

2019-04-16

INSTRUCTIONS FOR RESEARCH SUPPORT 2019

Hjärt 
Lungfonden

Forskningsavdelningen

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RESEARCH SUPPORT FROM THE SWEDISH HEART-LUNG FOUNDATION

General focus

The Swedish Heart-Lung Foundation supports clinically focused research as well as investigations focused on prevention within the areas of cardiac, vascular and pulmonary disease, and tuberculosis. The foundation does not support research on lung cancer nor research with focus on microbiology.

Support for basic research can be provided if it has its starting point in clinical issues or if the results can be of importance for clinical activities in the foreseeable future. The Foundation's Board has decided that patient-centered clinical research should be prioritized. When assessing projects of a more basic research character, the applicant's and the project's connection to current clinical research is therefore included in the assessment. The Foundation also feels it is important that the national quality registries are used in research. Available funds are allocated to those projects that are scientifically the most original, best planned and best fulfill the Foundation's focus.

To be able to apply for funds, the applicant must be employed by a hospital or a university or college in Sweden. The same applies for a fellow applicant. If such a position is not held at the time of applying but will be commenced at the start of the project period, this should be demonstrated through appending a certificate from the hospital or institution at the time of applying.

SCAPIS

SCAPIS is so far the largest research study in Sweden within the areas of cardiac, vascular and pulmonary disease. SCAPIS is also the greatest research initiative of Swedish Heart-Lung Foundation ever, for more information see www.scapis.org.

During 2019 an extensive amount of data from images and investigations are stored in a database which will be called SCAPIS data service. The Swedish Heart-Lung Foundation welcomes applications where SCAPIS data service is used and that originates from clinical issues. If the application comprises national data from SCAPIS it must be clearly stated that one has access to these data. Costs must be explicitly stated in order to avoid costs that are already covered by funds for the main study.

King Oscar II Jubilee Foundation

The Swedish Heart-Lung Foundation has a long-standing collaboration with King Oscar II Jubilee Foundation (OII), which supports research within the field of pulmonary diseases and tuberculosis. The Swedish Heart-Lung Foundation's research council administers and assesses all research matters on behalf of OII. Proposals for allocating grants are subsequently submitted to OII's Board.

If you are awarded funds from OII you will receive notification letter and requisition form from OII and not from the Swedish Heart-Lung Foundation. If you have questions regarding your awarded funds from OII you shall however contact the Swedish Heart-Lung Foundation.

THE SWEDISH HEART-LUNG FOUNDATION'S DIFFERENT GRANTS

The Swedish Heart-Lung Foundation's Major research grant

The Foundation's objective for this grant is for a vigorous initiative over a limited period to create conditions for a decisive research breakthrough within an important research field. It also comprises support for nationally coordinated intervention studies and register research. The project is allocated a grant of SEK 5 million per year over a three-year period, a total of SEK 15 million. The grant can be used to fund both the work itself and own salary.

Applications are reviewed by a specially appointed Nordic assessment committee.

Our other conditions:

- The grant is aimed at well-established researchers with a high level of expertise.
- It should be clearly set out how the project is formulated in order to meet the Swedish Heart-Lung Foundation's objective.
- Evaluation of the research program particularly considers originality and likely clinical importance.
- The main applicant can only be awarded the grant once. It is however possible to also apply for a project grant in the year's major round of grants.
- Holders of multi-year grants must, no later than January 20th in the second and third year respectively, submit an annual report (see heading *Annual Report*, page 21).

For drafting applications see "*Drafting the Application*", page 15. Applications shall be written in English (however the popular science summary must be written in Swedish). Only the main applicant's CV and publications record shall be enclosed, not for fellow applicants.

Application period: 2019-01-22 - 2019-02-13

Applications can be submitted until 24.00 on the final application date.

Date for announcement: June

Prince Daniel's research grant for promising junior researchers

The Swedish Heart-Lung Foundation wishes to promote the coming generation of junior researchers, among other things by establishing a grant for particularly promising junior researchers.

