



Call for Projects 2019

Guidelines for the Full Proposal

March 2019

Content of Full Proposal	1
Submission	2
Submission via the SNIS platform	2
Submission deadline.....	2
Criteria for the Selection of Projects	3
Academic evaluation criteria	3
Administrative imperatives	4
Applicant (coordinator)	4
Co-coordinator	4
Roles of team members and potential SNIS funding	4
Allowed use of SNIS funds.....	5
Memorandum of Understanding	7

Content of Full Proposal

The teams invited should submit a **full proposal** consisting of at least **six individual pdf documents**. The following documents are to be provided:

- **Summary:** Summary of the project (*maximum 1'800 characters*)
- **Research plan** (*maximum 35'000 characters* – this number does not include bibliographical references, that can be added in footnotes or at the end of the document). The research plan should contain:
 - The research question and its importance from a theoretical, empirical, and policy viewpoint, as well as arguments or hypotheses to be developed and examined. This section will typically include a review of existing research on the issue and a discussion of gaps or deficiencies in the existing literature;
 - The research approach and methodology to be used;
 - Specific research tasks, organisation of the project, division of labour among team members, time-table, and milestones;
 - Expected or potential results and outputs, the contribution of the project to the existing literature and its relevance to the academic and policy-making communities.
- **Team members information:** A file combining the information on all relevant team members (coordinator, co-coordinator, principal member(s)). Please note that the information on each team member should not exceed 5 pages. For each team member the following information has to be included:
 - Explanation of why the team member is particularly qualified to successfully carry out the planned research;
 - Full CV with list of publications;
 - Engagement / support email (informal) by concerned researcher confirming her/his commitment to the project.
- **Dissemination strategy** for the expected research results.
- **Partnership information:** partnerships with other academic institutions, International Organisations or NGOs in Switzerland and other countries.
- **Budget:** Using the SNIS template provided, including detailed information on the proposed use of SNIS funds *and* on co-financing (the budget template is also available on the SNIS website).
- **Institutional letter for Post-docs:** *If the project coordinator is a post-doctoral employee, a letter from their institution assuring their continued employment at the institution for the duration of the project time is required.*

Submission

Submission via the SNIS ad hoc webpage

- All six required documents must be uploaded on the ad hoc SNIS webpage. The page URL and the password to access it are to be found in the email announcing the results sent to the project's coordinator. (The page is not accessible from the SNIS Website.) To identify your project, please use the individual project code appearing on the same email.

Submission deadline

The deadline for this second round submission is **Wednesday 22.05.19, 13:00 CET**.

Criteria for the Selection of Projects

The primary evaluation criteria for the selection of the projects are the academic evaluation criteria. It is, however, important that all project coordinators also follow the administrative imperatives to qualify for funding (see next section)

Academic evaluation criteria

The full proposal still needs to comply with the formal criteria of the first round i.e.:

Formal criteria:

- The topic must be in the area of *International Studies* (as defined by the SNIS in the call description) or fall within the International Geneva Committee's special theme of 2019;
- The scope of the research must extend *beyond national borders or the topic must be comparative in nature*. A project that is "local abroad" (e.g. a case study without any substantial conclusions that can be generalized on an international scale) is not considered as being international in its scope;
- Projects must be *pluri- or multidisciplinary*. The list of participants in the project and the research topic have to reflect this aspect. If the main applicants are all from the same discipline, the team needs to include scholars from other disciplines relevant to the research topic;

All full proposals are evaluated according to the following evaluation criteria:

- Academic originality and rigor:
 - The project must demonstrate its originality and value added against the corpus of established literature.
 - The proposal needs to show that the team has the necessary skills and experience to answer the research question.
 - Applicants must demonstrate that they have the infrastructure and equipment for carrying out the project.

Additional evaluation criteria:

- **IMPORTANT: Cooperation / joint research with international organisations and/or NGOs.**
- Policy relevance.
- Involvement of two or more universities in Switzerland.
- Involvement of researchers from abroad.
- Interdisciplinary approach (which goes beyond the required pluri-/multi-disciplinarity).
- Co-funding from other sources.
- Involvement of PhD students and post-docs.
- Involvement of local partners / researchers for case / field studies.

