

EKHAGASTIFTELSEN

Guide to Ekhagastiftelsens application system

Ekhagastiftelsens web-based application system is called Apply.

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

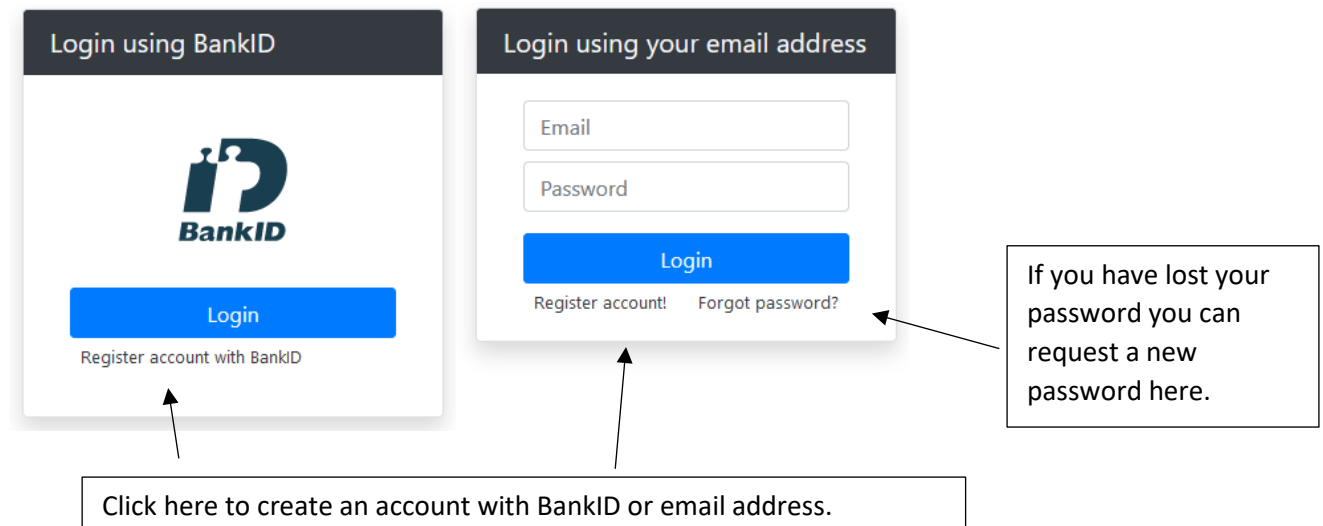
In order to send in an application you have to create an account in Apply and log in to the application system.

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.

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 – both this years applications and applications from previous years.

In the column Status you can see current status of an application.

Draft	You have started to create an application but not yet submitted it. You can still make changes to the application.
Submitted	You have filled out the application and submitted it so it can be evaluated. It is no longer possible to make changes to the application.
Unlocked	A submitted application has been unlocked so you can make changes. Ekhagastiftelsen can unlock an application if we see something that we want the applicant to modify. It is also possible to contact us if you discover an error that you want to correct before the application deadline.
Registered	Ekhagastiftelsen has started to evaluate your application.
Approved	Ekhagastiftelsen has decided to approve your application. Please note that it is possible that not the entire budget has been funded or that there are certain conditions that must be met. Detailed information about approved applications are sent by e-mail.
Rejected	Ekhagastiftelsen has decided not to approve your application. In the application system it is not possible to see why an application has been rejected. More information is sent by e-mail.



The screenshot shows the 'My applications' page in the Apply system. At the top right, there are buttons for 'Change language' and 'Log out'. Below the navigation bar, there is a 'Create application' button. The main content area displays a table of applications with columns for Number, Type, Changed, Status, Deadline, and Action. Callouts point to specific elements: 'Our number of your application when submitted' points to the '2024-0001' application number; '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.

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.

Some of the fields and attachments are mandatory. If you have missed to fill in a mandatory field a message about this is shown when you try to submit the application.

To send in the application when it is complete you click the blue button  and then another click on  to confirm that the application should be submitted.

