*My*SNF – Project Funding Application

Contents

List of Changes

→ New container "Applicant's employment" (§2.1)

→ New container "Further requested and running research funds" (§2.2)

→ New container "Project Partners" (§2.3)

→ Revised container "Requested funding" (§2.5)

→ New rules for CV and Publication list (§2.6)

Please beware that some of these changes require additional material to be prepared and, therefore, allow for some more time for preparing the application.

The Research Service USI-SUPSI provides support to USI and SUPSI applicants in filling out the administrative containers of your proposal. We strongly recommend you to contact Ms. Dafne Pedrazzoli (dafne.pedrazzoli@usi.ch) on time to receive individual support. In order to give her access to the application, see the section "Manage authorization" in *mySNF*.

1. Preparing a Proposal: needed information

The application for project funding as of 01.10.2016 requests **more information** than before from the corresponding applicant as well as from further applicants and project partners. Please read carefully this guide to be sure you will possess all the needed information before the deadline.

Needed Information from each Applicant:

- Name, Date of Birth, Nationality
- Type of employment (permanent contract / fixed-term contract until DD.MM.YYYY / no contract)
- Percentage of employment, Function, Professorship
- Contact person at the institution who can confirm the information provided (see §2.1 for details).
- Further employments (when applicable)
- Currently available research funds and currently submitted grant applications at other research funding institutions (see §2.2 for details)
- Other SNSF projects scientifically linked to the application (submitted, ongoing and completed) (see §2.4 for details)
- CV and Major scientific achievements, Research output list (see §2.6 for details)

Needed information from Project Partners (researchers who make a partial contribution to the research project without being responsible for the project)

- Name, Academic degree, Date of Birth, Nationality
- Address of institute
- Brief explanation of the contribution to the planned project and of the need of this contribution.

Needed information from employees (PhD Students, Postdocs, further staff):

- Name, Date of Birth, Nationality, Marital status
- Date of matriculation (PhD students)

The most important document to be prepared and uploaded is the **Research Plan.** This must not exceed 20 pages, excluded the bibliography and needs to be structured as follows:

- 1. Summary of research plan (max 1 p.)
- 2. Research plan
    - o 2.1 Current state of research in the field
    - o 2.2 Current state of your own research
    - o 2.3 Detailed research plan
    - o 2.4 Schedule and milestones
    - o 2.5 relevance and impact
- 3. Bibliography

For details on the Research Plan, please read the *Requirements for the research plan* (in mySNF) and contact Prof. Dr. Benedetto Lepori.

2. Data Containers to be filled in

To submit an application in *my*SNF several data containers must be completed and the application can only be submitted once all data and document containers have been filled out. As of August 2016 there are some changes in the requested information which must be provided in some containers.

Below you find a list of all the data containers. The ones with important changes are marked with * and are presented in the following subchapters.

