

Lantmännen Research Foundation Handbook

VERSION 1.0 AUGUST 2022



Content

Introduction.....	2
Foundation year	2
Application periods	2
Progress and final reporting	2
Foundation Day	2
Funds to apply for	2
Writing an application.....	3
Assessment criteria.....	3
Follow-up of projects.....	4
Project contract	4
Project management group.....	4
Progress and final reporting	4
Payment of grants	5
Contact information	6

Introduction

The Foundation Handbook contains useful information for both researchers and assessors. Please read through the handbook before starting your work. **The Handbook is available in both Swedish and English.**

Through the Lantmännen Research Foundation, Lantmännen has a long tradition of collaborating with researchers at colleges, universities, and research institutes, both nationally and internationally. The purpose of the Foundation's initiatives is to give rise to new ideas, information and insight that bring enhanced value to the entire value chain from field to fork.

The Lantmännen Research Foundation is currently working within three focus areas: **Agriculture and Machinery, Bioenergy and Green Materials, and Food and Health.** These focus areas are based on the Foundation's current priorities and indicate the desired research direction. The priorities are described in more detail in the call texts which are updated annually.

The Foundation's board is responsible for operations, and they have three review panels to assist them, one for each focus area. To ensure the scientific quality and that the granted projects are relevant, both the board and the review panels are composed of farmers, external researchers and officials from Lantmännen.

Foundation year

Application periods

An open call is carried out once a year, during the autumn, when applications are submitted in the month of September. Applications are evaluated during October and decisions are announced in early December. In the spring, a smaller call is carried out which is only open to applicants after agreement with the Foundation's office. An opportunity is then given to submit additional applications in ongoing projects and supplements to applications that have been reworked after previous calls.

Progress and final reporting

For all projects, a written progress report must be submitted at least once a year and a written final report submitted when the project has been completed. The reports should preferably be submitted in connection with the spring or autumn calls, that is, twice a year, unless otherwise agreed. An approved report is usually a requirement for payment of granted funds.

Foundation Day

Every year, a Foundation Day is held based on different themes where current Foundation projects are presented and discussed.

Funds to apply for

The Lantmännen Research Foundation annually awards projects a total budget of 25 million SEK. How the funds are to be distributed between different focus areas is not pre-

determined. The quality and relevance of the applications determines which projects are granted for each individual call.

The length of the granted projects varies, from a few months up to two years or more. There is no maximum budget for a project. A guideline is that the Foundation's annual budget is usually distributed among approximately 20 projects.

Funds can be applied for projects that are fully financed by the Landmännen Research Foundation or that are co-financed by another financier. The amount applied for must include any statutory value added tax (VAT). A maximum of 30% of the total grant can consist of overhead costs. Granted funds are paid in Swedish kronor (SEK).

Landmännen often receives requests for participation in applications that are to be submitted to other financiers. If the project is deemed interesting, the project manager may be asked to send in an application to the Research Foundation regarding possible co-financing.

Writing an application

Start by reading the call text so you get an idea of which subjects are prioritised. If you are applying for funds for the first time, you must begin by creating a profile in the Foundation portal. The Foundation portal is a gathering point for submitting applications and reporting on ongoing or completed projects. There is also more information available about what should be included in the application. The application can be written in Swedish or English and may be a maximum of 10 pages long.

All applications are evaluated based on practical benefits, scientific quality and commercial potential. Please make use of the assessment criteria when you create your application. They are updated every year before the autumn application round.

We are open to have a dialogue about the application before it is sent in.

Assessment criteria

1. *Scientific quality*

Does the application contain a current description of the background and state of knowledge?

Are hypotheses and goals well described?

Is the issue scientifically described?

2. *Proposed materials and methods*

Are the selected materials and methods validated and relevant to the research question?

Are the proposed materials and methods available within reasonable time?

Is the material and the method unique in any way?

Are there any ethical or environmental risks associated with the project?

3. *Applicant's or group's scientific expertise*

Is there an updated CV attached?

Does the project group have the required expertise?

Has the group previously been published within the field?

4. *Costs*

Is the entire cost of the project accounted for?

Are the costs clearly accounted for in the different parts of the project?

Are the costs and other efforts reasonable?

Can something be done differently in order to reduce project costs?

