



Applying for new project funding from the Foundation for Baltic and East European Studies: Instructions for 2018

Applications for new project funds *must* be submitted to the Foundation for Baltic and East European Studies (Östersjöstiftelsen) by 4:00 pm on Wednesday 21 March 2018 at the latest. On this occasion, applications refer to funding from 1 January 2019. The application (project description, form and attachments, if any), written in English, is filled in and sent on *the Foundation's website* (<http://ostersjostiftelsen.se/in-english>).

Once the completed application is registered in the application system (sent in), an email is automatically sent to the project manager's specified email address. The email contains a link to the application and an appendix, comprising a form in duplicate, to be printed. Both copies need to be signed by the project manager and Head of Department. One copy of the form is then submitted to the Foundation's secretariat, building F (F-huset), room F 704 (postal address: Foundation for Baltic and East European Studies, Södertörn University, 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 21 March 2018 at the latest.

Please note that incomplete applications and/or applications submitted late will not be considered.

On 27 September 2018, the Foundation's Board will decide whether to approve the application.

Nature of application and evaluation

The primary criterion for assessment of applications is *academic quality*. Secondary criteria, with no ranking, are:

- *relevance of the research to the Baltic Sea and East European region*
- *the contribution of the research to multidisciplinary knowledge formation.*

The set criteria are specified in more detail below.

Academic quality

In terms of scholarship, research funded by the Foundation must be of consistent top quality. Overall, the research must contribute to theoretical and methodological development and also show originality and depth.

Relevance to Baltic Sea and East European region

Under the Statutes, research funded by the Foundation must 'be associated with the Baltic Sea region and Eastern Europe'. The term 'Eastern Europe' refers to post-communist Central, South

and East Europe. The 'Baltic Sea region' is the Baltic Sea itself and the Baltic Littoral. Thus, 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 region and Eastern Europe, in comparative studies when this is academically justified.

For the research to be judged as highly relevant to the Baltic Sea and East European region, it must make a practical contribution to our knowledge of this area. 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 of the research to multidisciplinary knowledge creation

Accumulation of knowledge about the Baltic Sea area and East European region is fostered by academic 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.

The research delegation's overall assessment

Applications to the Foundation for Baltic and East European Studies for funding of new research projects are processed by the Foundation's research delegation. The composition of the research delegation is shown on the Foundation's website (<http://ostersjostiftelsen.se/in-english>).

Incoming applications for new research projects are, as a rule, sent to external specialists for assessment. These specialists are appointed by the research delegation. Appointees are academically qualified people with knowledge relevant to the applications. Two or three specialists assess each application and deliver written statements of opinion. The statements, about two pages in length, conclude with a summary assessment and priorities ranked from one to seven. After the Foundation's Board decides whether to award grants, the statements of opinion received are sent to the applicants for information. Decisions on applications that are manifestly incomplete and/or evidently do not meet the Foundation's basic requirement of relevance to the Baltic Sea and Eastern Europe are made by the research delegation with no external specialist assessment.

The research delegation makes a composite assessment of which applications can be approved in light of the three criteria specified above. In this connection, each individual application is first assessed on the basis of the incoming specialist statements. Second, each individual project is assessed in relation to the other applications proposed for receipt of grants from the Foundation. An assessment is also made of how the application relates to the current state of research and the feasibility of the project. Where applications are assessed as being of equivalent academic quality, gender composition and the distribution of academic fields are considered to select the projects recommended for support.

The proposals from the research delegation are then subject to final adoption by the Foundation's Board.

Project research: general terms and conditions

Project grants are of two types. Applicants can apply for project funding for up to three years or postdoctoral projects for up to two years. If an application is for a postdoctoral project, this must be stated in the application title. Postdoctoral projects can be applied for up to three years after

the applicant obtained a doctorate (with scope for the usual deduction of time for parental leave and the like). The option of including PhD students in projects has been abolished with effect from the 2018 round of applications.

All projects are subject to the following conditions:

1. As a rule, projects funded by the Foundation run for three years (two years for postdoctoral projects).
2. Approved projects are awarded one year's funds at a time over the planned project period.
3. Researchers who have obtained a doctorate by the date of project submission can apply for project grants. Grant applications for postdoctoral positions require the doctorate to be completed by the start of the project.
4. Project managers cannot simultaneously lead more than one project with funding from the Foundation. However, a new project application may be submitted if the applicant is participating in an ongoing project funded by the Foundation that is due for completion by year-end 2018. Results of the previous project, and how the new project relates to the previous one, must then be made clear in the application.
5. A researcher may apply as project manager in one project only, and may be included as a co-applicant in no more than one other project. See point 9 for maximum participation in projects funded by the Foundation.
6. Projects funded by the Foundation must be located at Södertörn University. They may also have participants from other higher education institutions (HEIs) in Sweden or abroad, but project participants must have their institutional affiliation at Södertörn University during the project period. On the other hand, a project participant need not belong to the University at the time of application, but if funding is granted the work must be relocated there. Note, however, that the conditions set out in point 7 must be met.
7. For administrative purposes, every project granted funding from the Foundation must belong to a responsible department (or equivalent) at Södertörn University. The head of department or equivalent must sign the form that is to be handed in to the Foundation's secretariat after the application has been submitted. The signature represents confirmation that the department can provide a place for the research and positions described in the application, for the period and on the scale specified in the project plan. Applications that lack a signature from the head of department or equivalent will not be processed.
8. Södertörn University's employment terms and pay agreements apply to all project participants.
9. Project research funds corresponding to up to 50% of full-time employment per year can be applied for. For researchers participating in more than one project, funds are obtainable for a maximum total of 75% of full-time employment per year. *However*, for postdoctoral projects, funds may be applied for up to two years' full-time employment. Teaching, if any (*maximum 20%*), within the framework of a postdoctoral position is not funded by the Foundation.
10. The project budget should not exceed SEK 3 million per year. Following presentation of special reasons, higher amounts may be approved in exceptional cases. The budget for a postdoctoral project should not exceed SEK 1 million per year.
11. No age limit applies to applicants for funding from the Foundation. To be paid salary within a project, however the researcher may not be a full-time retiree.
12. 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.
13. For multi-participant projects, a multidisciplinary composition is desirable.

