NATURVÅRDSVERKET
MILJÖ | FORSKNING

Version 2024-05-06

Instructions for applicants for the Environmental Research Grant: syntheses and projects

Content

1. Introduction

In this guideline, you find practical instructions for how to write an application for the Swedish Environmental Protection Agency´s Environmental Research Grant in our application system PRISMA. The instruction applies to grant applications for **syntheses** or **projects**. In this instruction, both are named projects. What is meant by synthesis is described in more detail in the call text.

The purpose of research funded by the Environmental Research Grant is to generate science-based knowledge in support of the Swedish Environmental Protection Agency and the Swedish Agency for Marine and Water Management's work. According to the Swedish Environmental Protection Agency's appropriation direction, the Environmental Research Grant will be used to fund research in support of the Swedish Environmental

Protection Agency and Swedish Agency for Marine and Water Management´s work on the environmental quality objectives, implementation of the climate policy framework, the Environmental Code and the basis for international negotiation work.

The research can focus on natural science, social science and/or the humanities. We welcome both subject-specific and interdisciplinary approaches and encourage applicants to propose research with active collaboration between research and the surrounding society.

The Environmental Research Grant funding is announced in competition. Only applications received via the application system PRISMA are processed. Applications that do not meet the formal requirements are rejected by the Swedish Environmental Protection Agency without processing in review panels. An application submitted to the Swedish Environmental Protection Agency via PRISMA is considered a public document according to Swedish law. Decisions on granted research, including who has been granted funding, university, project, and amount, are published on the Swedish Environmental Protection Agency's website. Decisions are made by the Swedish Environmental Protection Agency's Director General and cannot be appealed. The Swedish Environmental Protection Agency supplies information on awarded grants to Swecris, a national database of funded research, established on behalf of the Swedish government.

The Swedish Environmental Protection Agency processes your personal data in accordance with the General Data Protection Regulation and other legislation. For further information see here.

2. General instructions

2.1. Eligibility to apply for research funding

Eligible to apply for research funding is a person who has completed a doctoral degree no later than the last application day for the call.

Applicants and co-applicants should have fulfilled their obligations in previous research projects funded by the Swedish Environmental Protection Agency before the application deadline for the call. Otherwise, the application will be rejected for formal reasons.

You have to be employed by the administrating organisation at the start of the project, but you do not have to be employed by the administrating organisation at the time of application as long as they accept your application in PRISMA.

2.2 Administrating organisation

An administrating organisation is the organisation that receives and administers the research grant. Grants shall be administered by a Swedish university, college, research institute or government agency that conducts research as part of its assignment and that meets the requirements for administrating organisations.

Your organisation must be approved as an administrating organisation and have an organisational account in PRISMA, so that you can link your application to it. If your

organisation is an approved administrating organisation with another funding agency that uses PRISMA, your organisation must still apply to become an administrating organisation for the Swedish Environmental Protection Agency. You will find organisations that are approved in the application form in PRISMA. If your organisation is not included, a representative can apply for an organisational account in PRISMA, to be examined and approved by the Swedish Environmental Protection Agency. We recommend that you apply early in the process as it may take time to be approved.

An approved administrating organisation must:
- be a juridical person with a Swedish corporate identity number ("organisationsnummer").
- conduct documented research activities and fulfil the general conditions for research grants.
- guarantee academic freedom within the assignment.
- ensure that the results are openly accessible to other researchers, the Swedish Environmental Protection Agency, the Swedish Agency for Marine and Water Management, other authorities, companies, and the general public. Ensure that a data management plan is available and kept updated.
- not conduct financial activity – for an organisation that conducts both financial and non-financial activities, it can only be an administrating organisation if the funds are used in the non-financial activities.

The administrating organisation must sign your application in PRISMA and thus approve commitment as an employer for your application to be valid. This must be done within seven calendar days from the last application day.

2.3 Open access

Results and data from research funded by the Swedish Environmental Protection Agency must be published with open access for publications and data (More information).

2.4 Data management plan

If your research generates data, a data management plan must be available from the start. The plan must describe how collected or created data will be handled during the project and how it will be handled when the project has ended. The data management plan should not be included in your application. Your administrating organisation must certify that a data management plan is available when your project starts and that it is maintained. See also requirements for the administrating organisation (section 2.2). We recommend that you use the Swedish Research Council´s proposal and template for a Data management plan.

3. Practical PRISMA instructions for applicants

Below are instructions for how a research application should be written and what it should contain. Applications are made in PRISMA. PRISMA is a joint application system used by several Swedish research funders like the Swedish Environmental

Protection Agency, the Swedish Research Council, Formas, and Forte, allowing you to use one single account for all.

