



## Instructions

These instructions apply for submissions of project applications and project ideas to the Rock Engineering Research Foundation, BeFo.

Since it was founded in the 1970s, BeFo has served as a stable long-term organisation that brings together stakeholders in the rock engineering industry around research, development and innovation.

BeFo's principal funding bodies consist of a wide array of private companies and public organisations that share a common interest in advancing rock engineering. They represent government agencies, universities, research institutes, facility owners, planners, contractors, mining companies and suppliers.

BeFo's principal funding bodies and research funders allocate funding to jointly conduct research projects under the auspices of the BeFo Foundation across all areas of BeFo's research programme, bringing long-term value to each organisation. Each principal funding body appoints a representative to BeFo's Research Council, making them an active participant in evaluating each project application and determining the relevance of each project for industry.

Funding can be sought for research and development projects or relevant feasibility studies. BeFo can also be asked to test a project idea in order to assess the viability of a potential project application.

Applications are submitted in writing on an ongoing basis, and are processed by our Research Council with a decision taken by the Board three times a year. Being a principal funding body in BeFo is not a requirement to apply for project funding, but is desirable.

### How applications are processed

#### Project ideas:

BeFo prepares the submitted project ideas, and the research council and the Board then give their views on the ideas. Next, the submitter of the project idea can choose to proceed with the idea and create a project application for submission according to the steps below.

BeFo's application processing time typically takes 4–7 months depending on when an idea is submitted.

#### Project applications:

BeFo prepares the received applications, and three times a year BeFo's Research Council reviews all project applications received and prioritizes them based on relevance, feasibility and expertise. BeFo's board then decides which applications to approve for funding. Next, BeFo's various funding organisations confirm that the necessary funding can be secured.

BeFo's application processing time typically takes 4–7 months depending on when an application is submitted.

### Instructions

Your application must contain the following information:

- A proposed project start date that begins after BeFo has processed your application, meaning 7 months or later.

- The time and costs for managing the activities and deliverables stipulated by BeFo, as stated in BeFo's general terms and conditions.
- All relevant project risks that might lead to delays, cost overruns and quality deficiencies.

**BeFo aid intensities and eligible costs:**

- BeFo's funding target is a maximum of 90% of the research project's total costs for principal funding bodies and a maximum of 65% for other applicants.
- BeFo normally takes a positive view of co-funding from other funding organisations.
- Hourly rates:
  - *As a guideline, based on actual staff expenses, a maximum of SEK 800/hour.*
  - *As a guideline, the eligible hourly rate can go up to a maximum of SEK 1,040/hour including indirect costs. The aid intensity refers to the average cost for each applying project party.*
  - *Additional indirect costs with a surcharge according to the full-cost principle are accepted for applying project parties who are affiliated with a higher education institution or research institute.*
  - *Additional indirect costs for other applicants with a maximum surcharge of 30%.*
- For university students and industrial PhD students:
  - *As a guideline, the maximum amount awarded for a research project is SEK 1.2 million/year, including the costs normally incurred for a total of four years of full-time studies.*
- For particularly costly trials, which require a separate description in the application, additional funding may be awarded.

**Project ideas:**

Download a project idea form on BeFo's website ([www.befoonline.org](http://www.befoonline.org)). Do **not** use any older forms you might have downloaded, since we might not be able to process your project idea. Follow the steps below:

- Fill in the requested information under all the headings.
- Write your project idea application in English or Swedish.
- Upload your project idea on the BeFo website.

**Project applications:**

Download the current application form on BeFo's website at [www.befoonline.org](http://www.befoonline.org). Do **not** use any older forms you might have downloaded, since we might not be able to process your application. Follow the steps below:

- Fill in the requested information under all the headings.
- Use the table templates contained in the form.
- Write your application in English or Swedish.
- Upload your application on the BeFo website.
- Attach your CV or equivalent as an appendix.