

## Procedures regarding externally funded research: applications and agreements. Who does what?

Below you will find a table of pre- and post-award procedures regarding externally funded research projects. This document clarifies such procedures and is addressed to Heads of department, Heads of administration, and individual researchers. See also supplementary instructions for other calls at [www.su.se/forskningsstod](http://www.su.se/forskningsstod).

Important points to keep in mind:

- 1) Your Head of department must be informed about all kinds of research project applications.
- 2) Contact the Research Support Office as early as possible. Some procedures might take more than 7 working days (for instance, when different signatures are needed).
- 3) Contact the Research Support Office if you have questions regarding ethical vetting, ethical guidelines, good research ethics, or other research ethics related questions. More information can be found at [Research ethics](#).
- 4) The Research Support Office provides assistance in preparing and reviewing agreements (for instance, consortium agreements) and mediates contact with the university's legal advisors.

The Research Support Office provides, since September 1st 2017, the assistance of an experienced research coordinator whose task is to help researchers in the administration and coordination of larger EU research proposals and ongoing project administration of granted EU-projects coordinated by researchers at SU. Please contact [Maryam Hansson Edalat](#) for more information. For other questions regarding the table below or other funding possibilities, please send an email to [info@fs.su.se](mailto:info@fs.su.se).

Funder	Procedure	Agreements/post-award
EU: Horizon 2020 incl. ERC, "Marie S. Curie" (MSCA), IMI	<i>Application/pre-award</i> ERC-applications (starting, consolidator, advanced): it is possible to get additional support at the Academic Area level during the application phase. More information on that is to be found at <a href="#">routines for ERC applications (in Swedish)</a> .	<i>Agreements/post-award</i> EU-agreements are reviewed with the help of the Research Support Office and are signed, through delegated authority, by the Head of Unit at the Research Support Office. Agreements are only signed with the Head of department's

	<p>Get in contact with the Research Support Office at least <u>three</u> months before the deadline.</p> <p>Inform the Head of department about your plans to apply.</p>	<p>approval and after consultation with one of the Deputy Vice-Chancellors.</p> <p>Grants larger than 5 million SEK need the Vice-Chancellor's approval before the Head of the Research Support Office signs the agreements.</p>
<b>EU: grants co-funded by national funders, such as ERA-Net, Bonus, JPI, etc.</b>	<p>The Research Support Office supports researchers during the application phase.</p> <p>Inform the Head of department about your plans to apply.</p>	<p>Agreements are administered as those funded by national agencies (the Head of department signs them). The Research Support Office helps with the reviewing of agreements before signature.</p>
<b>EU: Interreg</b>	<p>The Research Support Office supports researchers during the application phase. The Head of Unit at the Research Support Office signs pre-award documentation after receiving the Head of department's approval regarding the application.</p>	<p>Agreements are administered as EU's Horizon 2020.</p>
<b>EU: Education programmes incl. Erasmus+</b>		<p>Agreements for projects within education programmes are signed, through delegated authority, by the Head of Unit at the Student Office.</p>
<b>EU, and other funders: "Tender"</b>	<p>The Research Support Office supports researchers during the application phase.</p> <p>Inform the Head of department about your plans to apply.</p>	<p>Agreements are administered the same way as other external assignments, at the corresponding Academic Area office.</p> <p>Assignment agreements surpassing 500 thousand SEK are to be signed by the Vice-Chancellor.</p>
<b>United Kingdom: Research Councils UK (RCUK)</b>	<p>Applications to RCUK are centrally administered and submitted via the Research Support Office. Contact the Research Support Office <u>long before deadline!</u></p> <p>Inform the Head of department about your plans to apply.</p>	
<b>USA's Federal Funding</b>	<p>The Head of department must approve the application.</p> <p>Applications to American Federal Funding are centrally administered and submitted via the Research Support Office. Contact the Research Support Office <u>long before deadline!</u></p>	<p>Agreements are reviewed with the help of the Research Support Office and are signed, through delegated authority, by the Head of Unit at the Research Support Office.</p>
<b>Scandinavia/Nordic countries: NordForsk</b>	<p>The Research Support Office supports researchers during the application phase.</p> <p>Inform the Head of department about your plans to apply.</p> <p>If required in the call's text, the Head of Unit at the Research Support Office signs pre-award documentation after receiving the Head of department's approval regarding the application.</p>	<p>Agreements are reviewed with the help of the Research Support Office.</p>

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**Swedish Research Councils/Funders**

The Head of department must approve the application.

Grant agreements larger than 5 million SEK must be approved by the Vice-Chancellor. Other grant agreements are signed by the Head of department. *NB! Procedures regarding threshold amounts are also applicable for grants submitted through Prisma. The Head of department should not sign a grant agreement through Prisma before it has been approved by the Vice-Chancellor (documentation to the Vice-Chancellor is administered by the Faculty Board Offices)!*

**Wallenberg Foundations**

Some calls require a previous internal selection process by the university. For now these concern applications to KAW, MMW, MAW and BWS (only “larger projects”). A support letter from the Vice-Chancellor is an obligatory requirement in the cases above and should be added to the e-application. A time line (with instructions and deadlines regarding the internal selection process) is sent to the Head of departments and published at [su.se/wallenbergstiftelserna](http://su.se/wallenbergstiftelserna) when calls are announced.

Procedures regarding threshold amounts are applicable here as in the case of other Swedish Research Councils. Grant agreements regarding these larger projects are administered by the Academic Area Offices.