Junior researchers who are linked to universities/colleges or hospitals in Sweden are eligible to apply. The grant can consequently be applied for by researchers who are clinically active or by researchers who are not clinically active themselves, but who have a documented collaboration with clinical research. The grant is primarily aimed for researchers with a PhD degree who have not yet obtained a post as a professor.

Applications are assessed by a specially selected group from the Swedish Heart-Lung Foundation's research council. The grant is 2 million SEK/year for three years, a total of SEK 6 million. The grant can be used for both research and own salary.

Our other conditions:

- Junior refers to 40 years old or less. Exceptions can be made for clinically active researchers or parental leave. The Swedish Heart-Lung Foundation makes an overall assessment of how far the applicant has come in his/her scientific career, future development potential and time allocated for clinical training.
- The main applicant can only be awarded the grant once. It is however possible to also apply for a project grant in the year's major round of grants.
- Holders of multi-year grants must, no later than January 20th in the second and third years respectively, submit an annual report (see heading *Annual Report*, page 21).

For drafting applications see "*Drafting the Application*", page 15.

Application period: 2019-02-18 - 2019-03-18

Applications can be submitted until 24.00 on the final application date.

Date for announcement: September

Project grant

The Swedish Heart-Lung Foundation provides grants for research projects for a project period of one to three years and for purposes specified in the application.

Our conditions:

- Where applicable, the research project must be approved for eligibility by the research ethics committee or the animal ethics committee.
- The same researcher can only in exceptional cases* be the main applicant for more than one project grant during the same period.
- The same research group/institution cannot count on receiving support for two similar projects at the same time.
- Project grants may be used for scholarships provided that the university's rules are followed.
- Project grants can be used for both research and own salary.
- Holders of multi-year grants must, no later than January 20th in the second and third years respectively, submit an annual report (see heading *Annual Report*, page 21).

We also welcome applications for support for intervention studies as well as register research.

For drafting applications see "*Drafting the Application*", page 15.

Application period: 2019-04-15 - 2019-05-14

Applications can be submitted until 24.00 on the final application date.

Date for announcement: December

**) If you have an ongoing grant, you can also apply for a national project grant as a main applicant. The Heart and Lung foundation's research council will then make an assessment case by case.*

Research fellowship

In order to make the decision making of allocating funds for research fellowships and monthly research stipends more flexible, the Foundation has decided that if you apply for research fellowships you will also be applicant for monthly research stipends. Applications for these grants are submitted at the same time and on the same application form. So, it is no longer possible to apply only for research fellowships, however it is still possible to apply only for monthly research stipends.

The Swedish Heart-Lung Foundation provides grants for a limited number of multi-year posts for researchers with qualifications entitling them to be an associate professor. The posts are primarily intended as career development posts for junior researchers who can be expected to occupy leading scientific positions in the future. They must be linked to universities, colleges or hospitals. Support through a research fellowship and a project grant can be applied for during the same round of applications.

The Foundation does not apply a fixed definition of the term "junior researcher" for these posts, but rather makes an overall assessment of how far the applicant has come in his/her scientific career, future development potential and time allocated for clinical training.

Researchers with a clear independent profile and qualifications required for appointment as an associate professor, not necessarily med. doctor, are eligible to apply for the Swedish Heart-Lung Foundation's research fellowships. The post can consequently be applied for by researchers who are clinically active or by researchers who are not themselves clinically active, but who have a documented collaboration with clinical research.

The research fellowships are for three years and can be full- or half-time.

Our other conditions:

- Support for the research fellowship is awarded for a duration of three years with a possibility for an extension of another three years. Application for extensions are to be submitted in connection to the ordinary application date for posts. Applications for extension of research fellowship are assessed in competition with other applicants.
- The fellowships are not intended for those who already hold a position as professor or senior lecturer, and normally not for adjunct professors.
- Holders of multi-year grants must, no later than January 20th in the second and third year respectively, submit an annual report (see heading *Annual Report*, page 21).
- Standard amounts based on average salary, social security contributions and indirect costs (OH costs) of 18 percent are used for research fellowships.

