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## Procedures regarding external research funding: applications and agreements

Below you will find current procedures for external international, national and mixed research funding at the application stage (pre-award) and upon grant approval (post-award). This presentation refers to grant research, in case of commissioned research (a.k.a. contract research) this will be specifically stated. The aim is to clarify the process to heads of department/centre directors (directly subordinate to the dean), heads of administration and individual researchers. For further information about the procedures regarding specific research funders, please go to [the web pages of REIS](#), or get in touch with us via the contacts below.

Important to keep in mind:

- 1) All applications must be approved by the Head of department/Centre director.
- 2) Reach out to REIS as early as possible, good foresight is essential. REIS should be contacted at least two weeks in advance if you need signatures on application documents and prior to the start of negotiations of new agreements.
- 3) REIS will assist during the review and drafting of agreements. REIS will ensure that the agreements are, when necessary, legally reviewed by the legal counsels at the Office of the President (this is always done if the amount exceeds 6 million SEK for a research grant and, in case of a commissioned research project, if it exceeds half a million SEK), and that the agreements are signed by the Head of REIS if there is a delegation from the President. In the President's decision-making meetings ("rektorsföredragning" (RF)), REIS reports the agreements which are signed by the President. Reach out to the REIS contracts team via [contracts@fs.su.se](mailto:contracts@fs.su.se).
- 4) Reach out to the REIS research ethics support via [etik@fs.su.se](mailto:etik@fs.su.se) if you have questions about ethical review, ethical guidelines, good research practice or other aspects of ethics in research.
- 5) (Applications and agreements for external funding of education, e.g. within Erasmus+, are administered by the Office for Student Services. Reach out to [projektstodutbildning@su.se](mailto:projektstodutbildning@su.se).

REIS provides support in coordinating large EU applications and, if the applications are granted, in coordinating the research projects. For more information, reach out to [maryam.hansson.edalat@su.se](mailto:maryam.hansson.edalat@su.se).

If you have questions for REIS concerning applications and matters other than those listed above, please contact [info@fs.su.se](mailto:info@fs.su.se).

Funder	Procedure	
	<i>Application/pre-award</i>	<i>Agreement/post-award</i>
<b>EU: Horizon Europe (e.g. ERC, MSCA and RIA)</b>	REIS assists during the application process. Get in contact with REIS well ahead of time, preferably at least three months before the deadline. The application must be approved by the Head of department/Centre director.	These grant agreements are not negotiable and thus are not reviewed. They are signed by the Head of REIS (in accordance with <a href="#">SU's rules regarding decision-making and delegation of powers</a> (document available only in Swedish)) in the portal of the EU Commission. Prior to that, REIS obtains the approval of the Head of department/Centre director and consults with the relevant Deputy Vice President. Grant agreements exceeding six million SEK must be approved by the President before being signed by the Head of REIS. These agreements are reported by REIS for the approval by the President at RF. Sub-agreements, such as cooperation agreements, are reviewed either by REIS or through its mediation and are signed by the Head of REIS.
<b>USA: federal and private funders</b>	Applications to federal funders are submitted centrally via REIS. Get in touch with REIS well ahead of time. The application must be approved by the Head of department/Centre director.	These grant agreements are processed in the same way as EU: Horizon Europe agreements, with the difference that, in the case of grant agreements exceeding 500 000 SEK, REIS consults the relevant Deputy Vice President and that such agreements are negotiable. They are reviewed either by REIS or through its mediation. Grant agreements exceeding six million SEK are reported by REIS for a signature by the President at RF. For lower amounts, the Head of REIS signs the agreements. Sub-agreements, such as cooperation agreements, are reviewed either by REIS or through its mediation and are signed by the Head of REIS.
<b>Nordic funders: e.g. NordForsk, Nordic Council of Ministers and other international funders</b>	REIS assists during the application process. The application must be approved by the Head of department/Centre director.	These grant agreements are processed in the same way as EU: Horizon Europe agreements, with the difference that, in the case of grant agreements exceeding 500 000 SEK, REIS consults the relevant Deputy Vice President and that such agreements are usually negotiable. They are reviewed either by REIS or through its mediation. Grant agreements exceeding six million SEK are reported by REIS for a signature by the President at RF. For lower amounts, the Head of REIS signs the agreements. Sub-agreements, such as cooperation agreements, are reviewed either by REIS or through its mediation and are signed by the Head of REIS.
<b>National authorities/government agencies acting as an intermediary between SU and an international funder, e.g. the Swedish Agency for Economic and Regional Growth, the Environmental Protection Agency</b>	REIS assists during the application process. The application must be approved by the Head of department/Centre director.	Grant agreements with a national intermediary are reviewed either by REIS or through its mediation. Grant agreements exceeding six million SEK are reported by REIS for a signature by the President at RF. For lower amounts, the signatory is the Head of department/Centre director. Sub-agreements, such as cooperation agreements, are reviewed either by REIS or through its mediation and are signed by the Head of department/Centre director.
<b>Mixed funding (international and national funders): EU grants with co-funding from national funders, e.g. in ERA-NET, Bonus, JPI</b>	REIS assists during the application process. The application must be approved by the	Grant agreements with international funders are processed in accordance with what is stated for such funders above. Grant agreements with national funders are

