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Procedures for applying for external research funding

1. Inform the head of section and the head of department of your application in good time (only applies to applications that include personnel costs)

You need to inform about the following:

- Type of application and financier.
- Application deadline.
- Whether you are the main applicant or a co-applicant.
- Any collaborations with other higher education institutions and departments and who these are.

When the head of section and the head of department have approved the application, a budget meeting with the administrative manager or economist should be scheduled no later than two weeks before the application deadline. If you are a co-applicant, make sure to have current information from your administrative manager or economist and send this to the main applicant.

Some research projects require ethical review, which you apply for from the Ethics Review Authority: [Apply and read more at the Swedish Ethical Review Authority](#). A data management plan may also be needed where you describe the handling of research data: [Create a Data Management Plan](#).

2. Prepare the project budget

Fill in the following information before meeting the administrative manager/economist:

- Salary costs: Name project members, specify their working hours (e.g. 20 percent per year) and whether they are employed by the department. If they are not employed by the

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department, include salary, salary cost surcharge (LKP), overhead costs (OH), whether they come from countries within or outside the EU and any employment at another higher education institution, as well as a contact person there.

- Travel and conference costs.
- Publication costs such as language proofreading, printing costs, Open access.
- Equipment such as computers and other technology.
- Ethics review fees.
- Other operating costs.
- Information on how funders cover OH and premises costs.

4. Co-financing from the department

The administrative manager/economist calculates whether the grant covers indirect costs. If co-financing is required, this must be approved by the head of department. The administrative manager/economist contacts the head of department and copies you in the communication.

5. Register the application in Prisma or in the funder's own system

Contact the head of department for approval and signing before submitting the application, sometimes it must be formally approved and signed by the head of department. For applications to, for example, Vetenskapsrådet and Formas, the signing takes place electronically in Prisma. Funds such as the Riksbankens Jubileumsfond, the Wallenberg Foundations and the EU/ERC have their own systems where applications must be registered

7. Register the application

Immediately after you have submitted your application, it will be assigned a register number and registered. You send your application in digital form to diarie@ark.su.se (Anne, Vaidilute or Terese) who will give you a register number. Then send the register number to your accountant.

8. Notify of decision

Regardless of whether the application is granted or rejected, inform the head of department, your manager and your accountant. If you are the main applicant, also send the notification to the registrar.
