



Regulations Concerning the Rights and Duties of Recipients of SNIS Subsidies

Amended 7 April 2017

**Swiss Network for International Studies (SNIS)
Réseau suisse pour les études internationales (RéSEI)
Schweizerische Forschungsgemeinschaft für Internationale Studien (SFIS)**

Art. 1 Legal effects of an award

1. Following the total or partial acceptance of an application, the applicants become recipients of SNIS subsidies. The project coordinator becomes the designated official recipient. He or she represents the other recipients of the research team in their dealings with the SNIS.

2. The projects must be supervised by an institution of higher education based in Switzerland and funds must be managed by the accounting department of the before-mentioned institution.

3. The recipients must use the subsidy granted in compliance with the conditions set forth in the award letter and must respect the provisions of these regulations and of those stipulated in the document entitled "Call for Projects" issued by the SNIS, as well as all other provisions that are applicable to the subsidy. Payments for salaries, travel expenses, per diems and other allocations shall be handled according to the rules in force at the institution of higher education where the funds are managed.

4. The recipients undertake to carry out the research projects with due care and according to scientific standards and ethics.

5. Each research team must fulfil a "Memorandum of Understanding" signed by each partner institution, acknowledging that they accept the conditions mentioned in paragraph 3 above, agree on the use of the subsidy and guarantee participation in the overall cost of the project in accordance with the budget submitted to the SNIS.

Art. 2 Information about the subsidised research projects

1. The SNIS shall be entitled to enter, or to arrange for the entry of, the information about the research projects it supports (information pertaining to projects and persons, including the use of photos) into its website, databases, reviews or other publications accessible to the public. After the decision to award the subsidy, the recipient of the subsidy must provide the SNIS with a summary of the project in electronic form, in English. The SNIS shall be entitled to display this document on its website, and to use it, in whole or in part, for any purpose it deems useful.

Art. 3 Release of the subsidies

1. The release of the awarded subsidies must be requested within six months of the date of the letter of award. The subsidies shall be released as soon as the prerequisites for said release are fulfilled as set forth in the award letter.

2. Upon request and for good cause, the SNIS shall be entitled to extend the deadline for the request for release of the subsidy by a maximum of six months.

Art. 4 Lapse of the subsidy and modification of the awards

1. Should the request for release set forth in Article 3 not have been made in a timely manner, or should no extension have been granted, the subsidy shall lapse.

2. Should the conditions for participation fail to be fulfilled following the award of a subsidy, or should one or more of the conditions determining the award of the

subsidy change significantly, the SNIS reserves the right to revoke the award or to modify it in accordance with the new conditions. The SNIS shall give the parties an opportunity to be heard before doing so and shall issue the revocation or modification in a written decision.

Art. 5 Management of the subsidies

1. The recipients must arrange for management of the awarded subsidies by the accounting service of the institution leading the project.
2. The subsidy must be managed by means of a postal or bank account specific to the project and separate from the remaining assets of the recipients or using a main account of the institution with a specific reference to the project (heading, number of the fund, etc.). In all cases, the service that manages the funds shall not use SNIS subsidies to cover neither overhead costs, nor VAT (TVA).

Art. 6 Allowed use of SNIS funds

1. The Salaries for PhD students paid with SNIS funds should correspond to the scales of the SNSF. If using the FNS scales is not possible due to specific salary scales and rules of the employing institution, scales and rules of the employing institution can be used. In this case, the team has to provide a full explanation of reasons.
2. For other positions than doctoral students, scales and rules of the university where the person will be employed apply. SNIS funding can cover a maximum of 60% of a full-time appointment. In general, an employment level of less than 50% is allowed with SNIS funds only if other funding sources are used to raise the combined employment level to at least 50% of a full-time appointment. Scales and rules of the institution where the person will be employed apply for the part of employment paid with SNIS funds.
3. The Travel expenses should be appropriate, have a clear added value to the project, and fall under the rules of the institution that manages the SNIS funding.
4. Infrastructure and equipment are not covered by SNIS funding.
5. The SNIS does not fund publication costs. Exceptions can be made for small amounts such as for a workshop documentation.
6. The SNIS does not fund any administrative activities and overheads. After the final selection, the hosting institutions of selected projects will have to furnish support letters mentioning that they will take care of the budget allocated to the project, without charging for VAT or overheads.
7. All accepted projects have to organize a final workshop at the end of the project to help disseminate the project's research findings. The costs of such a workshop have to be included in the full proposal budget.

Art. 7 Employment of associates

1. The recipients must ensure that all scientific or technical staff whose salaries are partially or completely funded with SNIS subsidies have signed a written work contract, and that said work contract is in line with the minimal requirements of the standard contract of the partner institution where the staffs are employed.

2. The work contract is concluded with the employer that employs the recipient.

Art. 8 Duty of information

The recipients shall be required to immediately inform the SNIS in writing of any and all facts that may modify or affect the conditions pursuant to which the subsidy is granted. This applies in particular to changes in relation to the budget, employed staff, available research infrastructure and to necessary modifications of the research planning.