3.1 Create an account

Begin by creating a personal account in PRISMA. If you have already created an account, it can be used when applying to the Swedish Environmental Protection Agency.

Enter your personal information, CV as well as publications. The information can be supplemented or changed when needed. Since many reviewers do not speak Swedish, please use English.

3.2 Create an application

We recommend that you write the entire application in English as the review panel's working language is English. If the application is written in Swedish, it will be translated automatically.

The review panel assesses the applications based on scientific quality, practical relevance, and expected benefit for the Swedish Environmental Protection Agency and the Swedish Agency for Marine and Water Management. Read the instructions for reviewers to get an idea of what is assessed during the review (Guidelines for reviewers).

Here is a description of the individual tabs and text boxes with instructions for what to include under each tab in the application. Mandatory information is marked with an asterisk (*) in PRISMA.

You are advised to check the application regularly under the *Check and register* tab to see where mandatory information is still missing. You can also preview the application and the layout with the *Preview, View application button* (pdf).

Tab: Descriptive information

Enter your contact details. The contact information is only used by the Swedish Environmental Protection Agency.

Fill in how you received information about the call.

Project information

It is an advantage if the project title is short and powerful, easy to understand, easy to remember and communicate in different contexts.

Abstract and popular scientific description

Include abstracts in English and Swedish and a popular scientific description in Swedish.

Project time

In some cases, you must specify the number of months for the project, whereafter start and end dates will be filled in automatically. If not, fill in these.

Classifications

Select the national subject codes (SCB) that best suit your project according to Statistic Sweden's standard for Swedish division of research subjects. Also, select the environmental quality objectives and generational goals that best fit your application.

ORCID ID

Fill in your ORCID ID.

Tab: Project description

Ethical considerations

If an ethical review is required for the research, this must be stated here. In such case, report any ethical issues and how these will be addressed during research. This may include animal experiments or research where personal data will be used. If applicable, you must present an animal experiment ethics permit upon request.

Focus areas

If included: Choose the focus area your application applies to. Follow the call text instructions to see if you can choose one or more focus areas for your application.

Project description

Describe your project in text boxes within six headings: 1. Aims and expected results, 2. Methods, 3. Practical relevance, 4. Communication, 5. Management and budget, and 6. Competence. Use font size 10 when typing in the text boxes. The forms allow a given number of characters. If the maximum number is exceeded, the application cannot be registered. You may upload figures and tables within each heading.

1. Aims and expected results

Describe the overall purpose of the project, scientific aims, and focus. Define research questions and hypotheses. Describe the state of knowledge nationally and

internationally, as well as a brief description of relevant ongoing research. Describe expected results and how they may be useful and add expected results to the time plan.

2. Methods

Describe the work structure and implementation in a work plan (preferably divided into work packages) and methods to be used. If relevant, describe how interdisciplinary and cross-disciplinary approaches may be applied.

3. Practical relevance

Identify target groups, stakeholders, and end users, such as national authorities, county administrative boards and the public. Describe and justify why you choose these target groups. Also, describe how and when they will be involved. Describe the practical relevance and usefulness of the results for the Swedish Environmental Protection Agency, the Swedish Agency for Marine and Water Management, and other relevant authorities. Provide a detailed description of how the research results may come to be used within the Swedish Environmental Protection Agency and the Swedish Agency for Marine and Water Management's work, both long term and short term, and explain how the results will benefit stakeholders and end users.

4. Communication

Create a communication plan using the template at the Swedish Environmental Protection Agency's website ([Instructions for applicants, Templates](#)). Fill in the correct tab in the template (chose synthesis or project). Substantiate the communication plan by explaining structure and content. Describe how target groups, stakeholders, and end users are involved in dialogue and activities. Specify intended communication channels, for example newsletters, magazines, press releases, website, final seminar, social media, mass media, etc. Clarify efforts to communicate the research during the project. Explain how the project's communication efforts promote that the results become available, known, and incorporated in authorities' work. Describe planned scientific and target-oriented publications. Scientific publications from the project must be published with open access. If possible, enter tentative titles and intended journals for planned publications. It is mandatory to have a project website and to write the final report in Swedish. The communication plan also has to cover the annual meetings organised jointly with the funders or other research conferences of particular relevance to the funders.

5. Management and budget

Describe and motivate the project organisation and implementation. Include information about risks. Describe the tasks and responsibilities of the main applicant and all project staff members and justify how they contribute to achieving the project aims. Describe the relevant networks and contexts that the researchers are part of. Create a time plan in the template on the Swedish Environmental Protection Agency's website ([Instructions for applicants, Templates](#)). Fill in the correct tab in the template (chose synthesis or project). If your project is shorter than the given time stated, you may remove parts of the columns in the plan. The plan should provide an overall picture of all activities. The template should be completed in English. Describe how the different parts of the project are planned, started, and ended, and how the time is distributed between different tasks.