Instructions for important information in the application

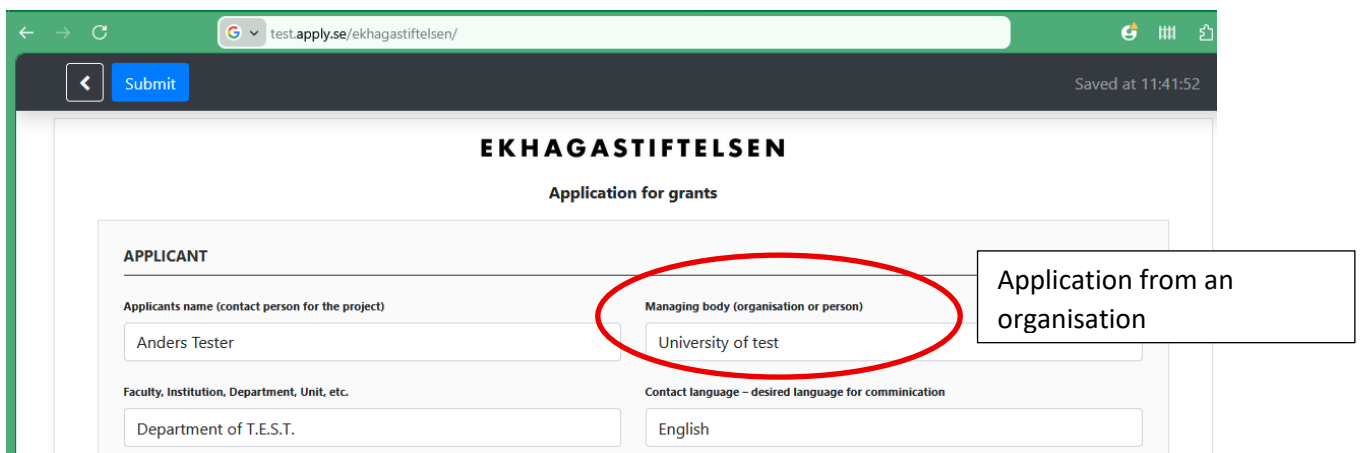
Managing body (organisation or person)

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

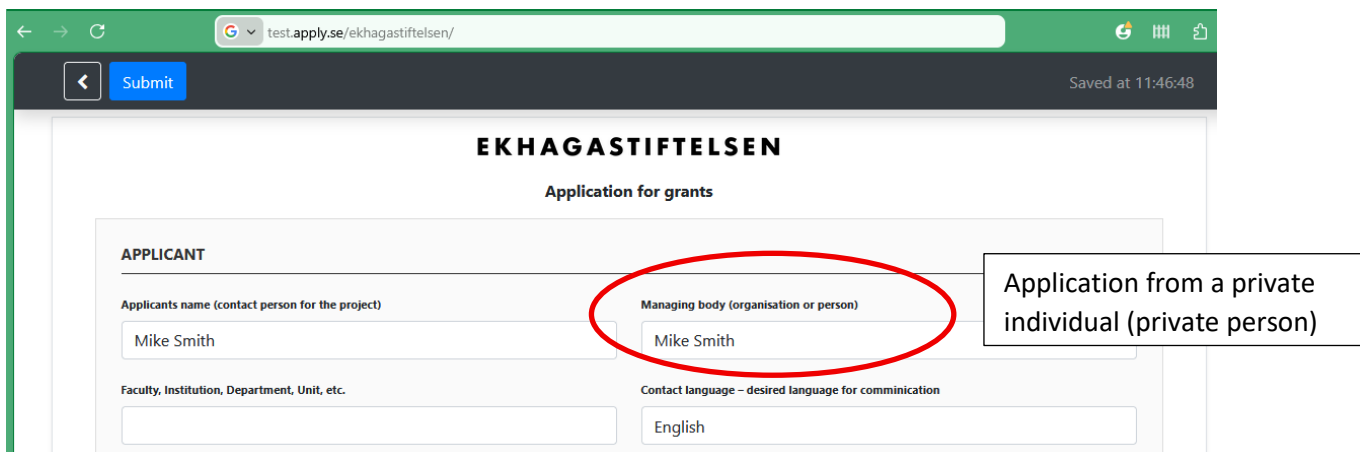
For organisations, the organisation name should be written in the field 'Managing body' and the name of the contact person in the field 'Applicants name'(see example below).

The address should be the address to the contact person at the address of the organisation (workplace address). It should not be the official address of the managing body (if different from workplace address) or the home address of the contact person.

When the official applicant is a private individual (private person), 'Managing body' is the same as 'Applicants name', i.e. the person's name should appear in both fields.



