**Instructions for the Application for research funding 2020 from the foundations managed by Umeå University and which the Faculty of Medicine is responsible for distributing.**

**Before applying, please note:**

* The principle investigator must hold a **PhD** at the time of application and be an **employee** at Umeå University or the University Hospital of Umeå.
* The application must involve **medical research.**
* Only **one project application** per principle investigator will be considered. If a three-year grant has been awarded in the past, a new application will not be considered until a scientific report is submitted. A new three-year project can only be launched once the previous three-year period has ended.
* The application may include one or two sub-projects. The reason for splitting into two specific sub-projects is that donations to two different fields can be used to award grants – this should be indicated by ticking the field boxes in the application form (A).
* The principle investigator must be able to justify the requested amount and must place it in the context of research resources already obtained by the principle investigator. The principle investigator should note that awards from the Insamlingsstiftelsen are normally around TSEK 120 - 300 per year. If funding is being sought for a sub-project in a larger research project, the principle investigator must specify how funding from the Insamlingsstiftelsen will stimulate the sub-project in particular.
* **NOTE** that the main principle investigator for a project can *only* submit a scientific report after completion of the project, but before submitting a new application for a new project. In the past, a scientific report was required as a basis for continuing funding for year 2 and year 3, but this was changed in 2019 so that a final report is only required after year 3 (or year 4 if the full project duration is used). Note, however, that a scientific report must be submitted for a completed project before a new application is submitted.
* It is the responsibility of the principle investigator to ensure that research funding is used as described in the project application submitted. If there is unused funding at the end of the project period, it must be **paid back** to the Insamlingsstiftelsen. If the principle investigator is requesting an exemption, the application must be submitted at least three (3) months in advance.

**Content of the application** The application should be written in English (because the reviewers *may* be English-speaking) and must contain a cover letter and appendices B-H:

1. Application form signed by the principle investigator and endorsed by the head of department, confirming that the principle investigator is eligible and that the application has undergone internal peer review in the institution (use the attached template)
2. Summary of the research programme
3. Popular science summary (always written in Swedish)
4. Research programme
5. CV
6. List of publications
7. Budget and research resources
8. Reasons why the project is relevant to one or more of the medical fields selected

An application lacking one or more of the mandatory appendices will be rejected.

The completed application is sent electronically in **a single PDF file**, to the registrar medel@diarie.umu.se no later than ~~2020-03-25~~, **2020-04-07**.

Note that any additions after this date will not be considered.

The following applies to the application for grants from research foundations:

See the *Rules for distribution of funding from the foundations managed by Umeå University and which the Faculty of Medicine is responsible for distributing*, published by the Faculty Board on 28 April 2004 and revised on 3 May 2006, 1 September 2006 and 14 June 2017.

If you have any questions, contact controller Patrick Mauritzon, patrick.mauritzon@umu.se, or faculty administrator Anna Olson, anna.olson@umu.se.

 **What will happen to the application?**

Processing of the applications. Each department of the Faculty of Medicine appoints a researcher at senior lecturer level to rate the applications, and each application is assessed by at least three people. The assessment must apply the same rules as the government research councils, and covers the subject, methodology, competence and feasibility, as well as relevance to the objects of the particular fund. The assessment and ranking of the applications are compiled by the faculty office before the review committee meets. On the basis of the reviewers' assessment and ranking, the chairperson proposes a triage, which is approved by the review committee. All reviewers read the triaged applications so they are able to participate in discussions and awards proposals during the review committee meeting. On the basis of the assessment and discussion during the review committee meeting, the review committee establishes a list of rankings and decides on grant limits.

Read more in the document [Statuter](https://www.aurora.umu.se/globalassets/dokument/enheter/medfak/nyheter/insamlingsstiftelsen/aurorasida/statuter-insamlingsstiftelsen-medicinsk-forskning.pdf)

**A. Application form signed by the applicant and approved by the head of department (or equivalent)**

I hereby apply for research funding for 2020 from the foundations managed by Umeå University and which the Faculty of Medicine is responsible for distributing.