- Responsible applicant
- Other applicants
- **Applicants' employment***
- **Further requested and available funds***
- **Project partners***
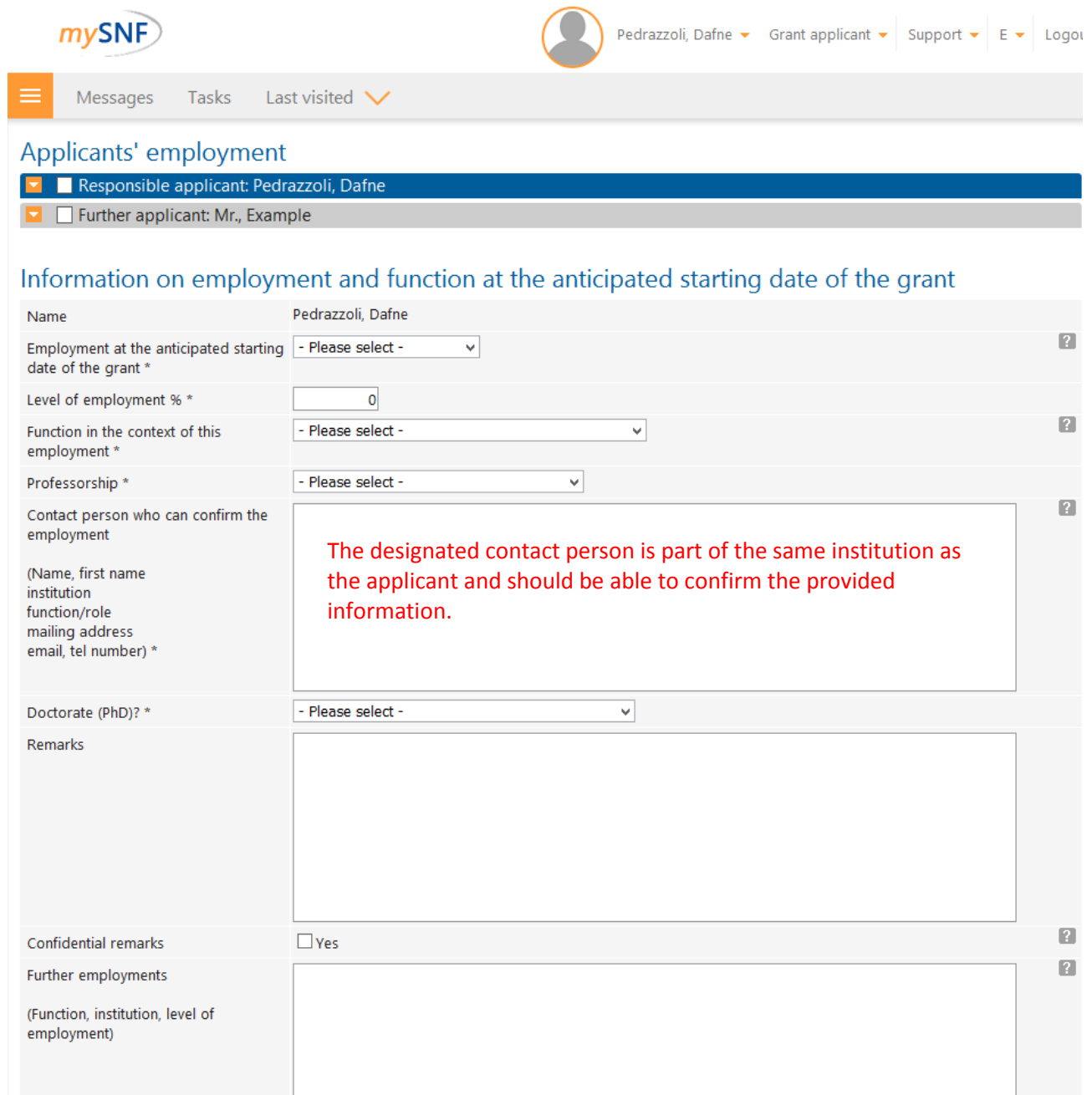
- Basic data I
- Basic dada II
- Use-inspired project
- Continuation of
- **Link to other research projects***
- Re-submission
- University or research institution
- **Requested funding***
- Research requiring authorization or notification
- Exclusion of external reviewers
- General remarks on the project

The responsible applicant should moreover upload the following requested Documents to complete the application:

- Research plan
- **CV and research output list***
- Quotes
- Cover letter
- Official certificates
- Other annexes

2.1. Applicants' employment

In this section, you must insert the information on employment and function for the Responsible applicant as well as for all the further applicants. Please be aware of the **needed information** and request them from your partner sufficiently ahead.

The designated **Contact person** can be for example the supervisor, a responsible person in the HR department, etc.