The screenshot shows a web browser window with the URL `test.apply.se/ekhagastiftelsen/`. The page title is "EKHAGASTIFTELSEN" and the subtitle is "Application for grants". The form is titled "APPLICANT" and contains several fields. The "Applicants name (contact person for the project)" field contains "Anders Tester". The "Managing body (organisation or person)" field contains "University of test" and is circled in red. A callout box points to this field with the text "Application from an organisation". Other fields include "Faculty, Institution, Department, Unit, etc." with "Department of T.E.S.T." and "Contact language - desired language for communication" with "English". A "Submit" button is visible in the top left corner, and the page is marked as "Saved at 11:41:52".



The screenshot shows a web browser window with the URL `test.apply.se/ekhagastiftelsen/`. The page title is "EKHAGASTIFTELSEN" and the subtitle is "Application for grants". The form is titled "APPLICANT" and contains several fields. The "Applicants name (contact person for the project)" field contains "Mike Smith". The "Managing body (organisation or person)" field contains "Mike Smith" and is circled in red. A callout box points to this field with the text "Application from a private individual (private person)". Other fields include "Faculty, Institution, Department, Unit, etc." which is empty and "Contact language - desired language for communication" with "English". A "Submit" button is visible in the top left corner, and the page is marked as "Saved at 11:46:48".

Project title

The project title should be descriptive about the project. You should be able to understand what is to be done in the project from the title.

Please do not write the title in all capital letters (i.e. do not write "PREVENTION AND TREATMENT OF ..." but instead "Prevention and treatment of...")

Also, please do not write in all capital letter for other information in the application form.

PROJECT

Project title

1 / 150

Translation of project title to Swedish (optional)

1 / 150

Summary project description

It is important to write the summary description in a popular scientific way (lay summary) so that 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

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

Time plan

TIMEPLAN FOR THE PROJECT

Project or part of project to be funded by Ekhagastiftelsen is planned to start	Project or part of project to be funded by Ekhagastiftelsen is planned to finish
<input type="text" value="Project planned start"/>	<input type="text" value="Project planned finish"/>
If the project has financing from other organization: Possible earlier project start if project has already started	Possible later project end if the total project will finish later than the period financed by Ekhagastiftelsen
<input type="text" value="Possible earlier project start"/>	<input type="text" value="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.

Attachments

A project description document must be attached to the application.

A letter of recommendation is mandatory for applications from academic institutions.

Attachments must be PDF-files.




Signatures/signature form

When the application form is completely filled out and before you submit the application you must generate a signature form. You sign the signature form either with a pen (print, sign, scan) or digitally and attach/upload it as an attachment.

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

Description: Signatures

 PDF or Images  Max 1 page  Max 3 MB Drop file to upload or Select file

Consent/confirmation

At the bottom of the application form you have to sign off on 6 important terms for the application. Do this by setting a check mark in the boxes.

CONSENT

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 Ekthagastiftelsen's processing of personal data in connection with handling applications.
- I approve that Ekthagastiftelsen 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 Ekthagastiftelsen 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.

General information for the application:

EKHAGASTIFTELSEN

Application for grants

APPLICANT

Applicants name (contact person for the project)

Managing body (organisation or person)

Faculty, Institution, Department, Unit, etc.

Contact language – desired language for communication

Addressline 1

Addressline 2

Postal code

City

Country

Telephone

E-mail

Co-applicants (contact information in project description)

PROJECT

Project title

Project title

Translation of project title to Swedish (optional)

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

Summary description of the project

Keywords

Keywords

Ways in which findings from the project will be published

Ways the project will be published

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

Animal testing is part of the project

Renewed application (this is a renewed application of an earlier submitted application)

Project extension (application is for continuing/extending an earlier granted project)

ATTACHMENTS AND OTHER INFORMATION

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

Summary information



Description: Project description

PDF Max 50 pages Max 10 MB

Drop file to upload or



Description: Letter of recommendation

PDF Max 5 pages Max 5 MB

Drop file to upload or



Description: Attachment

PDF Max 40 pages Max 5 MB

Drop file to upload or

SIGNATURES

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



Description: Signatures

PDF or Images Max 1 page Max 3 MB

Drop file to upload or

CONSENT

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

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- 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 Ekthagstiftelsens processing of personal data in connection with handling applications.*
- I approve that Ekthagstiftelsen 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 Ekthagstiftelsen 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.*