Handbook 2024

Stiftelsen Lantbruksforskning

Contents

Introduction

Stiftelsen Lantbruksforskning, the Swedish Farmers' Foundation for Agricultural Research, allocates research funds from the farming sector combined with government funding. The Foundation thus aims to fund research – primarily applied research – that leads to real-world impact, increased competitiveness and profitability for Swedish farmers. The research should also contribute to sustainable solutions that address the global and national challenges of the future. The challenges facing farming should be solved in collaboration. The Foundation explicitly requires commitment from both the agricultural industry and academia in the projects, and implementation is just as important as the innovation process itself. The research supported by the Foundation must also help to identify and create networks and arenas for collaboration among the different stakeholders in the knowledge chain and production chain.

In 2013, the Swedish Farmers' Foundation for Agricultural Research underwent extensive changes by transitioning from what was 14 research programmes to four focus areas. In 2015, the Foundation encouraged the applicants to involve more stakeholders to take active part, together with academia, in the projects it funds, by 2021 involvement of stakeholders from both industry and academia is a requirement. By 2021, the four focus areas had been merged into two cross-cutting interdisciplinary focus areas.

The Foundation's vision is: "The Swedish Farmers' Foundation for Agricultural Research serves as the industry's mobilising force in support of scientific research which, through its focus, high quality and relevance, plays a crucial role in the positive development and growth of agricultural companies".

In order to leverage the exchange of available resources, needs must be identified and research results and conclusions communicated effectively. The Foundation has defined the following five key perspectives that will guide all of its work (in no special order):

- Business-oriented – farming should be profitable
- Sustainability – farming should be sustainable
- Needs-driven research of the highest relevance and high scientific quality
- Cross-cutting research and collaboration
- Internationalisation

Research funded by the Foundation must take both a business-oriented and a sustainability perspective. There is a great need to promote innovation and entrepreneurship in farming. This is why the Foundation mainly funds needs-driven research, not pure basic research. The scientific quality should be high, but the benefits and relevance are always of primary importance for the projects awarded funding. By supporting interdisciplinary research and collaboration, the Foundation strives to connect stakeholders from different industry areas and disciplines. A holistic approach to addressing opportunities and challenges in the farming industries is necessary for providing answers to how to shape an expanded, sustainable production of food.

Our goal is to obtain greater involvement, a shorter path to communicating the research and, if possible, quicker time-to-commercialisation, as well as the involvement of industry players and farmers in designing and participating in more research projects. The research should therefore be linked as far as possible to the funding.

Our calls

The annual open call has two focus areas: food, and climate and environment. Applicants decide which area they will apply under. Other calls – directed and special – are those announced for specific areas or with a specific focus. The call text on the Foundation's website describes the direction and scope of the calls.

The food focus area mainly covers the production of animal and vegetable raw materials and products in the farming industries, for direct human consumption or for value-added processing in the food chain. Primary food production must be sustainable and consider both national objectives and global goals from the 2030 Agenda as relates to a secure food supply and reduced climate and environmental impacts.

Within the focus area of climate and environment, research is assessed with regard to robust, dynamic, energy-efficient and climate-adapted production systems. This area also includes resource efficiency, circular adaptation and reduced climate and environmental impacts in terms of greenhouse gas emissions, water, animal husbandry, plant nutrition, plant health, and land use issues that aim to preserve landscapes and biodiversity. In addition, research on the sustainable production of energy and biomass in agriculture will be assessed.

Scope and requirements

Funding organisations and partnerships

The Swedish Farmers' Foundation for Agricultural Research funds research that shows great benefit and potential for our industry. Applicants must come from at least two organisations and the projects must involve industry–academia collaboration.

The project should be in an area of interest to the Foundation's funding sectors. A sector representative should be connected to the project as co-applicant and be an industry expert who has important knowledge and expertise related to the industry, included sectors and funding organisations, such as agricultural business owners, advisors or representatives from one of the funding organisations. Industry project co-applicant affiliated to an area that contribute to the funding of the Foundation, needs to represent one of the participating funding organisations.

In exceptional cases, two academic faculties can be considered as two different organisations. An example is applied research, where one team can be considered the only one possible. The lack of an industry partner should then be motivated in the application.

