

# INSTRUCTIONS FOR APPLICANTS

## Concerning the Targeted Call 2021-S

**These instructions should be read carefully by applicants who have been invited to respond to this addressed call. Please note that these instructions do not apply to the open research calls.**

### 2021-S

#### **Specification of Costs for SNSA Commitments**

Targeted call to invited researchers to specify costs for SNSA commitments for space missions (if you haven't received an invitation from SNSA, then this call is not for you).

## NEWS

Please note the following changes compared to the past:

In 2020 SNSA started the implementation of the web-based system Prisma for administration of research funding and other agency activities. This year the S call will be fully implemented within Prisma. We hope for understanding that we are still in a learning phase with the system.

The application process is made through the Prisma web portal (<https://prisma.research.se/>). You must have a personal account in order to apply. Specific instructions for call 2021-S are found below and general instructions are provided in Appendix GEN (enclosed).

## SCHEDULE

**Release:** The call will be released in the Prisma system in February 2021.

**Deadline:** Applications must be submitted no later than **2021 April 6, at 14:00**.

**Decision:** Grant decisions are expected before the end of the year 2021.

Please note that the Prisma system will automatically prevent registration of your application after the moment of deadline. We therefore **strongly advice** applicants to register applications in good time before the deadline. In this way you get early feed-back from the system on missing information required for registration. The system also allows you to unregister, edit and re-register an application before the deadline. For more information, see:

<https://primasupport.research.se/user-manual/researcher/apply-for-a-grant/register-application.html>

## PURPOSE OF THE CALL

Call 2021-S is a targeted call to invited researchers to specify costs beyond 2021 for SNSA commitments for space missions. The call is limited to the projects, activities and level of ambition outlined in the letter of invitation. Proposals for other support (e.g. additional contributions to international space projects or own research) can be submitted in response to open calls from SNSA, such as the planned calls 2021-N and 2021-R.

## NUMBER OF YEARS

If the letter of invitation specifies the planned number of years for the grant, then please specify activities and costs for at least that number of years (please contact SNSA if this is a difficult planning horizon). If no instructions are given, then please apply for as many years as you currently have information about the needs, up to a maximum of four years.

## ENCLOSURES

A set of enclosures in the form of PDF documents must be uploaded to the Prisma system for inclusion in the application. The minimum font size for bulk text in the enclosures is **12 p**. The required contents of these enclosures are described in the following sections. Each enclosure should have a heading corresponding to the **headings** of the sections below.

### Specification of Required Activities (mandatory enclosure)

The purpose of this enclosure is for SNSA to get specifications on tasks that need to be carried out in order to fulfil SNSA commitments for a specific space project (unless other instructions are given in the invitation to this call).

Therefore, the activities should generally be limited to:

- Tasks required in order that Sweden fulfils obligations for a space project.
- Activities that the applicants are expected to do as members of an instrument consortium or corresponding entity.
- Other tasks that SNSA has committed to fund or has included in the invitation to this call.

Also include a general summary of the proposed activities at the top of the enclosure (copy from the Prisma text field is allowed). Maximum size of this enclosure is 1-2 pages for the summary and 2-10 pages for the main text.

## **Justification of Costs (mandatory enclosure)**

Required contents for this enclosure:

- A detailed specification of anticipated project costs for all years for which funding is sought. Give the justification for each item. Note that it is not sufficient to merely restate the information given in the Prisma budget tables. Please make sure you limit yourself to tasks already committed by SNSA, unless instructed otherwise in the invitation to this call.

If your university/institute has a standard, mandatory tabulation for computation of indirect costs (“full kostnadstäckning”), then include it in this enclosure. However, those tables don’t free the applicants from the responsibility of specifying indirect costs in the Prisma budget tables in a correct way. Please note that those tables should contain sought indirect costs only, not total indirect costs.

**Exclude VAT** in the sought amounts.

## **Progress Report (mandatory enclosure)**

This enclosure shall present the progress and achievement made on the project since the previous Progress Report submitted to SNSA for the project.

It should be a report on technical and management achievements on a running project. The report should not include scientific results obtained, unless these are an essential and mandatory part of the project.

The following issues should be addressed in the main text:

- Changes to the schedule of the project.
- Deviations from the previous plan for the project or the applying group’s involvement in the project.
- Changes to the staff structure of the applying group.

Also include a short summary of the progress report at the top of the enclosure. Maximum size of this enclosure is 1-2 pages for the summary and 2-6 pages for the main text.

## **Publications within this Project (optional enclosure)**

Contents for this enclosure:

- All publications resulting from the project so far
- Maximum ten publications by crucial new staff in the project team

## **QUESTIONS**

For questions on this specific call, please contact Per Magnusson (08-409 077 92, [per.magnusson@snsa.se](mailto:per.magnusson@snsa.se)). However, note that for technical questions on Prisma and general questions on SNSA calls, please see contact details at the end of Appendix GEN.

