

# **INSTRUCTIONS FOR APPLICANTS**

## **CALL 2020-BR**

**Open call to researchers in Sweden to apply for funding for Balloon and Rocket projects to be launched from Esrange**

These instructions should be read carefully by all applicants.

You are also expected to read the following two general documents:

- **SNSA Research Calls**
- **Technical Guide 2020** (for non-Prisma Research Applications)

<p style="text-align: center;"><b>2020-BR</b> <b>Research Funding</b> Open call to researchers in Sweden to apply for funding for Research projects on Balloons and Sounding Rockets to be launched from Esrange</p> <p style="text-align: center;"><b>Deadlines<sup>1</sup></b> Digital version: 2020 May 20, 24:00<sup>2</sup> Paper version: 2020 May 20, 17:00<sup>3</sup></p>
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<sup>1</sup>Two submissions are mandatory, both a digital submission and a paper version with original signatures. See Technical Guidelines for details.

<sup>2</sup>Maximum size of attached PDF document: 5 megabyte

<sup>3</sup>Swedish postal stamp of the preceding working day is sufficient.

### **NEWS**

- The current call is based on the classical SNSA system with forms in Excel and manual assembly of PDF documents for e-mail submission. However, please note that successful applicants who are granted funding must be prepared to take some simple actions to incorporate the grant in the Prisma system. Subsequent administration of grants, starting from January 2021, is planned to be made with Prisma.

## **GENERAL**

The purpose of the programme is to offer balloon and rocket flights for high quality research experiments at Esrange, led by scientists and researchers from Swedish universities and institutes.

Educational activities are not covered by the current call. For student projects we advise to utilise the possibilities offered by the German-Swedish student programme REXUS/BEXUS.

### **Research disciplines**

This call is open to all research disciplines that can utilize data acquired on balloon and rocket platforms.

### **Funding limitations**

In the current planning of the Balloon and Rocket Programme of SNSA, the approximate amounts (tbc) given below are available for new commitments. The allocations below include grants for research groups as well as related industrial support (launch services etc.).

2020	~5 Mkr
2021	~10 Mkr
2022	~15 Mkr
2023–	~20 Mkr / year

### **Funding period**

Fill in Forms F1-F4 for the number of years (maximum 4 years) for which reasonable detailed cost specifications can be made. Justify these costs and estimate the costs for all phases of the project in Enclosure 2 (may be longer than 4 years). The projects may start from September 2020.

Please note that the costs of balloon or rocket launch services and related industrial support (e.g. integration of the experiment) should not be included at this stage.

## **CONTENTS OF A RESEARCH APPLICATION**

### **Application forms**

A proposal must contain the following set of forms:

- Form A (with signatures on paper version)
- Form B (Administrative information)
- Form C (Abstracts)
- Form D (Other sources of funding)
- Form E (Staff overview)
- Form F1-F4 (Sought amounts)

### **Enclosures**

A set of PDF Cover Sheets is provided for each type of enclosure that can be appended to the proposal:

1. Description of the Research Programme
2. Specification of Costs
3. Progress Report (optional)
4. Curricula Vitae
5. Requirements for Balloon / Rocket flights (NB this enclosure is provided in MS Word format to be filed in)

The cover sheet must be the first page of each enclosed enclosure. These sheets specify rules for the contents of each enclosure.

## **MODULES**

A proposal may be divided into 1-3 modules. Form B and Forms F1-F4 are prepared for this, and if you use more than one module then please make sure that this is reflected in a corresponding sub-sectioning of Enclosure 1. There are two main reasons for using more than one module, as explained in the following two sections.

### **Collaboration between research groups**

If the proposed work is to be conducted in collaboration between research groups at two or three departments/institutes in Sweden, it is possible to include the total research programme as a single research application. The forms are prepared for up to three modules, which can be carried out at different places. In this case, the principal applicant submits a full digital and paper proposal. For each secondary location the local project leader (co-applicant) submits a paper version of Forms A and B of the same proposal with original signatures of the local project leader and local head of department/institute.

### **Semi-independent blocks**

A project to be carried out at a single site may also be divided into two or three modules, if it naturally divides into semi-independent blocks. These may correspond to different levels of ambition, different phases of a project, or activities of different type. Such modules must be presented in Enclosure 1 as components of a single structured proposal. If the parts are more independent and different in character, then submission of more than one proposal is favoured. As a general rule, if you believe all modules ought to be evaluated by the same set of international experts, then include them in a single proposal. If the parts should be assessed independently and peer reviewed by different sets of experts, then submit separate applications instead.