For information about the funding organisations, see the funders section on our website (Swedish only).

Co-funding

In the annual open call, projects do not need to have co-funding. Other calls may require applicants to have co-funding, which is then stated in the call layout.

Forest energy crops not within call scope

Research into energy crops on arable land can qualify for funding if the research relates to arable land that can be restored after cultivating the energy crops using machines normally found on a farm. Research on arable land crops used for fuel or timber purposes that more closely relate to forestry do not qualify for funding.

Ethical guidelines

In all applications and projects, Swedish laws and EU regulations must be taken into account and complied with. This applies to research and professional ethics standards and legislation, such as animal welfare regulations, plant health regulations, regulations on the spread of infection and GMO regulations.

Information from researchers received through applications or the equivalent must not be used to benefit a reviewer's own research, or gain a professional advantage at the expense of the activities of others including close colleagues.

Note that projects awarded funding and that contain elements to be examined by an ethical review board must show proof of board approval before the affected elements of the project are started.

Funding related to technology readiness level scale

The Swedish Farmers' Foundation for Agricultural Research primarily funds projects that involve needs-driven research, proof-of-concept, concept validation or a combination of these, meaning levels 3, 4 and 5 on the TRL scale in Figure 1.

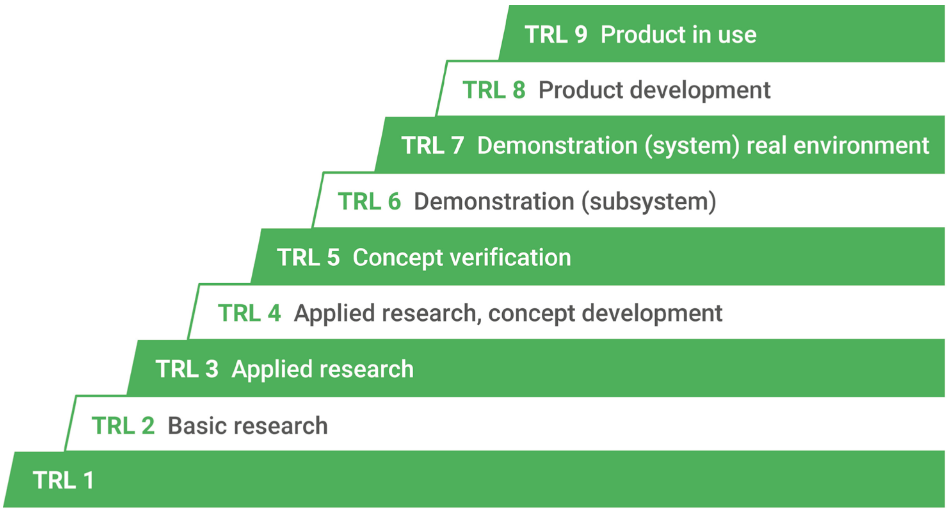

Figure 1: TRL scale

If you need help

For applicants, support is available via the SBS Manager application system here (in Swedish only): SBS Manager® Applicant Support

Primarily use the support above. There is also a page with "Frågor och svar" ("Questions and answers) on lantbruksforskning.se where you can find answers to questions that we often get.

If you cannot find the information you are looking for in any of the places, you can contact admin@lantbruksforskning.se

For applicants

You can apply for research funding in two different ways. The first is a two-stage process in which your application contains a concept overview followed by a full-scale application. Alternatively, you can use a one-stage process with a full-scale application only. The annual open call is prepared according to the two-stage process, while other calls are prepared in one step with a full-scale application only. Call texts are published on the foundation's website in connection with the opening of the call. If rules or requirements in the call text differ from the handbook, the call text is superior to the handbook.

The concept overview (open call, Stage 1) and framework budget are assessed by a sector review group based on the project's benefits and potential. The sector group recommends to the Foundation's chief research officer which applications should proceed to Stage 2. The chief research officer takes a decision based on the recommendation, and applicants are either accepted to submit a full-scale application in Stage 2 or are rejected and do not proceed. Applicants with rejected projects do not receive a motivation other than the project's total average score from the sector review group. Typically, 25-30% of concept overviews proceed to Stage 2.

