

Information for Decision on Research-Funding Applications

An internal decision must be made on the submission of a research application to the funding body. The Head of School or the Vice-Chancellor makes this decision after the application has been presented to the Advisory Council to the Vice-Chancellor (RL) or the Advisory Council to the School (IL). As the main researcher, you need to support your application by completing this form, which you then submit for a decision.

Prepare Your Application

As the main applicant (project manager), you must fill in this form (Steps 1-2 in the above tabs).

In the form, you need to upload the application budget as well as an internal financial calculation. Please also attach other parts of the application to the extent they are complete. The information/documents you submit using this form are registered automatically in the diariet. The other parts of the application you yourself must register at a later date.

The deadline for submission of the form is usually seven days before the next upcoming meeting. See future meeting times in BeHDa .

As things stand right now, you must complete the form in one sitting (that is to say, you cannot save sections and return to the form later to work on it further). Therefore, we suggest you do the following before you begin filling out the form:

1. Print out a copy of the form in advance so that you can prepare your answers at your own pace: [Electronic Form: Information for Decision on Research-Funding Applications \(pdf\)](#)
2. Prepare the documents to be included with the application: the application budget and the internal financial calculation.

You work on the financial documents with the Financial Officer for your school. More information can be found on the Research Support webpage on the staff website: [Financial Aspects and Audits - Research Projects](#).

Contacts

If you have questions about the process – Monika Matevska Stier, mmv@du.se

If you have questions about the digital application – Ellinor Säfström, esf@du.se

If you have questions about a meeting and administration, please contact the Senior Administrator of your school or the Secretary to the Vice-Chancellor.

Secretary to the Vice-Chancellor: Kerstin Göras - kgo@du.se

Senior Administrators

School of Health and Welfare, Sarah Winther - swn@du.se

School of Teacher Education, Sara Tjernström - stt@du.se

School of Culture and Society, Anna Tunell Bäck - atu@du.se

School of Information and Engineering, Annette Lenne - ale@du.se

School of Language, Literatures and Learning, Agneta Hybinette - ahy@du.se

Funding body

Funding body: *

Programme/Call for proposals: *

Final date for application: *

Approximate time for decision by the funding body:

About the Project

Project title and acronym (Sw):

Project title and acronym (Eng):

Short description of the proposed application (abstract): *

Financial Information

Amount applied for, DU (SEK): *

Total amount of application, all parties, according to budget (SEK):

Will Dalarna University be required to co-finance the project: *

Financial officer: *

Estimated project duration (number of months/years): *

Project Participants

Main applicant organisation: *

Project manager: *

Email: *

esf@du.se

School: *

Formal project manager (e.g., Vice-Chancellor or Head of School), if required by the funding body:

Names of any other participants (universities, businesses, organisations, local councils, regions, etc.)

Ethical Review, Personal Data and Data Processing (etc.) upon Decision To Grant Funding

Does the project require a research ethics review? *

For more information, see [Etikprövningsmyndigheten](#) and [Forskningsetiska nämnden \(FEN\) - Högskolan Dalarna \(du.se\)](#)

Will the funding body require a data-processing plan? *

For information and advice, contact somebody who works with the University's research data support: forskningsdata@du.se and see the University's webpage [Research Data - Support and Guidance](#)

Will personal data/data be processed during the project? *

For information and assistance, see [the Swedish Ethical Review Authority](#) or contact the University's Data Protection Officer, dataskydd@du.se. See also [university information about the processing of personal data and data protection on the staff website](#).

Will the funding body require another agreement if the application is granted (for example, confidentiality agreement, consortium agreement) when the primary agreement is entered into? *

If you have any legal questions/questions about the contract, contact our Senior Legal Advisor: hogskolejurist@du.se

Appendices

Budget and Internal Financial Calculation

Upload the internal financial calculation that you prepared with your Financial Officer: *

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Other Documents

Consider the following:

- o The documents that you do not submit here must be registered in the diariet at a later date: email them to the Senior Administrator for your school or to registrator@du.se .
- o If you make changes to the application after an internal decision on submission, you must register the final version right away. If minor changes are made to the budget or the internal financial calculation, they must first be approved by the Head of School.

Upload all parts of the application for Dalarna University (the parts that the funding body requires: for example, the project description, the budget, CVs, certificates):

If the application is not uploaded, state the reasons for this:

Internal Decision on Submission of Application

The Vice-Chancellor or Head of School decides on the submission of the application to the funding body after its presentation at the Advisory Council to the Vice-Chancellor (RL) or the Advisory Council to the School (IL).

The Vice-Chancellor decides on the submission when

- the University/Vice-Chancellor is the main applicant (as required by the funding body).
- the application requires co-financing from the University in excess of SEK 500 000.

The Head of School presents the application to the Advisory Council to the Vice-Chancellor (RL). If necessary, the project manager will assist the Head of School with the presentation.

The Head of School decides on the submission when

- the researcher/project manager is the main applicant (according to requirements set by the funding body).
- the application requires co-financing from the University to a maximum of 500 000 SEK.

The Deputy Head of School (proprefekt) presents the application at the respective Advisory Council to the School (IL). If necessary, the project manager assists the Deputy Head of School with the presentation.

Who makes the decision on the submission of the application to the funding body (according to on the previously mentioned criteria)? *

What happens after submission of the form?

After you have filled out the form, uploaded any attachments, and submitted everything, the process is as follows:

- A pdf file of the submitted form is automatically downloaded to your computer (Your copy / Din kopia).
- The supporting documents, including attached documents, are registered automatically and a reference number is emailed to you in return.
Via BeHDa, everything also goes directly to those making the decision, those presenting the application, and the Senior Administrators of the respective school.
- You will be contacted by the Vice-Chancellor's Secretary or the Senior Administrator of your school to book a time for a meeting at the Advisory Council to the Vice-Chancellor (RL) or the Advisory Council to the School (IL)