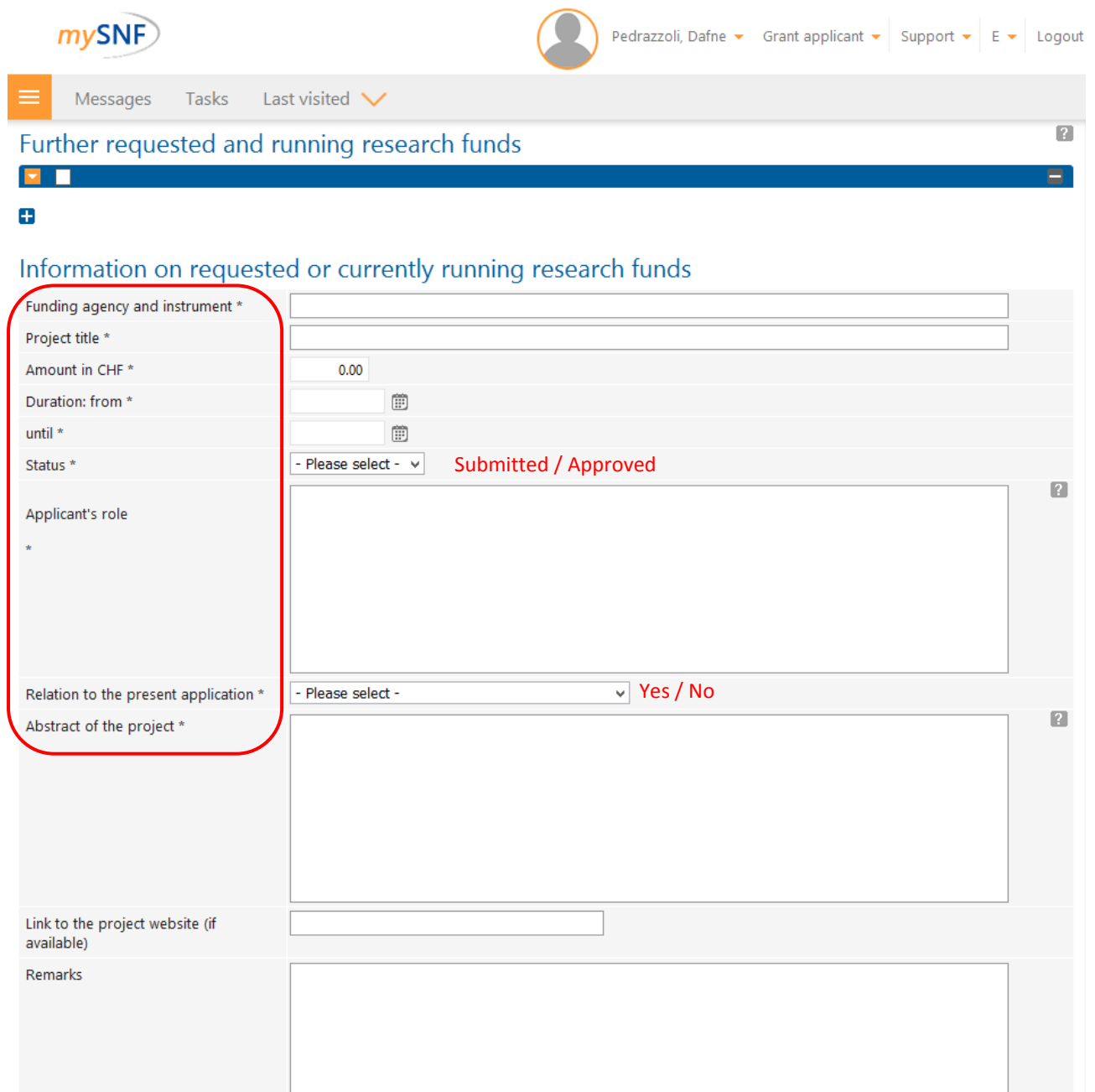**Contact person for USI, SUPSI, IRB and IOR:**
Benedetto Lepori, Head of Research Service USI-SUPSI, benedetto.lepori@usi.ch, +41 (0)58 666 46 14.

