

## Application guidelines – call for conferences hosted at the Royal Academy of Sciences

### Introduction

In these guidelines you will find information on:

- the required content of different parts of the application,
- how to use the digital platform SBS for writing and submitting your application.

All applications and supporting documentation must be submitted through SBS. Any created, but not submitted, applications will be removed after the submission deadline.

**Please note** that both the applicant and the Head of Department are required to digitally sign the application (using Swedish Bank-ID) before the deadline for the call. By signing the application, the Head of Department verifies that the applicant will be given enough time to plan and host the proposed conference.

### Signing in to SBS

Sign in [here](#). You will reach 'My page', where you can create a new application, review drafts, and see previously submitted applications.

### Previous users

If you have created an account previously, please use the same account now.

- If you already have an account connected to BankID, choose this option to login.
- If your account is not yet connected to BankID, choose the option to log in using your e-mail and password. The system will ask you to fill in some additional information to update the account and link it with BankID. When this is completed, please log out and log in again using the BankID option.

### New users – create an account using Swedish Bank ID

Before you create an account, we request that you review the information about [handling of your personal data](#), and agree to the terms and conditions.

Enter your personal information and contact details. Note that the e-mail address cannot include upper case letters. A confirmation e-mail will be sent to you for verification, use the link in the e-mail message to sign in. When signed in you can choose language settings (English or Swedish) under 'My profile'.

Note that the registration of an application requires that you have a Swedish Bank ID. If you do not have a Bank ID you need to contact us at least two weeks before the deadline to make special arrangements.

### Creating, editing, and submitting an application

An application is created in several steps. You can always 'Exit (save draft)' using the button in the lower right-hand corner to save your information at every step provided that the fields are correctly completed; otherwise, a warning will be displayed. The application will be saved under the tab 'Drafts' on 'My page'.

## Version 2.0

From step 3, it is possible to work with your application in a non-chronological order. Do not use the arrows in your web browser to move between steps; instead, use the 'Previous' / 'Next' buttons in the lower left corner of the grant portal window.

Your application is editable until you actively choose to submit it at the last step.

We recommend writing the application using a word processing program, and thereafter copy and paste the text into the corresponding fields in the system. Note that any text formatting will disappear when pasting your text. If the stated maximum is exceeded, all characters exceeding the maximum will be removed. Therefore, we recommend that you always preview your application before submitting it.

### *Starting the application process*

Click on the drop-down menu and choose the option 'Conferences at the Royal Academy of Science' to start the process and create an application.

### *Step 1 – Grant manager/Principal investigator*

#### **1 A. Grant manager**

Choose from a list of Swedish higher education institutions. For other organizations or institutions, state the organization's corporate number, and click 'Search organization'.

To select department, filter the result by searching for your department, for instance 'Juridiska' or 'Juridicum'.

The reason that we ask for this information, even though no money will be paid, is to ensure that the applicant is employed at a Swedish University.

#### **1 B. Head of Department – contact details**

Upon completion of this application, the Head of department will be requested to co-sign it on behalf of the grant manager. Thereby confirming that the applicant will be given enough time to plan and host the proposed conference.

#### **1 B. Applicant / Principal investigator – contact details**

The contact information you provided when creating your account is displayed here. Some of the information can be updated under the 'My profile' category on 'My page'.

### *Step 2 – Research field*

#### **2 A. Research field**

Select research field.

#### **2 B. Grant category / Call**

Choose 'Network and Infrastructure'.

### *Step 3 – Project summary*

#### **3 A. Project title** (max 255 characters including spaces).

**3 B. Grant period** All applicants should state 'Grant period start' to be '2024-02-01' and 'Grant period end' to be '2025-12-31'.

**3 C. Scientific summary** (1,200–1,500 characters including spaces) of the proposed conference.

**3 D. Popular Web summary** (255 characters including spaces). A brief summary in 2-3 sentences that we will use on our web if the application is funded. This is the only part of the application that must be written in Swedish.

#### *Step 4 – Other financiers*

**4 A. Current research grants.** As we do not expect that there will be co-funding all applicants should leave this blank.

**4 B. Comment** As we do not expect that there will be co-funding all applicants should leave this blank.

#### *Step 5 – Budget*

As KVA will cover the costs of the conference all applicants should leave the budget blank.

**Update!** There seems to be a bug in the system so please fill in '1' in the required fields in order to proceed and submit the application.

#### *Step 6 – Project proposal, CV, publication list and attachments*

**6 A. Project proposal** (maximum 25,000 characters including spaces). The proposal should include the following headlines and sections, including references where appropriate.

- **Scientific description.** Describe the scope and scientific content of the conference.
- **Participants.** The conference should target a wider audience and not be an internal meeting for a small group. Briefly describe how large the scientific field is in Sweden and internationally.
- **Invited Speakers.** Name the proposed speakers and briefly describe why they are relevant to the conference. Please also name a few reserves if the proposed speakers decline.
- **Program.** Describe a preliminary program which indicates which topics and research questions will be discussed by the proposed speakers. It is possible to include both lectures and panel sessions in the program.

Up to two tables, figures or graphs may be provided as pdf attachments. Such attachments need to be references in the text.

**6 B. Curriculum vitae.** Maximum of two pages per person. Please combine the CVs all of project members into a single pdf file.

The following headings should be used for each project member.

- **Previous grant from the foundation (only for the main applicant):** state the title and year for your ongoing or previous grant from us.
- **PhD degree:** state the title of your thesis, the university, and the date for the degree.
- **Position(s):** state the title, university, and year for your current and previous academic positions.
- **Supervision:** state the name and (planned) date of defense for PhD students that you are, or have been, supervising.

- **Scientific publications:** state your five most relevant scientific publications after your thesis (e.g. publications in scientific journals, conference abstracts, book chapters, books).
- **Grants, prizes and positions of trust:** state up to five relevant grants, prizes and positions of trust. The latter refers to e.g. being a member of a decision-making body within the university or in another academic setting.
- **Organizational and administrative merits:** state if you have experience in organizing and/or administrating academic work or activities outside of your own research. Particularly if you have previous experience in organizing seminars, conference or similar. Other types of organizational skills (e.g. course leader) may also be listed.

**6C. Attachments** to the proposal (max four documents). Additional files may be attached if the content cannot be expressed in the proposal. Always refer to the attachment in the proposal. Attached documents should be in PDF format and each document should not exceed 2 MB. Attached documents can be reviewed in step 7 under 'Preview'.

**6 D. Publications** All applicants should leave this section blank.

#### *Step 7 – Preview and submission*

Here you can preview your application before submitting it. Once submitted, the application cannot be changed.

**Save your application as a draft** To save your document as a draft, click 'Exit (save draft)' on the bottom right. The application will be saved under the tab 'Drafts' on 'My page'.

**Request signature** When the application is finished, click on 'Request signature' under the section 'Required signatures'. This generates an e-mail to the Head of Department asking them to co-sign the submission on behalf of the host institution.

**Final submission** You will receive a confirmation e-mail when the Head of Department has co-signed the application and after this you are able to submit the application. The application will not be submitted (or visible) to the foundation before this step is completed.

**Confirmation** After submission you will be redirected to 'My page'. A notification confirming that 'Your application is now submitted' will be displayed, as well as a reference number. We recommend that you note this number and refer to it if you are contacting us about the application.