

Brazilian-Swiss Joint Research Programme

Joint Research Projects: Call for Proposals 2018

Two-Step Evaluation Process:
Pre-Proposal Phase and Full Proposal Phase

Opening Date, Call for **Pre-Proposals**: 27 August 2018
Closing Date, Call for Pre-Proposals: 23 November 2018 (5 pm
Swiss local time; midnight Brasilia local time)

Opening Date, Call for **Full Proposals**: 18 March 2019
Closing Date, Call for Full Proposals: 17 May 2019 (5 pm Swiss local
time; 06:30 pm Brasilia local time)

Thematically restricted as follows:

- a) Information and communications technology***
- b) Water related to the environment***

***Both topics are also open to proposals from the Social Sciences and Humanities, if related.**

Between 8 and 12 joint projects can be funded.

1. Introduction

The Swiss National Science Foundation (SNSF), the Conselho Nacional de Desenvolvimento Científico e Tecnológico (CNPq) and the National Council of State Funding Agencies (CONFAP) are determined to strengthen and develop a mutually beneficial research cooperation between Switzerland and Brazil. All three parties therefore agreed to launch a call for Joint Research Projects (JRPs) in August 2018. The call for JRPs is one of the measures that resulted from the implementation of the Action Plan, signed by the Ministry of Science, Technology, Innovation and Communication (MCTIC) and the State Secretariat for Education, Research and Innovation (SERI) on 26 April 2018. A total number of 8 projects can be funded in collaboration with the CNPq, provided that a sufficient number of high-quality proposals are submitted. If any of the twelve best proposals are from a region which is committed to participating under the umbrella of the CONFAP, four additional proposals will be fundable in collaboration with the respective regional funding agency.

2. Joint Research Projects (JRPs)

Grants for JRPs are meant to promote collaborative projects with clearly defined goals involving at least one partner based in Switzerland and one based in Brazil. Applications should describe ambitious research and propose innovative approaches. The research is to be carried out at the research facilities involved; reciprocal visits and short stays in Switzerland for researchers from Brazil and vice versa are also possible within the scope of a JRP.

Project duration: The JRPs can last up to 36 months.

3. Research fields

In order to make targeted use of the financial resources available, the following thematic areas have been chosen for this bilateral call:

- a) Information and communications technology
- b) Water related to the environment

Both topics are also open to proposals from the Social Sciences and Humanities, if related.

4. Eligibility

Each proposal for a JRP must have at least one main applicant based in Switzerland and one main applicant based in Brazil; they are the lead scientists on the Swiss and Brazilian side respectively. They are the main contacts for the SNSF and CNPq respectively and bear the main responsibility for the project including its technical and administrative coordination as well as timely delivery of scientific and financial reports. Further applicants based in Switzerland and/or in Brazil can also participate in the consortia, but each applicant/co-applicant can only apply for one project within this call.

Eligibility criteria in Switzerland: Applicants requesting funding must meet the eligibility requirements of the SNSF. The SNSF Funding Regulations, the General implementation regulations for the Funding Regulations and the Regulations on Project Funding are applicable or applicable mutatis mutandis where not stated otherwise. Each applicant/co-applicant may only apply for one

project. Project partners as described in Article 11.2 of the SNSF Funding Regulations may be included provided their affiliated institution is not located in Brazil. A researcher can submit a proposal to the joint bilateral call even when she or he holds another SNSF grant or has applied for one. This provision also applies to the career funding schemes Eccellenza, SNSF professorships, Ambizione and PRIMA. However, please note that applicants must hold a doctorate obtained four years before the submission date of the application. Exceptionally, applicants without a doctorate may apply if they have completed at least three years of research work as their main source of income since obtaining their higher education degree. Such research work will be regarded as equivalent to a doctorate. (Please note that this does not include current PhD students.) Moreover, grantees may submit proposals to all SNSF funding schemes during the funding period of a JRP, provided that there is no substantial thematic overlap. Please note that the present call is not in conflict with the restrictions applicable to the SNSF's national project funding in accordance with Article 13 of the Regulations on Project Funding.

Eligibility criteria in Brazil:

The Brazilian Coordinator must be a researcher with Brazilian nationality (or a foreign researcher with a Brazilian permanent visa) at PhD level and must have an employment relationship with a Brazilian University or Research Institution. The Brazilian Coordinator's updated CV must be available on the Lattes Platform.

