

# Licentiate programme grant for teachers and pre-school teachers

**The purpose of the grant is to coordinate education at research level for school teachers and pre-school teachers, so that they can obtain a licentiate degree within an overall period of maximum four years. The education shall contribute to the build-up of the knowledge base of school and pre-school, and to increase the number of teachers educated to research level in schools and pre-schools.**

## Summary

<b>Type of grant</b>	Research environment and research collaboration funding
<b>Area</b>	Educational Sciences
<b>Applicant</b>	Organisation (Swedish HEI) The coordinator of the licentiate programme at the host organisation applying is invited to be the project leader for the application
<b>Participating researchers</b>	One contact person per collaborating HEI shall be invited as a participating researcher
<b>Grant period</b>	4 years
<b>Grant amount</b>	Maximum 3 million SEK per year
<b>Budgetary framework</b>	A total of 8.5 million SEK per year for four years, which means that at least three graduate schools can be awarded grants
<b>Call deadline</b>	10 April 2018 (14.00/2 p.m.)
<b>Publication of grant award</b>	No later than November 2018
<b>Start of grant period</b>	January 2019

## Conditions for applying

The following conditions must be fulfilled in order for the organisation to be duly qualified to apply for the grant. We carry out checks to ensure unqualified applications are rejected from further processing.

### Framework for the graduate school (licentiate programme)

The education shall be organised and implemented in the form of a graduate school, and shall be conducted according to Förordningen 2009:1035 om utbildning på forskarnivå för lärare och förskollärare ("Ordinance on Education at Research Level for School and Pre-School Teachers").

Permanent employment as a school or pre-school teacher at a principal (huvudman) is a requirement for admission to the programme. The overall education period must not be longer than corresponding to full-time education at research level during two years.

Depending on differing needs and prerequisites, a graduate school may be designed in various ways. However, in order to get a grant from the Swedish Research Council, the graduate school must fulfil the following general criteria:

**The graduate school (licentiate programme) shall:**

- be linked to a HEI with main and coordinating responsibility
- be operated by several Swedish HEIs in cooperation
- be close to well-functioning and stimulating research environment/s with international connections
- offer a structured range of programmes, with joint courses and seminars of high scientific and educational quality, which have to be nationally, and preferably internationally available
- have a clear organisation and leadership, including a board or governing body with overarching responsibility for quality assurance of the activities of the graduate school in collaboration with the participating institutions
- arrange research education with a scope that corresponds to no less than 50 per cent of full-time studies
- have a sufficient national supply of research students
- collaborate under organised forms with school principals (skolhuvudmän)

## Focus

Grants may be applied for by graduate schools organising education at research level for school teachers and pre-school teachers, so that they can obtain a licentiate degree within an overall period of maximum four years. The education shall contribute to the build-up of the knowledge base of school and pre-school, and to increase the number of teachers educated to research level in schools and pre-schools. The education shall:

- for **school teachers**, concern a subject that wholly or mainly corresponds to a teaching subject or concern subject didactics
- for **special needs teachers** and teachers equivalent to special needs teachers (according to Förordningen 2011:326 om behörighet och legitimation för lärare och förskollärare och utnämning till lektor ("Ordinance 2011:326 on Authorisation and Registration of Teachers and Pre-School Teachers and Appointment as Senior Lecturer")), the education shall cover such special needs subject areas that are closely related to the teaching
- for **pre-school teachers** concern such subject areas that entail a reinforcement of the pre-school teacher's knowledge and competence within the learning and development of children, in particular children's linguistic and mathematical development

## Applicant

The applicant for the grant must be a Swedish university or higher education institution (HEI) that has been **approved as an administrating organisation**  for grants from the Swedish Research Council. The HEI shall coordinate the national graduate school, and shall also be responsible for activity reporting and for scientific and financial final reporting of grants awarded. The graduate school shall be run by several HEIs in collaboration.

The application shall include one named researcher, who shall be the coordinator of the graduate school and responsible for coordination and follow-up of studies. The coordinator shall 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. The coordinator does not have to be employed at the time of applying. A named representative shall be listed for each of the participating HEIs (see instructions under "Research programme" below), and shall also be included as a participating researcher in the application.

## Number of applications

There is no limit to the number of applications a single HEI may submit or participate in.

## Participating researchers

A representative for each of the HEIs participating shall be included as a participating researcher in the application. The participating researchers shall be researchers with a doctoral degree or corresponding

competence, whose scientific competence will be crucial for the implementation of the proposed research. Participating researchers shall provide the necessary information themselves in Prisma, and upload these to the application.