A full-scale application (open call, Stage 2) contains a detailed budget, and is assessed on a point scale on the basis of relevance as well as scientific quality. The review panel recommends to the Foundation's board of directors which applications should be awarded funding, and the board takes the final decision. The main applicant is notified about whether or not the project is granted funding and is given a reason for the decision. The decision cannot be appealed. Awarded projects are published on the Foundation's website.

Read more about the assessment and the assessment criteria on pages 9-12.

Application system and online form

The online application system opens at least one month before the application deadline. The Foundation's website contains a link to the application system and all necessary information about a call. Before writing an application, the main applicant must create a login account in the system. In order to create and submit an application the main applicant needs to login using BankID, which is possible after social security number is connected to existing or to newly created account. An existing account is updated by logging in with password, adding social security number to "My page" of the account, log out, and the login in using BankID.

All participants in the project (main applicant, co-applicant and head of department) must confirm their participation in the project by signing with BankID. When the application is finally to be submitted, the main applicant signs again for the project as a whole.

Please note that all changes made after all participants have confirmed with BankID means that confirmation with BankID must be done again by all.

If someone in the project lacks a BankID, please contact the office in good time.

The online form for new applications consists of a page with multiple tabs. You must fill in and save all tabs in order to register your application. When the page is saved correctly, each tab in the header of the form turns green. You can change the application throughout the application period until the time you submit it. If some information is missing or not corresponding to Foundation requirements, a red text box or red error message (for the budget sheet) occur. An application can only be submitted after these deviations have been adjusted.

It is important that you follow the steps below to ensure that your application is considered valid and is properly assessed.

For technical support you can start by reading here: SBS Manager™ Support. It is also good to contact the foundation's office if you cannot find what you are looking for.

Information about the applicants

Here, you specify the main applicant and co-applicants for the project. See also the earlier section "Scope and requirements".

- The main applicant must be the account owner in the application system.
- The main applicant must have a doctoral degree or equivalent well-documented research qualifications.
- The main applicant must not have any outstanding reports due to the Foundation.
- The main applicant is responsible for carrying out the project at the intended pace and for submitting a status report and final project report on time. It is also the main applicant who is responsible for ensuring that all financial reports are correct.
- The contact details of the main applicant are retrieved directly from their account in the online form, so make sure that those details are up to date. If the main applicant terminates their position or retires, the Foundation must be informed in good time. Our office processes applications for change of main applicant on an ongoing basis.
- Applicants cannot be an elected representative in the sector review group or review panel within which their application will be assessed.
- Applicants must themselves assess and openly disclose any potential conflicts of interest that might be relevant for an impartial assessment of their research application. The Foundation expects applicants to have a high level of personal integrity.
- For doctoral projects, the main applicant should be the doctoral student's supervisor. Doctoral students should be specified as co-applicants on the application. Clearly state whether the project is intended to lead to a doctoral degree.
- Active project participation of all applicants should be declared in the budget post for salaries, regardless of whether the participation represses in kind contribution or through salary costs included in applied funding. Read the Budget section below carefully.
- The administrating organisation must have a Plusgiro or Bankgiro in which the research funds can be deposited.

You can invite a person to work on an ongoing application via your profile page in the system. To the right of a started application is the "Edit" button. To invite a person to work on the application, click on the arrow to the right of the Edit button, select Contributor and follow the instructions that appear. The person who is invited does not have to be a co-applicant.

Project information

Specify the following:

- The title of the project in both English and Swedish. The title should be short and concise. The title's maximum length is 100 characters including spaces.
- Year and month of the project's planned start and end. The deadline for submitting the final report is automatically set to six months after the specified project end.
- For the open call, the main applicant chooses which of the two focus areas they are applying for and which industry areas the project addresses. Specify all the industries that are relevant for the project.

Budget

State all amounts in Swedish kronor. If you have applied for project funding from another funding source to cover the same costs as you are seeking from the Foundation, you must state this. This also applies to any of your own funds that will be allocated to the project. You must justify the budget in the project description.

