

Stiftelsen Skogssällskapet Funding Guide

Application, review, and communication
Call for Proposals 2021



Skogssällskapet

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1. Foreword

This guide is aimed at applicants and reviewers, and concerns calls for proposals from Stiftelsen Skogssällskapet (the *Skogssällskapet Foundation*).

We hope that this guide will provide a solid platform for your application or review.

2. Stiftelsen Skogssällskapet

2.1 About Stiftelsen Skogssällskapet

2.1.1 Concept and specialisation

Skogssällskapet is a public-service foundation working to promote forest management and nature conservation. One of its tools involves funding forest-related research and associated initiatives for communication and knowledge dissemination, in accordance with the foundation's statutes. Skogssällskapet is one of Sweden's biggest private funders of forest-related research, and awards grants annually.

According to the statutes, the foundation shall:

- Promote forest management and nature conservation.
- Contribute to the appropriate use of forest land.
- Support forest research and development.
- Contribute to preservation and promotion of the distinctive characteristics of nature and the beauty of the landscape.
- Participate in management of natural heritage sites and reserves.
- Assist municipalities and other organisations in preserving valuable areas for recreation and outdoor activities.

Skogssällskapet's Swedish management and production activities have environmental certification according to ISO 14001, FSC® (FSC-C017993) and PEFC™. Certification of forestry shows that the holder is taking a position on striving for a good balance between ecological, social, and economic factors in forestry.

2.1.2 Activities

The work of the foundation is based on the aims to promote forest management and nature conservation.

Management of forest and land

The foundation's own forests and land are managed and developed on the basis of the foundation's aims and with requirement for profitability. In Skogssällskapet's own forests, intentions can be developed into practical application, and thereby contribute to knowledge development, a) through forestry activities and conservation initiatives, and b) by using the forest for field trials and demonstrations. Goal-oriented forest management underlies Skogssällskapet's approach, both in its own forests and in forests managed on behalf of other parties.

Capital investment

In order to ensure funding for activities in line with the foundation's aims, capital is invested in securities and properties.

Knowledge development

Stiftelsen Skogssällskapet is a public-service foundation that works for forest management and nature conservation. One of the foundation's tools in working towards these aims is to promote knowledge development, by funding research in forest management and nature conservation. Stiftelsen Skogssällskapet can also fund communication projects linked to research in forest management and conservation. The foundation's own forests are also important tools for developing and disseminating knowledge about forest, forestry, and nature conservation.

2.2 Application for funding from Stiftelsen Skogssällskapet

Stiftelsen Skogssällskapet announces funding for research relating to the foundation's aims regarding forest management and nature conservation.

Focus

Stiftelsen Skogssällskapet primarily provides funding for applied research in the fields of forest management and nature conservation.

Stiftelsen Skogssällskapet's interpretation of the concept 'forest management' is management that treats forest as a renewable resource in a way that ensures the forest's long-term production capacity.

The foundation's interpretation of the concept 'nature conservation' with links to forest and use of forest involves ensuring its ecological, social, and aesthetic values.

Skogssällskapet also contributes to practical implementation of research results and existing knowledge, so can also award grants to communication and knowledge dissemination initiatives that concern forest management and nature conservation. The aim of funding this type of project is to ensure that research results and knowledge are made available to and benefit the users, and to promote wider knowledge and use of forest land.

Funding may be awarded in other areas of nature conservation than research, providing the project lies within the foundation's interpretation of the concept of nature conservation.

Stiftelsen Skogssällskapet awards funding for projects that are up to three years in length. In exceptional cases, projects longer than three years can be awarded funding. Contact the Director of Sustainability before you apply if your project is longer than three years.

The foundation can also make land available for forest research within the above framework.

Who can apply for funding from Stiftelsen Skogssällskapet?

Anyone affiliated to universities, university colleges, research institutes, and seats of learning, in Sweden and Finland are invited to apply for funding from Stiftelsen Skogssällskapet. NGOs can apply for funding if the project in question will be conducted according to scientific methods or, in case of nature conservation project, contributes in some other way to the foundation's aims in that field. Organisations run for profit and public sector actors other than universities, university colleges, and research institutes may not apply for funding from Stiftelsen Skogssällskapet.

