

## Checklist for Application for External Research Funding at Dalarna University

This general checklist is to assist Project Leaders (Researchers) at Dalarna University who are applying for external research funding. The completed checklist must be included in the documentation on which to base the decision (underlag inför beslut) and also be provided to the person presenting the application at the decision-making meeting (föredragande).

<b>CONSOLIDATION</b>		
Prior to submission to the funding body:		
1. Have you discussed the application with your Faculty Director (avdelningschef), Head of Subject (ämnesansvarig) or equivalent?	Yes	No
<b>QUALITY ASSURANCE</b>		
Prior to submission to the funding body:		
2. Has the <u>scientific quality</u> been ensured? Have the <u>assessment criteria</u> of the funding body been met? Describe in brief how this was done. (research seminar with peers, reading groups, external review, etc.)	Yes	No
3. Does the application meet the <u>formal requirements</u> of the call?	Yes	No
4. Is proofreading or translation into English required?  <i>Where required, contact <a href="mailto:sprakgranskning@du.se">sprakgranskning@du.se</a> Provide an "objektnummer" and a deadline.</i>	Yes	No
5. Does the funding body require further documentation in the application phase – such as certification, letter or similar from the University? <i>If yes, inform the Secretary to the Vice-Chancellor as soon as possible - <a href="mailto:rektorssekreterare@du.se">rektorssekreterare@du.se</a> - and include a proposed text.</i>	Yes	No
6. In conjunction with the primary agreement, will a <u>supplementary agreement</u> be required if the application is approved (confidentiality agreement, consortium agreement or similar)? <i>With questions regarding legalities, contact contact DU's lawyer: <a href="mailto:lgl@du.se">lgl@du.se</a></i>	Yes	No
7. Will the project require a <u>research ethics review</u> ?	Yes	No
8. Will personal information about individuals be included/used in the project?  <i>For information and advice, contact the University's Data Protection Officer (Dataskyddsbud): <a href="mailto:dataskydd@du.se">dataskydd@du.se</a></i>	Yes	No
9. Does the funding body require a data processing plan for the project when it is approved?	Yes	No
10. Has a budget been drawn up and a financial calculation made by a university Financial Officer in collaboration with you, the Researcher/Project Leader?	Yes	No
11. Has Open Access (OA) costs been budgeted for, so-called <i>Article Processing Charges</i> , in the application?  <i>Nowadays, many research funding bodies require Open Access Publishing of research results and also reimburse any OA costs. Information about funding bodies with OA requirements can be found on the website of the Kungliga Biblioteket: <a href="http://www.kb.se/openaccess/intro/Forskningsfinansiarer/">www.kb.se/openaccess/intro/Forskningsfinansiarer/</a></i>  <i>For more information and advice, see the Dalarna University Library website (under Services for Researchers – <u>Open Access</u>).</i>	Yes	No
12. Will co-financing be required from Dalarna University?	Yes	No
13. Have you completed the form entitled <i>Overview: Before Decision on External Research Funding Application</i> ?	Yes	No

<b>APPROVAL</b>		
<b>Prior to submission to the funding body:</b>		
14. Have you received approval from the Director of Research and the Head of School?	Yes	No
<b>INTERNAL DECISION</b>		
<b>Prior to submission to the funding body:</b>		
<i>For information about whether it is the Vice-Chancellor or the Head of School who decides on the submission of the application to the funding body, see <a href="#">Framework and Principles</a> in the principal document <i>Applications for External Research Funding at Dalarna University</i>.</i>		
15. Have you booked time for a presentation of the application at a decision-making meeting?	Yes	No
<p>a) <u>If it is the Vice-Chancellor who will decide on the submission to the funding body, you must do the following:</u></p> <ul style="list-style-type: none"> <li>• Notify the Secretary to the Vice-Chancellor of the application and book time with the Secretary to present the application well in advance of the deadline for application submission to the funding body: email <a href="mailto:rektorssekreterare@du.se">rektorssekreterare@du.se</a></li> <li>• Include the following documents: <ul style="list-style-type: none"> <li>- A complete, approved application (all components required by the funding body, incl. budget and internal financial calculation),</li> <li>- <i>Overview: Before Decision on Submission of External Research Funding Application</i>,</li> <li>- a completed <i>Checklist for Application for External Research Funding at Dalarna University</i>.</li> </ul> </li> <li>• <u>If it is the Head of School who is to decide on the submission to the funding body, you must do the following:</u></li> <li>• <i>The Project Leader (alt. Director of Research)</i> presents the application well in advance of the submission of the application to the funding body.</li> <li>• Documentation required for a decision: <ul style="list-style-type: none"> <li>- A complete, approved application (all components required by the funding body, incl. budget and internal financial calculation),</li> <li>- <i>Overview: Before Decision on Submission of External Research Funding Application</i>,</li> <li>- a completed <i>Checklist for Application for External Research Funding at Dalarna University</i>.</li> </ul> </li> </ul>		
<b>SUBMISSION TO THE FUNDING BODY</b>		
16. After an internal decision has been made, you as the Researcher/Project Leader in charge must send the complete application to the funding body ahead of the deadline for applications and in accordance with the instructions of the funding body.		
<b>REGISTRATION/FILING OF APPLICATION DOCUMENTS</b>		
<b>After internal approval at DU and submission to the funding body:</b>		
17. As Project Leader/Researcher, you are responsible for ensuring that all documents related to the application are registered/filed swiftly after any internal decision and submission to the funding body.		
Documentation is to be e-mailed to the Registrar: <a href="mailto:hdiarium@du.se">hdiarium@du.se</a> . You need to provide the file number ( <i>Diarienummer</i> ).		
<b>DECISION FROM THE FUNDING BODY</b>		
18. As Project Leader/Researcher, you are responsible for informing the Director of Research, the Head of School, the Faculty Director, the Financial Officer and the Pro-Vice-Chancellor about the decision from the funding body (regardless of outcome).		
19. The decision must be registered and filed and must be given a file number ( <i>diarienummer</i> ) (in accordance with the above).		
20. <u>Consider the following when the project is granted:</u>		
<ul style="list-style-type: none"> <li>• Contact the Marketing and Communication Office (Kommunikationsavdelningen) to market and make public.</li> <li>• Report any use/inclusion of personal information to the University's Data Protection Officer: <a href="mailto:dataskydd@du.se">dataskydd@du.se</a>.</li> <li>• With questions related to processing, storage, archiving and/or publishing of research data, contact: <a href="mailto:forskningsdata@du.se">forskningsdata@du.se</a></li> <li>• Register/file on an ongoing basis all documentation in the project – for example: <ul style="list-style-type: none"> <li>- Signed agreement (the original) with the funding body,</li> <li>- Agreements (if they exist) with the project partners,</li> <li>- Application and decision (if they exist) related to research ethics review,</li> <li>- Project report (both scientific and financial),</li> <li>- Documentation related to financing and follow-up, auditing, etc.</li> <li>- Important communication/correspondence with the funding body, coordinator and project partners,</li> <li>- Contractual changes, budget adjustments, etc.</li> </ul> </li> </ul>		