	Head of department/Centre director.	processed in accordance with what is stated for such funders below. Sub-agreements, such as cooperation agreements, are signed by the Head of REIS as well as by the Head of department/Centre director. They are reviewed either by REIS or through its mediation.
<b>The Wallenberg Foundations</b>	REIS assists during the application process <sup>1</sup> . The application must be approved by the Head of department/Centre director.	Grant agreements exceeding six million SEK are signed by the President. For lower amounts, the signatory is the Head of department/Centre director. The office of the relevant science area/faculty reports agreements exceeding six million SEK to the President at RF, following a review of the agreement by the legal counsels at the Office of the President.
<b>Other national funders</b>	REIS assists during the application process. The application must be approved by the Head of department/Centre director.	Grant agreements exceeding six million SEK are signed by the President. For lower amounts, the signatory is the Head of department/Centre director. NB! Where the application has been made through Prisma, the Swedish Research Council's application system, the Head of department/Centre director may not sign in the system until the grant has been approved by the President. The office of the relevant science area/faculty reports grant agreements exceeding six million SEK to the President at RF, following a review of the agreement by legal counsels at the Office of the President. If a department/centre wishes a legal review of a grant agreement of less than six million SEK, it can be submitted directly to the legal counsels at the Office of the President via "Fråga juristen" (Ask the legal counsel) in the Service portal. Sub-agreements, such as cooperation agreements, where SU is the grant holder/manager and project coordinator and distributes the grant to international and/or national project partners, can be submitted for a legal review directly to the legal counsels at the Office of the President via "Fråga juristen" (Ask the legal counsel) in the Service portal. Cooperation agreements are signed by the Head of department/Centre director.
<b>Research infrastructure, funded by the Swedish Research Council (VR) and all other national and international<sup>2</sup> funders</b>	REIS assists during the application process. The application must be approved by the Head of department/Centre director.	REIS reports the VR grant terms and conditions for the approval of the President at RF. Cooperation agreements are reviewed through the mediation of REIS and are signed by the President irrespective of the grant amount. Prior to that, an approval is required from "föreståndare"/"verksamhetsansvarige" and the President's senior advisor for research infrastructure or the Vice Dean in charge of research infrastructure in the Human Sciences area. REIS reports these cooperation agreements for the signature by the President at RF.
<b>Internationally commissioned research which is commissioned/funded by international companies and EU tenders/procurements of</b>	REIS assists during the tender/application process. The tender/application must be approved by the Head of department/Centre director.	These agreements for commissioned research are processed in the same way as EU: Horizon Europe agreements, with the difference that agreements exceeding 500 000 SEK must be approved by the President

<sup>1</sup> Some calls require internal review/prioritising at the University. At present, this concerns applications to KAW, MMW, MAW and BWS (only for "Larger research projects"). In these cases, a letter of support/certification from the President is compulsory and must be attached to the digital application. The SU internal timetable for the procedure and internal applications is communicated to heads of department/centre directors and is published on [su.se/wallenbergstiftelserna](http://su.se/wallenbergstiftelserna) when the relevant call has been opened.

<sup>2</sup> Research infrastructure projects funded by Horizon Europe follow the procedure for this programme presented above.

<b>commissioned research</b>	before being signed by the Head of REIS. In addition, agreements with international companies are negotiable. REIS reports agreements exceeding 500 000 SEK for the approval of the President at RF.
<b>Nationally commissioned research which is commissioned/funded by other government agencies such as the Swedish National Agency for Education and the Environmental Protection Agency</b>	The office of the relevant science area/faculty reports the agreements for commissioned research exceeding 500 000 SEK to the President at RF, following a review of the agreement by the legal counsels at the Office of the President.
<b>Agreements of a technical and non-project strategic nature (such as material and data transfer agreements, researcher agreements in Horizon Europe MSCA, non-disclosure agreements) which constitute sub-agreements to grant agreements in Horizon Europe or another international funder</b>	The department/centre can submit these agreements for legal review directly to the legal counsels at the Office of the President via “Fråga juristen” (Ask the legal counsel) in the Service portal. The Head of department/Centre director signs the agreements.
<b>(Agreements for the purchase and sale of research-related services (such as collection and analysis of data, utilisation of SU research infrastructure facilities). NB! This does not constitute research or research agreements<sup>3</sup>)</b>	<p>(Purchase agreements can be submitted for legal review directly by the department/centre to the legal counsels at the Office of the President via “Fråga juristen” (Ask the legal counsel) in the Service portal. The Head of department/Centre director signs purchase agreements up to the threshold level for public procurement determined by the government<sup>4</sup>. However, SU’s Head of Administration must always decide in any matter concerning the application of exemption rules according to the Public Procurement Act (2016:1145) and with a value exceeding 100 000 SEK.</p> <p>Sale agreements can be submitted for legal review directly by the department/centre to the legal counsels at the Office of the President via “Fråga juristen” (Ask the legal counsel) in the Service portal. The Head of department/Centre director signs sale agreements corresponding to 25 000 SEK on each separate occasion, or a maximum of 250 000 SEK per year. SU’s Head of Administration signs agreements with a value exceeding these limits.</p> <p>Agreements for the utilisation of SU research infrastructure facilities with a value exceeding the above-mentioned limits and which are thus to be signed by SU’s Head of Administration are reviewed through the mediation of REIS and reported by REIS for the signature by SU’s Head of Administration.)</p>

In case of uncertainty as to which decision-maker is authorised to sign various kinds of application documents, please reach out to [info@fs.su.se](mailto:info@fs.su.se).

In case of uncertainty as to which decision-maker is authorised to sign various kinds of agreements/contracts on behalf of SU, please reach out to [contracts@fs.su.se](mailto:contracts@fs.su.se).

<sup>3</sup> To distinguish research-related services from commissioned research, the following criterion is used: commissioned research is normally subject to recognized academic principles and core values regarding academic freedom, integrity and transparency, while this is not necessarily the case when it comes to research-related services.

<sup>4</sup> [Tröskelvärden och direktupphandlingsgränser | Upphandlingsmyndigheten](#) (information available only in Swedish).