When applications for this year's funding are considered, collaborative projects involving different universities/research institutes and countries (i.e. Sverige and Finland) will be viewed favourably.

Remember:

- Skogssällskapet awards funding for, or rejects, the project budget, and thereby the project itself, in its entirety. Only in exceptional cases are the amounts requested in the application adjusted in the funded projects.
- Skogssällskapet permits overhead costs amounting to a maximum of 20% of the total cost of the project.
- No signature is required from a head of department or similar when submitting an application in Stage 1 or Stage 2. However, the agreement regarding the funded project must be signed by a head of department or similar before any grant payments can be disbursed.
- Applications for grants are submitted to Stiftelsen Skogssällskapet online, using the foundation's application system [SBS Manager](#).
- Funded projects are continually followed up during the project duration (see section 2.4 *Stiftelsen Skogssällskapet's requirements regarding funded projects and project agreements* and section 2.5 *Project mentors*). Skogssällskapet attaches great importance to the project being carried out in accordance with the approved Stage 2 application. Deviations from the time schedule and activity plan stated in the Stage 2 application for funded projects must therefore be notified by email to the Director of Sustainability at Skogssällskapet before changes are implemented in the project. A decision will then be made about continuation of the project.

Knowledge generated in funded projects must be freely available.

2.2.1 Instructions for applicants

Application system

Applications for grants from Stiftelsen Skogssällskapet are submitted online, using the foundation's application system [SBS Manager](#). The application system opens when a call for proposals is announced on the [Skogssällskapet Website](#) after which an application can be started. An application is only regarded as valid, and will be reviewed accordingly, if the application complies with the instructions in this Funding Guide. In order to submit an application, a login account must first be created in SBS Manager.

Application procedure

Skogssällskapet announces a call for proposals annually, in September. Application for funding from Stiftelsen Skogssällskapet takes place in two stages: Stage 1 and Stage 2. The application in Stage 1 is a general application, and primarily describes the project concept and how it contributes to the foundation attaining its aims. This stage also includes a brief description of method, brief plans for communication and implementation of the results, and a presentation of the project budget. The Stage 1 application is the equivalent of one A4 page if the permitted maximum number of characters is fully used.

The board of Stiftelsen Skogssällskapet decides which of the Stage 1 applications will be invited to proceed to Stage 2. The Stage 2 application is an expanded version of the Stage 1 application, the equivalent of ten A4 pages if the permitted maximum number of characters is fully used. In the more detailed Stage 2 application, the focus is placed on describing how the project can contribute to the foundation's aims, and how the project will be carried out. The project must also be related to the [Global Goals for Sustainable Development](#). In Stage 2, the CV of the project manager must be submitted as an appendix.

Applications in Stage 1 and Stage 2 may be written in either Swedish or English but, in Stage 2, applications may be requested in English. Stage 2 includes a popular scientific summary in Swedish.

Online forms

To begin an application, log in to the application system, [SBS Manager](#). There is a direct link to the system on the Skogssällskapet website. From 2021 there is a possibility to choose English as language when filling in the application. On the start page click on the black button, "Påbörja en ny ansökan". Click on the link underneath: Steg 1 (sista ansökningsdatum 20211011, 23.59) and choose the english form.

A text appears showing terms and conditions, which you must approve before you can begin your application. Select I agree to the terms and conditions above.

The online form for new applications comprises a website with several tabs. When a field has been completed correctly, the frame around the field turns green, and a green tick is shown to the right in the text field. When all fields in a tab have been correctly completed and saved, the relevant tab in the top menu of the form changes to green. **In order to submit an application, all tabs must be green.** Changes are saved automatically, and you can make changes in the application throughout the application until it has been submitted in the final stage.

Personal information

Enter personal and contact information for the project manager, and contact information for any co-applicants and the head of department (or similar) authorised to sign agreements for the organisation. The project manager should be the account holder in the application system, as all communication between the applicant and Skogssällskapet concerning assessment of the application is via mail to the account holder.