Administrative imperatives

Applicant (coordinator)

- The project coordinator must be:
 - a *full-time professor or post-doctoral academic staff member* employed on a multiple-year contract. In this case the SNIS will not fund the salary of the coordinator, but the coordinator's contribution is considered as 'in kind' financing by the hosting institution;
 - a post-doctoral scientist employed at least 40% by an eligible Swiss academic institution for the duration of the project (two years). In that case, up to 60% of the post-doctorate salary can be funded by the SNIS;
 - **NOTE: If the project coordinator is a post-doctoral employee a letter from their institution assuring their continued employment at the institution for the duration of the project is required.**

Co-coordinator

- The co-coordinator is the deputy coordinator.
- For the SNIS the role of co-coordinator is an 'administrative' designation rather than an academic function
- If the coordinator of a project is a post doc then the co-coordinator must be from the same institution and either be a full time professor or a faculty member employed on a multiple year contract.

Roles of team members and potential SNIS funding

Please note that all **project members that are mentioned in the project proposal must have been personally contacted and they must have given their consent** for participating in the project. The following table gives an overview of the different roles and their function in the project as a well as their employment status and potential SNIS funding:

Role	Function in project	Employment status	SNIS funding
Coordinator	Manages the project and is the primary contact for the SNIS and responsible for the successful conclusion of the project.	Professor or post-doc with full time contract in a qualified Swiss institution.	No SNIS funding ¹ .
		Post-doc with at least 40% contract in a qualified Swiss institution.	SNIS will fund up to 60% of full time equivalent salary.

Co-coordinator ²	Deputy coordinator, acts as primary contact for SNIS in case of absence of the coordinator.	Professor or post-doc with full time contract in a qualified Swiss institution.	No SNIS funding.
		Post-doc with at least 40% contract in a qualified Swiss institution.	SNIS will fund up to 60% of full time equivalent salary.
Principal member	Researchers involved in the project, whose salary is (in part) covered by SNIS ² .	Researchers (can be IO members, PhD students or researchers from other backgrounds).	Salary paid by SNIS in accordance to FNS rules or rules of employing institution.
Associated member	Researchers involved in the project, whose salaries are accounted for by external funding e.g. members of IOs, NGOs, Prof. of partner institutions.	externally	No SNIS funding.

1. The contribution of a full time professor or post-doc can be counted as 'in kind' contribution to the project by the employing institution.
2. Can include members from partner institutions; the hosting university is responsible to conclude a contract with the principal members' institution to regulate the payments of salaries.

Allowed use of SNIS funds

- Salaries for PhD students:
 - Salaries of doctoral students paid with SNIS funds should correspond to the scales of the SNSF:
http://www.snf.ch/SiteCollectionDocuments/allg_doktorierende_d.pdf.

The scales are considered to be the remuneration for a 100% position of which a minimum 60% should be dedicated to thesis-related work.

- 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.

- Salaries for other team members:
 - 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.
- Travel expenses:
 - These should be reasonable and with clear added value to the project, and fall under the rules of the institution that manages the SNIS funding.
- Infrastructure and equipment:
 - **Neither infrastructure nor equipment is covered by SNIS funding.**
- Publications
 - In general, the SNIS does not fund publication costs. The SNIS can, however, cover small amounts e.g. for the documentation of a workshop.
- Administrative costs (overheads):
 - **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.
- Final workshop (obligatory):
 - All accepted projects have to organise 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.**

Memorandum of Understanding

Projects selected for funding at the end of the second round will receive a **Memorandum of Understanding** (MoU), which is to be signed by the coordinating institution and the main project partners (all those who receive or contribute funding to the project). The MoU includes the "Regulations Concerning the Rights and Duties of Recipients of SNIS Subsidies" (see here). In order to simplify the administrative procedure, secondary project partners can submit a formal letter of engagement instead of signing the MoU.