5. Funding

The overall available budget for the JRPs will enable funding of between 8 and 12 projects. JRP proposals contain two separate budgets: one budget in CHF for the Swiss part (paid by the SNSF according to the SNSF's rules) and one budget in BRL for the Brazilian part (paid by the CNPq or a regional funding agency in accordance with their respective rules).

Eligible costs in Switzerland: The maximum permissible budget for a project is CHF 250,000.

The funding categories are:

- Personnel costs (salaries and social security contributions of scientific and technical employees);
- Material costs if they are directly linked to the research project, in particular material of enduring value, the cost of expendable items, field expenses, travel or expenses of third parties. For any equipment with a value above CHF 20,000, quotes must be provided;
- The costs associated with the use of infrastructure directly linked to the implementation of the research;
- Cost of organising conferences and workshops in the context of the funded research;
- Costs of national and international cooperation and networking activities directly associated with the funded research.

Costs for granting access to research data (Open Research Data) can be charged to the grant up to a maximum amount of CHF 10,000 in accordance with SNSF regulations (paragraph 2.13 of the [General implementation regulations for the Funding Regulations](#)).

The [SNSF Funding Regulations](#) apply to the Swiss budget. No contributions towards overhead costs will be granted for these projects.

Eligible costs in Brazil: the maximum permissible budget for a project is BRL 400,000.

- a) Fellowships for “sandwich doctorate” and postdoc, all for a duration of up to 12 months in Switzerland. The support includes living allowance, health insurance and air tickets;
- b) Consumables;
- c) Travel and visiting costs and travel insurance for Brazilian researchers for trips of up to 30 days to Switzerland.

Together, items “b” and “c” may amount to a maximum of 50% of the budget of the proposal.

Visiting costs between Switzerland and Brazil

When budgeting visits between the Swiss and Brazilian partners, both the international travel related expenses and the living expenses (local hospitality etc.) are to be charged to the budget of the visiting side. Moreover, health/medical overseas insurance should be included in the budget of the visiting side.

Research visits between Switzerland and Brazil must be balanced in number and duration.

The following flat rates are to be used:

For visiting scientists from Switzerland to Brazil:

- Living expenses (Swiss budget):
 - Short-term visits (up to two weeks): CHF 160 per day
 - Long-term visits: CHF 3,000 per month
- Travel expenses (Swiss budget):
 - Costs of up to CHF 1,600 per person (airfare tickets are to be booked in economy class)

For visiting scientists from Brazil to Switzerland:

- Living expenses (Brazilian budget)
 - USD 370 per day for each person.
- Travel expenses (Brazilian budget):
 - Air ticket in economy class

6. Submission

Proposals are to be jointly prepared by the Swiss and Brazilian applicants.

Submission of pre-proposals: Pre-proposals will be evaluated by a joint panel appointed by the SNSF and CNPq. For this reason, pre-proposals must be submitted to the respective submission platforms of both funding organisations (SNSF and CNPq). Pre-proposals submitted only in one country are not eligible and will not be considered. The content of the research plan must be identical in both applications.

Submission of full proposals: Full proposals will be evaluated by a joint panel appointed by the SNSF and CNPq. Hence, full proposals must be submitted to the respective submission platforms of both funding organisations (SNSF and CNPq). Full proposals submitted only in one country are not eligible. The content of the research plan must be identical in both applications. The SNSF and CNPq receive only full proposals by applicants who were invited to submit a full proposal.

Submission to the SNSF: The Swiss main applicant must submit the proposal to the SNSF via its electronic submission system (*mySNF*, www.mysnf.ch).

After logging in, the correct funding scheme must be chosen (Programmes (national and international) > Bilateral Cooperation (Initiative of the State Secretary for Education, Research and Innovation) > Brazilian-Swiss Joint Research Programme (BSJRP)).

Submission to CNPq:

Brazilian applicants shall submit the pre-proposals to the e-mail address cgcin@cnpq.br according to procedures detailed in the corresponding CNPq call for proposals. Applicants whose pre-proposals are approved will be invited to submit their full proposals through the CNPq online system **Plataforma Carlos Chagas**, filling in the CNPq Online Proposal Form.

