



Frequently asked questions 2020

1. I've changed my email address. How can I update it in the application system?

Contact the secretariat of the Foundation for Baltic and East European Studies and we will change your email address in the system.

2. Must a person already have a doctoral degree to apply for funding from the Foundation?

Yes, all participating researchers whose salary is applied for must have a doctoral degree by the application date. (Regarding 'non-research staff', see below.)

3. Can I include doctoral students in my project?

No, this is not possible at present. The Foundation supports the doctoral education programme coordinated at the Baltic and East European Graduate School (BEEGS) at Södertörn University.

4. I want to change my already submitted application. Is this possible?

No, you cannot change an application you have already sent in.

5. How long after a doctorate can I apply for postdoctoral project funding?

You can apply for postdoctoral project funding up to three years after gaining your doctoral degree (with the option of deducting periods of parental leave, illness, service in the Armed Forces, and trade union or political office).

6. Can I apply for and/or have funding from the Foundation for more than one project?

The answer depends partly on whether you are a project manager or a project participant. Note, too, that the maximum research funding that can be applied for is (50 per cent of the full-time equivalent (FTE) on an annual basis. Researchers taking part in more than one project may receive total funding at up to 75 per cent of annual FTE. For postdoctoral projects, funding at 80 per cent of annual FTE can be applied for.

- You cannot apply as project manager in more than one project funding application.
- If you are the project manager for an ongoing project on which no final report has been issued by the application date, you cannot apply as project manager for a new project.
- If you are the project manager for an ongoing project on which no final report has been issued by the application date, you may apply as a project participant in no more than one new project.
- If you are project participant in an ongoing project on which final reporting has not yet taken place by the date of application, you may apply as project manager or participant in no more than one new project.
- If you have no funding from the Foundation for an ongoing project, either as project manager or as a participant, you can apply as project manager or a participant in no more than one new project.
- A researcher can participate in a maximum of one application in each new call.

7. Can I apply for the Foundation's project funding if I am not employed at Södertörn University?

Yes, but note that projects funded by the Foundation must be located at Södertörn University, i.e. Södertörn University is the grant administrator. Note, too, that in the first stage the project manager must already inform the head of department responsible that funding is being applied for from the

Foundation. Applications in the second stage must be approved by the grant administrator and signed by the project manager and head of department. These signatures confirm that the project, as described in the application, can be accommodated at the department, including positions, remuneration and assignments for researchers who are not, at the time of the application, employed at the University, for the period and on the scale specified in the project plan. Projects may have project managers and participants from other higher education institutions as well, in Sweden or abroad. However, the project manager must be employed at Södertörn University for the duration of the project period, while the other participants must normally spend some time there. A project manager may agree with the head of department concerned on the extent to which the other participants must be present at the University.

8. Can I apply for project funding if I am over 67 years old?

No age limit applies to funding from the Foundation. However, to be paid salary within a project, the researcher may not be in full-time retirement.

9. I have a professorship in the professorship programme funded by the Foundation. Can I apply for project funding?

If, at the application date, you belong to the professorship programme funded by the Foundation, you can apply for project funding, but not for your own salary for the whole project period ahead.

10. Does the Foundation require open access publishing?

Yes. For researchers funded by the Foundation who wish to publish their peer-reviewed texts in journals and conference publications, these must be freely accessible online. The Foundation funds OA publication costs with a flat-rate grant of SEK 30,000 per project, which is automatically added in the application system.

11. Can I apply for funding for conferences and workshops that I intend to arrange?

Yes, if these are an integrated and well-motivated part of the project's research design.

12. My application will include researchers from other HEIs than Södertörn University, in Sweden or abroad. What salary should I specify for these researchers?

Agree with the head of department responsible at Södertörn University about the salary payable. Södertörn University's payroll overhead (*lönekostnadspålägg*, LKP) in the form of social security contributions applies to these participants as well.

13. In my project, I need an interpreter and a statistician, i.e. non-research staff. How and where do I state the costs for them?

The costs of these participants must be stated under 'Other costs', where the grand total specified here must include their salary and the LKP concerned. Specify and justify these costs in the 'Budget commentary' space. You need not name non-research staff. The head of department responsible is in charge of how these participants can, in practical terms, be included in the project.

14. Does the Foundation fund full-time research?

No. Research funding at a maximum of 50 per cent of the annual full-time equivalent (FTE) can be applied for. Researchers taking part in more than one project may receive total funding at up to 75 per cent of the annual FTE. For postdoctoral projects, funding at 80 per cent of the annual FTE can be applied for.

15. If I am awarded a grant, I cannot start my project on 1 January 2020. Is that a problem?

An extra year is added to the grant period from the approved start date of the project. If you are awarded funding for a three-year project in this year's round of applications, you will have a four-

year period, up to and including 2024, in which to use the grant.

16. I am applying for funding for the same project from other funders too. What happens if I am awarded funding from both the Foundation and another funder?

In the application, you must state that you are also applying for funding from another funder for the same or a similar project. If you are awarded funds from another funder as well as from the Foundation, you must notify the Foundation's secretariat. You must then choose which of the grants you wish to use.

17. Must I create a new application ahead of the second stage?

No; you need to revise and develop your existing application.

18. Can I obtain an extension of the grant period for my project or postdoc project?

- For projects awarded grants before 2019, applications for an extended period of use must be addressed to Ann-Charlott Karlsson at Södertörn University. The University will decide whether to extend the grant period for these projects.
- For projects awarded grants in or after 2019, applications for an extension of the grant period should be addressed to the Foundation's secretariat. A grant recipient is entitled to an extended grant period if the project manager has been prevented by illness, parental leave, service in the Armed Forces or trade-union or political office from completing his or her research. The grant period can also be extended in the event of particular circumstances outside the applicant's control that have affected the scope for completing the project in the appointed time. The application for an extended grant period must be submitted to the Foundation by the project manager, with the grant administrator's support. Attached to the application must be a statement specifying the particular reasons cited, and also an overview plan for how and when completion of the research project is intended to take place.
- For all projects, irrespective of the year of the grant award, questions of an academic nature applying to extension of the grant period, such as for example replacement of the project manager or a project participant, must be addressed to the Foundation's secretariat.

19. How should I issue my final report on grants from the Foundation?

Within four months after the period for using a project grant has ended, a final report comprising a financial and an academic part must be sent in to the Foundation.

The final report must be submitted electronically in the Foundation's application system.