



Instructions for users of the application system 2020

1. Create an account. The creator of the application must also be the project manager.
2. All the information filled in is automatically saved when you leave the application system.
3. If you have not worked in the system for 60 minutes, you are automatically logged out. The information is saved automatically.
4. Every space, except those for ethical considerations, ORCID (Open Researcher and Contributor ID) and the budget, must be filled in for the application to be complete before it can be sent to the Foundation. However, note that the budget commentary is required.
5. **Once you have submitted your application, you cannot change it.**
6. **The whole application must be written in English.**
7. The project description, references and CV(s) must be uploaded as separate PDF files.
8. If ethical considerations are required, these must be reported in a special space and be clearly and precisely expressed in the project description.
9. People who have no Swedish Personal ID Number should write their date of birth, in the format YYMMDD (where YY are the last two numbers in the year).
10. Project costs: specify the budget for the whole project period here, with amounts in SEK. Fill in according to the instructions in the application system.
 - Project costs are divided into two categories: direct and indirect.
 - **Direct costs** consist of salaries (monthly salary, full-time) including employer's social-insurance contribution top-up (*lönekostnadspålägg*, LKP) for project participants; costs of premises; costs of investigation, if any; costs of travel and conferences; and other costs. For a project participant who will not be paid salary from the Foundation grant, specify SEK '0' and the participant's working time.
 - For a project participant who is not employed at Södertörn University at the time of the application, state the salary to be paid to the participant by agreement with the head of department. LKP is 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 them should be counted in the amount stated. However, non-research staff need not be named at the time of the application: instead, these appointments are submitted to the respective head of department.
 - A grant of SEK 30,000 per project for publication with open access is automatically added by the application system.
 - The employer's social-insurance contribution top-up (LKP) is a general extra cost of the total payroll costs, calculated automatically by the application system.
 - **Note that all direct costs must be specified and justified in the 'Budget commentary' space. Resource requirements for non-research staff and costs of travel and collection of materials must also be specified and justified.**

- **Indirect costs** of the project are entered as the percentage for indirect costs 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 by the application system.

11. Filling in the space to confirm that you have read the Foundation's data privacy policy is required.