

# EKHAGASTIFTELSEN

## Guide to Ekhagastiftelsens application system

Ekhagastiftelsens web-based application system is called Apply.

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

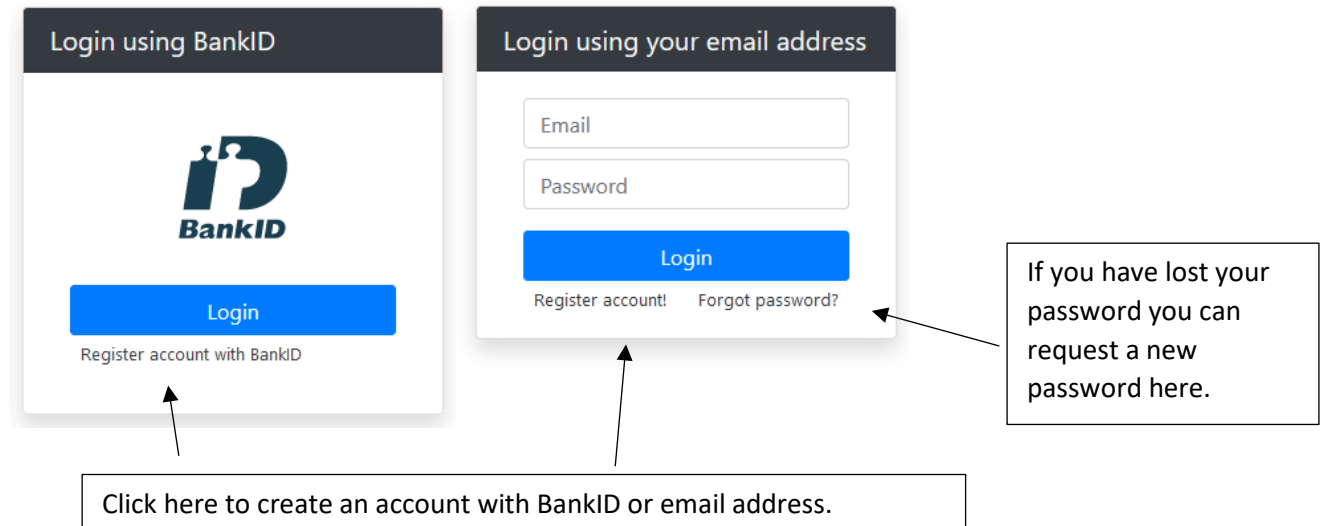
In order to send in an application you have to create an account in Apply and log in to the application system.

### 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.



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

You can create an account and log in to the system anytime during the year, but an application can only be uploaded during the application period April 1 – May 20.

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, there is a green header with the 'Apply' logo and 'My applications' text. On the right, there are links for 'Change language' and 'Log out'. Below the header, there is a blue button labeled 'Create application'. The main content area is titled 'My applications' and contains a table with columns: Number, Type, Changed, Status, Deadline, and Action. The table lists two applications: one with number '2024' in 'Draft' status and another with number '2024-0001' in 'Registered' status. Callouts point to various elements: 'Our number of your application when submitted' points to the application number '2024-0001'; '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	[Icons: trash, pencil, document]
2024-0001	Ansökan om anslag / Application for grants	3 days ago	Registered	21 May 2024 08:00	[Icons: trash, pencil, document]

### Create application

You create a new application by clicking the blue button. Then select "Ansökan om anslag/Application for grants". You will now see a form where you enter the general information about your 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 for grants' form on the 'Apply' website. The form is titled 'EKHAGASTIFTELSEN Application for grants'. It has a 'Submit' button at the top left and a 'Saved at 13:36:24' timestamp at the top right. The form is divided into sections. The 'APPLICANT' section has a 'Name' field with the value 'Mike Smith' and a 'Managing body (organisation or person)' field with the value 'Oxford university'. Below these, there is a 'Faculty, Institution, Department, Unit, etc.' field with the value 'University College'. An arrow points to the 'Managing body' field.

### Important: Managing body (organisation or person)

Managing 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). The address should be the address of the contact person at the organisation. (Not the official address of the managing body if different from the contact person. And also not the home address of the contact person).

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?

Keywords

Keywords

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

0 / 2500

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

Select file Max 5 MB

Attachment

Select file 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

Generate certificate for signatures

Signatures

Select file 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 **Submit** to send in the application.

General information about  
the application consists of:

## EKHAGASTIFTELSEN

### Application for grants

#### APPLICANT

Name

Mike Smith

Managing body (organisation or person)

Oxford university

Faculty, Institution, Department, Unit, etc.

University College

Addressline 1

High Street

Addressline 2

Postal code

OX1 4BH

City

Oxford

Country

United Kingdom



Telephone

+44 1865 276 602

E-mail

anders.testare@ekhagastiftelsen.se

Co-applicants (contact information in project description)

Samantha Williams

## PROJECT

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### Project title

Improved methods to reduce the occurrence of bad applications

### Translation of project title to Swedish (optional)

Förbättrade metoder för att minska förekomsten av dåliga ansökningar

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

The goal of the project is to ...

### Keywords

nuts, walnuts, ...

### Ways in which findings from the project will be published

The project and its results will be ...

### Ethical review/vetting - Has permission from ethical committee been recieved?

Yes (enclosed)



## TIMEPLAN FOR THE PROJECT

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

2026-01-01

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

2027-12-31

### 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 Ekagastiftelsen

Possible later project end

BUDGET

Summary of costs per year/period applied for at Ekhagastiftelsen - Amounts to be stated in SEK (Swedish krona)

- detailed budget to be submitted as part of the project description

Time period	Salaries	Equipment/material	Travel	Other	Sum
2026	450 000	50 000		20 000	520 000
2027	475 000	25 000		15 000	515 000
Total					1 035 000

Total applied for at Ekhagastiftelsen

1 035 000

Have applications been submitted in previous years?

Yes

State reference number and if granted

2024-123

Funds granted or requested from other organizations (amounts in SEK)

Name of organization	Applied amount	Granted amount	Period (year-month)
British science foundation	500 000	450 000	2024-01--2024-
Oxford university trust	250 000		2026-01--2026-

ATTACHMENTS AND OTHER INFORMATION

Summary information about other submitted material which the applicant wishes to refer to

In the project description ...

Project description

Attachment

SIGNATURES

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

Signatures

## CONSENT

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I confirm the following by signing this statement and attaching it to my application.

- ☐ *I certify that the information I have provided in the application is correct.*
- ☐ *I certify that the information I have provided regarding necessary permits is correct.*
- ☐ *I am aware that incorrectly provided information may, among other things, lead to an obligation of repayment of paid out funds.*
- ☐ *I have read and understood the information in the privacy policy regarding Ekhagstiftelsens processing of personal data in connection with handling applications.*
- ☐ *I approve that Ekhagstiftelsen may publish the applicants name and summary project description as well as project reports on the foundation website.*
- ☐ *I have read the information on the Ekhagstiftelsen website regarding the terms and conditions for granted funds and am aware that requisitioning any granted funds means that I accept these terms and conditions.*