## ***APPENDICES***

- **GEN** – General instructions

## ***Appendix GEN***

# **General Instructions**

This appendix contains general rules and information concerning some calls within the Research Programme of the Swedish National Space Agency (SNSA, *Rymdstyrelsen*). It is appended to the specific instructions for calls to which it applies. In cases of conflicts between the specific rules of the instructions of a call and this document, then the specific rules have precedence over the general rules of this document.

In 2020 SNSA is migrating to the Prisma system for research administration. Please note that the nomenclature of this document has been adapted to fit Prisma and departs somewhat from the nomenclature used by SNSA for calls made prior to the adoption of Prisma.

## **APPLICATION PORTAL PRISMA**

Applicants must have a **personal account** within the system Prisma. For more information, see: <https://prisma.research.se/>

A proposal is created on the above web site by adding required information in the application form. In addition, bulk information in the PDF format must be uploaded into the proposal. Please make sure to register the proposal in good time before the deadline applicable to the call.

Please note that the organization where you are employed (or intends to be employed) must have an **organization account** in Prisma and be accepted by SNSA. If this is not the case, please make sure your employer submits an application to SNSA at least two weeks before the deadline (this is also done on the web site above).

For support and information on Prisma, see: <https://prismasupport.research.se/>

## **LANGUAGE**

The proposals can be written in Swedish or English. However, most members of SNSA advisory committees do not understand Swedish and most external expert reviewers are drawn from the international research community. Thus, SNSA may need to have proposals received in Swedish translated to English. Applicants are advised to carefully consider using **English** in the proposal in order to make sure that their intents are conveyed without a translational interface.

However, please note that many calls require a project title in both languages and that a popular science summary in Swedish may be required.

## **SPREAD OF INFORMATION**

For successful applicants who are granted funding, SNSA plans to make the following information available on the web (SNSA web site and/or other web pages, such as SweCRIS):

- Funding organisation
- Project leader
- Affiliation
- Abstract (English) and popular summary (Swedish)
- Project duration
- Yearly funding level

## **WHO CAN APPLY?**

The applicant is required to be, or be eligible to become, affiliated to a university or research establishment in Sweden where the project work is to be carried out.

Research contracts are issued only to researchers who have a doctoral degree. Applicants who do not have such a degree but expect to receive it shortly may nevertheless submit a research proposal. In this case SNSA must receive a copy of the doctoral certificate or a written confirmation from the head of department/institute that the principal applicant has applied for the PhD degree or comparable degree. For calls with a deadline in May, the confirmation must reach SNSA by October 1 (for other situations, please consult with SNSA staff). Lacking such confirmation, the application will not be further considered.

A research grant is normally contracted to a research leader who will remain younger than 68 years of age during the first calendar year of the grant. If the applicant will reach the Swedish LAS-limit during the proposed project duration, then the application should contain a plan for the future transfer of leadership of the project to a younger person. If a university department or institute wishes to receive funding for research leaders older than the above limits, then the case must be clearly stated, e.g. in a letter from the head of department included in the proposal.

SNSA can reject proposals whose applicants have outstanding reports from previous grants.

## **Other participants (*medverkande*)**

Additional staff (maximum six) standing behind the proposal and intending to work on the proposed project may also sign the proposal. These persons must also have a Prisma account

and CV information from them will be included in the proposal. However, note that this process puts additional constraints in place within Prisma, so there are more things that can go wrong and prevent registration of the proposal before the deadline. Thus, plan in good time with signing participants.

In addition to the above, you may have any number of additional persons in your project team, without having them sign the proposal.

### **Participants from other universities**

Both signing and non-signing participants in your team may be affiliated to other research establishment, both in Sweden and abroad. In case you want to have support from SNSA for costs within more than one organisation, then see the section "Budget" for more information.

### **Gender aspects**

The number of female researchers using space-based platforms is still rather small in Sweden. SNSA therefore encourages the scientific community to contribute towards more women becoming willing and able to commit themselves to successful research projects. Without waiving quality requirements, SNSA will consider gender as one of several boundary conditions when evaluating applications within open calls.

### **Information in the CV**

Imbedded in the Prisma system there are specific rules for what can be included in your CV for each individual call.

## **BUDGET**

Under this heading in the Prisma forms you summarize the costs sought for the project from SNSA. Give costs in Swedish kronor. Distribute costs on the table headings as follows:

- **Salaries** (see special section below for more details)
  - Salaries
  - Social fees (*lönekostnadspåslag*)
- **Running Costs**
  - Instruments and equipment
  - Expendables
  - Computer costs, computing costs
  - Publication costs
  - External consultancy
  - Depreciation costs
  - Premises
- **Expenses - Travel**
  - Transportation and travel to project meetings

- Conference travel to present results
- **Total Budget**
  - All the above are added automatically
  - Manually add indirect costs
  - You may also add “other costs”, not applied for (optional)

All costs must be specified and justified in the enclosure "Cost specification". More information on this enclosure may be provided in the specific instructions for the call you are responding to.