Resident physician: SEK 77,000 per month

Researcher: SEK 79,000 per month

Specialist doctor: SEK 105,000 per month

Application period: 2019-04-15 – 2019-05-14

Applications can be submitted until 24.00 on the final application date.

Date for announcement: December



Monthly research stipends

The principal focus for the Swedish Heart-Lung Foundation's research stipends is to allow a greater number of researchers the opportunity to conduct and dedicate time to research. Both employees within health care and universities/colleges are eligible to apply. The grant can also be used to finance research time for foreign post docs as well as for PhD students who work in Sweden.

Stipends can be awarded for a total research period of a three-year period. When calculating the amount to award, a standard amount is used based on average salary, social security contributions and indirect costs (OH costs) of 18 percent. The application relates solely to salary and may not include operational budgets or costs other than the relevant salaries.

There are two levels for research stipends:

- Research stipends for those who have completed their thesis before the date for application.
- Research stipends for PhD students, where the supervisor acts as main applicant and the PhD student acts as a fellow applicant.

Monthly research stipends for those who have completed their thesis (carrier support for younger scientists)

At the time of application, the applicant needs to have completed his/her thesis.

Our other conditions for research stipends for those who have completed their thesis:

- Research stipends are not intended for those who already hold positions as professor or senior lecturer and normally not for adjunct professor either.
- Work schedule shall be specified in the application.
- Health care employees must ensure that it is possible to have time off from their ordinary health care duties.
- Research stipends for those who have completed their thesis cannot be used for a PhD student.
- Standard amounts based on average salary, social security contributions and indirect costs (OH costs) of 18 percent are used for research stipends for those who have completed their thesis:

Post Doc: SEK 69,000 per month

Resident physician: SEK 77,000 per month

Researcher: SEK 79,000 per month

Specialist doctor: SEK 105,000 per month

Monthly research stipends for PhD students.

Note that supervisors may only apply for monthly research stipends for one PhD student per application period.

Monthly research stipends are primarily given to PhD students who are in the latter phase of their thesis work. Half-way assessment must be completed or planned for the near future. The date for the half-way assessment shall be indicated in the application.

Our other conditions for research stipends for PhD students:

- **Research stipends for PhD students are applied for by their supervisor (not the co-supervisor), who in turn acts as the main applicant in the application. The PhD student is the fellow applicant.**
- The supervisor and the PhD student must both append their CVs.
- The PhD students roll should be clearly described in the research program.
- The supervisor must provide a description of the PhD student's competence to complete the project. The supervisor must also provide a description of the progress of the thesis work, as well as the date for the review or the planned half-way assessment. The planned date for the defense of the thesis shall also be indicated.
- The work schedule that is submitted should refer to the PhD student. This is to be indicated under a specific heading (step 1 in the application form).
- Standard amounts based on average salary, social security contributions and indirect costs (OH costs) of 18 percent are used for research stipends for PhD students:
 - *PhD student: SEK 48,000 per month*
 - *PhD doctor: SEK 53,000 per month*
 - *Specialist doctor: SEK 105,000 per month*

Application period: 2019-04-15 – 2019-05-14

Applications can be submitted until 24:00 on the final application date.

Date for announcement: December

Scholarship for research abroad

The Swedish Heart-Lung Foundation awards a limited number of scholarships for research at recognized foreign institutions. These scholarships are preferably awarded to researchers with PhDs for periods of 6-12 months for a maximum of three years. The scholarship is mainly for post-docs.