## **DETAILED INSTRUCTIONS ON INFORMATION REQUESTED ON FORMS**

### **Abstract**

Each project is to have an abstract of 100-250 words giving a brief and clear description of the proposed work. The abstract must be included on Form C, but may also be repeated as part of Enclosure 1, if appropriate. A summary in Swedish must also be included, preferably of a more popular science type. For successful proposals, SNSA may have summaries in both languages published on the web as a description of the granted project.

### **Suggestions on evaluators**

To broaden the basis of SNSA's scientific peer review process, applications should generally include names and contact information of three international experts on the subject of the proposal (Form B). The three experts should be free from conflict of interest with respect to the applicants and their research groups. The three experts must not all have the same gender. Please, do not repeat the same set of proposed names every year.

### **Other funding sources**

It is mandatory to include on Form D information on all grants awarded to the applicant and his/her research group, as well as all funding requests submitted by the applicant/research group to other funding agencies (informative titles of projects required). It is also mandatory to specify in the application forms the degree and the manner in which the activities of the applicant will be supported by the home institution and/or other funding agencies.

### **Additional support required**

If there are foreseen additional costs of the project, in addition to the sought amounts, then tick the appropriate box on Form A. In Enclosure 2, describe all additional support required to accomplish the proposed project, e.g. management support, industrial work (in addition to launch costs and related support) , and cost items that cannot be estimated at this point in time.

## **SUPPORT TO SALARIES**

A significant portion of the research funding that SNSA allocates is used for salaries. SNSA is in no case an employer or responsible for the staff of the research projects. Instead, SNSA grants can be used by the administration entity (“bidragsförvaltande organ”), e.g. a university, for salaries and associated social fees for its staff. The employment rules of the administration entity apply to the involved staff. SNSA grants may also be used to hire external consultants with appropriate expertise for the research project.

### **Staff costs**

In the following steps to apply for funding of staff, please be aware that some of the early steps have automatic numerical consequences on Forms F1-F4:

1. Specify the appropriate percentage(s) for indirect costs of staff on Form B.
2. Explain the basis for estimating future salaries in the box at the bottom of Form E (for example a yearly percentage increase).
3. Fill in the upper part of the table in Form E.
  - a. If employment of a new unspecified person is intended, then put “NN” as name and skip unknown items.
  - b. Specify the social fees (“arbetsgivar- och premieavgift”) prescribed at the administration entity (percentage).
  - c. Fill in monthly salaries for all relevant years (this is the only place in the forms where the unit is kr, as opposed to kkr)
4. On Forms F1-F4, fill in the number of months and the fraction of time to be spent on the research project for each person.
5. In Enclosure 2, specify clearly the role and responsibility of each person proposed to work on the project. It is important to justify the need for the proposed staff.
6. Enclose CV’s to the extent required by the cover sheet of Enclosure 4.

### **External consultants**

Most calls allow you to seek funding for hiring consultants. The reasons for this and the role of the consultant in the proposed project must be clearly specified in Enclosure 2. On Forms F1-F4, you can enter the associated costs either on the last row under “Staff costs” or further down under services, depending on the local rules for indirect costs.

## **SNSA HANDLING OF SUBMITTED APPLICATIONS**

Applications written in accordance with these instructions will be assessed by the SNSA Science Advisory Committee (SAC).

### **Criteria for selection**

The following criteria are considered by SNSA in the evaluation process (in no particular order):

- The scientific excellence and importance of the project, both nationally and internationally (this is the most important criterion).
- The project aim, goals, implementation and project plan.
- Strong research environment, competitiveness and international standing of the group.
- Motivation for and need of experiments or observations by means of balloon and rocket platforms
- The novelty of the project and its potential to renew, develop and promote future national and international research efforts in using space-based or high-altitude equipment.
- The scientific and technological prospects for the group to successfully execute the project.
- Realistic and well-motivated cost estimates.
- The potential of the project – whilst maintaining high scientific quality – to increase the number of women active in research.

The final programme of SNSA will be based on the above selection criteria, combined with boundary conditions such as budgetary constraints, strategic and policy considerations, gender aspects, and the long-term evolution of the research programme.