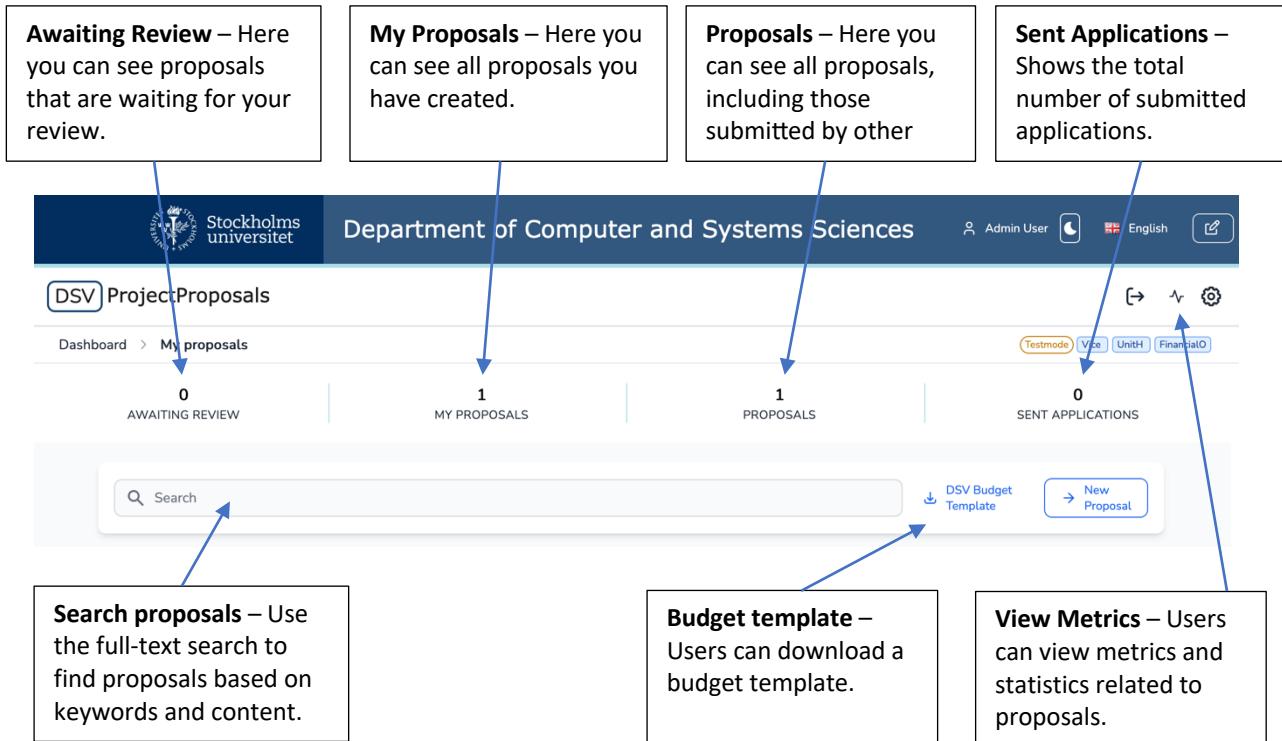


DSV ProjectProposals



How to Create and Submit a Proposal

1. Access the system

Access the system via the test server: <https://internt-app-prod.dsv.su.se/pp/my>

2. Create a new proposal

Click on the **New Proposals** button.

3. Fill in the required information

The proposal form is divided into sections, and each section contains a few mandatory fields that must be completed. Please ensure that all required fields in the proposal form are filled in.

You must upload both a proposal draft and a budget file. These can be uploaded at a later stage, but the proposal will not be sent into the workflow until all required information and files have been provided.

If you are unsure how to complete a specific field, you can click the information icon to open a help modal with additional guidance.

4. Submit the proposal

When the proposal is complete, click **Request Approval** to submit. The proposal will then enter the review workflow.

5. Follow the review process

You can track the status of your proposal in **My Proposals**. If additional information is requested, you will be notified and can update the proposal accordingly.

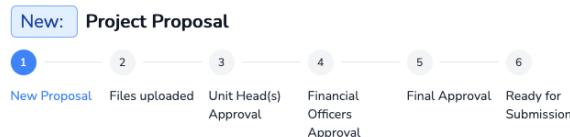
The Proposal form

Budget template

Before you begin filling out the form, it may be helpful to download the budget template. The template is provided in Excel format and can be used as a supporting tool when preparing your application.

Progress indicator

At the top of the form, you will see a progress indicator that fills up depending on where in the workflow your application is. If you are editing or reviewing the form content, you can view the current status of your application.



In the first section of the form, you enter a title (working title or equivalent) for your application. You specify which research area the application belongs to by using the dropdown options, and you provide a brief outline of your proposal

Title * ⓘ
Title

RESEARCH SUBJECT
Research subject * ⓘ
Business Process Management and Enterprise Modeling

Outline of the Proposal. Write a short summary of the goals of the research * ⓘ
Outline of the Proposal

Research Collaborators

In the next section, you will see pre-filled fields with your name and email address. Here, you can add intended project collaborators. You may select both internal (SUKAT) and external collaborators. When adding an external collaborator, you must enter their name and email address and then save the information.

