**Regulations, information and explanations**

This document contains all the information you need in order to make an application, e.g. the rules governing eligibility and assessment and also how applications are processed. Good luck!

**Period of application**

Applications must be submitted by **Monday March 16th 23:59** at the latest.

**Decision date**

The decision date for applications received during this semester is **April 27th**. Once the decision has been made, all applicants will be informed as to whether their application has been successful (alt. approved) or not.

**General information**

Scholarships from the SJCKMS scholarship fund are awarded twice a year after advertising in the student newspaper Vertex and on the Umeå students’ union’s official notice boards. The final day of application is normally Monday of week 10 and Monday of week 40 but it can vary. See above.

There is a special application form which is available through internet from [www.kempefonden.se](http://www.kempefonden.se). It is not possible to apply through a physical form.

When awarding scholarships, regard is paid to the quality of the entire project and to the applicant’s ability to carry out the project. In particularly, scientific quality and originality are of significance.

Please note that if the project for which you are applying for funding is to be carried out before the above decision date, this will severely limit the possibilities for you to obtain funding.

Should it be the case that your project will be completed before the above date, you will need to clearly specify in a separate attachment how the project would otherwise be financed should you fail to obtain funding from SJCKMS. The attachment must be accompanied by a letter of corroboration from your supervisor.

The scholarship is intended partly to cover expenses involved in ongoing research such as materials and equipment, analysis services, the processing of statistics etc, travel in Sweden and abroad which is of substantial significance for research, e.g. the gathering of primary data in the field, from archives, museums and libraries. The size of the scholarship can vary from 1/5 – 4/5 of a basic amount. For exceptionally good project applications, the board can grant a scholarship of up to 50 000 SEK. Applications must not be made for larger amounts than 50 000 SEK.

A work scholarship of maximum 3 months for 1/5 of a basic amount per month (the basic amount for 2017 is 44 800 SEK) may also be awarded. However, this is not intended to cover the salary cost for normal thesis work. In the event of social and financial difficulties, the scholarship can in exceptional cases be awarded for the completion of a first (undergraduate) degree.

At the time of application, the applicant must be enrolled at the students’ union at Umeå University and be registered in the county of Västernorrland, Västerbotten or Norrbotten. Normally, the eligibility requirement is that the applicant has completed undergraduate studies and has been accepted for doctoral studies and is actively pursuing research at Umeå University. The fund will give priority to persons at the beginning of their doctoral studies. People who might be recruited to postgraduate studies may also be considered. The scholarship is not award to persons who have completed a doctor’s degree.

The scholarship can be awarded to an applicant maximum three times after he/she has submitted an approved report of scholarships previously received.

**Payment of scholarship**

The full amount of the scholarships is paid out all at once. A report must be submitted after a completed work period to the Umeå students’ union. Payment is usually made before the expiration of the semester.

**Incorrect information**

If the applicant has given incorrect information and a scholarship has been paid out, repayment may be demanded.
The form

Note that the application form must be filled in completely in order for the application to be processed.

1. Applicant
The applicant's personal data. Note that the scholarship is only awarded to individual persons, not to entire project groups. If the project comprises several applicants, each applicant must submit an application.
An applicant can only apply for funds for one project at a time.

For fast and easy processing, please state the name of your bank and your account number (this can be completed afterwards). If it is the joint will of both the scholarship holder and his/her supervisor that the scholarship funds are paid into your department's account, an administrator from the department can e-mail kempe@umeastudentkar.se.

Put a cross in this box if this application concerns completion of graduate studies. In those cases also write that you are a graduate student in the space for “Date of registration to doctoral studies”.

2. Project
Here state the title of the project, the name of the conference, social/financial reasons etc which clearly explain what the application is for.

3. Appendices

1. Project description A 3-5 pages long presentation of the project.

2. Personal registration certificate from the tax authorities The applicant must be registered in the county of Västernorrland, Västerbotten or Norrbotten. The personal registration certificate must not be dated earlier than three months before the last day of application.

3. List of qualifications A compilation of the applicant's qualifications. Do not enclose copies of course certificates, work references etc.

4. Copy of a current union receipt The applicant must be a member of the students' union at Umeå University. Either a copy of a current term receipt with a bank stamp or a copy of a Student Card with a valid term label for the current term. Do not send in a copy of a card/certificate for the previous term, even if the card itself is still valid, for instance for air travel.

5. Reference from supervisor The reference must be an assessment of the applicant’s realistic potential to carry out the project that the application refers to. The reference must also be signed by the supervisor.

6. Budget A compilation of the project's expenses and the amount applied for from the Kempe fund. Other possible donors of funds must be presented.

The maximum amount one can apply for is 50 000 SEK; do not apply for any larger amounts than this.

The appendix must specify which parts of the project expenses the application to SJCKMS refers to. The compilation must be accompanied by a clear motivation for the specified amount and an explanation of the relevance of the objective for the thesis.

Any other appendices Voluntary. Please note that we prefer not to receive essays or complete articles.

Note that you can complete appendices during the whole application period.
4. Compilation of expenses
Here you must state what the application is for and the amount applied for. (Maximum 50 000 SEK)

If the scholarship is being applied for because of difficult social/financial circumstances, the information below may be stated:
- marital status – maintenance obligation towards minors
- results of studies, ongoing studies
- study debts and the possibility of a loan and grant from CSN
- any illnesses and/or disabilities that have made studying difficult
- the reason for the current financially difficult situation

5. Awarded Kempe scholarship
An applicant can be granted maximum 3 scholarships from SJCKMS. Each awarded scholarship must be reported no later than at the same time as a new application is made.

6. Information about the applicant’s financial position
This information is voluntary. It is filled in only if the applicant wants to clarify his/her financial situation.

7. Project summary
The complete project summary must be a maximum of 2500 characters including spaces. State background, purpose, method, work plan/time plan and the project’s significance from a scientific point of view. When applying for travelling grants, state how the project is to be presented and how the results will be reported. If there is no project summary, the application will not be considered.

If the applicant intends to travel to a conference, the conference must be specified in time and place. In order for the application to be considered, it is a prerequisite that the applicant can display an accepted abstract/presentation. In this case too, the summary must explain the significance of the conference for the thesis.

Note that we need a confirmation that your abstract/presentation will be presented at the conference.

Send application
The final step is to send the application. You can make completions of appendices during the application period.

Note that you cannot make any completions after the application period has ended, therefore make sure you have a complete application.