



SU-102-0006-20
2021-05-17 (vers 2)

Routines for external research funding at the Department of Philosophy

I. APPLICATION FOR EXTERNAL RESEARCH FUNDING

1. Inform about your application

Inform the Head of Department, Björn Eriksson, and the Head of Administration, Emma Runestig.

Inform about a) form of application and funder, b) final date of application, c) if you are the main applicant or co-applicant and d) if other universities/departments are involved and if so which ones.

2. Go through the project budget with the Finance administrator

Email the following information to [Susanne Forssell](#):

- Salary costs: people participating in the project each year and percentage of working time in the project (for example 50% each year). If the persons are not employed at our department, you need to inform Susanne about salary and whether the person has an employment at another university, department etc.
- Costs for planned trips and conferences
- Equipment, computers, literature etc.
- Other operational costs
- To what extent the funder finances overhead costs (a certain percentage or a set sum)

3. Contact the Head of Department for approval and signing of application

The Head of Department has to approve and sometimes formally sign the application.

Applications to Vetenskapsrådet (and several other funders) has to be signed electronically in [Prisma](#). In some cases, an application needs a written statement by the Head of Department. In these cases, you must write a draft and send it to the Head of Department for finalizing.

4. Register the application in W3D3

After you have sent your application, it should be registered in Stockholm University's filing system W3D3 and given a diary number (regardless of whether you are the main applicant or the co-applicant). Send your application in digital form to [Susanne Forssell](#), who will give you a diary number.

5. Communicate the decision of the application (dismissed or approved)

Regardless of whether you are the main or co-applicant, communicate the decision to the [Head of Department](#) and the [Head of Administration](#).

II. APPROVAL OF EXTERNAL RESEARCH FUNDING

1. Congratulations!

Inform the [Head of Department](#) and the [Head of Administration](#).

2. Register the decision in W3D3

The decision should be registered on the same diary number as your application in Stockholm University's filing system W3D3. Send the diary number and decision to the [Finance administrator](#).

3. Wait for approval

External research funding is approved by the Head of Department for funding below 6 million SEK and by the Vice-Chancellor for funding over 6 million SEK. The decision to approve the funding is often signed in Prisma.

4. Agreement with the funder and new budget

After the decision you will get an agreement and in some cases a new financial frame from the funder (perhaps the full amount applied for in the original budget was not accepted or adjusted in some way). If joint funding is required the Head of Department needs to approve of this and how it is to be arranged.

5. Set up a project at Stockholm University

If you are the main applicant, the project should be placed at the department. The Finance administrator applies for a project number from the Finance office after the project is approved.

During the project's running time, please remember to always state the project number in your communication about the project with the department administration, and for all costs, invoices, reimbursements etc. related to the project.

6. Agreement with other Universities

If other universities/departments are involved we will write an agreement with them, mainly to regulate how much and when funding is to be transferred, but also to regulate questions of joint funding.

7. Information for the website

Write a short text about the project for the department website to [Gösta Grönroos](#). Please also remember to update the information online when relevant, for example when arranging book launches, workshops or other events related to the project.

8. Employment of staff

If your funding covers the employment of other people such as researchers, post-docs, assistants etc. in the project, please contact the Head of Department and the Head of Administration to discuss the employment process, salary, office space etc. Employments need to be announced openly unless the people were stated with their names and attached CV:s in the approved application to the funder.

9. Purchasing equipment

If your funding covers the purchase of equipment such as computers or other technical equipment, please contact [Tom Silvennoinen](#) who will buy this in accordance with Stockholm

University's agreements. State the project number for the purchase.

10. Regulations for travel and hospitality

During travel, conferences, invitation of researchers or the arranging of workshops, the project must follow Stockholm University's regulations concerning travel as well as hospitality. In regards to travelling, all flights, hotels etc. should be booked through [Egencia](#). For more information on hospitality, see "Rules concerning gifts and hospitality at Stockholm University".

11. Follow-up and accounting

The Finance administrator at the department make regular follow-ups of the projects and assist in the financial reporting to the funder, but the main responsibility for keeping the project in line with the approved budget lies with the project leader. Please keep regular contact with the Finance administrator to get updates on the present balance and how much funds have been spent on each category.