

Servizio Ricerca e Trasferimento del Sapere (SRIT)

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# *My*SNF – Project Funding Application

14.09.2022

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Please be aware that several information and documents are required to submit a funding application to the SNSF, therefore allow enough time for preparing the application. The Research Service provides support to USI and USI affiliated institute applicants in filling out the administrative containers of your proposal. We strongly recommend you to contact Ms. Janice Casarella ([janice.casarella@usi.ch](mailto:janice.casarella@usi.ch)) on time to receive individual support. To give her access to the application, see the section "Manage authorization" in *mySNF*.

## **1. Before preparing an application**

### **1.1. Eligibility check**

Before preparing an application, applicants must ensure that they fulfil all the personal and formal requirements as well as any other requirements specific to submitting a proposal to the SNSF in accordance with the relevant regulations.

No more than one funding application may be submitted per deadline (as applicant or co-applicant). Moreover, within the project funding scheme, researchers may in principle hold only one grant during the same funding period (as applicant or co-applicant). The SNSF may award a second grant if the overlapping research project is thematically clearly different from the ongoing project and if the applicant can show that he/she will make substantial contribution to this second project as well.

Lead Agency projects are regarded as normal projects.

### **1.2. Create an account**

Applications must be submitted to the SNSF online via the [mySNF platform](#). Please ensure to apply for a user account in good time. To activate your mySNF user account, the SNSF needs you to sign a user agreement in which your access data and in particular your e-mail address are defined as central security elements. You will receive the user agreement by e-mail after registering and you are requested to sign it and send it back to the SNSF by paper mail.

## 2. Preparing a Proposal: needed information

The application for an SNSF grant requests several information from the corresponding applicant as well as from further applicants and project partners. Please carefully read this guide to be sure you will possess all the needed information before the deadline.

### 2.1. 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 §3.1 for details).
- Further employments (when applicable)
- Other SNSF projects scientifically linked to the application (submitted, ongoing and completed) (see §3.4 for details)
- Currently available research funds and currently submitted grant applications at other research funding institutions (see §3.5 for details)
- CV and Major scientific achievements, Research output list (see §4.2 for details)

### 2.2. 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.

### 2.3. Needed information from employees, if already known (PhD Students, Postdocs, further staff):

- Name, Date of Birth, Nationality, Marital status
- Date of matriculation (PhD students)
- Date of the last degree obtained (Master, PhD)

### 3. Data Containers to be filled in

To submit an application in mySNF several data containers must be completed, and the application can only be submitted once all data and document containers have been filled out.

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

- Responsible applicant
- Other applicants
- **Applicants' employment\***
- **Project partners\***
  
- Basic data I
- **Basic data II\***
- Use-inspired project
- Re-submission
- Continuation of
- **Link to other research projects\***
- **Further requested and available funds\***
- University or research institution
- **Requested funding\***
- **Data management plan (DMP)\***
- 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 major achievements\***
- Quotes
- Cover letter
- Official certificates
- **Other annexes\***

## 4. Useful information for the completion

### 4.1. 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.

#### Applicants' employment

Responsible applicant: Casarella, Janice

#### Information on employment and function at the anticipated starting date of the grant

Name	Casarella, Janice
Employment at the anticipated starting date of the grant *	- Please select -
Level of employment % *	0
Professorship *	- Please select -
Function in the context of this grant application *	- Please select -
Contact person *	- Please select -
Doctorate (PhD)? *	- Please select -
Remarks	

The designated contact person is part of the same institution as the applicant and should be able to confirm the provided information. It can be for example the supervisor, a responsible person in the HR department, etc.

#### Contact person for USI and USI affiliated institutes:

Università della Svizzera italiana – USI: Lepori, Benedetto

Head of Research Service, [benedetto.lepori@usi.ch](mailto:benedetto.lepori@usi.ch), +41 (0)58 666 46 14.

### 4.2. 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, salaries of their employees, ecc. may be credited to the project costs. However, the salaries of the project partners themselves are not eligible for funding. The maximum amount of funds for project partners is **20% of the total budget** (exceptions for SNSF Agorà projects).

Project partners are accepted if their contribution is necessary for carrying out the planned research project and does not serve any commercial purposes:

- 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.

### 4.3. Basic data II: Financial administration

The grant administration office in charge of administering the grant applications of researchers working at USI and USI affiliated institutes is the USI Research service at the

Università della Svizzera italiana. Please select the following in your grant application: *Università della Svizzera italiana, Servizio Ricerca, Signor Milan Savic*. “None” has to be selected only for mobility fellowships application, while “another office” must never be selected.