Our other conditions:

- A formal invitation from the host institution with an undertaking regarding willingness and possibility of making room for the scholarship holder shall be appended to the application. The invitation shall include a brief description of the project and the focus area for the research.
- Summary and research program shall include a clear description of the scholarship holder's assignments during the period of the scholarship.
- The research program shall clearly set out the significance that the stay will have for the researcher's continued scientific development.
- The scholarship holder's costs for the stay abroad shall be specified in the financial plan, along with any grants from other sources. The amount of the scholarship is determined individually based on the detailed financial plan.
- Extensions to the scholarship can be awarded after a renewed application. Application for extension is made as part of the ordinary round of grants.
- A final report should be submitted after the stay abroad. The report is to be submitted via a form available on the applicant's account. The form is available from March 1st and should be submitted no later than March 31st the year after the stay abroad. Example: If you have been awarded a scholarship for 2019 and 2020, you need to submit a final report no later than March 31st, 2021.

Application period: 2019-04-15 – 2019-05-14

Applications can be submitted until 24.00 on the final application date.

Date for announcement: December

Repatriation grant

The aim of the grant is to facilitate continued research in Sweden after a post doc visit at a foreign university. The Swedish Heart-Lung Foundation awards a limited number of grants after completion of post docs abroad. The grant is a position equivalent to 50 percent at universities/colleges in Sweden over a period of two years. The remaining time shall be either in a clinical position or financed by the host institution.

Note! Applications must be submitted before the homecoming from abroad.

Our other conditions:

- Certificate of employment as a clinical practitioner alternatively financing by the host institution shall be appended with the application.
- The grant is applied for jointly by the post doc (main applicant) and the responsible researcher at the host institution (fellow applicant- compulsory). Add CV and list of publications for fellow applicant as appendices.
- An on-going international post doc position is a requirement for people applying for this grant.
- The application shall include a short overall research program (max. 5 pages).
- The applicant must hold a PhD degree. The degree must have been awarded a maximum of six years before application date. Special consideration may be given to clinical service and parental leave.
- A standard amount is used for the repatriation grant based on average salary, social security contributions and indirect costs (OH cost) of 18 percent:
Researcher/Med. Doctor: SEK 77,000 per month
Specialist Doctor: SEK 105,000 per month

Application period: 2019-02-18 – 2019-03-18

Applications can be submitted until 24.00 on the final application date.

Date for announcement: June

Travel allowances

Applications for travel allowances shall be submitted during the application period preceding the conference. Note that the final application date varies in the different application periods, see below.

Travel allowances can be applied for:

- Participation in well-established conferences organized by recognized organizations.
- Study visits for a shorter period (at least four weeks) to acquire new research methodology, however only for accommodation and travel, not for salary.

To apply for travel allowances, the applicant must have a connection to a project that is currently supported by the Foundation.

Our other conditions:

- Personal details, destination, estimated costs and a brief explanation as to the purpose of the trip shall be provided in the application.
- Application number for the project with current support from the Foundation (related to the abstract submitted) must be provided in the application.
- Abstract as well as documentation that the contribution has been accepted shall be appended to the application. If the abstract has not yet been accepted at the time of the application, the acceptance decision should be mailed to the Swedish Heart-Lung Foundation, forskning@hjärt-lungfonden.se, as soon as it arrives.
- A maximum of one travel allowance is awarded per accepted abstract.
- Applications for travel allowances to participate in less well-known meetings, may result in a request for the meeting program.
- In general, travel allowances are not awarded within Sweden, but exceptions can be made for major international conferences that are held in Sweden.
- Travel allowances may only be used for the travel specified in the application. A maximum of two travel allowances are awarded per applicant and year, this refers to when the trip take place and not when the application is submitted. Travel within Europe is awarded max. SEK 9,000 and travel outside Europe max. SEK 18,000. For study visits a maximum of SEK 30,000 is awarded.

