



### **Instructions to apply for Equal Opportunities Funding**

Employees, students and other organizations at Uppsala University are welcome to apply for funding to finance actions that will improve equal opportunities at the University.

The applications are processed by the Equal Opportunities Advisory Board and the final allocation is decided by the Vice-Chancellor.

The applicants must use the application form.

It is desirable that your department/equivalent also contributes funds.

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 October 9 2023.

The signed application can be sent as PDF by e-mail ([ann-sofie.wigg-bodin@uu.se](mailto:ann-sofie.wigg-bodin@uu.se)) until 5 PM October 9 2023.

The original application has to be sent to:

Ann-Sofie Wigg Bodin,

HR-Division

Box 256

751 05 Uppsala

### **Instructions for applying**

#### **The application shall:**

- contain a detailed description of purpose, theoretical background, question formulation and possible hypothesis,
- contain a detailed description of how the project is meant to be carried out,
- contain a description of possible continued activity after project completion and assessing expected lasting effects,
- contain a strategy for documentation, follow-up/evaluation and distribution of project results,
- detailed description of project budget (co-financing, other granted funding, salaries including social security contributions, purchase of services, or costs for offices, travels, promotion etc.),
- 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,
- cannot exceed 8000 characters (blanks not included),
- be signed by the applicant, the head of the department or equivalent.

Preference can be given to applications that contain co-financing from the department, faculty, division, unit or equivalent.

**Funding is not granted for:**

- research projects or the 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.

**Grounds for refusal**

- The application was, in comparison with other applications, not among the most prioritized.
- If an application concerns funding for printing costs lacks a ready to print script.
- Insufficiently specified budget can lead to reduced funding or refusal.
- If the applicant/s have not used the prescribed application form nor following the application instructions and exceeds 8000 characters.

**Presentation**

The applicant granted funding is obligated to present the project.

If during the course of the project, problems should arise that could delay or hinder the implementation of the project, that must immediately be communicated to the Advisory Board.

After completion of the project, applicants shall submit a written report on the implementation and a written description of how allocated funds have been used including receipts, copies of paid remuneration, salaries etc.

**Obligation to refunding**

- When a project is not finalized.
- When the applicant fail to present a written report on the implementation and a written description of how allocated funds have been used.