Describe the project's deliverables and their timing. Describe and justify the budget in detail and outline how it is divided into personal costs, running costs, expenses, and indirect costs.

Normally, each approved project should establish a reference group that includes relevant administrators at the Swedish Environmental Protection Agency and the Swedish Agency for Marine and Water Management, as well as other stakeholders. The purpose of the reference group is for the project to have a continuous dialogue with stakeholders. The Swedish Environmental Protection Agency and the Swedish Agency for Marine and Water Management will appoint their representatives to the reference group when the project is financed. Regular contact should be maintained with the reference group.

6. Competence

Describe the project leader's and project group's experience and competence. Describe and motivate how the competences will contribute to completing the project and achieving the aims. Describe the experience of collaborating with authorities, stakeholders, and end users.

References

Fill in you reference list here. References are written in running text within headings 1-6

Tab: Budget and resources

Under this tab you should enter project costs and any other financing. Enter amounts in Swedish kronor rounded off to the nearest thousand. If the project consists of different work packages, this should be reflected in the budget.

Under heading 5. Management and budget, please justify the budget in words.

Personnel costs

For personnel costs, type of service and percentage of full-time must be stated for all participants involved in the project. If a participant will work without salary state 0 in costs.

Other costs

For other costs, running costs are specified, such as laboratory work, field work, analyses, travel as well as materials and equipment costs. The call does not finance unreasonably expensive equipment.

Minimal environmental and climate impact and maximum environmentally friendly profile should always be pursued. Any travel should have as little environmental impact as possible and be carried out in a cost- and time-efficient manner. If possible, use trains

and local public transport. The administrating organisation must have routines that ensures that relevant environmental requirements are set in connection with the organisation's purchase of goods and services.

The project costs for planned communication efforts and publication with open access are stated.

Total cost for project

Specify the indirect costs such as university charges. Open by pressing Edit and state the indirect costs per year. There is no upper limit for indirect costs. Indirect costs for all co-applicants must be specified and justified in the budget.

Other funding

Enter funding from other funding organisations (applied for or/and granted) of relevance for your application. If applications similar in subject is funded, the Swedish Environmental Protection Agency research officer should be notified.

Tab: Administrating organisation

Specify the administrating organisation by using the drop-down lists (See 2.2 on Administrating organisation).

The project site is the organisational unit where the project (or equivalent) will be based. Usually, you as a project leader will be employed at the department or unit of the adminstrating organisation during the project period.

If you do not find your project site in the drop-down list, contact your administrative organisation. If not filled in, you will not be able to complete the application.

Tab: Participants

Here, the main applicant invites any participating researchers and administrators to the application. They then need to register their own accounts in PRISMA. Once a participant has accepted your invitation, you as the main applicant can authorise them to edit the application.

A participating administrator is a person who may help you enter and edit information in the application. The person does not have to be part of your project.

Invite your participants by using the e-mail address associated with the person's PRISMA account. It is possible to invite people who do not yet have an account in PRISMA, but they must register their own personal accounts to be able to participate in your application. If you have unaccepted invitations you need participants to answer or remove them in order to register the application.

The main applicant may engage both PhD and non-PhD participants. Researchers with international affiliation/employment may be invited as participants if their tasks and competences are motivated.

Tab: CV

Participants with a PRISMA-account should use the CV module in PRISMA to attach a CV. For partners without the possibility to create a PRISMA-account – see the tab *CV other participants*.

You retrieve relevant CV information from your personal account in PRISMA. Principal project leader and participating researchers must add their own CV details from the module to the application.

You may add information from your CV in your profile to the application by clicking Edit next to your name. Click Add for the entries you want to add to the application. The entry moves to the right and the Add button is converted to a Delete button. This means that the information you previously entered in My Profile has now been added to the application. You may navigate to your CV details if you need to add new information by pressing *Go to my profile.*

Tab: CV other participants

Participants, without their own PRISMA-account, may hold postgraduate education and work in research at an organisation or company that is not approved as an administrating organisation. Present other participants in the project description and include them in the budget, if relevant.

The other participants´ CVs should be attached as a file in pdf, maximum one-page per participant. This option for uploading CV should only be used for other participants.

Tab: Publications

You retrieve relevant publications from your personal account in PRISMA. Add information from your publication list in your profile to the application by clicking Edit. You can also navigate to your publication list if you want to add further publications.

Main applicant and participating researchers must add their own publications to the application.