

## CEC Checklist when applying for funding

March through April are busy application times and to make the administration effective and easy for all researchers, please use the checklist below to make sure you don't miss any important parts.

### Checklist:

- **Get an approval from the head of the department before deadline!**  
All applications where CEC is taking part have to be approved by the head of the department (Henrik Smith). This is the case if (1) a researcher at CEC is main or co-applicant, (2) the application involves funding of positions at CEC. This is the case whether the application involves co-funding or not. It is advisable to do this *at least a week before deadline*.

To get an approval: send a short description by mail to the research coordinator ([Cerina.Wittbom@cec.lu.se](mailto:Cerina.Wittbom@cec.lu.se)) including:

- Preliminary title
- Applicants
- A sentence about the aim/content
- Funder
- Amount asked for (approximately),
- Is co-funding required?
- Names of any named person expected to achieve salary or any positions expected to be created (e.g. post-doc, PhD-student)

- **Get the “fullkostnads kalkyl” (full cost calculation) approved and signed by the head of department before deadline!**

The “fullkostnads kalkyl” of all applications where CEC is taking part have to be reviewed and approved by the economist. This is the case if (1) a researcher at CEC is main or co-applicant, (2) the application involves funding of positions at CEC. This is the case whether the application involves co-funding or not. It is advisable to do this *at least two days before deadline*.

To get an approval: send the “fullkostnads kalkyl” to the CEC economist ([Eva.Stengard@cec.lu.se](mailto:Eva.Stengard@cec.lu.se))

The final approval will often be that the head of department sign in Prisma, but by following the above guidelines you avoid unnecessary hassle.

Also, please put your project at the white board in the CEC corridor. You are welcome to contact the research coordinator ([Cerina.Wittbom@cec.lu.se](mailto:Cerina.Wittbom@cec.lu.se)) for support during the writing of your application. At last, it's a good idea to start fill out the on-line application already, as it takes time! Make sure to put the CV of all named participating researchers in Prisma.

