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 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. Janice Casarella (janice.casarella@usi.ch) on time to receive individual support. In order to give her access to the application, see the section “Manage authorization” in mySNF.
0. Before preparing an application

0.1 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.

0.2 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.
1. 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 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 §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)

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, if already known (PhD Students, Postdocs, further staff):
- Name, Date of Birth, Nationality, Marital status
- Date of matriculation (PhD students)
2. 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 research output list*
- Quotes
- Cover letter
- Official certificates
- Other annexes
3. Useful information for the completion

3.1. 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 is part of the same institution as the applicant and should be able to confirm the provided information.

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.
3.2. 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, 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 (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. 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.

3.3. Basic data II: Financial administration

The grant administration office in charge of administering the grant applications of researchers working at USI and SUPSI is the USI-SUPSI 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.

3.4. Link to other research projects

Here you have 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.

We suggest to be 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.
3.5. 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.
3.6. Requested funding

The USI-SUPSI Research Service will be happy to help you preparing the project budget. Do not hesitate to contact Ms. Janice Casarella (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
- Reduction of teaching commitments

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.

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.

3.7. Data Management Plan

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.

A Template with examples for the SNSF Data Management Plan can be freely downloaded from the Swiss DLCM website: https://www.dlcm.ch/resources/dlcm-dmp.
4. Useful information for the documents to be prepared

4.1. 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.

4.2. 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 in a short text 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.)

Articles and items relevant to the research project must be clearly highlighted. The applicant's name in the list of authors and the publication year must be clearly visible (e.g. boldfaced or underlined).

Do not use "et al." to shorten the list of authors, unless the research project was conducted by a large international collaboration with more than 50 authors and a direct link to the full publication is given.

Be aware of the needed information and request them from your co-applicants sufficiently ahead.
5. 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

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