after the deadline date. You will receive an email when the application has been signed.

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

## Evaluation

The scientific evaluation of the application is carried out by active researchers. These peer reviewers evaluate the application in competition with the other applications on the basis of the evaluation criteria set by the Swedish Research Council.

If an application is not completed according to the instructions, this will be weighed into the evaluation.

[Review panel](#)

[How your application is evaluated](#)

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

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

## Decision

Shortly after the grant decision has been made, a notice of the grant awards will be published on the Swedish Research Council's website. You will thereafter find a notice of the decision and a final statement on your application in your personal account in Prisma, under the tab "Applications and grants".

## Contact

### Questions about application content

If you have any questions about application content, please email [konferensbidrag@vr.se](mailto:konferensbidrag@vr.se) or telephone

Jane Parker, +46 (0)8-546 12 302

### Technical questions

In the first instance, please consult the help menu in Prisma for instructions or [FAQ](#), including a detailed [User Guide](#) that describes most items in Prisma.

If you cannot find the answer to your technical question, you may contact our [Technical Support](#). Please note that it may take 1 to 2 working days to get an answer, depending on the work load of the support personnel.