Has funding been granted or applied for from other financiers?

Can the project be conducted without the participation of the Lantmännen Research Foundation?

Has the foundation's limit of overhead costs not exceeding 30% of the total project budget been taken into account?

5. *Time plan*

Is there a clear time plan?

Is the time plan linked to activities and deliveries?

6. *Relevance*

Is the project's relevance, economic potential and time to market for primary production and/or industry and trade well described?

Has the applicant described the impact the project can have in the area?

Can the described deliveries be commercialized instantly or is further action required?

Can the project lead to a patent or other form of intellectual property with commercial significance?

Have sustainability aspects been considered?

7. *Plan for the reporting of results*

Is there a plan describing how results will be spread?

Is there a plan for handling patents or other intellectual property?

Is the plan for reporting results linked to the time of the deliveries?

Is there a plan for scientific publishing?

Is there a project management group (formerly reference group) with representation from the foundation (mandatory in all the foundation's projects)?

Follow-up of projects

Project contract

When a project is awarded funds, a grant contract is signed between the relevant parties.

The contract includes a reporting and payment plan as well as a number of general sections related to, for example, publication and intellectual property.

Project management group

All projects must have a project management group with representation from all contractual parties. The purpose of the group is to continuously support the project and identify any commercial opportunities or new ideas that may require additional commitment. The frequency of meetings is decided on and planned in relation to the start of the project.

Progress and final reporting

For all projects, a written progress report must be submitted at least once a year and a written final report submitted when the project has been completed. The reporting is linked to the payment of project funds where approved reports are a requirement for payment.

The reports must be structured as scientific articles and be both readable and understandable by a person who is not linked to the project.

The following structure and headings should be used for progress reporting:

1. Summary
2. Introduction: background, goals for the project, hypothesis
3. Materials and methods
4. Results
5. Discussion: achieved results thus far in relation to set goals and next step
6. Publications, presentations, posters and essays
7. Project management group (formerly reference group), composition and activities
8. Financial reporting. Construct a table in which accumulated costs are reported in relation to the granted budget. Use the same headings as in the budget in your application (salary costs, materials, etc.).
9. Deviations in the project

The following structure and headings should be used for final reporting:

1. Summary (max. 500 words should also be entered directly into the application system)
2. Introduction: background, goals for the project, hypothesis
3. Materials and methods
4. Results
5. Discussion: relate to set goals and hypotheses, ability to protect results, thoughts on how the results can be used by Lantmännen, farmers and others.
6. Publications, presentations, posters and essays, all information material that is generated in the project must be reported.
7. Project management group (formerly reference group), composition and activities
8. Financial reporting. Construct a table in which accumulated costs are reported in relation to the granted budget. Use the same headings as in the budget in your application (salary costs, materials, etc.).
9. Deviations in the project

Payment of grants

When a project is awarded by the Lantmännen Research Foundation (company no. 814000-7397), a grant contract is signed in which a payment plan is included. Provided that the conditions of the grant contract are met, payment is made after a written requisition has been submitted. The requisition must be sent to the address below and contain information about: *project number, project title, project manager, information about where the funds are to be deposited, counterfoil text, amount and grant recipient's company number.*

Lantmännen Research Foundation
8140007397
Box 4
737 21 Fagersta
Sweden

The requisition can be emailed directly for scanning to: 8140007397@autoinvoice.se
Please contact Helena Fredriksson if you have any questions about payments,
helena.fredriksson@lantmannen.com.

Contact information

Helena Fredriksson is responsible for the Foundation´s operational activities together with the review panel´s secretary, Annelie Moldin and Pär-Johan Lööf.

Lantmännen Research Foundation

Hans Wallemyr, Chairman

Email: wallemyrkberg@gmail.com

Helena Fredriksson, Research Manager

Email: helena.fredriksson@lantmannen.com

Food and Health

Annelie Moldin, Secretary

Email: annelie.moldin@lantmannen.com

Bioenergy and Green Materials

Annelie Moldin, Secretary

Email: annelie.moldin@lantmannen.com

Agriculture and Machinery

Pär-Johan Lööf, Secretary

Email: par-johan.loof@lantmannen.com

Technical Support Foundation Portal

Helena Fredriksson, Research Manager

Email: helena.fredriksson@lantmannen.com