

# EKHAGASTIFTELSEN

## Guide to Ekhagastiftelsens application system

Ekhagastiftelsens web-based application system is called Apply.

You access the application system at <https://apply.se/ekhagastiftelsen>.

In order to send in an application you have to create an account in Apply and log in to the application system.

### Create account and log in

There are two ways of creating an account and logging in to Apply:

- with email address and password,
- with BankID (requires that you have a Swedish BankID).

It is not possible to use both login methods for one account. If you have created an account with BankID, you cannot log in with email address.

Click here to create an account with BankID or email address.

If you have lost your password you can request a new password here.

When you have created an account and the email address has been verified you can log in to the system.

When you have logged in you will see a list with your applications.

The screenshot shows the 'My applications' page on the Apply website. At the top right, there are links for 'Change language' and 'Log out'. Below the navigation bar is a 'Create application' button. The main content is a table titled 'My applications' with columns: Number, Type, Changed, Status, Deadline, and Action. The table contains two rows of application data. Callouts point to various elements: 'Our number of your application when submitted' points to the 'Number' column; 'Delete application' points to the trash icon in the 'Action' column; 'Continue editing the application' points to the pencil icon; and 'Show submitted application' points to the document icon.

Number	Type	Changed	Status	Deadline	Action
2024	Ansökan om anslag / Application for grants	6 hours ago	Draft	21 May 2024 08:00	[Trash] [Pencil]
2024-0001	Ansökan om anslag / Application for grants	3 days ago	Registered	21 May 2024 08:00	[Trash] [Pencil] [Document]

### Create application

You create a new application by clicking the blue button. Then select "Ansökan om anslag/Application for grants" and you will see a form where you enter the general information about the application.

The information you write is automatically saved. If you interrupt the work of entering data, everything is saved for when you come back and continue editing your application.

The screenshot shows the application form for 'EKHAGASTIFTELSEN'. The form is titled 'Application for grants' and has a 'Submit' button. The 'APPLICANT' section includes fields for 'Name', 'Managing body (organisation or person)', 'Faculty, Institution, Department, Unit, etc.', and 'Addressline 1'. A callout points to the 'Managing body (organisation or person)' field.

**Important: Manging body (organisation or person)**

Manging body is the organisation or person who is responsible for and keeps accounts for the grant – the official applicant.

For organisations the organisation name should appear as managing body and the name of the contact person in the Name field (see above example).

When the official applicant is a person the managing body is the same as Applicant Name, i.e. the person's name should appear in both fields.

Summary description of the project (aim/purpose, implementation, significance/importance, relevance)

Summary description of the project

It is important to write the summary description in a popular scientific way (lay summary) so detailed knowledge is not needed in order to understand the application. It is also important to describe in which ways the project contributes to public health, why the application is relevant for Ekhagastiftelsen and how it matches our prioritized research areas. For example, how does the project contribute to improving the self-healing capabilities?

0 / 2500

Keywords

Keywords

Enter keywords that characterize the project. The keywords will be used for searches in our database.

0 / 150

**TIMEPLAN FOR THE PROJECT**

Project or part of project to be funded by Ekhagastiftelsen is planned to start

Project planned start

Project or part of project to be funded by Ekhagastiftelsen is planned to finish

Project planned finish

If the project has financing from other organization: Possible earlier project start if project has already started

Possible earlier project start

Possible later project end if the total project will finish later than the period financed by Ekhagastiftelsen

Possible later project end

If the project continues and is finished after the period of funded by Ekhagastiftelsen it is important to explain how and when final reporting will be done regarding the work funded by Ekhagastiftelsen. What will this partial report consist of? Ekhagastiftelsen also wishes to receive the very final report when the project is done.

Upload and attach your project description here. Must be in PDF format.

Project description  Max 5 MB

Attachment  Max 5 MB

**SIGNATURES**

Click the button to print the signature form. Sign the the form and then upload a picture or a scanned document

Signatures  Max 1 pages Max 3 MB

Lastly, a signature form with a signature must also be attached. Click the button to print the form. Then sign and attach it as a scanned document or image.

When you have completed the application you click the blue button  to send in the application.