Overhead must not exceed 25 % extra costs on top of applied costs for salaries and applied costs for consumable materials respectively, in order for the application to be submitted. Overhead may include surcharges from the faculty, department or university, and the cost of premises. The overhead specified must not exceed actual overhead costs.

Purchases of equipment and depreciation may amount to a maximum of 20% or SEK 500,000 of the total amount the project is seeking (total for the entire project period).

Payments of an approved project are made to a bank or plusgiro (not account number), which is stated in the application. Please be careful with the information you provide. The project number is used as a reference. See details in the Granted Projects section below.

Concept overview (Stage 1)

Enter a framework budget as an approximation of the final budget per year. No items need to be specified in the framework budget, but the budget in the full-scale application must not differ materially from that in Stage 1.

Full-scale application (Stage 2)

In a full-scale application, you create a detailed budget specifying all the items you intend to apply from the Foundation. All items must be written in English.

Names of main- and co-applicants given in the first part of the application will be automatically sent to the project budget salary part. Thus, be careful to fill in all applicant information correctly by manual writing (not autofill) from the beginning. In the salary part each applicants expected participation in the projects should be given per year, together with their monthly salaries and portion of salary to be funded by the Foundation. If an applicant's salary in the project is completely in kind, specify it as usual under the salary section but state 0 kronor under "Applied from the Foundation". Next, specify the in-kind contribution as the corresponding amount of money under "Own funds and funding from other financiers". Co-applicants must be actively involved in the project and receive a salary within the project, either with the funds applied or one's own funds. Salary can also be entered for people who will work in the project without being co-applicants, then the name is added manually to the salary records.

Specify the salary for consulting services (purchased services not provided by the main applicant, co-applicants or other salaried) under "Additional costs", together with the name and description of the service. A consulting position should not be so extensive that it can be considered better suited as a salaried position within the project.

Reference group participants do not count as co-applicants.

Remember to be specific and clear when specifying materials, travel and other costs. Items such as "other materials" or "miscellaneous costs" will not be accepted.

Specify the total cost of each item in the budget, and specify how much of each budget item the project is applying from the Foundation (can be the same as the total cost, parts of it or zero). Under "Own funds and funding from other financiers," you then add up the amounts and specify which amounts apply for each budget item. For example, it can be “Salary in-kind, Name” and the amount that applies for each item.

Keep in mind that the item “Amount applied from the Foundation must not exceed the item “Left to be financed”.

Be careful to enter a correct bank or plusgiro in the application, for disbursement of funds if the project is approved.

Project summary

Summarise the project’s objectives and focus, in Swedish and English. The maximum length of each summary is 1,000 characters including spaces. Keep in mind that the summaries will be automatically published in the project bank if your project is awarded funding.

Appendix for concept overview (Stage 1)

The project description must be written in Swedish and be a maximum of three pages. Use the default font and font size (for example, Calibri 11 points). The concept overview is assessed based on the criteria listed under “Assessment criteria” below. The concept overview should include:

- Purpose, objectives and expected results of the research project
- Reason for the project’s position on the TRL scale (Figure 1), and end users of the results
- Reason for the composition of the project team
- A rough outline of the project’s materials and methods as well as a communication plan
- Justification of the framework budget
- List of key references

Appendices for full-scale application (Stage 2)

Appendix 1: Project description

The project description must be written in English and be a maximum of ten pages. Use the default font and font size (for example, Calibri 11 points). The full-scale application is assessed based on the criteria for both “Benefits for the industry” and “Scientific quality” below. The description must include:

- Relevance, purpose, objectives, expected results, and benefits of your research project
- A summary of previous research in the field, state of the art, and a description of how your project relates to previous research or to related projects for which you are seeking or have obtained funding from another funder
- Hypothesis, methods and implementation as well as end users of the results and key references
- Ethical considerations
- Reason for the project’s position on the TRL scale (Figure 1)
- Reason for the composition of the project team
- National and international collaboration
- Confirmed reference group or individuals, including name and role
- Justification of budget
- Plan for scientific publication and dissemination of information
- Plan for communication with stakeholders, the industry and the sectors.
- List of key references

Appendix 2: CV
The CV of each applicant must be written in English and be a maximum of two pages. It must include a brief description of the applicant's qualifications and list of publications. Remember to only address what is relevant to the project. Please indicate if you have previously worked on projects that have involved collaboration with the industry.