Grant administrator

Enter the corporate identity number (organisationsnummer) of the organisation that will administer the grant for the funded project on behalf of the project manager. Note that the corporate identity number must not be the same as a personal identity number. Please observe that for applicants from Finland, the field for corporate identity number should be marked with 000000-0000 (the format of corporate ID-nr in Sweden) and the contact details of the organisation should be filled in manually by clicking the box.

Project details

Select the subject area of the project to which the application applies. If none of the subject areas seem directly appropriate, select 'Other subject' or the subject area that is closest.

Enter the start and end date (year, month, and day) of the project. The project can usually start no earlier than March/April in the year after the call for proposals. The project duration is limited to three years, i.e. 36 months.

Project description

Various aspects of the project are described in this tab. In view of applicable legislation regarding personal data (GDPR), personal information, such as name and personal identification number, should not be included in the text in this section.

Other financiers

State whether other financiers are involved in the project. If the project has been awarded funding by another financier, or if an application has been submitted to other financiers, this must be stated here. This also applies to any resources from the applicant's own organisation that will be used for the project. In Stage 2, state whether the project can still be run if applications to any other financiers are rejected.

Budget

The budget is presented for each year, and shows how the project will be financed. All amounts are to be entered in Swedish kronor (SEK). The budget in Stage 2 must not differ significantly from that stated in Stage 1. If the budget does differ significantly, state the reason for this at a suitable point in one of the free-text fields.

Under "Salaries" state the names and email addresses of the people who will work in the project. In cases where a person who is not yet employed or appointed is to receive a salary in the project, the name and email address can be presented as follows: "Name Nameson" and name.nameson@organisation.se.

The cost item is to be based on the estimated number of man-days in the project. Under ("Monthly salary project (SEK)", state the salary cost per month in the project. This cost must include social insurance fees. The application system calculates the annual salary in the project automatically. Co-applicants who will receive payment "in kind" must be entered under Salaries (with an estimated salary), but enter the figure 0 in the field "Sökes hos Stiftelsen Skogssällskapet (SEK)" (Amount requested from Stiftelsen Skogssällskapet (SEK)).

Costs in the project are entered under “Budgetposter” (Budget items).

- Travel – all travel expenses; transport and overnight accommodation.
- Equipment – costs for equipment, licences, etc. These are presented as follows:
 - a. Larger investments: Depreciation and use over a longer period. In such cases, only the part/time/proportion used in the project in question are entered in the budget.
 - b. Smaller investments: Direct depreciation or use only for the project means that the entire cost can be entered in the budget.
- Premises – costs of premises for the people working directly in the project. Costs of premises can be applied for separately from overhead costs.
- Communication – Costs for communication of project results. Enter costs for the activities described in the section Plan for communication and implementation of results. Note that costs for publishing the project results scientifically in Open Access format must be included in the amounts entered here.
- Procurement of services – Procurement of services in the project or for research, e.g. laboratory services and field personnel.
- Other – Select this in cases where the project entails other costs that are not covered by the above alternatives. Selecting “Other” activates a free text field where details can be entered in text form.

Overhead costs may not exceed 20% of the total amount applied for, and may not exceed the actual overhead costs.

The application system automatically adds all entered costs to calculate a total application amount.

Appendices

In Stage 1, appendices cannot be attached.

In Stage 2, the CV of the project manager must be attached.

Compilation

When all pages are green, submit the application by clicking on Submit application. Remember to read through the General Terms and Conditions, and accept them by ticking the box. An application must be complete, with all details correctly entered, before it can be submitted. All assessment takes place electronically via the application system SBS Manager, which means that reviewers only have access to the material submitted electronically. Beware that the number of characters in the boxes may not be exceeded.

2.2.2 Support

In the event of technical problems during the application process, support can be accessed by email. Send your question to fou@skogssallskapet.se. Skogssällskapet staff will respond as quickly as possible. Support is normally available during office hours.

2.3 Assessment of applications submitted to Stiftelsen Skogssällskapet

All submitted project applications are first examined and assessed as being either relevant for further review or as not relevant. A project may be assessed as not relevant if, for example, the application concerns a subject clearly outside Skogssällskapet's focus areas, or if the application has formal errors or is incomplete. Other reasons can be that an earlier funded project with the same applicant was not completed satisfactorily. These applications are rejected without further review. Decisions on such rejections are made by the Director of Sustainability at Skogssällskapet.