Application periods:

6/12 2018 – 31/3

1/4 - 19/6

20/6 – 30/9

1/10 – 5/12

Date for announcement: April, July, October, January

Support for educational and informational activities for health care employees

This form of support can be applied for by health care employees to arrange educational and informational activities within the cardiac, vascular and pulmonary fields. Support can also be applied for study visits, for example to acquire new research methodology and treatment techniques that directly will benefit patients in the health care system. The aim of this form of support is to develop and emphasize the importance of patient-centered research in health care. Registered nurses, staff nurses, physiotherapists and biomedical analysts are eligible to apply. To apply for this support, the applicant must have a connection to a project that has ongoing support from the Foundation. The Swedish Heart-Lung Foundation awards a limited number of applications per year. The maximum amount is 10,000 SEK/year.

Our other conditions:

- Personal details for all applicants, destination/activity, estimated costs and a brief motivation shall be indicated in the application form.
- There must be a patient-centered and clinical basis within the cardiac, vascular or pulmonary fields.
- The application must be made prior to the planned activity.
- The support is limited to activities within Sweden.
- A letter of invitation from the host clinic, meeting program or course program shall be submitted in connection with the application.

Application periods:

6/12 2018 – 31/3

1/4 - 19/6

20/6 – 30/9

1/10 – 5/12

Date for announcement: April, July, October, January

Scientific meetings (organization of scientific meetings)

The Foundation sees a clear value in being able to provide support for organization of certain types of scientific meetings both to stimulate scientific development within research fields that the Foundation prioritizes, and to create interfaces between researchers.

The Foundation primarily supports national meetings which have the aim of stimulating contact and interaction between different research groups in Sweden. Providing junior researchers with the opportunity to meet colleagues from other universities and hospitals is of importance.

Our other conditions:

- The application must be made before the planned activity.
- Support is only provided for scientific meetings where the Swedish Heart-Lung Foundation itself is the sole or distinct main sponsor.
- Support is not provided for international conferences.

The application for support for scientific meetings, shall include a motivation for the support and budget in the place indicated on the application form in the digital application system. Append provisional program as a PDF file.

Application period: All year

Notification date: Decisions regarding support for scientific meetings are made by the Swedish Heart-Lung Foundation's consultation group. An announcement is made one to two months after the application is submitted. The notification may take somewhat longer in the summer.

APPLICATION REGISTRATION AND DECISION NOTIFICATION

Registration and submission of applications

Registration and application is done on the Swedish Heart-Lung Foundation's research web page: www3.hjart-lungfonden.se.

Signature

The application needs to be approved by the Head of Department. The signing is made by Bank ID/Mobile Bank ID/ form. The applicant is responsible for that the application is signed. If signing is missing the application will not be processed.

The applicant fills in the name and e-mail address of the Head of Department. After the last application date, the Head of Department gets an e-mail regarding signing the application. The application should be signed as soon as possible however, latest six days after the last application date. **Note that the application shall not be signed until after the last application date.**

Decision notification

Decision notification is published on the applicant's account on the Swedish Heart-Lung Foundation's research web page. When a decision has been made an e-mail is sent to the main applicant with a request to log on to the account and read the decision.

Award letters including requisition forms are later sent by post to those who have been awarded funds.

Statement/justification for decision

A so-called triage procedure is used when assessing most of our grants, which means that 2/3 of the applications with the highest ranking gets a justification and 1/3 of the applications with the lowest ranking do not get any justification.

DRAFTING THE APPLICATION

(Primarily for the Swedish Heart-Lung Foundation's Major research grant and project grant, but also applicable for other applications that include the headings listed below)

Language

Applications for the *Major research grant* shall be written in English, apart from the popular science summary, which shall be written in Swedish. Applications for *project grants* and other applications shall primarily be written in Swedish, but it is also acceptable to submit applications in English (apart from the popular science summary).

Popular science summary of the research program

The summary shall be written in Swedish and it must be comprehensible for a person who is not a medical expert. The summary may comprise of a maximum of 2,000 characters.

The purpose of the popular science summary is to assist the Swedish Heart-Lung Foundation in disseminating information about the relevant research to the donors, media, decision-makers and other stakeholders in society.