**Project title:**

**Name of main applicant:**

**Title/post:**

**Institution (or department/clinic as applicable):**

 **TOTAL AMOUNT APPLIED FOR FOR 2020: SEK

TOTAL AMOUNT APPLIED FOR FOR 2021: SEK

TOTAL AMOUNT APPLIED FOR FOR 2022: SEK

GRAND TOTAL APPLIED FOR: SEK**

*Tick yes*

 ***Yes* [ ] , the research in the application concerns medical research.**

If the research in the application is *also* relevant to one of the fields below, tick it. If the project is split into two sub-projects, two fields can be ticked. If the project has broad relevance, *several areas can be marked.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **[ ]**  | ***ALS***  | **[ ]**  | ***Diabetes*** | **[ ]**  | ***Rheumatology*** |
|  |  |  |  |  |  |
| **[ ]**  | ***Occupational therapy*** | **[ ]**  | ***Epilepsy*** | **[ ]**  | ***Thoracic*** |
|  |  |  |  |  |  |
| **[ ]**  | ***Asthma/allergy***  | **[ ]**  | ***Cardiovascular*** | **[ ]**  | ***Eyes*** |
|  |  |  |  |  |  |
| **[ ]**  | ***Vitamin C***  | **[ ]**  | ***Cardiopulmonary*** | **[ ]**  | ***Ear, nose and throat*** |
|  |  |  |  |  |  |
| **[ ]**  | ***Cancer***  | **[ ]**  | ***Infections*** | **[ ]**  | ***Blood research*** |
|  |  |  |  |  |  |
| **[ ]**  | ***Cell membranes***  | **[ ]**  | ***Neurology*** |  |  |

**Statistics Sweden codes:** List three Statistics Sweden codes describing the research in the application.

<https://www.scb.se/contentassets/10054f2ef27c437884e8cde0d38b9cc4/standard-for-svensk-indelning--av-forskningsamnen-2011-uppdaterad-aug-2016.pdf>

*I hereby certify that information given in the application is correct*

…………………………………………………………………
***Signature of the main applicant***

*The application is endorsed by the head of department or equivalent*

……………………………………………………………………………………………………………………………………
***Signature of the head of department Signature of the operations
 manager* (as applicable**)

**Name in block letters Name in block letters**

***The head of department/operations manager signs to certify that the main applicant meets the eligibility requirements and that an internal peer review of the application has been carried out in the department.***

**Appendix B. Summary of the research programme** (maximum 1500 characters including spaces)

The text must provide a short, general introduction to the purpose of the research and how it will be carried out. Write so that the information is accessible to people working in other specialisms. The summary of the research programme must include a short description of

* what will be done
* how the research will be carried out and the methods that will be used
* how the research relates to existing research in the field
* what is important about the planned research, i.e. the research project's relevance to other research and society more broadly
* how the research is medically relevant.

**Appendix C. Popular science summary** (max 3000 characters including spaces)

Describe the project in popular science terms so it can be understood by people who are not well versed in the subject. Describe what will be done and why, and explain how the new knowledge could be important.

The popular science summary is very useful when the Medical Research Foundation publicises the research it supports. If your application is awarded funding, the text may be used for publicity.

***Note*** *that the popular science summary must be written in Swedish.*

**Appendix D. Research programme**

Appendix D consists of a brief, clear description of the research activity over not more than four A4 pages including references, in a 12 point font size. The focus of the research programme must be forward-looking, i.e. a description of what will be done.  Normally, a maximum of around TSEK 120 - 300 is awarded, so the applicant should plan the application in relation to this amount. Please note that any pages in addition to the permitted number of pages will be disregarded in the assessment.

The following information must be included in the research programme under separate headings:

* **Purpose and aims**. Describe the general purpose and specific aims of the research project or equivalent.
* **Survey of the field**. Summarise the research of yourself and others and earlier results in the field. State key references only.
* **Project description**. Summarise the design of the project. Theory, methodology, schedule and implementation.
* **Significance**. Describe the importance of the project for the research field and society.
* **Preliminary results**. Describe your own earlier results and any preliminary studies. **Independence**. Describe your independence in research.
* **Ethical considerations**. Describe ethical issues in the project and explain how they are addressed in the research work. Even if there are no ethical considerations to take into account in the project, this should be stated under this heading.
* **Gender perspectives.** Specify whether gender perspectives apply to the planned research and briefly explain why (even if you state that there are no gender perspectives to be taken into account)

Describe the following under a separate heading if relevant to the application:

* **Equipment**. Describe the basic equipment that you can access for the project in the application.

