

## Seven tips for filling in your grant application

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Completing a grant application to the Research Council is time-consuming and there are many potential stumbling blocks. Here are some tips for how to fill in and submit your application successfully, well in advance of the deadline.

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1. Read the call for proposals carefully.
2. Learn more about the application form.
3. Remember to save your work often.
4. Don't wait to submit your application.
5. Read the instructions in the application form and use the contact persons.
6. Call the hotline prior to the deadline.
7. Pay attention to the deadline.

### **1. Read the call for proposals carefully**

The call for proposals stipulates the scientific and formal requirements and guidelines for grant applications and the project you are seeking funding for. You present the scientific content in the project description, which forms the basis for the assessment of your application. But there are a number of formal elements that must be correct before you can submit your application and have it assessed.

Pay special attention to the following in the text of the call:

- parameters for when the project is to start and conclude, and how long it can last;
- parameters for the amount of funding you may seek, and any requirements for own financing from the Project Owner or the partners;
- whether the funding granted can be used to cover costs for project partners, particularly when companies are to participate in the project;
- the mandatory attachments to the grant application, and any optional attachments that will be accepted;
- formal requirements for the format of the attachments.

### **2. Learn more about the application form**

[Learn more about the application form](#) well before the application submission deadline.

Fill in all the application form's required fields as early as possible. Use the "Save and check page" and "Check full application" buttons to make sure you have filled in all mandatory fields.

### **3. Remember to save your work often**

If you stay in one section of the application form for two hours without saving, the form will close automatically without being stored. So remember to click on the "Save and check page" button at regular intervals.

Your application form will be saved automatically when you use the menu in the left-hand column to move to different sections of the form.

### **4. Don't wait to submit your application**

Once you have filled in all the mandatory fields and uploaded the mandatory attachments, you may submit your application.

We recommend that you do this at the earliest possible date, well in advance of the application submission deadline. You may revise and resubmit your grant application form as many times as you like up to the deadline. The Research Council does not have access to the grant application until the deadline has expired, so it is the last submitted version of the application that is sent for processing.

Please note that the following types of grant applications may only be submitted once:

- project outlines;
- applications to calls for proposals with open-ended deadlines;
- applications to the SkatteFUNN Tax Incentive Scheme.

### **5. Read the instructions in the application form and use the contact persons**

Use the clickable instructions in the application form to avoid having to correct misunderstandings or deficiencies in a rush before the deadline.

If you have any questions about the call for proposals or the application form, please use the contact persons specified in the call.

### **6. Call the hotline prior to the deadline**

The last few days prior to the application deadline, you can call our hotline for help with questions or problems. Call the hotline at +47 22 03 72 00 or our switchboard at +47 22 03 70 00.

### **7. Pay attention to the deadline**

The deadline stipulated in call for proposals is final. After the deadline expires, the application receiving system is automatically closed to any more submissions. It is no longer possible to submit an application, revise one or add information after the deadline.

### **It is up to you to make sure you submit your application on time**

As the applicant, you are responsible for making sure you have adequate time to complete the application.

### **Force majeure**

In documented instances of force majeure, the Research Council may consider accepting an application after the submission deadline has expired.

Our definition of *force majeure* is:

Unforeseeable or exceptional circumstances beyond the applicant's control, which the applicant cannot have been expected to anticipate nor reasonably be expected to overcome or prevent the repercussions of, including war, fire, earthquake or other natural disaster.

If you believe that you were prevented from submitting your grant application by the deadline in accordance with our definition of force majeure, you must notify us as soon as possible and at the latest 24 hours after the deadline. You must email this notification to [post@forskningradet.no](mailto:post@forskningradet.no).

Your email must include:

- the date you created your application and its reference number (the number starting with ES in "My RCN Web");
- what the problem is and why this made it impossible for you to submit your application by the deadline;
- why you could not have dealt with the problem beforehand;
- documentation of the situation that arose and prevented you from submitting the application by the deadline.

### The application form

To access the application form, you must first create an application via a call for proposals. If you would like to know more about the application form, you can register as a user on "My RCN Web" and open a test application.

[Open a test application form](#)

### Telephone hotline

#### **Hotline for help in connection with application deadlines**

Hotline for help in connection with application deadlines: | For help during the last few working days prior to the application deadline, call us at: [+47 22 03 72 00](tel:+4722037200)