



ÖSTERSJÖ
STIFTELSEN

Applying for new project funding from Östersjöstiftelsen (the Foundation for Baltic and East European Studies): Instructions for 2019

Project grants that may be applied for from the Foundation for Baltic and East European Studies are of two types: **projects and postdoctoral projects**. Funding is available for a maximum of three years for projects and two years for postdoctoral projects. The option of including PhD students in projects has, for the time being, been removed with effect from the 2018 round of applications.

Applications, written in English, are filled in on the Foundation's website, ostersjostiftelsen.se, and must be submitted by 3:00 pm on Wednesday 20 March 2019 at the latest.

Current applications concern funding from 1 January 2020. Do not enclose any attachments, nor Södertörn University's cost estimate. Once the completed application is registered in (submitted to) the application system, an email is automatically sent to the project manager's specified email address. A link to the application and to a printable form is attached to this email.

Two copies of the form must be signed by the project manager and the head of department. Submit one copy to the Foundation's secretariat, Building F, Room F 704 (postal address: Östersjöstiftelsen, Södertörns högskola, SE-141 89 Huddinge). The other copy is sent to the Registrar at Södertörn University. **The filled-in form, complete with signatures, must be posted to the Foundation by 20 March at the latest.**

Until the application deadline, it is possible to change a submitted application by resuming the original one. Please note that the application must then be resubmitted. Only the last version registered remains in the application system. Note, too, that it is the last version of the form that must be signed and sent to the Foundation and to the Registrar at Södertörn University.

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Instructions

Please note that incomplete applications and/or applications submitted too late will not be considered. Funding applications for projects and postdoctoral projects are subject to the following conditions:

1. As a rule, projects funded by the Foundation run for three years, and postdoctoral projects for two years.
2. For both project and postdoctoral project funding applications, every participating researcher applying for salary must have obtained a doctoral degree at the time of application.
3. If the application relates to a postdoctoral project, this must be stated in the title. Postdoctoral projects can be applied for up to three years after the applicant's doctoral degree was obtained (with scope for the usual deduction of time for parental leave and the like).
4. A project manager for an ongoing project (one on which no final report has been issued) funded by the Foundation cannot apply for new project funding as project manager until final reporting on the ongoing project has taken place. This means that simultaneously managing two projects with Foundation grants is not possible. One person can not be designated as project manager in two applications for project funding.
5. A researcher may be a participant in a maximum of two current projects. A researcher can participate in a maximum of two applications in each call.
6. All research project participants must be named in the application.
7. For multi-participant projects, a multidisciplinary composition is desirable.
8. Projects funded by the Foundation must be based at Södertörn University. They may include participants from other higher education institutions (HEIs) in Sweden or abroad. However, project managers must be employed at Södertörn University during the project period, while the other participants must normally spend some time there.
9. In administrative terms, every project for which a Foundation grant has been awarded must belong to a responsible Södertörn University department. The head of department must therefore sign the form which must be handed in to the Foundation's secretariat after the application has been sent in. This signature confirms that the project as it is described in the application, including positions, fees and assignments for researchers not employed at the University at the time of the application, can be accommodated for the period and on the scale specified in the project plan. Applications that lack a signature from the head of department will not be processed.
10. In a project, researchers' funding for a maximum of half the annual full-time equivalent, 50 percent, can be applied for. Researchers taking part in more than one project may receive funding for a maximum of 75 percent of the annual fulltime equivalent. For postdoctoral projects, however, two years' funding for 80 percent is available, but there is no funding from the Foundation of any teaching or other assignments (a maximum of 20 percent). Researchers in the professorship programme that the Foundation supports may apply for project funding but not for their own salary.
11. The annual project budget may not exceed SEK 3 million. If special reasons exist, higher amounts may be approved in exceptional cases. The budget of a postdoctoral project may not exceed 80 percent of a full-time salary.
12. No age limit applies to funding from the Foundation. However, to be paid salary within a project, the researcher may not be a full-time retiree.
13. The project manager must sign the application and be responsible for ongoing work in the project. The project manager is also the contact person for the project vis-à-vis the Foundation and Södertörn University.
14. If funds for the same or similar project are applied for from another funder, such as a research council or foundation, this must be stated in the application. If funds for the project are received from another funder, the applicant must always notify the Foundation's secretariat to this effect. The project manager may then choose which of the grants to utilise.
15. Funds for approved projects are allocated one year at a time during the planned project period.
16. An extra year is added to the duration of the grant from the approved start date of the project.
17. When the project period is completed, a final report comprising one financial and one research part, on a special form, must be submitted to Södertörn University within four months.
18. When an application is sent to the Foundation, data are collected and processed to allow handling of the application. When several participants are involved in a project application, the project manager is responsible for ensuring that they are all informed that the Foundation collects the personal data necessary for handling of the application. See the Foundation's Data Privacy Policy at ostersjostiftelsen.se.
19. The Foundation publishes information about its grant awards on the website and in the annual report. Data retrieved from applications may include the reference number, project manager's name, project title, department, amount granted, project period and project summary.
20. The Foundation's grant awards are published in SweCRIS, a national database of grant-funded research. The Swedish Research Council is responsible for managing personal data in SweCRIS, swecris.se.

