



Sveriges lantbruksuniversitet  
Swedish University of Agricultural Sciences

SLU Artdatabanken

# Application for research funding from the Swedish Taxonomy Initiative

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Instructions for filling in the form can be found at the end of the document

## 1. Contact information

### Administrating organisation

Name of organisation

Department and address

Corporate identity number

Name, responsible manager

Telephone number, responsible manager

Email address, responsible manager

### Project leader

Name, project leader

Telephone number, project leader

Email address, project leader

## 2. Basic information about the project

### The application relates to

Doctoral student

Postdoc

Researcher

Guest researcher

Project

**Project title, Swedish**

**Project title, English**

**Project starting year**

**Project ending year**

**Abstract (Swedish)**

## Abstract (English)

### 3. Budget

Person	Project role	Name	Percentage of full-time
1.			
2.			
3.			
4.			
5.			
6.			

**Salary costs, including social security contributions (SEK)**

Person	Year 1	Year 2	Year 3	Year 4	Total
1.					
2.					
3.					
4.					
5.					
6.					
sum.					

**Other costs (SEK)**

Premises costs	Year 1	Year 2	Year 3	Year 4	Total
Total					

Operating costs	Year 1	Year 2	Year 3	Year 4	Total
<b>Total</b>					

Equipment depreciation*	Year 1	Year 2	Year 3	Year 4	Total
<b>Total</b>					

**\*Overview of available or other basic equipment that can be used**

## Total budget (SEK)

Specified costs	Year 1	Year 2	Year 3	Year 4	Total	Other cost that is co-financed (SEK)
1. Salaries, incl. social security contributions						
2. Operating costs						
3. Equipment depreciation						
4. Premises costs						
5. <i>Subtotal</i>						
6. Indirect costs						
7. <i>Total cost of the project</i>						

## 4. Summary of funding applied for

Year 1 (SEK)	Year 2 (SEK)	Year 3 (SEK)	Year 4 (SEK)	Total

Approved funding is disbursed to plusgiro/bankgiro

**Justification and explanation of the funding applied for**

**Overhead**

Premises costs account for                      % of SEK

Basis for calculation:      Salaries              Operating costs              Other

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Indirect costs account for                      % of SEK

Basis for calculation:      Salaries              Operating costs              Other

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**If the alternative "Other" has been selected, please specify**

## 5. Funding from SLU Swedish Species Information Centre or other funders/financiers

During the project period applied for, the project leader will possess funding from the Swedish Taxonomy Initiative or SLU Swedish Species Information Centre. If yes, please specify below.

Yes      No

During the project period applied for, the project leader will possess funding from another Nordic taxonomy initiative. If yes, please specify below.

Yes      No

The project leader is seeking funding for the same project from another/other funders/financiers.

Yes      No

**Description**

## 6. Previous research funding from the Swedish Taxonomy Initiative

The project leader has previously received research funding from the Swedish Taxonomy Initiative. If yes, please specify below.

Yes      No

**Description**

## 7. List of appendices

1. Project plan in English (see specific instructions).
2. CV for project leaders and other project members (see specific instructions and CV template).
3. List of known taxa that will be processed. Indicate their occurrence in Sweden/the Nordic region.
4. Estimation of full costs, following the SUHF accounting model or equivalent.
5. Letter from the administrating organisation signed by the responsible manager, certifying that if the project is approved the project leader will be employed by the administrating organisation when the funding period starts.
6. Certificate from any co-financing sources and partners confirming that they will contribute according to the application.
7. Approval from an ethical committee on animal testing, or an application for such approval (if the proposed project involves experiments on vertebrates).

## 8. Signature

**Signature, responsible manager for administrating org.**

**Name in block letters**

**Place and date**

## 9. Application form instructions

### 1. Contact information

The information of the administrating organisation is specified here: the name of the applicant organisation/institution, corporate identity number, address, postal address. Also the name, e-mail, and phone number of the responsible manager. Enter the name, e-mail, and phone number of the project leader.

The administrating organisation is responsible for the management of the funding received, implementation, reporting and accounting. The project leader is scientifically responsible for the content of the project.

The principal investigator of the research is designated as the project leader. For the type of project where the primary performer cannot be specified (e.g., for doctoral fellowships or open postdoctoral positions), the responsible researcher/intended supervisor is indicated as the project leader.