#### **4.4. Link to other research projects**

Here you must 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.

We suggest being completely transparent towards the SNSF and, if there could be a doubt, to add also projects that you do not consider scientifically linked to the present application, explaining the situation.

#### **4.5. Further requested and available funds**

**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 §3.4).



For each funded project the applicant must provide detailed information, as shown below.

The screenshot shows the 'mySNF' web application interface. At the top, there is a navigation bar with 'Messages', 'Tasks', and 'Last visited' options. Below this is a header section titled 'Further requested and running research funds'. The main content area is a form titled 'Information on requested or currently running research funds'. The form contains several input fields and dropdown menus. A red box highlights the following fields: 'Funding agency and instrument \*', 'Project title \*', 'Amount in CHF \*' (with a value of 0.00), 'Duration: from \*' and 'until \*' (with calendar icons), 'Status \*' (with a dropdown menu showing '- Please select -' and 'Submitted / Approved'), and 'Applicant's role \*'. Other visible fields include 'Relation to the present application \*' (with a dropdown menu showing '- Please select -' and 'Yes / No') and 'Abstract of the project \*'. At the bottom, there are fields for 'Link to the project website (if available)' and 'Remarks'.

## 4.6. Requested funding

*The Research Service will be happy to help you preparing the project budget. Do not hesitate to contact Ms. Janice Casarella ([Janice.casarella@usi.ch](mailto:Janice.casarella@usi.ch)).*

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

- Travel
- Conferences and workshops
- Additional project costs (incl. consumables)
- Direct costs of infrastructure use
- Computing time and data
- Costs for granting access to research data (Open Research Data)
- Collaboration costs
- Expenses of third parties: subcontracting

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. Additional categories may be added for specific funding schemes.

As of April 2018, costs for scientific Open Access publications should be requested separately as well as mobility for doctoral students.

We encourage researchers to take advantage of the funding opportunities preparing a reasonable budget in line with the SNSF regulations and policies. For further information, please contact us.

## **4.7. Data Management Plan**

*The Research Service will be happy to help you preparing the project budget. Do not hesitate to contact Dr. Igor Sarman (igor.sarman@usi.ch).*

The Data Management Plan (DMP) is an integral part of SNSF applications. Applicants must enter a DMP that is understandable, suits their project and meets the standards set by their research community. At this stage, the DMP is considered a draft and excluded from the evaluation process. The definitive DMP must be provided by the end of the project at the latest.

## 5. Useful information for the documents to be prepared

### 5.1. Research Plan

The most important document to be prepared and uploaded is the **Research Plan**. For project funding this must not exceed **20 pages and 80'000 characters** (with spaces), excluded the bibliography and needs to be structured as follows:

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

#### 5.1.1. Revised applications

If the application is a revised version of a rejected application, you should upload together with the research plan but in a separate document, a point-for-point response to the critique raised in the rejection letter. This statement should generally not be longer than 3 pages, must be written in the same language as the research. Point out significant changes/additions in the research plan, if applicable.

### 5.2. CV and major achievements

The SNSF has recently introduced a new standardized CV format in autumn 2022. The aim is to facilitate comparisons between applicants and to make the evaluation of their scientific career more transparent.

The CV new format is a unique document with condensed and short information, including short narratives focusing on the most important achievements and is composed by the following sections:

- CV – 4 elements (education, employment, ORCID, acad. age)
- Major achievements – 1-3 selected, max 1 page
- Output list – max 10 outputs in CV + link to ORCID account

Applicants should create their CV through the dedicated platform and upload it on mySNF application form.

An ORCID ID will be required and communicated to those conducting the evaluation.

Creating an online CV is a simple process, but it may take a certain amount of time in the beginning. We therefore recommend that applicants start entering it at an early stage. The new CV is shorter and can be easily reused in other applications.

For further details you can contact the Research and Transfer Service.

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

## 6. Further information and Support

In the section “Information/Documents” of your *mySNF* application, you can find several useful documents, such as:

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

**The Research Service provides support to USI and USI affiliated institute applicants in filling out the administrative containers of your proposal.**

**We strongly recommend you to contact Ms. Janice Casarella ([janice.casarella@usi.ch](mailto:janice.casarella@usi.ch)) on time to receive individual support. To give her access to the application, see the section “Manage authorization” in *mySNF*.**

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