Submit your application

After all pages are correctly completed and all co-applicants and the head of department/nearest chief have signed the application with BankID, the main applicant than submit the application. Submit by clicking "Sign and register the application". The electronic signatures correspond to a project insurance. Read through the "General application requirements" and accept them by clicking the box. An application does not receive a project number until it is correctly submitted. All assessments take place in the online system, so the reviewers only have access to materials that the applicant submits electronically.

For reviewers

The Foundation's board has overall responsibility for the review process. The process should be efficient, and the relevant sectors and academia well represented. In addition, the number of reviewers from each sector must be proportional to the funding contributed by that sector to the Foundation. The sectors propose members of the panels to the board, who take the final decision. The board appoints the chairperson of each panel. In the open call, the same person is the chairperson in both Stage 1 and Stage 2. The chief research officer appoints a secretary for both the sector review groups and review panels, usually a research officer from the Foundation.

In the annual open call, project applications are assessed as is by the sector review groups in Stage 1 and the review panels in Stage 2. In the food sector, applications are divided into livestock and crop products and are assessed by their respective group in the two stages.

Other calls are prepared in one phase by a review panel that is fit-for-purpose and consists of representatives from both industry and academia.

Ethical guidelines

- All reviewers are appointed on the basis of their own qualifications and are tasked with representing the entire sector in question regardless of any wishes of their company or organisation.
- During the assessment, personal considerations or preferences must not result in biased assessments of applications, awarding of funding or research priorities.
- During the assessment, scientific credibility must be supported by a factual assessment of the application. Assessment of the application must be formulated factually and fairly, and must, as objectively as possibly, state the scientific merits and weaknesses of the applicant and their application.
- Applications submitted to the Swedish Farmers' Foundation for Agricultural Research are not public documents and must be treated confidentially. The reviewers have a responsibility towards their respective sector groups and review panels, so discussions must not be passed on to any third party.
- The decisions taken in these groups are the collective decision of all reviewers. At the review meetings, reviewers have the right to object to decisions taken.
- During their time in the sector review group or review panel, reviewers cannot be co-applicants on applications submitted to the Foundation.

Conflicts of interest

If, during the review process, a reviewer recognises that they have a conflict of interest, this must be recorded in the review system and the research officer notified immediately. If anyone detects a conflict of interest during a meeting in progress, this must be reported without delay. The reviewer is personally liable in the event of a conflict of interest. The Foundation strives to work in a way that creates trust among both the funders and the grant recipients. Reviewers with a conflict of interest must be regarded as non-participatory and must leave the meeting room.

Conflict of interest is considered to be present in the following cases (we follow the Swedish Code of Statutes Administrative Procedure Act, §§ 11 and 12, 1986:23):

- The matter concerns the panel member or a person close to the panel member, or the outcome of the matter can be expected to result in significant advantage or disadvantage for the panel member or a person close to the panel member.
- The panel member or a person close to the panel member is a representative of, or works at, the same institution or company as the applicant, or is a representative of another party for whom the outcome of the matter can result in significant advantage or disadvantage.
- The panel member has an ongoing or recently completed close collaboration with the applicant. A conflict of interest is also present if any other particular circumstance exists that could influence the credibility that a panel member is impartial in the matter. Examples include friendship, rivalry or financial dependence.
- The panel member must personally consider if there is a conflict of interest and notify any conflict of interest that exists. If a conflict of interest exists, the panel member must abstain from processing and reviewing the application and must leave the meeting room during discussions concerning the application.

The Foundation's secretariat invites the respective review panel members to report possible conflict of interest of incoming applications in the Foundation's online evaluation system, before given deadline, which should be confirmed by email to the sectritariate once finnished. Thereafter, the concept overviews are assigned to reviewers and can be evaluated.

The review process

All assessments take place through the Foundation's online review system. The foundation office will send all instructions about the review system before the start of the assessment period.

Each reviewer must complete all assessment criteria and submit an individual assessment for each application in the review system. The assessment consists of an overall grade (A-D) that summarises the assessment of the project as a whole, together with motivating comments. These grades are based on the average point score of an application during the assessment.

