

Annex 5: Mobility grants for doctoral students working on SNSF-funded research projects (Clause 2.19 General implementation regulations for the Funding Regulations); version of 15 January 2018

I. General provisions

5.1 Principle

¹ Doctoral students employed in SNSF-funded research projects may claim the costs of a single period of stay abroad relating to their doctorate (hereinafter referred to as mobility grants) in accordance with the following provisions.

² A mobility grant gives the doctoral students greater flexibility in organising their careers. The SNSF views mobility as an essential element of an academic career.

³ During the period spent abroad, the grantee will remain matriculated at the Swiss home institution and employed as a doctoral student in the SNSF-funded research project.

5.2 Duration and location of stay abroad

¹ The mobility grant is awarded once for a period of between six and twelve months. The maximum duration of four years for a doctorate funded by the SNSF (Clause 7.3 General implementation regulations for the Funding Regulations) may not be extended by means of a period spent abroad.

² The time abroad must be spent at research institutions that add value to the doctorate and the researcher's career.

³ In addition, the periods of time abroad should serve the aims of the underlying research project.

II. Formal requirements and evaluation procedure

5.3 Personal requirements

Applicants for a mobility grant must be matriculated as doctoral students and employed as such in an SNSF-funded research project.

5.4 Objective requirements

¹ The period spent abroad must take place during the SNSF-funded research project.

² The application for a mobility grant must be submitted in electronic form and in the prescribed file formats and must contain all mandatory data and enclosures.

The mandatory enclosures include, in particular:

- a. a detailed budget for the additional costs;
- b. confirmation in which the host institution guarantees provision of the necessary specialist support and access to infrastructure.

5.5 Submission of applications and deadlines

¹ The applications must be submitted electronically using the mySNF web platform by the head of the project funded by the SNSF.

² The applications must be submitted no later than two months before the start of the period abroad. Clause 1.15 of the General implementation regulations for the Funding Regulations applies accordingly with regard to the timely submission of applications.

³ Applications for a mobility grant may be submitted at any time during a research project funded by the SNSF. Consequently, applications may be submitted from the day on which the SNSF-funded research project begins and no later than eight months before the project end date.

5.6 Non-consideration

The SNSF does not consider applications that fail to meet the formal requirements specified in sections 5.3-5.5.

5.7 Evaluation procedure

¹ The applications are evaluated in the order of their submission.

² The SNSF makes a limited budget available for mobility grants each year. Mobility grants are only awarded until the funds are exhausted.

III. Eligible costs

5.8 Costs

¹ The doctoral students may claim the following costs:

- a. travel expenses for the trip to and from the host institution. As a general rule, the cheapest mode of transport should be selected (train, bus, economy class). The travel expenses of accompanying family members (partner, children) will also be paid provided that these members of the doctoral student's family are staying for the full period abroad;
- b. costs incurred while abroad (accommodation costs, matriculation and infrastructure fees at higher education institutions abroad, e.g. library fees);
- c. a grant for participation in scientific conferences that are relevant to the doctoral student's own research and cannot be financed through the research project.

² No research costs may be claimed.

³ The maximum SNSF grant available for a period of time spent abroad is CHF 20,000. A higher amount may be paid if the doctoral student is accompanied abroad by members of his or her family (partner, children).

⁴ The SNSF may reduce the duration and budget compared with the submitted application.

5.9 Salary

The doctoral student's salary will continue to be guaranteed through his/her SNSF-funded employment in the context of the research project.

IV. Rights and obligations of grantees

5.10 Release of funds

The awarded funds are released on receipt of a corresponding request from the head of the research project funded by the SNSF. The procedure is governed by Article 33 of the Funding Regulations.

5.11 Insurance

The grantee is responsible for any additional insurance as may be required for the period spent abroad and not covered by the employer.

5.12 Reporting

¹ Reporting shall be effected within the scope of the regular scientific report on the research project funded by the SNSF. No separate scientific report needs to be submitted.

² The financial statement shall be submitted within the scope of the regular financial report.

³ If no stay abroad has been made, this must be shown in the financial report and the funds allocated for the stay abroad must be refunded to the SNSF.

V. Final provisions

5.13 Sundry provisions

Insofar as this Annex does not contain any special provisions, the provisions of the Funding Regulations and General implementation regulations for the Funding Regulations apply.