Scientific summary of the research program

Briefly describe the project with the headings Background, Objective with clear formulation of hypothesis, Work plan and Significance.

Clinical basis

The Swedish Heart-Lung Foundation prioritizes projects with a clinical basis. We therefore ask you to clearly describe how your project is clinically based.

Describe what is new and original and how your research might lead to direct improvement in health care. Make a realistic assessment of how health care can be affected and include a time perspective.

Research environment

The Swedish Heart-Lung Foundation's aim is to stimulate cooperation within major research environments and between different fields of knowledge and disciplines.

Describe the research environment clearly and concisely. This entails an account of access to resources, premises, clinical material, patient material and anything else that is required to enable implementation of the project.

Describe the research group's composition and the individual researchers' responsibility for the research project. Also describe succession.

We would like the established group leader to provide an account of how junior colleagues are coached. In addition, present your plan for career development of junior researchers. This description is weighed into the assessment of the application.

Research program, supplied in the form of PDF file

Write briefly, concisely and clearly. The research program shall be written in at least 12-point font, Times New Roman, and single line spacing. The research program may not exceed 10 A4-pages - including references. The maximum file size cannot exceed 5 MB. **Applications which do not meet these requirements will not be assessed.**

The research program should comprise the points listed below and follow this disposition:

1. Background
2. Results related to grant previously received
3. Objective – paradigm and main hypothesis
4. Work Plan
5. Preliminary results
6. References

1. Background

Start with a brief description of the clinical problem. This is of outmost importance in order to make it possible for the assessors to understand why the research is significant.

- If it is appropriate, indicate previous or provisional results. Only include results that are connected to the main research question.
- Give an account of previous results that are of relevance for the application.
- Point out information that is missing and which justifies conducting the current study.

2. Results related to grant previously received

For projects that have previously received grants, provide a brief account (maximum of 1/3 page) of the project's progress since the previous application. If it is more suitable, this information can also be provided under the heading *Background*. Note that the actual scientific report is to be provided in the form of a *list of publications* (see below).

3. Objective – paradigm and main hypothesis

The objective shall be clear-cut, distinct and concise. Is your question clearly linked to the background you have already provided? Is your question linked to the methodology you will use and to the studies you are planning? It is usually an advantage to test a clear hypothesis, rather than solely having a descriptive focus.

4. Work Plan

Provide a summary of how the project shall be implemented.

- Describe concisely the principles for those methods used that are not widely recognized.
- Specify statistics, methodology and power calculation when justified.
- Describe methods, patient material and animal models.
- Describe what is unique about the execution.
- Answer your own questions, it demonstrates whether you can see that they might lead to answers.
- Only use a small number of generally accepted abbreviations. Widespread use of abbreviations makes applications difficult to read and is often a disadvantage in the assessment.

5. Provisional results

Concisely describe the provisional results. It might be appropriate to provide this description together with the background or under the heading *Results related to grant previously received*. Inclusion and presentation of provisional results is particularly important in assessing new projects.

6. References

List references – your own and those of others – which support theory and background in the research program. Be restrictive with references, give a maximum of 20 references. You can save space by referring to the scientific report or list of publications in your curriculum vitae for your own references. Regarding formulation of the list of references, see below under *List of publications/scientific report*.

The headings below are listed as they appear in the application:

Financial plan

A summary of the research program's budget/costs shall be presented here, linked to the grant that is being applied for. The Swedish Heart-Lung Foundation places a great deal of importance on the financial plan containing correct information and that the budget is realistic in relation to the grant we give after the assessment.

Specify grants received from other sources, staff costs, operating costs, as well as equipment costs. Inform the Foundation if you have received grants from other sources after the close of the application period. This can be done via e-mail to forskning@hjärt-lungfonden.se.

Administration costs

Indirect costs (OH costs) may comprise a maximum of 18 percent of the amount awarded. Example: Amount awarded: SEK 500,000. A maximum of SEK 90,000 may be spent on OH costs.

