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Instructions to apply for Gender Mainstreaming Funding

The application can amount to a maximum of SEK 200 000.

To apply the applicant/s must use the application form.

Allocated funds must be requisitioned during the calendar year in which they were granted and can be used one year after the decision on allocation.

The application has to be submitted August 31 2023.

The application has to be signed by both the applicant and the applicant's head/equivalent. It can be signed digitally.

For students, student associations, student unions who apply for funding, the application must be signed by the department/faculty/equivalent that is to administer fees and other financial transactions.

The signed application can be sent as a PDF by e-mail to ann-sofie.wigg-bodin@uu.se until midnight August 31 2023.

The original application has to be sent to:

Ann-Sofie Wigg Bodin
HR-Division
Box 256
751 05 Uppsala

Terms for allocation

Mandatory criteria for allocation

- That it is described in the application how the method is relevant for more parts of the University's activities than the applicant's.
- That it is explained in the application how the method can be integrated long-term in the regular activities.
- That the recipient undertakes to compile a final report and present the project to others at the University.

Desirable criteria for allocation

- priority can be given to applications that include co-financing from the institution, faculty, department, unit or equivalent.
- applications regarding efforts/projects that concern one or more areas of effort in previous plans and/or goals in the



current "Plan for Gender Mainstreaming 2023-2025" may be prioritised.

The application must:

- contain a detailed description of purpose, background, question formulation and possible hypothesis along with a description of how the project will be carried out.
- contain a description of planned continued activities after completion of the project assessment of the project's expected lasting effects.
- contain a strategy for documentation, follow-up/evaluation and distribution of project results.
- contain a detailed description of the project's budget (co-financing, other granted funding, salaries including social security contributions, travel costs, premises costs, costs for printing, advertising and posters).
- comply with the Swedish Public Procurement Act (LOU) when applying for funds to hire an external supplier. Existing framework agreements must be used in the first place. When there is no framework agreement, the applicant must make a procurement in which it is clear which, two or three suppliers have been asked. The suppliers' quotations must be attached to the application.
- not exceed 8000 characters (blanks not included).
- be signed by the applicant, the head of the department or equivalent.

Funding are not granted for

- gender mainstreaming funding are intended for business development, **no** funds are granted for research projects or for payment of regular lecturing
- overhead expenses (OH) (i.e. the cost for the University's administrative support and service)
- food and beverage, except for light refreshments in connection with the project

Report completed project

If problems should arise during the course of the project that could delay or hinder the implementation of the project shall be communicated to the reference group.

A report describing how allocated funds have been used shall delivered to the reference group no later than 2023-06-30.



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INSTRUCTIONS

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2023-05-12 Dnr UFV 2022/564 2:6

Obligation to repay funds

- Funding that haven't been used shall be returned to the Vice-chancellor.
- When a project is not finalized.
- When the applicant fail to present a description of how allocated funds have been used.