RESEARCH COLLABORATORS

Principal Investigator * ⓘ
Ryan Dias

Email * ⓘ
ryan@dsv.su.se

Co-investigators ⓘ
Type Name
Type Email
Add

Type to add a SUKAT user

Add external

Project Organisation

In this section, you must specify which funding organisation you intend to apply to for a grant and indicate whether DSV will act as the coordinating institution. If not, please state which organisation will coordinate the project.

You must also indicate whether the project is an **EU** or **Wallenberg** project, as special regulations apply to these types of projects.

PROJECT ORGANIZATION

Funding organization ⓘ

Select Funding organization

Is DSV coordinating ⓘ

Yes No

Is it an EU project? ⓘ

No Yes

Is it an Wallenberg project? ⓘ

No Yes

Unit Head for Approval

In this section, you must specify your unit head and, if applicable, the unit heads of any collaborators who belong to other units. Please note that only unit heads of **internal** collaborators should be included.

The application will be sent to all unit heads listed here for approval before it can proceed to the next stage of processing.

UNIT HEAD

ⓘ Please note!

If more than one unit head needs to approve your proposal, add each required unit head to the approval list.

Unit Head for approval ⓘ

Gunnar Wettergren

Add a Unit Head for approval Add+

Project Budget

In this section, you must enter the budget for your proposed project. The budget should be provided as the full total budget for the entire project, as well as DSV's share. Please also specify whether the amounts are stated in SEK, EUR, or USD.

PROJECT BUDGET

Currency ⓘ

SEK \$ €

Budget for complete project ⓘ Budget for DSV ⓘ

Project budget DSV budget

Co-financing

In this section, you specify the overhead costs and whether co-financing will be required, as well as the number of years of funding for a PhD student. Please provide a brief justification explaining your reasoning.

CO FINANCING

Percent OH cost covered ⓘ

0 %

Cofinancing needed ⓘ Years of PhD student ⓘ

CO financing needed Years of PhD student

Please explain your reasoning. ⓘ

Estimated your budget requirements and provide a brief justification.

Project Dates

In this section, you enter the expected date when a decision will be communicated by the funding organisation, as well as the anticipated project start date. You should also specify the application deadline and the expected duration of the project.

PROJECT DATES

Decision expected ⓘ	Start date expected * ⓘ
<input type="button" value="Select date"/>	<input type="button" value="Select date"/>
Submission deadline * ⓘ	Project duration in months * ⓘ
<input type="button" value="Select date"/>	<input type="text" value="Duration"/> <input type="button" value=""/>

Comments

Finally, you may use this section to add any additional comments or information that should be included.

COMMENTS

Comments ⓘ
<input type="text" value="Your comments"/>

Proposal Attachments

In this section, you upload a draft proposal file and a budget file in the respective fields. These attachments must be provided in order for the application to be forwarded for further processing.

You may also choose to upload these files at a later stage; however, until they have been added, the proposal will not be submitted for review.

Proposal attachments ⓘ

<p> ⓘ Please note!</p> <p>You must upload the proposal's budget, along with a brief description of the proposal.</p>
<p>No attachments have been uploaded</p>
<p> Proposal draft!</p> <p>Drop your draft-proposal-file here or browse</p> <p>Allowed file types: txt pdf doc docx ppt pptx odt pages png jpg xls xlsx zip rar tex ps djvu rtf.</p>
<p> Budget file!</p> <p>Drop your budget-file here or browse</p> <p>Allowed file types: txt pdf doc docx ppt pptx odt pages png jpg xls xlsx zip rar tex ps djvu rtf.</p>

Once you have submitted your proposal, it will be forwarded to the relevant functions for further processing. You can track the status of your application on the start page.

3 Aspernatur fugiat accusamus quod voluptatibus.

The timeline consists of seven dots connected by a blue line. The dots are labeled: DRAFT, COMPLETE, UH APPROVAL, BUDGET REVIEW, FINAL APPROVAL, SENT, and a final unlabeled dot. The word "Processing" is written above the fourth dot. To the right of the timeline is a button labeled "PROCESSING" with a downward arrow.

Main researcher: Mrs. Tess Connolly | Submission deadline: 30/06/2025 | Project duration: 4 (months) | Economy: Admin User

Is DSV coordinating: Yes	Other coordinator: minus	Co-applicants: Ruthie Brakus	Unit head: Approved
Program/Call/Target: architecto	CO-FINANCING NEEDED:	OH cost covered: 10 %	Economy: Processing
Funding organization: Vinnova	Budget for project: 1000	Budget for DSV: 100	Final approval: Waiting
VIEW		Decision expected: 15/06/2025 Start date expected: 16/06/2025 Funding granted: Not reported Uploaded files: 2	