

Swedish EPA Environmental Research Grants

Instructions for applicants

Content

| | |
|---|----|
| 1. Introduction..... | 2 |
| 2. General instructions | 2 |
| 2.1. Authorisation to apply for research funding..... | 3 |
| 2.2. Administrating organisation | 3 |
| 3. Practical instructions for applicants..... | 4 |
| 3.1. Create account | 4 |
| 3.2. Create an application | 5 |
| Tab: Descriptive information | 5 |
| Tab: Project description | 5 |
| Tab: Time and communication plan | 7 |
| Tab: Budget and resources | 8 |
| Tab: Administrating organisation | 9 |
| Tab: Participants | 9 |
| Tab: CV..... | 9 |
| Tab: CV other participants..... | 10 |
| Tab: Publications..... | 10 |

1. Introduction

The instruction is for applicants of research funding from the Swedish Environmental Protection Agency's (Swedish EPA) Environmental Research Grant. Here you find practical instructions on how to write an application in the application portal PRISMA.

The purpose of research funded with the Environmental Research Grant is to generate scientifically based knowledge in support of the Swedish EPA and the Swedish Agency for Marine and Water Management's (SwAM) environmental work. According to the Swedish EPA's appropriation letter, the grant may be used to fund research in support of the Swedish EPA and SwAM's work on the environmental quality objectives, implementation of the climate policy framework, the Environmental Code and as a basis for international negotiation work. The research can be within natural science, social science or humanistic science. We welcome subject-specific and interdisciplinary projects. We would like the applicants to suggest research projects with active collaboration between the scientific community and society.

The Swedish EPA announces the Environmental Research Grant call once a year. The research areas in question are based on the Agencies' inventory of new knowledge needed for their environmental work.

The assessment of applications is based on scientific quality, relevance and expected usefulness for the Swedish EPA and SwAM's future environmental work. Time and communication plans, the applicant's competence, as well as project costs and plausibility are also considered in the assessment. More information on the review process is available on the Swedish EPA's webpage "Review of applications".

Privacy policy

The Swedish EPA processes your personal data in order to administer research applications in accordance with the General Data Protection Regulations (GDPR). For more information about the Swedish EPA's handling of personal information, see <http://www.swedishepa.se/About-the-website/How-the-Swedish-Environmental-Protection-Agency-processes-personal-data/>

2. General instructions

Research funding from the Environmental Research Grant is announced in open calls. Applications must be made in the application portal PRISMA. The call is announced on the Swedish EPA's website and in the Research Council's information mail (in Swedish). Applications not meeting formal requirements will be rejected by the Swedish EPA, prior to consideration in the review panel.

An application (and appendices) submitted to the Swedish EPA is considered a public document according to Swedish law. Information on granted research

projects are published at the Swedish EPA's website, including information on names, affiliations, project titles and research grants.

The Swedish EPA supplies information on awarded grants to SweCRIS, a national database of funded research established on behalf of the Swedish government. Link: https://www.swecris.se/en_us/

Results from research funded by the Environmental Research Grant shall be published with open access. More information: <https://www.kb.se/samverkan-och-utveckling/oppen-tillgang-och-bibsamkonsortiet/open-access-and-bibsam-consortium.html>

All projects granted should have a data management plan in place at the start of the project. This plan should not be included in your application. Your administrating organisation is responsible for the data management plan, for the availability of the plan at the start of the project and for updating and maintaining the plan. See information concerning the administrating organisation (section 2.2).

We recommend that you follow the instructions given by Science Europe concerning the content of the data management plan. Here is a link to the Practical Guide to the International Alignment of Research Data Management: <https://www.scienceurope.org/our-resources/practical-guide-to-the-international-alignment-of-research-data-management/>

2.1. Authorisation to apply for research funding

To apply for grants from the Environmental Research Grant you must have completed a doctoral degree no later than the last application date for the call.

If the main and co-applicants have granted research funding from the Swedish EPA within earlier calls, a final report from funded projects should have been submitted and approved in order to be considered for funding within this call.

2.2. Administrating organisation

Grants from the Environmental Research Grant are to be managed by a Swedish university, college, research institute or government agency conducting research as part of their mandate and meets the requirements for administrating organisations.

The administrating organisation receives and administrates the research grant.

To be able to apply for the Environmental Research Grant, your organisation must be approved as an administrating organisation.

An approved administrating organisation shall:

- be a legal entity with a Swedish corporate registration number;

- 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 EPA, SwAM, and other authorities, companies and the general public. Ensure that a data management plan is available and maintained;
- not conduct any economic activity. Organisations that conduct economic and non-economic activities can only be approved to be an administrating organisation if funds are used only in non-economic activities. Business accounts must be separated from each other.

An administrative organisation must have an organisational account in PRISMA. You find organisations approved in the application form in PRISMA. If your organisation is not listed, an authorised representative may apply for an organisation account in PRISMA, which will then be assessed by the Swedish EPA.