Ethical review

The Swedish Act concerning the Ethical Review of Research Involving Humans (2003:460) has applied 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 text of the research proposal.

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 applicant is responsible ensuring that the ethical review takes place and 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 (<https://www.epn.se/en/start>, 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: <http://www.codex.vr.se/en/index.shtml>

Open Access

Open Access (OA) means that you can freely access online information on the internet. OA makes research results more useful and accessible to more people.

For researchers funded by the Foundation to publish their peer-reviewed (academically evaluated) writings in journals and conference publications, these must be freely available online. This rule came into force on 1 January 2011. This demand does not apply to previously approved projects, although the Foundation would like to see everyone publishing OA.

There are two main ways to publish OA. Either researchers can publish directly in an online OA journal, so that their publications immediately become freely available, or they can opt for 'parallel publishing'. If they choose the latter, the articles are published as usual in an academic journal but the agreement with the journal permits the researchers to archive their articles at the same time, or within six months at the most, in an open archive where it is freely available online. The archived version is intended to be the final, fully edited and approved text for publication.

The great majority of Swedish HEIs now have open archives. Södertörn University has its own publication database in the DiVA (Academic Archive Online) portal, which also allows archiving. Publications registered in the University's open archives will also be available through the national SwePub database.

To date, the OA rules apply only to peer-reviewed texts in journals and conference reports, not to monographs or book chapters. Where the latter are concerned, researchers are encouraged to publish these freely available online as well.

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

For further information and useful links about OA, see the website of the National Library of Sweden, especially <http://www.kb.se/openaccess/Hjalptexter/English>.

Applications for new research projects

The application, written in English, must comprise:

1. The designated *application form* on www.ostersjostiftelsen.se, *Ansökan om forskningsprojekt* ('Application for research project'). Note that the printed part of the application must be signed by not only the project manager but the head of department or equivalent at a Södertörn University department, and then submitted to the Foundation.
2. The *project description* for multi-participant projects must not exceed 32,000 characters including spaces. For a project with one participant, the project description must not exceed 18,000 characters including spaces. The description must clearly state the project's purpose, general structure, theoretical framework and connection with previous research. It is also important to clarify the academic relevance of the project to the Baltic Sea and East European region, and also the benefits of the project in terms of overall knowledge creation in the field. The project description must also include an overview research plan outlining the work schedule. How the project is connected with Södertörn University and will serve to enhance the quality of research and postgraduate education at the University must also be presented. A reference list of key projects in the research area is to be attached to the project description. Note that the reference list is not included in the maximum number of characters allowed.
3. *Brief curriculum vitae* (max two A4 pages) for each project participant and a description of collaboration with guest researchers, if any, and any other academic contacts in the Baltic Sea region as well as in Sweden and other countries. The CV must contain the following information: degrees obtained, position(s) held, key academic publications, experience of project management and supervision, and international research stays. Note that the CV is not included in the maximum number of characters allowed.

The form

The budget for the entire project period, not exceeding three years, is filled in according to the form.

Project costs are divided into direct and indirect costs.

Direct costs comprise salaries including payroll overhead (*lönekostnadspålägg*, LKP) in the form of employer's social security contributions, and also costs of premises, outlays, investigation costs if any, equipment and costs of travel and conferences. Södertörn University's employment terms and conditions and pay agreements apply to all project participants. Payroll overhead, amounting to an overall additional cost of 51% over and above aggregate payroll expense, is calculated automatically in the application system. Particularly heavy costs of implementing the project, such as organising major conferences, seminars, etc., must be specifically explained.

Indirect costs of the project are entered as the percentage of indirect costs (overheads) that is arrived at for the department in question, where the project will be based. These extra costs are

calculated from the total for payroll expense including LKP. After the percentage is filled in, the sum of indirect costs is automatically worked out in the application system.

An applicant who is also applying for project funding from another funder, such as a research council or foundation, must disclose this in the application. If funds are received for the project from another funder, this must always be reported to the Foundation's secretariat.

If you have any questions, contact:

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