Ethical review

The Swedish Act concerning the Ethical Review of Research Involving Humans (2003:460) applies since 1 January 2004. This Act covers research on living persons but also, for example, on the deceased and biological material from humans, and research that entails handling of sensitive personal data. Under the above-mentioned Ethical Review Act, some research involving humans must invariably be reviewed by a regional ethical review board.

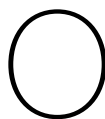
The application for review must be made by the research principal (Södertörn University). On the Foundation's application form, the issue of ethical considerations concerning the project applied for must be clarified in the space provided. If the researcher intends to subject the project to ethical review, this must be clearly stated in the project description.

The research principal (Södertörn University) is responsible for ensuring that research carried out with grants from the Foundation meets the ethical conditions prescribed by Swedish law and is not conducted without approval. The project manager is responsible for ensuring that the ethical review takes place and that approval is granted before the research commences. Both an approval decision and an advisory opinion may contain conditions for project implementation.

More detailed information about the law and the ethical review is available on the Ethical Review Boards' websites, epn.se, with links to the regional boards. The actual text of the Act can also be retrieved from the above URL. Södertörn University's research office can provide information on, and assist with, the procedure.

Read more: codex.vr.se.

Open access



Open access (OA) means that you can freely access research information on the internet. The purpose of OA is to make research results more useful and accessible to more people.

Researchers funded by the Foundation must publish their research results with OA, that is, freely available online. This applies to peer-reviewed journal articles and conference publications. This rule came into force on 1 January 2011. The requirement does not apply to projects approved previously, although the Foundation would like to see everyone opting for OA publication.

OA publishing may take place in two main ways. Either researchers can publish directly in an online OA journal where the publication immediately becomes freely available, or they can opt for 'parallel publishing'. The researchers then publish their articles in the usual way in academic journals. However, their agreement with the journal permits them to store their articles at the same time, or within six months at the most, in an open archive where it is freely available online. The parallel published version must be the final, fully edited and approved text for publication.

Today, the great majority of Swedish HEIs have open archives. Södertörn University has its own publication database in the DiVA portal, which also allows parallel publishing. Publications registered in the University's open archives will also be accessible on the national SwePub database.

To date, the OA rules have applied solely to peer-reviewed texts in journals and conference reports, and not to monographs or book chapters. Where the latter are concerned, the researchers are encouraged to publish these with open online access as well.

The Foundation funds OA publication costs with a flat-rate grant of SEK 30,000 per project, which is automatically added to the project's budget in the application system.

For further information and useful links about OA, see the National Library of Sweden website, especially kb.se/OpenAccess.

Criteria for assessment

The primary criterion for assessment of applications is:

- **scientific quality**, and thereafter
- **relevance** of the research **to the Baltic Sea and East European region**
- the **contribution** of the research **to multidisciplinary knowledge**.

These criteria are specified in more detail below.

Academic quality

Research funded by the Foundation must be of scientific top quality. Overall, the research must contribute to theoretical and methodological development, and also show originality and depth.

Relevance to the Baltic Sea and East European region

According to the Statutes, research funded by the Foundation must be associated with the Baltic Sea and East European region. The 'East European' part of the region comprises post-communist Central, South and East Europe. The 'Baltic Sea' part is the Baltic itself and the surrounding areas. The Foundation does not fund research relating exclusively to Sweden or Swedish conditions. However, support may be granted for research concerning Sweden, or countries entirely outside the Baltic Sea and East European region, in comparative studies when this is scientifically justified.

For research to be judged as highly relevant to the Baltic Sea and East European region, it must make a concrete contribution to our knowledge of this region. Research that involves collaboration with researchers and research institutions, and with other stakeholders in the Baltic Sea and East European region, is particularly relevant. Research with a more theoretical main question, in which the importance of the Baltic Sea or East European region is not reflected in the main question or the link to the region is indirect, is regarded as less relevant.

Contribution to multidisciplinary knowledge

Knowledge-building about the Baltic Sea and East European region is fostered by scholarly breadth and depth. Individual research projects can help to generate multidisciplinary knowledge in two ways. They can either take a multidisciplinary form or collectively contribute to a multidisciplinary research environment.