### Costs and grant amounts

Grants may be used to finance the costs of implementing a graduate school. Grants may not be used to pay salary to research students. Grants may not be used for scholarships.

The amount applied for may be for a maximum of 3 million SEK per year, including indirect costs.

### Grant period

The grant period is four years, starting in January 2019. The first payment will be made in December 2018.

The coordinating HEI shall submit a report to the Swedish Research Council no later than 16 September 2019 stating the result of the admission of licentiate students to the graduate school. If the results do not correspond to the prerequisite that the award of the grant was based on, the grant amounts for the remaining three years of the grant period may be reviewed.

### How do I apply?

You apply electronically in [Prisma](#), which is the application system used by the Swedish Research Council. To apply, your organisation must have been [approved as an administrating organisation](#) and have created an organisation account in Prisma.

The application shall be initiated by the administration organisation (by the person responsible for the organisation account or for the organisation's applications). The person initiating the application in Prisma shall thereafter invite the person appointed by the administrating organisation to be the coordinator of the graduate school and responsible for completing the application as project leader for the application 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 the application.

### Creating a personal account in Prisma

The person initiating the application at the administrating organisation and the person invited to be the project leader/coordinator or participating researcher in the graduate school must create personal accounts in [Prisma](#). The person invited to be the project leader/coordinator or participating researcher must also confirm his/her participation in the application. Personal and CV data are saved in the personal account. 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 your CV data.

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 in PDF format. All appendices are limited as to file size and number of pages. An application containing an appendix that exceeds the stated maximum size cannot be registered.

## Signing

All signatures are added in conjunction with registering the application, by the person at the administrating organisation who has created it. Please see further information under "Register your application" below. The Swedish Research Council assumes that the person initiating, completing, registering and signing the application has a mandate to do so from the vice-chancellor/corresponding at the HEI.

## 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 Swedish or English.

## Sections of the application

The application form includes the following tabs:

- Descriptive data
- Research description
- Budget and research resources
- Publications
- Administrating organisation
- Participants
- 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 Swedish and English project name, select SCB codes and key words and classify your application based on the [Educational Sciences Committee's thematic and level classifications](#) . Please also complete the abstract here, according to the instructions below.

### Abstract

The abstract shall include a brief description of:

- the focus of the graduate school (licentiate programme)
- the organisation planned
- the significance to the research area

The abstract shall provide a summary guide to the purpose and implementation of the proposed graduate school. Please use wording to ensure persons with another subject specialisation can understand the information.

The description may cover a maximum of 1 500 characters including blank spaces (approximately one third of an A4 page in Arial, font size 11, single line spacing).

### ***Popular science description***

Describe the activities of the graduate school in such a way that a person who is not familiar with the subject can understand it. Describe what is to be done and why, and explain in what way the graduate school will support research within Educational Sciences.

The popular science description is an important tool when we inform about the research funded by the Swedish Research Council. If we grant your application, we reserve the right to use the description for information purposes.

**Note:** The popular science description must be written in Swedish, unlike the rest of the application.

The description may cover a maximum of 4 500 characters including blank spaces (approximately one A4 page in Arial, font size 11, single line spacing).

### **Research description**

Please attach the research programme for the graduate school and description of any ethical considerations here.

### ***Ethical considerations***

Describe the ethical issues raised by the graduate school and how they are managed in the work. Explain also why the research questions and expected results justify the conduct of the research, in view of the ethical issues raised. Please also state whether the research involves any handling of personal data, or experiments on animals or human subjects. If no ethical issues are raised, please state this.

### ***Research programme***

Please attach the research programme in PDF format. The research programme shall consist of brief but complete information of the design of the graduate school, and shall cover a maximum of ten 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 research programme under separate headings, listed in the following order:

- **Objective:** Describe the theme and focus of the graduate school.
- **Research environment:** Describe the research environment/s supporting the graduate school. Describe the environment/s in terms of focus and management, and the focus of research in progress. Describe in particular how the environment/s may contribute to the development of the graduate school.
- **Programme description:** Summarise the planned educational activities of the graduate school, and describe the recruitment basis. Describe how the graduate school will develop the licentiate students' basic scientific competency and how the graduate school will contribute to the licentiate students' participating in strong national and international research environments.
- **Organisation:** Describe in detail how the graduate school will be organised and administrated (courses offered, seminars, course development, coordinating, study follow-up, work allocation between supervisors, examiners and course providers). Describe also the planned dimensioning of the graduate school in terms of number of licentiate students. Describe also how collaboration with the school principals will be organised, and what the importance this might have for the licentiate students' continued work in schools and pre-schools after graduation.
- **Significance:** Describe how the national graduate school will contribute to accumulating the knowledge base of schools and pre-schools within the area, both in terms of research and how the

results will be utilised by schools and/or pre-schools. Describe how the licentiate students' double link to pre-school/school and academia will be used in the research education.