Art. 9 Reports and on-site monitoring

The recipients must provide the SNIS with intermediate financial statements and final reports in accordance with the document entitled « Rules and procedure for submitting reports and working papers ». They must give a detailed accounting, especially with regard to the use of the subsidies and the co-financing realized. The recipients must also report on research methods, the results obtained from the research, and further use of said results. On-site monitoring shall include a visit to the project, or members of the team coming to SNIS headquarters in order to present the progress of their work, challenges and perspectives. Arrangements shall be done in partnership with the research teams.

Art. 10 Balance at the expiry date of the subsidies

1. Any negative balance at the end of the research projects supported by the SNIS must be settled by the recipients. However, any positive balances must be refunded to the SNIS. If matching funds or co-funding has been made available for the project, expenses linked the project must be divided between the funding institutions/partners according to the planned budget. If no specific breakdown has been previously agreed upon, all expenses resulting from the project must be divided between all funding institutions/partners proportionally to their respective contribution. In case of credit balance in the final accounts, the amount proportionate to the SNIS contribution must be reimbursed to the SNIS.

2. The SNIS may set forth the details for settlement of the balance in *ad hoc* directives.

Art. 11 Rights in respect of the results of the research and valorisation of results

1. The rights in respect of the results of the research which were obtained within the framework of the projects subsidised by the SNIS shall belong to the recipients or to their employers. The recipients must settle the questions in relation to the granting and entitlement of said rights with their employers prior to starting subsidised

research and submit the information to the SNIS for approval.

2. The SNIS will not claim for reimbursement of its subsidies or any participation in the profits in the event that the research results obtained through its support are used for commercial purposes. The recipients, however, are required to inform the SNIS immediately and in writing, not only during but also following the completion of the research projects, about any patents or other rights obtained, as well as about the use of said rights for commercial purposes.

Art. 12 Publication of the research results

1. The SNIS requires from the recipients open access to the research results obtained through SNIS subsidies. In this context, the recipients must appropriately make public the research results obtained through SNIS subsidies as soon as possible after the completion of the research project, mentioning SNIS support, unless confidentiality restrictions temporarily prevent their publication, for instance, in the event of patent application or exclusive copyrights granted to third parties as part of a commercial publication of the research results. The recipients must send a request for authorization to the SNIS to postpone the obligation to make the research results public. The contracts aiming at temporarily concealing the research results and/or at granting temporary exclusive rights to their publication must be sent to the SNIS for approval. The SNIS financial support will have to be clearly indicated on every publication related to this project by the SNIS logo in addition to the sentence: *This [project] [conference] [training course] [etc] is (co-)financed by the Swiss Network for International Studies*. Instructions for the use of the SNIS logo can be found in the document entitled: "Guidelines to using the SNIS logo".

The recipients must send to the SNIS documentary evidence of the publications coming from works supported by the SNIS (an electronic copy or, if not possible, hard copy). The recipients must also provide the SNIS with further information regarding the practical use of the research results and their applicability.

2. In order to guarantee open access to the research results while allowing the recipients to reserve the exclusive rights of certain specific results for publications (book, scientific magazine, etc.), the recipients must send a working paper in English to the SNIS at the end of the research. The recipients will have to make the necessary arrangements with all interested third parties (in particular with editors) so that this document can be made available to the public on the SNIS website in accordance with the conditions and procedure defined in the first paragraph of the present provision.

3. The SNIS may provide complementary guidelines regarding the form and the content of the publication of the research results.

4. The recipients of SNIS subsidies shall arrange to make public data collected during their research work, for instance through scientific archives acknowledged online and/or offline, in order to facilitate research from third parties, and through closing events, which will document the development and evolution of a project. The SNIS is interested in realizing audio and video documents of the projects, as material for future projects and funding opportunities.

Art. 13 Misuse and infractions

Should the recipients make use of a SNIS subsidy in a wrongful manner, or should they breach these regulations or other provisions applicable to the subsidy, notwithstanding a written warning to that effect, the SNIS shall be entitled to demand the restitution of the funds remitted by the SNIS or to refuse any further payment. Persons responsible for major infractions may be barred by the SNIS from filing an application for a period of up to five years.

Interim and final provisions

Art. 14 Implementation provisions

1. The SNIS shall issue, in compliance with these regulations, the necessary implementation provisions, as well as any and all other regulations or directives cited in the present document.

Art. 15 Entry into force

These regulations shall enter into force on the day after their approval by the SNIS Governing Committee of the SNIS. They shall be immediately applicable to the processing of pending applications.

Any points not covered by these regulations shall be handled according to the provisions set forth the Swiss National Science Foundation (FNS).

Geneva, 26 June 2008 (amended 7 September 2009, 3 March 2011, 5 October 2011, 15 September 2012, 6 August 2015, 7 April and 3 July 2017).