Review process and the research delegation's overall assessment

Applications to the Foundation for funding of new research projects are reviewed by the Foundation's research delegation. For the composition of this delegation, see ostersjostiftelsen.se.

Incoming applications for new research projects are, as a rule, sent to external specialists for assessment. These specialists, appointed by the research delegation, are academically qualified people with knowledge relevant to the applications. Two or three specialists assess each application and deliver written statements of opinion. After the Foundation's Board decides whether to award grants, the statements of opinion received are sent to the respective project managers for information. Applications that are manifestly incomplete and/or obviously do not meet the Foundation's basic requirement of relevance to the Baltic Sea and East European region may be rejected without assessment by external specialists.

The research delegation reaches a balanced assessment of which applications can be approved in light of the three criteria specified above. In this connection, each individual application is assessed on the basis of the specialist statements received and in relation to the other applications. An assessment is also made of how the application relates to the current international state of research and the feasibility of the project. Where applications are assessed as being of equivalent academic quality, the delegation considers gender composition and the distribution of academic fields in their selection of the projects recommended for support.

The research delegation's recommendations are thereafter subject to final adoption by the Foundation's Board.

On 30 September 2019, the Foundation's Board will reach its decision on whether to approve applications or not.

Application process, step by step

The entire application (Project description, Summary, Curriculum Vitae, Budget commentary, etc.) must be written in English.

Create an account or log in at ansokan.ostersjostiftelsen.se.

1. Fill in the title, project type, project period, whether grants are applied for from other research funders for the same or similar project, the department at Södertörn University responsible for the project (select the department from the drop-down list) and research subject(s) for the project.

2. Provide a summary of the project, specify a maximum of five keywords and upload the project description in PDF format. If the application is approved, the summary of the project, without being edited, will be published on the Foundation's website.

For multi-participant projects, the project description may not exceed 32,000 characters including spaces. For single-participant projects, the project description may not exceed 18,000 characters including spaces. The maximum length of the project summary is 2,500 characters including spaces. If ethical considerations are required, these must be reported in a special space provided, and also specified and clarified in the project description.

The project description must clearly state the project's

- Purpose and research question
- Theory and method
- Material
- Time schedule and layout
- Research relevance to the Baltic Sea and East European region and how the project will contribute to overall knowledge about the area
- Connection to Södertörn University and its contribution to quality development of research and PhD education at the University
- Contribution to new knowledge and cutting-edge international research
- Researchers' function in the project
- Collaboration with guest researchers and any other research contacts, if any, both in the Baltic Sea and East European region and nationally and internationally

- Last in the project description, add a reference list of central publications in the research area. This list is not included in the maximum number of characters allowed.

3. Fill in your name, title, year of doctoral degree, gender and contact details.

Insert a brief curriculum vitae (maximum two A4 pages for each project participant). Complete all information relating to the project manager and co-applicants, if any. Each project participant's cv must contain the following particulars: degree, position held, five most important scholarly publications, experience of project management and supervision, and international research stays. The cv is not included in the maximum number of characters allowed.

4. To add co-applicants, click Save and proceed. To add a co-applicant, click 'Add another co-applicant'.
5. Project costs: here, fill in the budget for the whole project period, up to three years for a project and two years for a postdoctoral project. Fill in the form according to the instructions in the application system.

Project costs are divided into direct and indirect costs.

Direct costs comprise salaries (monthly salary full time) including payroll overhead (lönekostnads-pålägg, LKP) in the form of social security contributions for project participants; costs of premises; investigation costs, if any; costs of travel and conferences; and other costs. For a participant who will not be paid salary from the Foundation grant, put SEK 0 and the participant's working time. For a participant who is not employed at Södertörn University at the time of the application, state the salary

(s)he will receive by agreement with the head of department. LKP will be the same as for other project participants employed at Södertörn University.

It is possible to include assistants and technical staff in the budget for 'other costs'. In this case, salary and the LKP for these people should be counted in the amount stated. Non-research staff, however, need not be named at the time of application; instead, these appointments are submitted to the respective head of department.

A grant of SEK 30,000 per project for OA publishing is automatically added by the application system.

LKP is a general extra cost of 50.5% of the total payroll costs. This extra cost is automatically calculated by the application system.

Please note that all direct costs must be specified and justified in the 'Budget commentary' space. Resource requirements for non-research staff and travel and material collection costs must also be specified and justified.

Indirect costs of the project are entered as the percentage for indirect costs (overheads) that has been calculated for the department where the project will be based. The sum of these extra costs is based on the total for payroll expense including LKP. After the percentage has been filled in, the total for indirect costs is automatically calculated in the application system.