Compulsory content of the proposal to be submitted:

Pre- and full proposals consist of two parts each:

- The administrative part, which must be completed online:
 - Personal data of the Swiss main applicant
 - Personal data of the Brazilian main applicant
 - Personal data of the co-applicant(s) from Switzerland and Brazil
 - Data Management Plan (DMP) (full proposal only, cf. Annex 3)
 - Basic project data (e.g. title, research field, starting date, duration, summary)
 - Funding requested from the SNSF
 - Information on authorisations required in Switzerland (full proposal only)
 - Other information requested by the relevant submission system (*mySNF* or **Plataforma Carlos Chagas**, e.g. whether the project is related to other SNSF projects, name of the Swiss university/research institution at which the planned project will be implemented, information concerning national and international collaborations, information concerning already available funds or funds requested elsewhere)
- PDF documents that are to be uploaded to *mySNF*:
 - Project plan (**must follow the structure indicated in Annex 1**)
 - CVs and publication lists of all applicants and other researchers involved (in Switzerland and Brazil)

- Equipment quotes (full proposal only)
- Other documents

For specific questions related to www.mysnf.ch, please contact the support team by e-mail (mysnf.support@snf.ch) or telephone (+41 31 308 22 00). Please note that you need a user account in order to submit proposals via *mySNF*. The Swiss main applicant is responsible for the submission of the proposal. However, management authorisations on *mySNF* can be shared with the Brazilian partner. To open an account, please register with the SNSF as a user. Applicants with existing user accounts need not apply for new ones.

Language: All documents submitted to the SNSF and CNPq must be in English.

Deadline for the submission of pre-proposals: For pre-proposals, the submission deadline is **23 November 2018 (5 pm local time in Switzerland, midnight local time in Brasilia)**. Incomplete applications and applications received after the deadline will not be considered. No requests for extension of the deadline will be considered.

Deadline for the submission of full proposals: For full proposals, the submission deadline is **17 May 2019 (5 pm local time in Switzerland, 06:30 pm local time in Brasilia)**. Incomplete applications and applications received after the deadline will not be considered. No requests for extension of the deadline will be considered.

7. Evaluation

The evaluation process is divided into two phases: a pre-proposal phase and a full proposal phase.

Pre-proposal: Following the eligibility assessment by the SNSF and CNPq, eligible pre-proposals will be evaluated by a joint panel of experts jointly appointed by both funding organisations. There will be no peer review in the first stage of the evaluation procedure. The joint panel decides whether the applicants should be invited to submit a full proposal. Finally, the SNSF and the CNPq will present a consolidated recommendation to the Swiss-Brazilian Joint Committee. This body will take the final decision. The decisions are not subject to appeal.

The evaluation results of the pre-proposal phase will be communicated to the Swiss main applicant by the SNSF, presumably at the beginning of March 2019. **Swiss main applicants are obliged to inform the Brazilian partner about these evaluation results.** Submission of a full proposal is upon invitation only.

Full proposal: The submitted full proposals undergo an eligibility check by the SNSF and the CNPq and will then be jointly evaluated by both organisations. Only full proposals by applicants who have been invited to submit a full proposal will be evaluated. Full proposals will be peer reviewed and discussed in the evaluation panel.

Peer review: Peer review is conducted by both the SNSF and the CNPq and managed via the *mySNF* platform. The SNSF and the CNPq will designate peer review experts for each full proposal, and all full proposals will be reviewed according to international peer review standard procedures.

Evaluation panel: Based on the peer reviews, the evaluation panel will evaluate all of the full proposals. Priority will be given to applications in the highest categories regardless of the research area.

Evaluation criteria (applicable for both stages, not listed in the order of priority):

- Scientific relevance
- Originality of the aims and objectives
- Appropriateness of the methodology and feasibility
- Track record and expertise of the researchers
- Complementarity of the research partners

Decision: The rating and the final recommendation by the panel will have to be approved by the Specialised Committee International Co-operation and the Presiding Board of the Research Council (SNSF) and by the CNPq Board. Finally, the SNSF and the CNPq will present a consolidated recommendation to the Swiss-Brazilian Joint Committee. This body will take the final decision. The decisions are not subject to appeal.

The Swiss main applicant will receive a decision letter from the SNSF. In rejection letters, the main reasons for the negative decision will be stated. In the event of approval, the Swiss budget and the funding conditions will be listed. The Brazilian main applicant will be informed by the CNPq via a standard decision letter.

Start of research: Research projects may be started in January 2020 at the earliest.

The SNSF makes the composition of evaluation bodies accessible to the public. Members of non-permanent bodies who contribute to a sole application round will be listed after their evaluation work is completed. For the SNSF, interaction between applicants and members of evaluation bodies over applications is not compatible with academic best practices.

The submitted documents must comply with the principles of scientific integrity, and all applicants – i.e. main applicants and co-applicants from either country – will be held accountable for any breaches. In suspected cases of scientific misconduct, all applicants will be asked to provide a statement.