### 2. Basic information about the project

Please indicate to what the application relates by ticking the respective box. Where relevant, more than one box may be ticked. The position must be confirmed in a mandatory cover letter signed by the head of department or equivalent (Appendix 5).

Funding is normally not approved for the supervision of doctoral students, creation of the applicant's own databases, or studies of the ecology, behaviour, population trends or detailed distribution of species.

Fill in the project title, in Swedish and English, (max 200 characters, incl. spaces) and intended project period (start year and end year). The project period normally starts on the 1st of January the year following the decision to grant the application.

Write a summary, in Swedish and English, containing the following parts (max 1500 characters, incl. spaces).

- What is to be done — the purpose and objectives of the project
- How the project will be implemented — organisation, timetable and scientific method
- Relevance — why the planned project is important

### 3. Budget

The totals are normally quoted in SEK, excluding VAT. All costs must be specified. This includes indirect costs, premises costs and any costs associated with publication. A detailed full cost estimate of costs must be attached – for universities and colleges the SUHF accounting model is used. A justification for, and explanation of, the funding applied for is to be provided under the designated heading (maximum 2,000 characters).

All personnel involved in the project must be included; i.e., the project leader, any other researchers, and other personnel (e.g., pensioners or any non-profit workers). In the summary table field "Other costs", it should be indicated whether the project has funding from another source, i.e., funding not applied for from the Swedish Taxonomy Initiative but which are relevant to the implementation of the project.

Equipment purchased for the project may be entered as a write-off cost, provided that the equipment has a minimum of three years of useful life. Only the portion of the write-off costs that corresponds to the equipment's usage in the project to which the application relates may be included. Equipment financed entirely by other means is described under its own heading.

### 4. Summary of funding applied for

The amounts indicated by the applicant in Part 4 are entered

here. Please also indicate payment details, in the event that the funding is granted.

The maximum amount is to apply for is SEK 3 500 000.

### 5. Funding from SLU Swedish Species Information Centre or other funders/financiers

If the project leader possesses funding from SLU Swedish Species Information Centre for other projects or assignments during the project period applied for, this must be indicated by an "X" (Y/N). The same applies if funds are possessed from another Nordic Taxonomy Initiative. If yes, please describe in the free text field how the projects relate to each other, along with project titles, amounts applied for, funding body, and percentage of working time.

If applications similar to the one submitted to SLU Swedish Species Information Centre is granted, the Swedish Taxonomy Initiative's Research Office should be contacted immediately via [ansokan.artprojekt@slu.se](mailto:ansokan.artprojekt@slu.se).

### 6. Previous research funding from the Swedish Taxonomy Initiative

If the project leader has previously received research funding from the Swedish Taxonomy Initiative, this must be indicated by an "X" (Y/N). If yes, specify in the description the name and project period of the previous projects and the three most important results of the projects (e.g., newly described species, new knowledge of distribution, publications, doctoral thesis, etc.).

### 7. List of appendices

Bilaga 1-5 är obligatoriska. Bilaga 6-7 är obligatoriska om de är aktuella. Inskickat material återsänds ej.

### 8. Signature

Applications are to be submitted following the instructions and using the online form that can be reached via the SLU Swedish Species Information Centre website ([Funding for taxonomic research](#))

The application form must be signed by the administrating organisation (responsible manager) and uploaded via the online form. All attachments must have been merged into a pdf when they are uploaded.

Signing can be done either electronically via <https://edusign.sunet.se/> or by hand on paper.

In the case of electronic signing, persons employed in the higher education sector already have an account linked to eduSign. Select your higher education institution on the first page and follow the steps. If you are not employed in the higher education sector, you first need to create an eduID, which can be done at <https://eduid.se/>. To log in to eduSign, search for eduID Sweden in the list of higher education institutions.

When signing on paper, the original application, complete with all appendices, must also be sent by mail to the address below:

SLU Artdatabanken  
Svenska artprojektets forskningskansli  
Box 7007  
750 07 Uppsala

## 10. Instructions for the project plan (appendix 1)

The project plan should consist of a brief but complete description of the mission of the project. It should cover a maximum of 10 page-numbered A4 pages in Arial, font size 11, single line spacing and 2.5 cm margins, references and any images included.