- **National coordination:** Describe the other Swedish HEIs that are participating in the operation of the graduate school, and list the person/s (name, position, organisational unit) who will be responsible for this participation at each HEI. Describe summarily the planned allocation of roles, tasks and responsibilities for the operation of the persons participating (including the coordinator), and what specific competences each participant will contribute.
- **International and other national collaboration:** Describe the collaboration with Swedish and foreign research environments and/or other graduate schools.

Provide the following information also. If a heading is not relevant to your application, please leave it blank.

- **Equipment:** Describe the basic equipment relevant to the programme that the graduate school has at its disposal.
- **Need for infrastructure:** Specify the graduate school's need for international and national infrastructure. Specify also the need for local infrastructure, if depreciation costs for this are included in the application. [Read more about research infrastructure supported by the Swedish Research Council.](#) 

### **Budget and research resources**

Under this tab, please list personnel costs, other costs and any other funding of the graduate school.

#### ***Project staff***

State the activity level/dedicated time (per cent of a full-time equivalent) of all personnel active within the operation of the graduate school, that is to say the project leader/coordinator, other researchers responsible for participation in the graduate school at other HEIs, and other personnel.

Please also state the salary you are applying for, for the project leader/coordinator or other personnel active within the graduate school, both as a percentage of a full-time salary and as actual annual amounts (including social security contributions). Please state rounded amounts in SEK. Grants towards salaries for research students or postdocs are not allowed.

#### ***Other costs***

Describe any other costs of the project (course development costs, speakers and participating students, premises costs, running costs and depreciation costs). Please state rounded annual amounts.

You may include depreciation costs for equipment to be used in the operation, provided that:

- the equipment has an economic life of at least three years
- the equipment has an acquisition value exceeding a certain amount (please contact your administrating organisation for information about the amount that applies to your HEI)
- the equipment needs for your proposed project cannot be satisfied through use of national or international infrastructure open to all

[Read more about research infrastructure supported by the Swedish Research Council.](#) 

You may only include the proportion of depreciation costs that corresponds to the use of the equipment in the proposed operation. You may not include depreciation costs for equipment that is wholly financed via other grants.

#### ***Total cost of the graduate school***

Prisma will automatically add up your budget items listed in a table. The total amount applied for shall also include indirect costs. These shall be added to the table by the applicant according to the calculations that

apply for the HEI. The applicant shall also add here any further costs covered by the graduate school (for which funding is not sought in this application).

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

Justify clearly each cost applied for in the budget stated. The description may cover a maximum of 4 000 characters including blank spaces (approximately one A4 page in Arial, font size 11, single line spacing).

### ***Other funding***

Please state any other funding (applied for or already awarded) for the graduate school over and above what is applied for in this application. Please state rounded amounts in SEK.

### **Publications**

Under this tab, please attach publications lists in PDF format to the respective fields for the coordinator of the graduate school and for participating researchers at other HEIs.

#### ***Project leader/Coordinator's publications list***

Please attach the publications list drawn up according to the headings and information below. The list shall cover a maximum of five page-numbered A4 pages in Arial, font size 11, single line spacing. **You will not be able to attach an appendix that exceeds the stated maximum number of pages.**

The list shall begin with the **maximum ten publications** of greatest importance for the application:

**1. Selection of publications:** List the maximum ten publications of greatest importance to the application. For each publication, please state how the researcher contributed to it, and its relevance to the graduate school described (maximum four lines per publication). Highlight the researcher's name in bold in the author list.

You shall also list relevant publications **from the last eight years:**

**2. Total number of publications:** Sort the publications, with the researcher's name highlighted in bold in the author list, under each heading (publication type) in the following order:

- **Peer-reviewed original articles**
- **Peer-reviewed conference contributions**, the results of which are not included in other publications.
- **Peer-reviewed edited volumes**
- **Research review articles**
- **Peer-reviewed books and book chapters**
- **Other publications including popular science books/presentations**

**Note:** Please sort the publications under each heading in reverse chronological order, so that the latest publication is at the top of the list. Please only include articles or corresponding that are published or accepted for publication at the time of applying. The author order in the publications list shall be identical to that of the published work. The application cannot be supplemented with publications after the deadline for the call.