2.3.1 Review of submitted applications

Applications in Stage 1 and Stage 2 are reviewed in the Stiftelsen Skogssällskapet application system. Applications are reviewed according to fixed assessment criteria (read more below, under *Assessment criteria*). Applicants are encouraged to relate their applications to these criteria.

Submitted Stage 1 applications are assessed by a review panel, and the board of Stiftelsen Skogssällskapet decides which project applications will be invited to submit a more detailed Stage 2 application. The project managers of the selected applications will be contacted and given instructions on what is needed for Stage 2 applications.

The same review panel assesses Stage 2 applications, with externally commissioned reviewers if necessary. Decisions on allocation of grants are made by the board of Stiftelsen Skogssällskapet.

Review panel and external review

The composition of the review panel is examined annually. The review panel members have the aggregated expertise needed to assess applications within the framework of the foundation's aims. The Director of Sustainability ensures that the review panel conducts its work in accordance with Stiftelsen Skogssällskapet's aims and focus, regulations on conflict of interest and assessment relating to applications, and good ethics in general. In Skogssällskapet's funding activities, the Swedish Administrative Procedure Act applies to conflicts of interest and ethics issues (read more below, under *Conflict of interest*).

The number of members and composition of the review panel is decided in relation to the particular call for proposals. The members will evaluate all assessment criteria for applications in Stages 1 and 2. Review panel assessments in Stage 2 are often supplemented by assessments by external reviewers, who assess the application against the same criteria. External reviewers must have experience in research or must, in some other way, be familiar with research conditions and the state of research in the areas in question.

Assessment criteria

Submitted applications are assessed according to three criteria:

- Scientific quality
(for communication projects and other initiatives that do not involve research, the project quality is assessed)
- Relevance and value
- Feasibility

Members of the review panel read all applications and allocate points to each criterion and to the application as a whole. External reviewers assess the applications according to the same criteria as the review panel.

Assessment in Stage 2 includes examination of CVs, so it is obligatory to upload a CV in Stage 2 applications in the application system.

Conflict of interest

Impartiality is a fundamental requirement in the work of the reviewers. Sections 11 and 12 of the Swedish Administrative Procedure Act (1986:23) concern conflicts of interest. A conflict of interest can arise in the following cases:

- The case concerns the reviewer or a close relative of the reviewer, or the case can be expected to result in significant benefit or damage to the reviewer or a close relative of the reviewer.
- The reviewer or a close relative of the reviewer represents, or works at, the same institution or company as the applicant, or represents someone else who may receive significant benefit or damage as a result of the case.
- The reviewer has an ongoing or recently concluded close collaboration with the applicant.
- There is some other circumstance that can affect confidence in a reviewer's impartiality in the case. Examples are friendship, enmity, and financial dependency.

All reviewers (review panel members and external reviewers) are obliged to report conflicts of interest in relevant cases, and record this in the application system. In cases where a conflict of interest involves a reviewer, the reviewer may not participate in reviews or decisions.

2.4 Stiftelsen Skogssällskapet's requirements for funded projects and project agreements

2.4.1 Project reports

Reporting frequency

Annual and final reports must be submitted according to the agreement between the parties, and must be adapted to the nature and scope of the project. At least one report in the form of a final report must be submitted at the end of the project.

Research results, project communication, and report quality

Unless agreed otherwise, Skogssällskapet retains the right to use, in its activities and external communication, reports and results from the projects that are wholly or partly funded by Skogssällskapet.

Active and appropriate communication is required to ensure that project results are made available to users and can make a difference in practice. Skogssällskapet values communication initiatives highly, and sees communication as an integrated part of the project work. An agreement will be made between the parties on how the results and experiences from the project can be used appropriately.

Annual and final reports are written and submitted via the [Stiftelsen Skogssällskapet's application system, SBS Manager](#). Annual and/or final reports may be used in Skogssällskapet's internal and external communication. They must be prepared with a focus on the results, and must be suitable for popular communication. Annual and/or final reports must also include presentations of the status of the project, schedule, and budget, in relation to how the project was originally described in the Stage 2 application.