**Need for infrastructures**. Specify whether the project has a particular need for infrastructures for implementation. Also specify the need for local infrastructures if depreciation costs for this are included in the application.

**Appendix E. CV**

CV of the main applicant and any co-applicant. Each CV must be a maximum of two A4 pages.

Give details according to the numbered headings in the order stated here. Leave blank any points that are not relevant for you.

1. **Degree** (year, subject and institution).
2. **PhD** (year, discipline/subject, institution, thesis title and supervisor).
3. **Postdoctoral fellowships** (year, institution and placement).
4. **Senior lecturer level** (year).
5. **Specialist degree or equivalent** (year, discipline/subject).
6. **Current employment, time in post, proportion of research in employment.**
7. **Previous employment and time in post** (enter type of employment).
8. **Interruptions in research**. List any interruptions in your active research time that have affected your acquisition of educational qualifications, for example due to parental leave, illness, internships, specialist training for clinically active professions, elected office or other reasons of a similar kind. Specify the reason and state the period and date of the interruption.
9. **People who have completed a PhD** (name, year of public defence) **or have completed postdoctoral education under your principal supervision.**
10. **Any other information with relevance to the application.**

For example, **Independent line of research**. If you work or will work as part of a larger group, you must clarify how your project relates to the other projects within the group. If you are continuing a project that you started in full or in part during your doctoral or postdoctoral education, you must also describe the relationship between your project and your previous supervisor's research.

**Appendix F. List of publications**

List of published papers **from 2012 to date** divided into

* **Original publications (published in international journals with referee systems).**

For each publication, state the impact factor for the year in which the article was published as well as the number of citations until the date of the application.

For each publication, state all co-authors. The main applicant's name must be highlighted in bold. E.g.:

Andersson A, Bertilsson B, Carlsson C, and **Davidsson D** (2017)

*Insights into medical research (title).* J Med Res (abbreviated publication title),

100 (volume), 1001-1009 (pages) (or *e20171005)*  IF= 6.8 Citations 137

* **Reviews**
* **Book chapters, book contributions**

**Appendix G. Budget data and research resources**

**Justify the budget applied for.** Briefly justify each budget item you state.

Applicants must be able to justify the amount applied for, bearing in mind that awards from the Insamlingsstiftelsen are normally TSEK 120 - 300 per year.

**Total research resources of the project**

Where appropriate, if the project is part of a larger project, the total grant of the main project must be stated. State the total amount, which may include all types of project-related costs such as salaries (including your own salary, but no more than the equivalent of your activity in the project), travel, networks, costs of publication. Also include indirect as well as direct project-related costs.  Depreciation costs for equipment are only allowed as that part of the depreciation costs which corresponds to use of the equipment in the project covered by the application. You must not include depreciation costs for equipment financed entirely by other grants.

Where appropriate, the total grant of the project must be stated (over TSEK 100), with funding body, owner/main applicant, grant period and relevant amounts (in TSEK).

Example showing how to describe research resources for the project in the application:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type of grant** | **Status** | **Funding body** | **Owner/main aapplicant** | **Grant period** | **Total amount** |
| Operating grant | Awarded | EU | Anna Andersson | 2012-2014 | TSEK 2,000 |
| Project grant | Awarded | FAS | Per Persson | 2013-2015 | TSEK 2,400 |
| Framework grant | Awarded | VR | Anna Andersson | 2013-2016 | TSEK 4,200 |
| Project grant | Applied for | VR | Fernando Fernandez | 2014-2016 | TSEK 3,500 |

**Appendix H. Reasons why the project is relevant to one or more of the medical fields ticked in** (max 1500 characters including spaces)

Note that the application must be submitted electronically as one single PDF file to

medel@diarie.umu.se by ~~2020-03-25~~, **2020-04-07.** Name your file ***Insamlingsstiftelsen*** and ***your name****.* Enter the registration number (FS 2.1.6-452-20) in the subject line of the e-mail.