#### ***Participating researchers' publications lists***

Attach all participating researchers' publications lists joined up into one file. **The list for each researcher shall include a maximum of ten publications**, in the form of the most relevant publications for the graduate school described, and shall cover a maximum of one A4 page. The name of the researcher in question shall be highlighted in bold and also be included in the page header of each list.

**Note:** Please only include articles or corresponding that are published or accepted for publication at the time of applying. The author order in the publications list shall be identical to that of the published work. The application cannot be supplemented with publications after the deadline for the call.

### Administrating organisation

Under this tab, please state the location of the graduate school. The administrating organisation is the HEI coordinating the graduate school, and is filled in automatically when the application is created. The location shall be the department or corresponding organisational unit that has main responsibility for the graduate school (usually where the coordinator of the graduate school will be employed during the grant period).

### Participants

Under this tab, the person invited to be the project leader/coordinator may in turn invite participating researchers and participating administrators to the application. Participating researchers are the named representatives of each collaborating Swedish HEI. A participating administrator is a person who is not necessarily part of the graduate school organisation, but who can help to input and edit information in the application.

When inviting participants, please make sure the correct email address linked to the person's Prisma account is used. Participants who do not already have an account in Prisma may also be invited, but in order to participate in the application they must register their own personal accounts in Prisma. All participants must accept their invitation, and participating researchers must upload their CV data to the application before the registration of the application can be finalised.

Once participating researchers have accepted the invitation, they can have authority allocate to them to edit the application.

### CV

Under this tab, the project leader/coordinator shall upload the relevant CV information from his/her personal account in Prisma. Participating researchers must upload their own CV information to the application.

The following information, where available, must always be included in each 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 included as employment if relevant), research exchanges relevant to the research described and any longer interruptions in the research that have impacted on the researcher's opportunity to gain merits as a researcher.
- **Merits and awards:** Docentship/associate professorship, supervisees (postdoctoral and doctoral students; state the overall number of each category and list the 10 most relevant), up to 10 of the researcher's most relevant grants awarded in competition, up to 10 of the researcher's 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 the researcher; state up to 10 of the most relevant.

### Registering the application

The tab "Check and register application" shows a summary of the fields in the 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). Once the application has been correctly completed, the person invited to be the project leader shall save the application by clicking on the button "Save as final draft". Thereafter, the person responsible for the organisation application registers the application by clicking on the button "Register".

Please make sure to use the preview function before registering the application.

**Note:** Everybody invited in the application must accept the invitation before the application can be registered. If an invitation is not accepted, it must be deleted. Before registration, all participating researchers must also upload their CV information from their own personal accounts in Prisma.

The registered application can thereafter be found in the project leader's/coordinator's personal Prisma account in the tab "Applications and grants", under the menu choice "Applications". The person who is responsible for the organisation application at the administrating organisation can find the application under the tab "Organisation applications". Until the deadline for the call, the person responsible for the organisation application may de-register, amend and re-register the application again as necessary. The project leader cannot carry out this task.

**The person who is responsible for the organisation application at the administrating organisation is responsible for ensuring 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, except when specifically requested.**

## Signing

Applications where an organisation is the applicant are signed automatically when registering the application, by the person responsible for the organisation application at the administrating organisation.

The *applicant's* signature confirms that:

- the information in the application is correct and complies with the Swedish Research Council's instructions
- the budget in the application is approved
- the research or research-supporting activity described can be given room at the administrating organisation during the period and to the extent stated in the application
- 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

## What happens next?

When the person responsible for the organisation application at the administrating organisation has registered the application and the call closes (at 14.00/2 p.m. on the deadline date of the call), the registration of the application is automatically finalised and allocated a registration number.

Thereafter, the project leader/coordinator can find information about the status of the application, registration number and signature of the application in his/her account in Prisma, under the tab "Applications and grants". The person who is responsible for the organisation application at the administrating organisation can find the application under the tab "Organisation applications".

## 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. The project leader/coordinator will thereafter find a notice of the decision on the application in his/her personal account in Prisma, under the tab "Applications and grants". The person who is responsible for the organisation application at the administrating organisation can find the notice of decision and the final statement under the tab "Organisation applications".

## Contact

### Questions about application content

If you have any questions about application content, please email [ansokuv@vr.se](mailto:ansokuv@vr.se) or telephone 08-546 44 053.

Telephone hours are weekdays excluding public holidays from 9.00/9 a.m. to 16.00/4 p.m. while the call is open.

### Technical questions

In the first instance, please consult the help menu in Prisma for instructions or [FAQ](#) , including a detailed [User Manual](#)  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 one to two working days to get an answer, depending on the work load of the support personnel.