2.2. Further requested and available funds

As of August 2016, **all SNSF applicants** (responsible applicant and other applicants) must declare their currently available research funds, as well as their submitted grant applications at other research funding institutions**. Not only research funds that are directly linked to the present proposal must be catalogued**, but also research funds/projects that bear no direct connection to the present grant application.

SNSF Projects have to be listed in the container "Link to other research projects" (see §2.4).

For each funded project the applicant must provide all the requested information below.

2.3. Project partners

Project partners are researchers who make a partial contribution to the research project without being responsible for the project. They may not refer to the support received from the SNSF as a grant they have themselves acquired.

Their contribution, such as services, analyses, etc. may be credited to the project costs. However, the salaries of the project partners or their employees are not eligible for funding. The maximum amount of funds for project partners is **20% of the total budget**.

Project partners are accepted if their contribution is necessary for carrying out the planned research project and does not serve any commercial purposes. In particular, researchers at higher education institutions, public institutions and non-profit organizations may be accepted. Project partners from commercially oriented institutions may be accepted, provided they do not reap any pecuniary benefits based on their contribution or participation.

More than one Project Partner may be inserted. Please be aware of the **needed information** and request them from your partner sufficiently ahead.

2.4. Link to other research projects

Here you need to indicate if your application is scientifically linked to other completed, ongoing or submitted SNSF applications **of any of the applicants.** You should provide Project number and type of relationship.

2.5. Requested funding

Before entering the requested funds, be sure you inserted the duration of the project (Section "Basic data I") and selected the University (Section "University or research institution").

For each expense you must make a separate entry clicking on "+ Add expense" and choosing the appropriate Category among following options: Salary for doctoral students, salary for postdoc, Salary for further employees, Material of enduring value – equipment, Direct costs of infrastructure use, Computing

time and data, Travel, Conferences and Workshops, Collaboration costs, Data storage and providing access to data, Scientific open access e-publications, Scientific open access e-publications: digital books, Expenses of third parties: subcontracting, Reduction of teaching commitments, Additional (general) research costs.

Once you selected the category, an entry mask will appear, where you can insert the detailed information such as Personal data, Yearly Amount of costs and Relation to research plan/project.

In the Overview you will see all the requested costs and the total budget:

2.6. CV and research output list

For each applicant, two different documents in .pdf format have to be uploaded in this section:

- **CV and major scientific achievements:** The length of the document must not exceed 4 pages, max. 2 pages for the CV and max. 2 pages for Major scientific achievements.
- **Research output list:** The research output list should be limited to the past 5 years and include a link to a website containing the comprehensive publication list of the applicant (if applicable).

CV Structure:

1. Personal information
2. Education
3. Employment history including current position(s)
4. Institutional responsibilities
5. Approved research projects
6. Supervision of junior researchers at graduate and postgraduate level
7. Teaching activities
8. Memberships in panels, boards, etc., and individual scientific reviewing activities
9. Active memberships in scientific societies, fellowships in renowned academies
10. Organisation of conferences
11. Prizes, awards, fellowships
12. Career breaks (with justification)

In the section "Major scientific achievements" you should describe your most important scientific achievements in the past five years.

Structure of Research output list:

1. Publications in international peer-reviewed scientific journals
2. Peer-reviewed books/monographs
3. Peer-reviewed conference proceedings
4. Contributions to books
5. Patents and licenses
6. Oral contributions to international conferences
7. Outreach activities
8. General contributions to science
9. Other artefacts with documented use (methods, prototype demos, software, design, etc.)

Be aware of the needed information and request them from your co-applicants **sufficiently ahead**.

13. Further information and Support

In the section "Information/Documents" of your *my*SNF application, you can find several useful documents, such as:

- Regulations on Project Funding
- Requirements for the research plan
- Guidelines for CV and research output list
- Guidelines for requesting a mobility grant

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For advice on the Research plan, please contact Prof. Dr. Benedetto Lepori (benedetto.lepori@usi.ch).