You can click Save at any time to sign out and continue at another time. After you fill in the necessary fields in each section, they will turn green. After all fields are successfully completed, you can click "Save and mark as done" to complete the assessment.

The assessment for each project must be completed by the date stated in the invitation to review. After the system is closed for assessment, additional information cannot be added. The Foundation's office sends a summary of the entire group's assessment to the reviewers prior to the panel meeting. The list is ranked by average points scored.

After the end of the assessment period, the group holds a meeting where applications and assessments are briefly presented by the respective rapporteurs. Next, the application is discussed and evaluated by the entire group.

The presentations must be kept short and should preferably contain the following three points:

- Very brief summary of the project in the application.
- Summary of the group's assessment.
- Cases in which the scores differ significantly.

Concept overview assessment – Stage 1, open call

The assessment is made by a sector review group consisting of relevance reviewers from the farming and horticulture industries (farmers, advisors and other experts) and from process industry representatives who have an understanding of research. They can have a doctoral degree, but it is not a requirement.

The chief research officer appoints an active review panel for each application. The active review panel consists of four reviewers and one of them is assigned to be rapporteur. The active sector group reviews the applications based on "Benefits for the industry" (see criteria and scoring system below). Other relevance reviewers should read but not review the application.

After the meeting at the end of the assessment period, the panels create a proposal for the Foundation's chief research officer recommending which projects should proceed to Stage 2 and which should be rejected. The chief research officer takes the decision based on the sector review group's proposals. Our office communicates the decision to the main applicant.

Assessment of full-scale application – Stage 2, open call and other calls

The assessment is carried out by a review panel consisting of approximately half scientific reviewers and half relevance reviewers. In the open call, relevance reviewers are recruited from the relevant sector review group in each subject area. The whole panel reviews all applications and for each application, the chief research officer appoints a rapporteur.

The review panel must collectively be able to review all applications within their respective subject areas and to evaluate each project in relation to the entire TRL scale. The Foundation mainly engages international scientific reviewers in order to reduce the risk of conflict of interest and to broaden scientific competence. If necessary, the Foundation can appoint external experts as a complement to the review conducted by the review panel. The review panel assesses full-scale applications based on the criteria for both "Benefits for the industry" and "Scientific quality" (see criteria and scoring system below).

The meeting after the end of the assessment period results in a recommendation on which projects should receive funding. For each application, the rapporteur prepares an opinion statement in the review system that justifies the recommended decision based on the comments raised at the review panel meeting, not solely on the rapporteur's personal views. Any revisions of the project must also be stated in the opinion. The opinion must be written in English and must not exceed 1,000 characters including spaces. If the opinion is a rejection, the applicant should be able to easily understand the reason for the decision. The reason for rejection must be based on the criteria set out in the assessment and can also contain positive feedback.

The office communicates the recommendation to the board, who take the final decision. The foundation reserves the right to exercise portfolio strategy when making decisions.

Assessment criteria

Benefits for the industry

- **Potential.** The project's long-term potential to contribute to profitability, competitiveness and sustainable development, for example by promoting growth and renewing a sector or creating the means for new businesses to emerge. The project team's potential to achieve the above, as well as the scope and relevance of stakeholders in collaboration and the stakeholders' co-funding.

- **Relevance and direct impact.** Relevance of the project to addressing industry needs. The ability of the project to address existing needs and the real-world problems of a defined target group. The novelty value of the project for the industry.
- **Communication and dissemination of results.** Description of relevant stakeholders and end users. A tangible and realistic plan for communicating the achieved results to the next stage in order to create real-world impact when the project ends. Suggestions on what should happen and who should take over when the project is completed.

Scientific quality

- **Hypothesis and questions.** The originality and novelty value of the proposed project. The scientific importance of the objectives and potential to obtain significant results.
- **Method and implementation, including budget.** The feasibility and suitability of the scientific method. Tangible and realistic work schedule, coupled to a reasonable budget.
- **Qualifications of main applicant and project team.** Ability to carry out the project as planned, sufficient experience of project management. The strength and competitiveness of the team within both industry and academia.