For your application to be valid, the administration organization must sign your application in PRISMA and thereby approve their commitment as an employer. This must be done within 7 calendar days from the last application date.

3. Practical instructions for applicants

Below you will find instructions on how a research application for funding should be written and what it should contain (forms and appendices).

Add your application to the application portal PRISMA:
<https://prisma.research.se/Start>

3.1. *Create account*

Create a personal account in PRISMA. Enter your personal information and CV. Do not add any publications to your account; they should be attached as a pdf file when you fill out the application.

PRISMA is a mutual application portal used by the Swedish EPA, the Swedish Research Council, Formas and Forte among others, implying that you only need one account for all these research funders.

You enter your information and you may add or change the information if needed. The reviewers do not have access to the information in your account. Filling in and completing the application, you must add the information needed for the grant you are applying for.

The organisation receiving and administering the grant must be approved as an administrating organisation and have an organisational account in PRISMA. Make sure you have support for your project from your administrating organization.

You need not be employed by the administrating organisation at the time of your application, but the administrating organisation must sign your application in PRISMA.

More information is found in section 2.2 Administrating organisation.

3.2. Create an application

Here follows a description of the tabs in the application form and instructions for what to be filled in under each tab.

An asterisk (*) in the application form denotes that the information requested is mandatory.

Tip: Check the application in the portal regularly as you fill in the application, use the Check and register tab. This will inform you if mandatory information is missing.

Tab: Descriptive information

Fill in a Swedish and an English project title, preferably one that is short and effective, easy to understand, to remember and to communicate in different contexts. Fill in an abstract in Swedish and English and a popular scientific description of the project in Swedish.

Add the number of years for the application. You can enter the desired project dates in the text box in the tab Time and communication plan.

You should choose SCB codes which are national subject codes according to Statistics Sweden's standard for division of research subjects. In addition, fill in the environmental quality objectives and the statements under the generational goal that you address.

Tab: Project description

Ethical considerations

Your application must describe the ethical issues raised by your project. You must explain how you plan to address these issues. You need to explain why the research should be carried out and why it is justifiable. You are responsible for ensuring that you have the permits and approvals required for that research. At request from the Swedish EPA an ethical permit for involving for example animals in the research should be available.

Project description

Add your project description (pdf format) here.

It is strongly recommended that the project description is written in English since the applications are reviewed by international experts and the working

language in the Review Panel is English. If the application is written in Swedish, it may be translated by a professional translator without special knowledge in the research area.

Note that the Review Panel will assess the applications based on both scientific quality and practical relevance for the Swedish EPA and SwAM. Research questions and hypotheses as well as methods and data intended to answer these must be clearly described. Be sure to give a detailed account of the intended application of the research results within the Swedish EPA and SwAM's environmental work.

The project description for research projects may be a maximum of 10 pages including references. The project description should be written using the Times New Roman font, 12 points font size with a row spacing of 1.15. Margins should be 2.5 cm. Page numbers should be entered at the bottom right corner of all pages.

The project description should have the following structure, headings and content:

Purpose and aims

Describe the overall purpose of the project, concrete aims, focus and delimitations, and relevance for the Swedish EPA and/or SwAM.

Research questions and hypotheses

Which research questions will be considered? Add them in the project time plan so that it becomes clear when each question is expected to be answered. In addition, state the scientific hypotheses for the respective research question.

Expected result

Describe the expected results and insert which and when results are expected in the project timetable.

Benefit for the Swedish EPA and SwAM - relevance and practical use

Explain in detail the relevance and practical use you expect the project and the results will have for the Swedish EPA and SwAM. Specify this from a time perspective, that is, the significance both today and in the future. Describe how the project contributes to the Swedish environmental quality objectives.

Target groups

State and describe the target groups. Motivate why you have chosen these target groups.

Reference Group

Each granted project should establish a reference group in which relevant officers at the Swedish EPA and SwAM, and possibly other stakeholders, are included. Regular contact should be kept with the reference group. For the approved projects, the Swedish EPA and SwAM appoint their representative(s) in the reference groups.

Theory and methodology

Describe the research task, theory and methodology.

State of knowledge

Describe the state of knowledge nationally and internationally as well as relevant ongoing research. References should be given in the text and in a reference list, added at the end of the project description. State how the project will contribute to the development of knowledge in a national and international perspective. Here, the applicant's eventual previous research in the field should also be put into context.

Organisation and management

Describe how the research project's implementation and management are organised. Describe the task and responsibilities of all the participants. Describe subject areas and competencies of the research participants and how they interact. Motivate how they contribute to achieving the purpose of the project. Account for the networks and contexts in which the project researchers participate.

Data publication plan

Describe what data the project will generate, how it will be stored, when and how it will be made available, and who will have access to this data?

