

# Instructions

In order to apply for funds from the Agria and SKK Research Fund, you submit your application electronically. Register as a new user and follow the instructions. Welcome with your application!

## Registration as a new user

To use the system, you must be registered as a user. Click on the "New user" heading. Enter your own e-mail address when registering. It is then used as a user name when logging in. A password is generated automatically during registration. It will be sent to the e-mail address you provided.

## Forgotten password

If you have forgotten your password, you can choose to have it sent to your registered e-mail address. If you have forgotten or changed your e-mail address, please contact the Agria and SKK Research Fund.

## General information about the system

The application system consists of several tabs. Don't use the "Back" button in your browser to navigate the system. Use only the system's own buttons, for example, "Back" or "Cancel". All data entered is automatically stored in the database as soon as the user exits a tab. It is therefore not necessary to specifically save the data, except where the "Create" option is available. The different parts of the application may be entered in any order. Brief instructions are often included above the input field.

## Personal details

When an applicant logs in for the first time, his or her address and personal details must be added by clicking on "Edit personal details".

## Home page

The home page, "Home", contains an option to add or change personal details and create a new application. It is important to choose the right type of application when a new application is created: "New research grant" or "Ongoing project". Otherwise, there is a risk that it may not be possible for the application to be considered. Then select "Create" and "Continue".

The application created and its reference number appear automatically on the home page. The application is opened by clicking on the reference number in the list. Then select "Edit". Page 1 of a total of 8 will then appear if it is a new application. If it is an extension from the previous year, you will be taken to page 1 of a total of 5. The different parts of the application may be entered in any order. Brief instructions are often included above the input fields. On every page there is a "Back" button to return to the home page.

## Submit the application

When the application is complete, it is sent to the Agria and SKK Research Fund by clicking on "Submit" on the page for the application. A check is carried out to ensure that all obligatory information has been filled in. Please note that almost all information in the form is obligatory. Once the application has been submitted, the "Submit" link on the main page of the application will disappear. However, until the deadline it is possible to enter and change an application after it has been submitted using the "Withdraw" link. If changes are made, the "Submit" link appears again and the application must be resubmitted. The last version of the application submitted when the application period has ended is the only version available to the Agria and SKK Research Fund. If the applicant wishes to make any

change in an application, it must not be removed and replaced by a new application. The original application must instead be opened and revised.

**Please note that no documents must be sent by post to the fund.**

## **Read or print the full application**

The application can always be printed by clicking on "Print" on the main page. The full application will then appear in a new window. The document can be read on the screen or printed.

## **Design of a final scientific report**

After the project has been completed, both a financial and a scientific final report for research grants must be submitted to the Research Fund. The financial report must be submitted no more than six months after completion of the project and the scientific report must be submitted no more than 12 months after the end of the project, in accordance with the project contract. The final report is added as a PDF in the application system. The same log-in as in the request is used. The final report may be in the form of a publication in a scientific journal, otherwise the following applies: The final report may be a maximum of 10 pages long. The report is written in Swedish or English, but Danish and Norwegian are also accepted.

The following headings must be included in the final report:

- Project title and project number
- Report author
- Popular scientific summary
- Introduction, background, purpose and questions
- Materials and methods
- Results
- Discussion including conclusions and practical benefits
- Publications

Provide links to current publications or to other popular scientific reports written as part of the project. Also provide links to web pages that describe the project. If only publications in paper format are available, these must be submitted if the Research Fund so requests.

**NOTE! Final reports will be published on the Fund's website after they have been published scientifically. The results of the activities carried out within the framework of the agreement between the scientist in charge and the Fund must be published through so-called *Open Access*, unless there are specific reasons why that should not be the case.**