Budget justification

Describe the project's total costs and existing resources in the form of staff, equipment and premises. Justify the need for support from the Swedish Heart-Lung Foundation in relation to other support received.

Curriculum vitae (to be submitted for main applicant)

Curriculum vitae is to be appended as a PDF file. The file should not exceed two A4 pages. The following headings shall be included:

- Current position, duration of appointment, part of research time in the employment.
- Degree (year)
- Legitimation (year)
- Research registration (year, university, supervisor - Note: only for PhD students)
- Half-way assessment (year - Note: only for PhD students)
- Defense of doctoral thesis (year, university)
- Post-doc education (year, university)
- Specialist expertise (year, specialty)

Cont. Curriculum vitae (to be submitted for main applicant)

- Qualifications required for appointment as an associate professor (year, university, subject)
- Supervisor (PhD, Post doc)
- Intermission in research, for example: parental leave, disease or clinical duty. Specify time period.

List of publications (to be appended as a PDF file)

Only state published and accepted works for **the last five-year time period at most**. Do not state work under review or in manuscript form. Number and sort them chronologically. All authors shall be specified.

The list of publications shall be numbered and sorted chronologically under two headings:

1. *Original works* in journals with referee system.
2. *Other works*, leaders, review articles, chapters in textbooks, case descriptions etc.

Abstracts shall not be included in this list.

Literature references shall be detailed according to **the Vancouver system**, stating **the names of all authors**.

The list of publications shall be appended as a PDF file.

Scientific report

Only to be completed if you have previously had a project grant through the Swedish Heart-Lung Foundation for the same project. Describe how the work is progressing. Here you can specify articles and manuscripts submitted.

Completion of the application

It is not possible to complete the application after the application deadline.

REQUISITION GUIDELINES, PAYMENT AND REPORTING OF RESEARCH SUPPORT

The Swedish Heart-Lung Foundation reserves the right to reconsider and change the given review and amended its decision regarding funds awarded at substantial or repeated offenses against these instructions or other terms and conditions regarding the governing research support.

In case of false, misleading or obvious inadequate information in the application, scientific dishonesty, crimes against established ethic rules within the research area, economic financial irregularity, crimes against laws, regulations, ethical permissions or other conduct or circumstances which entail that, according to the Swedish Heart-Lung Foundation's assessment, the applicant or the project no longer meet the foundation's guidelines or renders the applicant unsuitable as receiver of funds, the Swedish Heart-Lung Foundation may reconsider and change its decision regarding research support and immediately terminate the disbursement of any funds awarded.

On suspicion of dishonesty or fraud within research the institution shall inform the Swedish Heart-Lung Foundation.

Appeals

The Swedish Heart-Lung Foundation is a private organization. Decisions taken by the Foundation's Board can consequently not be appealed.

Indirect costs (OH, overhead costs) may comprise a maximum of 18 percent of the amount awarded. Example: Amount awarded is SEK 500,000. A maximum of SEK 90,000 may be spent on OH costs. For multi-year grants, OH costs shall be indicated.

Requisition and payment of funds awarded

Funds awarded shall be administered by universities or equivalent, except for scholarships for research abroad, travel allowances and skills support for health care personnel, which are paid directly to the scholarship holder/applicant after a requisition has been submitted.

Funds awarded are requisitioned by returning the requisition form received. In most cases, the requisition shall be signed by both the grant's main applicant and by the Head of Department concerned or equivalent. Requisition forms are also available on the Swedish Heart-Lung Foundation's research web page (www3.hjart-lungfonden.se). It is also possible to hand in an invoice on awarded funds, but then a signed requisition form must be enclosed.

Multi-year awarded funds is only requisitioned for one year at the time. A new requisition form must be sent each year. For most of the applications this is done after an annual report has been sent and approved, see heading *Annual Report*.

Human studies must be approved by the ethics committee and animal studies by the animal experimentation ethics committee before the funds can be dispersed. This must be certified on the requisition form.