Foreign experts may participate in the scientific assessment of the applications. Therefore, in order to ensure that the assessment is carried out in a fair and efficient manner, we ask you to formulate your application in English.

The project plan must include the following headings and information in the following order:

### 1. Purpose and aims

Outline the purpose and specific objectives of the project.

### 2. State of knowledge

Briefly summarise the current state of knowledge within the field to which the project pertains.

### 3. Significance and relevance

Briefly describe how the project relates to previous research or activities within the focal area, and the impact on the development of knowledge that the project may have in the short and long term.

Briefly describe how the project relates to the [goals](#) of the Swedish Taxonomy Initiative. Emphasise especially how the results may benefit the mapping of Swedish multicellular flora, fungi and fauna. Clearly justify which aspect of the selected group of organisms is less known.

Identify and describe target groups to which the project is directed, and justify why these have been chosen. The manner in which the project is communicated to these groups is set out in the time and communication plan (see heading 1.5).

### 4. Preliminary and previous results

Describe previous studies in the field that justify the project being feasible to carry out. If no preliminary results are available, this should be indicated. Also indicate here whether the project builds on research or activities that were previously awarded funding from the Swedish Taxonomy Initiative.

### 5. Project description

Describe the structure of the project in the following parts:

#### Theory and methodology

Underlying theory of the project and the methods that will be applied to achieve the goals that have been set.

#### Project organisation

Describe how the project's implementation and management are organised, as well as the tasks and responsibilities of the project leader and all employees in the project. Describe how the skills and roles of the persons involved interact, and justify how they contribute to fulfilling the purpose of the project.

#### Management plan and plan for communication

Describe the implementation of the project on an annual basis (maximum 400 words per year). If the project is granted funding, the plan will be followed up in connection with the annual accounting of the project.

Specify when the different parts of the project are intended to begin and conclude, and when results are expected to be achieved. The plan should provide an overall picture of all activities.

The implementation plan must clearly indicate the intended communication activities: scientific and popular science publishing, implementation/participation in meetings, conferences, and other activities where the project's research and results are communicated. Specify which stakeholders and target groups the planned actions are aimed at.

#### Risk assessment

Describe critical parts of the project and how these could affect the feasibility of the project, e.g., delays to the project. Specify the measures planned to address these situations.

### 6. Data management and access plan

Describe what data the project will generate, how it will be stored, and when and how it will be made available.

A short data management plan should be presented, based on the requirements for deliverables and terms of the agreement upon its conclusion (see §7 and §10). Unless otherwise specified, the data management must comply with international standards for biodiversity data; see, inter alia, "Strategies and guidelines for scholarly publishing of biodiversity data (<https://riojournal.com/articles...>)

Popular science data should also be addressed and presented in the plan.

### 7. Taxonomic training

Describe how the project will contribute to rejuvenation in the research field of taxonomy and systematics.

### 8. National and international collaborations

Describe the national and international networks of which you and the project team are a part, and how the project interacts with other researchers or other activities.

### 9. Other applications or funding

Describe any past or other ongoing projects relevant to the project for which you are applying for funding. Describe possible synergies with other projects or actors. Carefully describe how your project is intended to interact with ongoing or planned research or inventory projects in Sweden or in the neighbouring Nordic countries (e.g., within the Norwegian Taxonomy Initiative).

If similar applications to the one submitted to the SLU Swedish Species Information Centre are approved, this must be promptly reported to the Research Office via [ansokan.artprojekt@slu.se](mailto:ansokan.artprojekt@slu.se).

## 11. CV instructions (appendix 2)

The CVs of the project leader and other project participants may not exceed 4 pages per person. Please note that the CV for all project participants must be attached. Use the designated CV template.

Each CV should include details of degrees, present and previous positions, and a record of supervised doctoral and master's students. List up to ten of your most recent publications and, of these, highlight the five most relevant to the project. Scientific (peer-review) and popular science publications are reported under different headings.

State earlier projects (led by either the project leader and/or the administrative organisation) that have been funded by the Swedish Taxonomy Initiative. Specify the project title, funding period (years) and total sum of the funding granted.