Point scale and grades

Point scale

During the assessment, the sector review groups and review panels use the following scale:

- 6 points: Excellent. The application successfully addresses all relevant aspects of the criteria. No shortcomings.
- 5 points: Very good. The application meets the criteria very well, but with minor shortcomings.
- 4 points: Good. The application meets the criteria well, but with some noticeable shortcomings.
- 3 points: Satisfactory. The application largely meets the criteria, but with several noticeable shortcomings.
- 2 points: Needs improvement. The application meets the criteria inadequately, or there are major weaknesses.
- 1 point: Rejected. The application fails to meet the criteria or cannot be assessed due to missing or incomplete information.

Scale for overall grade

In the assessment, the sector review group and review panel also assign an overall grade based on the application’s average score from the criteria assessment. Personal comments should be entered to justify the project’s overall grade.

- A = Excellent application corresponding to an average point score >5
- B = Good application corresponding to an average point score 3.5-5
- C = Unsatisfactory application corresponding to an average point score 2.5-3.4
- D = Weak application corresponding to an average point score <2.5

Projects awarded funding

Contracts

The main applicant receives an electronic contract specifying the obligations of the main applicant and the administrating organisation, as well as the conditions for reporting and publishing the project. The grant contract also includes a reporting and payment plan for the project.

Our office will send the electronic contract to the main applicant within one month of the decision. Only Bankgiro or Plusgiro number can be used for payment transactions and the project number will be used as a reference. The information for payment is taken directly from the application for the contract.

In some cases, the Foundation can ask for supplementary information about an awarded project before making the first payment. This is clearly stated in the contract and means that the main applicant must submit the requested supplementary information no later than the date specified in the request for completion. The payment plan applies if all the conditions are met.

The contract applies for the project in accordance with the application. If there are discrepancies or changes in the project, the applicant must contact the Foundation's office immediately.

Payments

For the annual open call, an annual payment is made in May each year, starting from the first year of the project. The project must begin sometime in the calendar year after the call year where the Foundation's board takes its decision in December.

For other calls, where decisions can be taken by the board during any part of the year, an initial payment is made shortly after the project has a completed contract. Other payments during the course of the project are made in May each year.

For all projects, after the project has submitted its final report, the final payment is made on an ongoing basis during the year because the final report deadline varies between projects. The final report must be submitted within six months of the last day of the project. The contract contains all information about the reporting date.

Status report

Status reporting ensures that industry and public research funds are used correctly and that research is of a high level. The Swedish Farmers' Foundation for Agricultural Research grants research funding for the entire project period. For multi-year projects, the main applicant must submit a status report each year through the application system.

In the report, the main applicant describes overall results achieved as well as any deviations. All deviations must be explained. Please note that any major deviations or changes in the project must be communicated to the office directly, not just noted in this section of the status report.

The status report is approved by the research officer in consultation with the chief research officer If the main applicant is not contacted by the office regarding supplementary information or similar, the applicant can assume that the status report has been approved.

Applicants can log into the system at any time and view the deadline for submitting the status report.

Final report

All projects must submit a final report in the application system by the date specified in the grant contract. Applicants can log into the system at any time and view the deadline for submitting the final report. If the final report is not received after a reminder is sent, the project will be annulled and any remaining funds must be paid back to the Foundation. Annulled projects are not published in the project bank.

Final reports are approved by the research officer in consultation with the chief research officer and can be used as input for disseminating the results to the industry and sectors. When a final report is approved, the main applicant receives an email from the Foundation's office informing them of the approval and of any adjustment to the final payment. The final payment is adjusted if all the funds in the project were not used.

The online form must be completed in the order specified in the system. Fields that cannot be changed are in grey and cannot be filled in.

Summary
The project must be summarised in both Swedish and English. Summaries can contain up to 1,000 characters each, including spaces. The summary should focus on the purpose of the research, the main results and the key conclusions.

The summaries are automatically published in the Foundation's project bank when the final report is approved and the final payment made.