As part of the communication work, the project manager, or some other person by agreement, must participate in a Skogssällskapet event up to twice per year during the course of the project without special compensation. Participation over and above this commitment is discussed from case to case. Examples of events at which the project manager, or some other person by agreement, may be asked to participate are forest days, seminar days, meetings with researchers, and other similar events.

Costs for popular communication and for publishing scientific articles in Open Access format must be included in the budget for which funding is sought. Open Access publishing is obligatory for research funded by Skogssällskapet.

2.4.2 Disbursement of grants

Funds are disbursed according to a clear structure based on signed agreements, communication between the contact person for the project and Skogssällskapet, and Skogssällskapet's approval of annual and/or final report. Once a report has been approved, a grant can be paid if the beneficiary submits a disbursement request.

The first disbursement is made when the agreement has been signed by the parties. Part-payment is made after an approved annual report. A final disbursement of 10% of the awarded funding is paid after timely submission of the final report and when Skogssällskapet has approved the report.

Grants may be used during the project period in accordance with the agreed disbursement plan, until the final report is approved.

2.4.3 Extension of project

Deviations from the schedule and activity plan presented in the Stage 2 application for the funded project must immediately be notified to the agreed contact person at Skogssällskapet by email, so that a decision can be made regarding continuation of the project. In an application for extension, the following information must be provided:

1. Reason why the project needs to be extended.
2. Revised date when the final report can be submitted.

If the request is deemed reasonable, a postponement is approved, and the project extended. In most cases, a supplementary agreement is made on the extension of the project.

2.4.4 Project images

Skogssällskapet has free right of use, without time limit, of a high-resolution portrait photo of each contact person for projects awarded funding. Skogssällskapet must have the right to use the photo in internal and external communication. Skogssällskapet would also appreciate receiving high-resolution project images with free right of use and without time limit, for publication on the project's presentation page on the Skogssällskapet website and in other internal and external communication. Examples of Skogssällskapet's funding communication is available [here](#) (in Swedish).

2.4.5 Acknowledgement of funding from Stiftelsen Skogssällskapet

When results from projects that Stiftelsen Skogssällskapet has funded are published, the foundation's contribution through funding must be acknowledged as follows: "Stiftelsen Skogssällskapet". The Skogssällskapet logo should also be included in popular science publications.

2.5 Project mentors

Projects awarded funding are allocated a project mentor by Skogssällskapet. The project mentor is a Skogssällskapet officer. The aim is to strengthen the contact between Skogssällskapet and the ongoing projects, thereby increasing the value and impact of the research being carried out. The project mentor also checks compliance with the agreement.

The forms of the project mentorship are adapted to the individual circumstances in each project. The contact person for the project and the project mentor have contact at least once every six months. On each contact occasion, the following are checked:

- Follow up of project schedule.
- Follow up of budget.
- Delivery of annual and/or final reports to Skogssällskapet according to the agreement.
- Results or interesting facts discovered in some other way in the project, that can be worth publicising in Skogssällskapet's internal and external communication.

If the project does not follow the approved schedule and activity plan stated in the Stage 2 application, Skogssällskapet must be notified as soon as possible, so that a decision can be made about continuation of the project.

2.6 Handling of personal information

Stiftelsen Skogssällskapet protects and respects the integrity of applicants and reviewers in all Skogssällskapet's processing of personal data. Skogssällskapet is the data controller for processing of submitted personal data according to current legislation. Personal data means all information that can be attributed to an identifiable living person.

2.6.1 Personal information that is submitted

One pre-condition for starting an application for funding from Skogssällskapet, and for Skogssällskapet processing a submitted application, is that the applicant supplies personal data – first and last name, email address, telephone number, and postal address. The project manager will also need to register personal data of the head of department (name and email address) and any co-applicants (name). The

project manager is responsible for informing these persons that their data has been registered and about how the personal data will be handled.

Correspondence between the project manager and Skogssällskapet may also be saved to enable follow-up of the funded project and as a record of what has been agreed between the parties.

