TECHNICAL GUIDELINE FOR RESEARCH APPLICATIONS

This document gives technical guidelines and instructions on how to submit a research application to SNSA within calls 2019-P, 2019-S, 2019-N, 2019-C and 2019-R.

INPUT - Required documents

You need access to the following documents in order to produce a valid and full application:

1. Research calls spring 2019   PDF with general instructions for calls
2. Call …   PDF with instructions on the individual call
2. Technical guide 2019   This PDF document
3 FORM …   Excel document with application forms
4. ... Enclosure N Cover   PDF documents constituting cover pages for enclosures

The dots above stand for the year and the designation of the call. Please make sure that you have the right versions of each of the documents.

OUTPUT - Two digital documents and one paper document

In order to apply you need to produce the following three documents, with the contents in the order shown here:

Excel	**PDF** **< 5 MB**	**Paper**
Intro		
Blank		
Form A	Form A	Form A
Form B	Form B	Form B with signatures
Form C	Form C	Form C
Form D	Form D	Form D
Form E	Form E	Form E
Form F1	Form F1	Form F1
Form F2	Form F2	Form F2
Form F3	Form F3	Form F3
Form F4	Form F4	Form F4
	Cover 1	Cover 1
	Enclosure 1	Enclosure 1
	Cover 2	Cover 2
	Enclosure 2	Enclosure 2
	… etc.	… etc.

Notes:
1) The Excel sheet "Intro" contains hidden information for processing by a data base. Don't touch it in the Excel version!
2) The PDF and paper versions must be identical, except that signatures are not required on the digital PDF version.
3) You may omit enclosures which are empty (does not apply to mandatory enclosures).

PROCESSING STEPS

Excel forms

Copy the Excel document from the web page and name it "FORM_Nnn", where you change "Nnn" to the surname of the principal applicant. Fill in the forms using Microsoft Excel 97 for Windows, Excel 98 for Mac, or later software releases. Hint: fill in Forms B and E before starting with F1-F4 (data is automatically transferred between the sheets).

Make a PDF version of the finished Excel document. If the forms don't fit on single pages, then force them to fit on the page (Swedish "Utskriftsformat/Sida/Skalning / Passa 1 i bredd och 1 i höjd") or reduce margins. Forms D-F4 are prepared for landscape mode ("Orientering / liggande"), but can be forced to fit pages also in portrait mode.

Enclosures

Read the instructions on the cover sheets carefully. Write the main part of each enclosure using your own text editing system (font size at least 12 points). Convert the finished text to PDF. Append the provided Cover Sheet at the front. Repeat for each required enclosure.

Merging PDF documents

Merge a number of PDF documents to produce a single long PDF document, organised as shown on the preceding page. Give the resulting PDF document the file name "Application by Nnn", where you change "Nnn" to the surname of the principal applicant.
Hints:
- In the Swedish version of Adobe Acrobat 5, merging can be done with the menu command DOKUMENT/INFOGA SIDOR). In Adobe Acrobat DC, use
- In the Swedish version of Adobe Acrobat X, merging can be done at the right part of the screen using VERKTYG/INFOGA FRÅN FIL (choose file and then Före/Efter and page position). Pages can be removed using VERKTYG/TA BORT.
- In the English version of Adobe Acrobat DC, merging can be done using TOOLS/ORGANIZE PAGES.

Maximum size - 5 MByte

The maximum allowed size of the PDF document is 5 MByte. Hint: In the Swedish version of Adobe Acrobat X, you can compress the size of the PDF by the command SPARA SOM/MINSKAD PDF-STORLEK…

Submission

You submit your proposal both in **digital** form and in **paper** form. **Both** are **obligatory.** Thus, there are two steps:

1) **E-mail**
   a) Addressed to: application@snsa.se
   b) Subject: "Ansökan inom ÅÅÅÅ-D" <small>(please change ÅÅÅÅ-D to the designation of the call)</small>
   c) Attachments: Two documents as shown on the preceding page (Excel and PDF)

2) **Paper**
   a) Content: Single-sided print-out of the above PDF document (stapled in corner)
   b) Including: Two written signatures on Form B
   c) Quantity: 1
   d) Delivered to one of the following:
      i) Postal address: Rymdstyrelsen, Box 4006, 171 04 Solna
      ii) Visiting address: Rymdstyrelsen, Hemvärnsgatan 15, Solna

Multiple Sites

In case your proposed research programme is to be performed at two or three seats of learning (e.g. if you have specified two or three universities on Form B), then follow the instructions above and get signatures on the paper version of the application from the site of the principal applicant. In addition, send separate paper versions of Form A and Form B with signatures from the project leaders and heads of department of the other universities/institutes.

Further information

If you have questions on the above, please contact Per Magnusson (08-40 90 77 92, Per.Magnusson@snsa.se).