

Conference, organizing of - guidelines

The Swedish Cancer Society, organization number 802005-3370, 101 55 Stockholm, is the body responsible for the collection and processing of personal data in connection with grant applications.

The Swedish Cancer Society has a digitized grant application system called Fenix. Fenix uses BankID and Swedish social security numbers for both identification and signing. The application is signed digitally by both the Head of Department and the applicant directly in Fenix. Applicants sign the application last, i.e. after the Head of Department has signed.

Note that if you make changes to the application after sending it to the Head of Department for signing, you must send a new request for signing by your Head of Department, as the application has changed. This applies regardless of what changes have been made.

Holders of grants or assignments from the tobacco industry may not at the same time hold grants from the Swedish Cancer Society.

Objectives

The grant is intended to enable the organization of conferences / symposia in Sweden which are relevant to cancer research, by covering the costs of invited participants, administration, premises, etc.

For legal reasons, the Swedish Cancer Society pays grants only to Swedish educational institutions.

Conditions

The conference must take place in Sweden and must be announced publicly.

Costs for activities outside the scientific program are not covered.

The Swedish Cancer Society does not allow the cost of fees or salaries. Economy class airline tickets should be used in all but exceptional circumstances, in which case these must be stated in the budget.

Budget

The Swedish Cancer Society attaches great importance to the inclusion of comprehensive budget information.

Conference program

So that a proper assessment of the application may be made, it is essential that a conference program is attached listing invited speakers and the titles of their talks. Include the estimated number of conference participants.

Cancer relevance

The Swedish Cancer Society supports only those conferences whose content is important for cancer research. Applicants must always substantiate this relevance to cancer.

Practical guidelines

Signing the application

When you have completed your application, you must send it to your Head of Department by going into the "Preview/Förhandsgranska" tab. At the bottom of the page you click on "Request signing/Be om signering". This sends the application to your Head of Department, who receives it and signs it digitally with BankID.

Note that if you make changes to the application after sending it to the Head of Department for signing, you must send a new request for signing by your Head of Department, as the application has changed. This applies regardless of what changes have been made.

When the Head of Department has signed the application digitally with BankID, you as the applicant will receive an email. You can then log in and sign the application digitally with BankID.

Application signing time

Conference grants may be applied for at any time during the year, but no later than two weeks before the corresponding decision date.

Decisions

Decision date	Earliest conference date
23 February 2021	23 March 2021
25 May 2021	25 June 2021
19 October 2021	19 November 2021

The application may be submitted at any time during the year, however, the application must be assessed and determined by the Research Board's working committee no later than one (1) month before the start of the conference. Make sure you submit your conference application well in advance to allow a decision to be made in time.

Notice of approved or rejected application will be given a few days after the decision dates above.

Application

Applications are made in the Swedish Cancer Society's grant application system Fenix. Applications can be saved and altered until you have pressed the button "Request signing/Be om signering". Applications cannot be signed and submitted unless all the tabs in the application form are marked in green.

Applications cannot be altered or supplemented after the end of the application period.

Attachments

- Complete conference program

Miscellaneous

Change of address

The applicant/grantee is responsible for ensuring that up-to-date personal and Departmental contact information is entered into the Fenix application portal.

Change of administrative authority / Department

When transferring grants to another administrative authority or to another Department within the current university or college, the application for transfer must be made in Fenix with digital signing / approval from both the current and receiving Heads of Department.

Reports (financial)

Not later than six months (see contract) after the end of the period of performance, a report must be submitted via Fenix. If the conference shows a surplus, part of the grant received from the Swedish Cancer Society must be repaid. The size of the amount repaid shall be in proportion to the Swedish Cancer Society's contribution in relation to the conference's other external sponsors. Unused funds must be repaid.

Queries

Contact the Research Unit, telephone number 010-199 10 10 or email forskning@cancerfonden.se.

Use of personal data

Read more about the Swedish Cancer Society's handling of personal data in the Swedish Cancer Society's privacy policy.