2.6.2 Purpose of data processing

Information collected is needed for administration of the application. Personal information is processed for the following purposes:

- To enable us to assess the submitted application.
- To enable communication with the applicant.
- To evaluate and analyse Skogssällskapet's application process.
- To enable the drawing up and signing of agreements with the beneficiary organisation if the application for funding of the project has been approved.
- To allow communication of the results produced in the project.

2.6.3 Deletion of personal information

Personal data will not be saved for longer than is necessary in relation to the purpose of the processing. Skogssällskapet will otherwise delete personal data in accordance with applicable legislation. In cases where the application is awarded funding, the personal data will be saved for an indefinite period, for example to enable communication about the project in our different channels. In cases where the application is not awarded funding, the majority of the personal data is removed no later than twelve months after the board made its decision on allocation of funding. However, email addresses are saved to enable the review panel to monitor search history.

If you want your personal data to be erased, contact Skogssällskapet at fou@skogssallskapet.se. Skogssällskapet's updated personal data policy can be [read here](#).

2.7 Contacts for funding activities at Stiftelsen Skogssällskapet

Director of Sustainability: Karin Fällman Lillqvist, karin.fallman@skogssallskapet.se, +46 (0)8-7898962
Administration and support: Lotta Åberg, lotta.aberg@skogssallskapet.se, +46 (0)31-40 29 06

Appendix 1. Dictionary for terms in SBS manager

A	
Akademisk titel	Academic title
Ange plan	Enter plan
Annat	Other
Anslagsförvaltare	Grant administrator
Anslagsperiod från	Funding period from
Anslagsperiod till	Funding period until
Ansvarig prefekt (eller motsvarande med rätt att teckna avtal för organisationen)	The head of department (or similar) authorised to sign agreements for the organisation
Arbetstid i projektet (%)	Working time in the project (%)
B	
Beräknad löptid i projektet	Estimated duration of the project
Beskriv hur projektet kommer att genomföras	Describe how the project will be implemented.
Beskriv projektidén med dess mål och syfte. Projektets relevans för hållbar utveckling av skog och mark ska framgå.	Describe the project idea with its goals and purpose. The project's relevance for sustainable development of forest and land must be stated.
Beviljat belopp (SEK)	Amount granted (SEK)
Budgetposter för de olika åren (SEK)	Budget items for the different years (SEK)
Budgetposter (SEK)	Budget items (SEK)
E	
Efternamn	Last name
E-post	E-mail
Exempelvis vara lokaler, utrustning, resor och köp av tjänster	For example, premises, equipment, travel and the purchase of services
F	
Förnamn	First name
I	
Institution/Avdelning	Institution/Department
Inväntar beslut	Awaiting decision
K	
Kommunikation	Communication
Kort plan för kommunikation och nyttiggörande av resultat	A brief plan for communication of the project
Kön	Sex
Köp av tjänst	Procurement of services

L	
Lokaler	Premises
Lämna in ansökan	Submit application
Lön/löner	Salary/Salaries
Löner för de olika åren	Salaries for the different years
M	
Medsökande	Fellow applicant
Metod	Method
Månadslön projekt (SEK)	Monthly salary project (SEK)
N	
Namn	Name
O	
Organisationstillhörighet	Organizational affiliation
Organisationsnummer	Company identity number 000000-0000
Organisations namn	Organisations name
Organisation	Organisation
Ort	Place
OH-kostnader för de olika åren (SEK)	Overhead costs (SEK)
P	
Personuppgifter	Personal information
Postadress	Postal address
Postnummer	Postcode
Projektuppgifter	Project details
Projekt namn	Project name
Projektansvarig	Project manager
Projektbeskrivning	Product description
Projektidé	A brief description of the project
R	
Resor	Travel
S	
Startdatum	Start date
Slutdatum	End date
Sökes hos Stiftelsen Skogssällskapet (SEK)	Amount applied for from Stiftelsen Skogssällskapet (SEK)
Sökt belopp (SEK)	Amount applied (SEK)
T	
Telefon	Phone
Totalt belopp (SEK)	Total amount (SEK)

U	
Utrustning	Equipment
W	
Webbplats	Website
Å	
Årslön i projektet (SEK)	Annual salary in the project (SEK)
Ä	
Ämnesområde	Subject area
Ö	
Övriga finansiärer	Other financiers