Payment of requisitions are not done during July.

Disposal period

Funds awarded are to be utilized by the main applicant specified in the application during the year for which the funds were awarded and the following year. Funds which have not been requisitioned within the disposal period will be returned without prior notification to the Swedish Heart-Lung Foundation.

When a project has been completed, funds that have not been used shall be reported no later than at the end of the disposal period and repaid to the Swedish Heart-Lung Foundation.

If the main applicant moves to another location or is not able to exercise his/her authority for some other reason, the Swedish Heart-Lung Foundation shall be informed. A decision on disposal of the funds is made in each individual case.

Reporting of funds awarded

The main applicant is responsible for utilization of the funds awarded as well as for the scientific and financial reporting. The rules for this vary between the different forms of support. Refer to the table "*Guidelines for scientific and financial reporting of grants*" below.

Scientific reporting normally takes place through the list of publications which shall be included in the application for continuation grants or grants for new projects. Articles and abstracts which have not yet generated articles shall be reported.

In those cases, in which the project is so new that there are not yet any scientific publications, reporting shall be made under the heading *Previous results* in the research program in the application for a continuation grant.

Guidelines for scientific and financial reporting of grants

Form of grant	Scientific reporting	Financial reporting
Major research grant	Annual Report years 2+3	A more detailed financial report shall be submitted to the Foundation on request
Prince Daniel research grant for promising junior researchers	Annual Report years 2+3	A more detailed financial report shall be submitted to the Foundation on request
Project grant	Annual reports for multi-year grants, years 2+3.	A more detailed financial report shall be submitted to the Foundation on request

Cont. Guidelines for scientific and financial reporting of grants

Form of grant	Scientific reporting	Financial reporting
Research fellowship	Annual Report years 2+3	A more detailed financial report shall be submitted to the Foundation on request
Research stipends	For renewed applications for research stipends	Financial report shall be submitted to the Foundation on request
Scholarship for research abroad	Final report after staying abroad	Final report after staying abroad
Repatriation grant	Reporting is expected to take place in forthcoming project application from the researcher or his/her research group	Financial report shall be submitted to the Foundation on request
Travel allowance Skills support for health care personnel Scientific meetings	Not needed	Financial report shall be submitted to the Foundation on request.

Annual Report

If you have been awarded a multi-year grant, you shall submit an annual report on how your project is progressing before the new financial year. This applies if you have received a multi-year project grant, research fellowship, Major research grant or Prince Daniel research grant for promising junior researchers. The report is to be submitted via a digital form on the Swedish Heart-Lung Foundation's research web page (www3.hjart-lungfonden.se).

The form is available from November 15th the year before it is to be submitted. The annual report shall be completed no later than January 20th of the new financial year. Reports that are not received, or that are not submitted in time result in forfeiture of the grant.

Under the heading "*Nomination of research progress*" we ask you to nominate ONE publication that you feel has been of greatest significance during the past year. The major part of the research must have been carried out in Sweden. State the publication together with all authors.

The heading "*List of publications*" refers to THIS YEAR'S publications that have relevance to the current project. For each publication state all authors, the work's title, the journal's title, volume and pages.

The Swedish Heart-Lung Foundation's Research Council reviews and decides on approval of annual reports. The main applicant then receives via e-mail a notification if the grant has been approved. This takes place in mid-February. A new requisition can then be submitted to the Swedish Heart-Lung Foundation.

Statement of financial support from the Swedish Heart-Lung Foundation

Publication or other presentation of research findings shall state that support has been received from the Swedish Heart-Lung Foundation. The Foundation's name shall be noted as follows and in accordance with the language of the given publication: Hjärt-Lungfonden (The Swedish Heart-Lung Foundation, La Fondation Suèdoise du Coeur et du Poumon, or Schwedische Herz- und Lungenstiftung). The same rules apply for grants from Konung Oscar II: s Jubileumsfond (King Oscar II Jubilee Foundation).