Popular science report
The reader of popular science reports is typically a farmer, journalist, advisor or someone else who is interested in the topic but lacks the main applicant's scientific expertise and subject knowledge. This is an excellent opportunity to spread knowledge about a subject and the popular science report forms an important part in the communication of the project. Therefore, use simple and clear language. The popular science report can contain a maximum of 4,000 characters including spaces. It must include the following:

- Purpose and benefits of the research project
- The main results in an easy-to-understand form and description of how the results can be put into practice
- The methods used
- The main conclusions

For more information on how to write a popular science report, consult these sources:
https://henrikbranden.se/vetenskapsskribent/att-skriva-popularvetenskap/

https://henrikbranden.se/2010/10/04/vetenskapligt-kontra-popularvetenskapligt-sprak/

https://awelu.srv.lu.se/genres-and-text-types/writing-in-academic-genres/popular-science-writing/

Final report, appendix
The final report must be written using standard fonts, have single-line spacing and 2.5 cm of upper, lower, left and right margins. It must not exceed 10 pages in length (excluding first page and results dissemination section). A final report template can be found here. Attach the report as a PDF file in the system.

The final report must be written in either Swedish or English, with a thorough summary in the other language not used in the report. On the first page, the title and project number of the project must be stated together with the report's author and organisation, as well as the project summary (in the other language). Next, the report should contain the following headings:

- Background and purpose
- Materials and methods, including statistical analyses
- Results
- Discussion
- Conclusions (regarding benefits, with advice for the industry)
- References cited in the report
- Dissemination of project results

In the dissemination of results section, specify the titles and references to any existing publications, in-progress manuscripts and popular science reports that have been written within the project. Also provide links to publications and websites describing the project. Publications that are only available in paper format should be submitted if the office requests them.

Financial reporting
In the financial report, the main applicant provides details about all the costs incurred in the project. This report must be in accordance with the budget stated in the original application. All individual items must be specified, not reported as a lump sum. Overhead expenses should be recognised in the appropriate place and not under "Other". Keep in mind that the system only accepts numbers, and no other characters.

Publication of project results and final report

When applicants communicate and publish results from a project funded by the Foundation, the Swedish Farmers' Foundation for Agricultural Research must be clearly identified in the publication as a funder, along with the project number. This also applies in contacts with the media. The logotype of the Foundation can be downloaded from our webpage (LINK). If the project intends to lead to a doctoral degree, the Foundation must be informed about the thesis defence and a copy of the thesis must be sent to the office.

After a final report is approved, it will be published in the Foundation's project bank together with the contact details of the project's main applicant. The main applicant should therefore be prepared for questions that can arise following publication. It is possible to obtain a deferral for the publication of the final report in the project bank if such publication is likely to hinder the planned publication of a scientific article, or a patent application. In such cases, contact the research officer.

Main applicants must ensure that their research results are available through open access within six months of publication. The office can answer questions about this process.

Follow-up after the project is completed

The Foundation will request a follow-up report of the project 3–5 years after the project's end date. This report should be of a simpler nature and focuses on how well the research results have had an impact in the target group, as well as additional published reports and other communication efforts after the project ends. The Foundation's website contains a template for the follow-up report.

Deferral of reporting

If the main applicant is unable to submit a project report according to the original schedule, they must apply for a deferral. The main applicant should send the application to the Foundation's research officer before the final report is due. Applications for deferral are assessed on a case-by-case basis and granted in exceptional circumstances. Such circumstances can include illness, parental leave, unforeseen delays, or unexpected restructuring of the project team. Note that the deferral application does not replace the description of deviations in the status report. The deferral application must:

- Clearly explain the reason for the delay
- Include a new schedule
- Be signed by the main applicant and immediate superior or head of department.

If the deferral application is granted, the main applicant must submit the report according to the updated schedule in order to apply for new project funding from the Foundation. The Foundation grants a maximum of one year's deferral at a time. To view the current reporting schedule for a project, applicants can always log in to the application system.

Change of project members

The main applicant must always apply for a replacement of one of the co-applicants. The CV of the new co-applicant must be included in the application.

When changing the main applicant, the CV must be included in the application and the application must be signed by both the old and new main applicant and the head of department.

When a change of main applicant or co-applicant is carried out in the system (done by the office), signature with BankID is required by everyone in the project group, including the head of department.

A change of main applicant means an administrative cost of 1500 SEK.