### **Modules**

If you are proposing extensive activities that naturally divide into parts, then it is appropriate to divide the costs in the enclosure "Cost specification" into two or more modules. You can do this by specifying the costs as separate sections in the enclosure or by using a table with a column for costs in each module. Make sure the modules are reflected in a transparent way in the Project Description, e.g. through sub-sectioning.

Examples when modules are appropriate:

- Proposals which can be funded in a meaningful way with different levels of ambition.
- Proposals that naturally fall into two or more discrete project phases.
- Proposals with work to be carried out at two or more universities, etc.

### **Costs at multiple organisations**

If the project team has affiliations at different universities and research institutes and you are requesting support from SNSA for costs at more than one site, then this can be handled in one of the following ways:

- Include minor costs at another organisation under "Runnings costs".
- Make a separate module for each site, as described above.

In both cases, it is the responsibility of the project leader to arrange agreements required between participating organisations for transfer of funding between them.

For invited calls concerning SNSA commitments for space missions, special roles may apply.

### **Salaries and social fees**

SNSA grants can be used by the administrating organisation for salaries and associated social fees for its staff. The employment rules of the administration entity apply. SNSA grants may also be used to hire external consultants with appropriate expertise for the research project.

In the budget of your proposal, you may include any type of staff costs essential to the needs of the proposed project, including secondment/”friköp”), Research Fellows, PostDocs, PhD students, Research Engineers, etc.

Clearly motivate each staff cost.



## **OTHER FUNDING**

Under the heading "Other funding" on the forms, it is mandatory to include information on all awarded grants and submitted proposals that overlap with or complement the current proposal.

For career proposals and specifications to prolong a career grant, it is also mandatory to include information on all awarded grants and submitted proposals that include funding of the applicant.

Note that the terms for SNSA grants have general rules concerning grant decisions based on false or incomplete information on other funding sources.

## **AFTER SUBMISSION**

Applications are assessed by an advisory committee of SNSA, often supplemented by external expert reviewers and programmatic constraints from SNSA.

### **Additional information**

In case new information becomes available after the proposal deadline, applicants may inform SNSA (in English) to allow the new information to be taken into account. For example, information on new schedules for space missions or allocation of telescope time (please include proof) can be conveyed in this way. Please note that applicants are not allowed to use this avenue to improve their proposals with information that should reasonably have been available at the deadline.

### **Decisions**

In general, calls with deadlines in March-April are assessed by the Science Advisory Committee at its meeting in May-June. SNSA grant decisions may follow soon afterwards or may come later in the calendar year.

For calls with deadline in April or later, the final recommendation by the advisory structure can be expected in November-December, usually followed by an SNSA decision or announcement within a few days. Special schedules may apply for individual calls.

In some years, formal rules related to limits on commitments for future years (*bemyndiganderam*) may force the formal grant decision to be postponed to early January.

Applicants can expect feed-back on their proposals after the grant decision.

## GRANTS

### Type and extent of support

The research grants provide traditional research support, with funding at the disposal of a university entity or research institute (*medelsförvaltare*), in accordance with standard terms (*generella villkor*) of SNSA. The funding for a calendar year is normally provided as monthly instalments. Individual grants are normally limited to a maximum of 3-4 years, but SNSA can make longer-term commitments when appropriate.

### Publication of results, data policy and open access

SNSA adheres to the basic principle that results and data stemming from publically funded research must be made available on-line to other researchers and the general public free of charge without unnecessary time delay. The objectives are to ensure that other scientists will be able to use data in future for other projects and to bring more scientific value of investments as an evident part of the knowledge society.

#### Publication of results

Researchers supported, partly or fully, from research grants from SNSA shall make all reasonable efforts to make sure the results are published in esteemed international journals. The publications must acknowledge support from the Swedish National Space Agency (SNSA). Results of original research must be made freely available online for reading and down-loading within 6 months from original publication. A copy of publications with associated metadata standards must be placed in a repository within 6 months from original publication.

#### Data Policy

A data management plan is required for projects where new raw data collection constitutes a major component, and it must be outlined in the proposal.

### Reporting

Grant holders must report in accordance with terms of the grant, which usually involves the following:

- Financial Report (ekonomisk återrapportering), both yearly and finally.
- Final Activity Report (*slutlig verksamhetsrapportering*) at the end of the project.

## STAY INFORMED

In order to receive timely information from SNSA on future calls and other relevant information, please register for our Newsletter for Researchers at:

<https://www.rymdstyrelsen.se/om-rymdstyrelsen/nyhetsbrev/>

## CONTACTS

In case of questions, please get in touch as follows:

- For technical questions on the **Prisma** application system, use contact in the menu at:
  - English: <https://prismasupport.research.se/user-manual.html>
  - Swedish: <https://prismasupport.research.se/>
- General questions on **SNSA calls** for research: [Per.Magnusson@snsa.se](mailto:Per.Magnusson@snsa.se)
- Questions on the **individual call**: See specific instructions for the call.