AGFond

GUIDELINES FOR THE RESEARCH GRANTS APPLICATION

PRESENTATION OF THE APPLICATION

The application must be presented **in max 1 pdf file** that includes the application, CV, research plan, budget and a scientific report if re-applying.

NOTE! Only one form in English is now available. Feel free to complete it in Swedish if it feels easier.

The file shall be sent to secretariat@agfond.se **no later than October 1**. The Office will check that everything is in order and sends an acknowledgement of receipt with a reference number as soon as it is done.

The file can be too big and may not be accepted by the mailbox. Please, do not hesitate to contact the secretariat in order to get a confirmation that the application was received but not yet registered.

1. THE MAIN APPLICANT AND STAFF

    a) Contact information and related data

        Only one applicant will be listed per project. This applicant will be responsible for the scientific, as well as the financial reporting to the foundations of the granted fund.

        The complete information regarding the working address, that is to say, mailing address, phone number, incl. mobile phone number and e-mail address will be filled in.

        The site's complete mailing address, phone number, incl. mobile phone number and e-mail address. Personal details will be completely filled in as well.

        Title (such as Associate Professor) shall be followed by the date it was initiated.

    b) Staff

        Is the staff including more than two employees, please report the two most important key persons. Other employees may be mentioned under the heading "summary of the project".

2. PROJECT TITLE

The length of the title shall not exceed two lines.

3. TYPE OF PROJECT

(a-b) If the application regards a continued project funding, please report the previously attributed reference number (FB XX-XXX) and previous awarded amount.

4. BUDGET

Searched term, i.e. the coming year

    a) Staff costs (incl. lkp) for the period applied.

    b) Operating costs for the period applied.

    c) Total staff and operation expenses for the applied period (the total cost amount of the project will be specified here). Cost for the next period, if the project is carried out after the first year will also be specified

        ▪ In order to assess the financial position of the project, please also add the following period's cost.

        ▪ When applying for grants regarding projects that are expected to last more than one year, the cost of the following period (s) has to be estimated.

5. SUMMARY OF THE PROJECT

A clear and concise summary of the research programme shall be given within the available space on the page 2 (that is to say approx. half an A4 page)..

The summary shall include specific objectives, work plan, clinical work plan and importance.

6. BUDGET

Cost estimates on page 2 must be completed carefully.

b) Contribution from AG-Fond for the preceding year: if the application concerns a project previously supported by the foundation, please, report the data on the amount previously awarded in the column "previous year".

c) Human resources: the cost of staff salaries cost mark-up shall be included.

d) Operating costs: equipment, material, consumables, etc. will be reported here, specified in groups in order to better assess the records. Entries are rounded to the nearest 100 000. This can be sent as a separate document included in the pdf-file.

7. BUDGET PLAN

A budget plan will be obligatorily attached.

The application shall be accompanied by information on all the grants that the main applicant has received or intends to seek (as principal applicant or co-applicant). This also applies to similar applications to other foundations and research councils, as well as grants from industry, foreign organisations, the Swedish State (ex-LUA-medium), etc.

Is the requested information false or incomplete, the decision regarding the application will be revised.

8. APPENDICES

1. Budget Plan

2. Curriculum Vitae   Should contain a reference and a en publication's list as in Vancouver's format.

3. Progress Report   Max one page

     Mandatory **no later than October 1st** every year as long as the project is supported by the Foundation

     Including the progress report <u>and</u> the publication's list related to these researches.

4. Research programme   Max 5 pages

     Shall include references and should be edited with the Arial-font 12 pts.

No other attachments such as publications are required.

Every appendice will be included in the application file in pdf-format.

9. INFORMATION PRIOR TO THE PAYMENT OF POSSIBLE GRANTED FUNDS

The payment of the research grants (when awarded) will be directly done to the Göteborg University or similar institutes, to a specified department and a cost centre number related to it. Each application will be attributed a reference number by the Foundation's office (FB: XX-XX, for the earlier one, see the Board Decision Letter sent in December last year).

Data on the department, cost centre number, "Postgiro" or "Bankgiro" number are therefore mandatory.

APPLICATIONS THAT ARE NOT COMPLETE WILL NOT BE CONSIDERED.

APPLICATIONS RECEIVED AFTER THE DEAD LINE WILL BE RETURNED.