Note that data from the project shall be available to the Swedish EPA and SwAM immediately after the end of the project period. Scientific articles from the project must be published with full open access.

More information is available in Swedish, see the Swedish EPA's Policy för vidareutnyttjande av Naturvårdsverkets data/information (Policy for further utilization of the Swedish Environmental Protection Agency's data/information): <http://www.naturvardsverket.se/upload/miljoarbete-i-samhallet/uppdelat-efter-omrade/oppna-data/policy-naturvardsverkets-datainformation-2017-06-08.pdf>

Note that Swedish universities, colleges and other authorities are responsible for the safe storage of the data collected through their activities. Contributions to data storage that are within the authority's responsibility shall not be included in the application.

Tab: Time and communication plan

Add the project's time table and communication plan. Fill in the template on the link beside and upload it as a pdf document. The plan should provide a comprehensive information of all activities. Describe how the various parts of the project are planned to start and end. Specify the content of the delivery. In the time and communication plan, you insert information about:

- Role and responsibility of all researchers that participate in the research project.
- Planned scientific and user-oriented publication.

- Implementation of and/or participation in meetings, conferences and other planned activities.
- The mandatory and important final reporting to the Swedish EPA
- The project website.

In addition, you should write an explanatory text in the text box that describes the most important activities in the time and communication plan. Describe how the communication efforts promote that the results become available, known and can be of use in the agencies' work.

Please develop which stakeholders and target groups that planned actions are aimed at, for example national authorities, county administrative boards and the general public. Describe how identified target groups will be involved.

Clarify efforts to be used to communicate the research during the project for example through exchange with other researchers and other target groups. The communication channels should also be clarified, such as newsletters, journals, press releases, website, final seminar, social media, mass media etc. Specify tentative titles and potential journals for publication of planned scientific articles.

Tab: Budget and resources

State and justify costs for the project and any other eventual financing of the project.

The personnel costs must indicate personnel, role in the project and percent of full time. For other costs, distinguish into costs for, for example, laboratory work, field work, materials, analyses and travel. Costs for planned communication efforts and open access publishing must be stated. If various sub-studies are included in the project, this should be illustrated in budgetary terms. Indirect costs charged by the university must be specified.

Justification of the budget

Justify the budget in the text box. The budget is part of the review assessment. Please, note that a budget specification written in Swedish will not be translated to English! Still it will be part of the documentation used by the review panel assessing the application.

Other financing

Add funding applied for and funding granted from other financiers relevant to the project you seek funding for. If applications like the one sent to the Swedish EPA are granted, this should, immediately be reported to the research secretary responsible for the call.

Tab: Administrating organisation

Specify the administrating organisation and the residence of the project, by using the drop-down lists. More information on the administrating organisation is found above (See 2.2).

The residence of the project is the organisational manager's organisational unit, from where the project is to be conducted. Usually, it is the institution or unit of the administrating organisation, where the project manager will be employed during the granted period.

If you do not find your place of residence in the drop-down lists, contact an organisational account manager at your administrating organisation. You cannot complete the registration of your application if information on administrating organisation and residence is missing.

Tab: Participants

Here, you invite participating researchers and administrators to your application.

A contributing administrator is a person who can help you enter and edit information in the application. This person does not need to be part of your project.

You can invite participants by using the email address associated with the person's PRISMA account. It is possible to invite people who do not yet have an account in PRISMA, but in order to be able to participate in your application they must register their own personal accounts. If you have invitations that not have been replied to, you must remove them. You will not be able to register the application until everyone has accepted your invitation.

Once a participating researcher has accepted your invitation, you can give she or he permission to edit the application.

Other participants in the project are listed in the project description and possibly in the budget.

Tab: CV

This is where you retrieve your relevant CV information from your personal account in PRISMA. All participating researchers should retrieve their own CV from their personal account in PRISMA, to be used in the application. The following information (where available) should always be included:

- Education: Postgraduate education, basic and advanced education, specialist degrees.
- Employment and leaves: Current employment (including information on employment form), longer relevant employments, postdoctoral leave (also stated as employment if relevant), research exchanges relevant to the described research and longer breaks, if any, that affected your ability to qualify as a researcher.

- Qualifications and awards: Associate professor, supervision (postdoctoral and doctoral students; indicate how many in each category and name a maximum of the 10 most relevant), a maximum of the 10 most relevant grants you have received in competition, a maximum of 10 of your most relevant prizes and awards, and qualifications relevant to the application such as invited lectures, leadership assignments, trust assignments, membership in scientific organizations and the like.
- Intellectual property: For example, patents and proprietary publicly available computer programmes, list your up to 10 most relevant.

Tab: CV other participants

Add CV and other relevant information for non-academic participants in a pdf-document.

Tab: Publications

Attach your publication list and co-working researchers publication lists in a pdf-file. The maximum number of pages is 3 per person.