8. Reporting

Swiss and Brazilian grantees will report separately to the SNSF and to the CNPq. Scientific and financial reports are to be submitted annually.

SNSF reporting: The Swiss main applicant will be responsible for reporting to the SNSF. Both for the financial and the scientific report, the standard SNSF regulations will apply. However, scientific reports are to be submitted annually. They include a quantitative (output data) and a qualitative part.

CNPq reporting:

Financial and technical reports according to internal rules

9. VAT

In Switzerland (SNSF funding): The JRP grants are not subject to VAT or other taxes and charges. However, research expenses are not excluded from VAT. Therefore, all costs budgeted in a JRP (e.g. equipment, consumables, etc.) can be charged to the programme, VAT included, unless the research institution (e.g. university, public research organisation, etc.) is able to recover the VAT.

10. Payments

SNSF funding: Standard SNSF rules apply. In principle, the budgets for JRPs are transferred in annual instalments to the Swiss main applicant's affiliated institution at the beginning of a project year.

CNPq funding:

According to CNPq rules and budget availability.

11. Publications and intellectual property

The PIs are obliged to publish research results obtained in the JRPs in appropriate form and according to SNSF and CNPq standards.

Applicants must consult both the Swiss and Brazilian host institutions concerning their internal intellectual property regulations. For market-oriented projects, it is important that an agreement is made before the project starts.

12. Schedule

The following schedule is envisaged:

Call for proposals (pre-proposal phase)	27 August 2018
Submission deadline for pre-proposals	23 November 2018
Invitation to submit full proposals	beginning of March 2019
Call for proposals (full proposal phase, upon invitation)	18 March 2019
Submission deadline for full proposals	17 May 2019
Communication of final decisions on full proposals	November 2019
Start of research	January 2020

13. Contact

At the SNSF

Timothy Ryan
Swiss National Science Foundation
International Co-operation division
Wildhainweg 3, P.O. Box
CH-3001 Bern
Website: <http://www.snsf.ch>
E-mail: international@snf.ch
Telephone: +41 (0) 31 308 23 95

At CNPq

Flávio Velame
fvelame@cnpq.br

14. Annexes

Annex 1: Pre-proposal guidelines
Annex 2: Full proposal guidelines
Annex 3: Guidelines for the Data Management Plan (DMP)

Annex 1: Pre-proposal

Guidelines for writing the project plan

The pre-proposal must fulfil the following criteria for a successful submission:

- The project plan is submitted in English
- The research plan must not exceed 5 pages or 20,000 characters (excluding references)
- A minimum of point 10 font size and 1.5 line spacing must be used
- No annexed documents
- The project plan must be submitted through *mySNF* and the CNPq's online application system (**deadline: 23 November 2018, 5 pm local time in Switzerland, midnight Brasilia local time**)

The project plan of the pre-proposal consists of 4 parts:

1. Summary of the research plan (max. 1 page and 4,000 characters)
2. Research plan (max. 5 pages and 20,000 characters, excluding references)
3. List of ongoing and/or recent research projects between the Brazilian and Swiss applicants
4. Requested funds (to be entered via *mySNF* for the Swiss applicant and the Brazilian applicant using the form below)

1. Summary of the research plan (max. 1 page or 4,000 characters)

The summary should include the most important points of your research plan and place your project in a broader scientific context. This summary should be an exact copy of the one you have entered in the *mySNF* data container "Basic data II".

2. Research plan (max. 5 pages or 20,000 characters, excluding references)

The research plan should be organised in 5 sections (2.1. – 2.5.). We strongly recommend using the section headings indicated below. In order to ensure that the scientific content of your proposal can be assessed adequately, please provide a research plan that sets out clearly the aims, subject matter and methods of the project you are planning. The research plan must not exceed 5 pages, excluding the references. The font size should be 10 pt with a line spacing of 1.5. Annexed documents are not accepted.

2.1 Current state of research in the field

By citing the most important publications in the relevant field, please set out the scientific background and basis of the project, explain the need to perform research on the topic you propose and briefly describe important research currently being conducted internationally.

2.2 Current state of your own research and partnership aspect

- Please describe briefly the work done by the different applicants in the relevant research field or in related fields and indicate the relevant publications.
- Explain how the different applicants complement each other for the proposed research project.
- Describe past collaborations that involved the Swiss and Brazilian partners (if applicable).

2.3 Detailed research plan

Information on aims, rationale, methods and data

Against the background described in sections 2.1. and 2.2., please state the aims that you plan to achieve during the lifetime of the project. Please consider the following points:

- Which investigations and/or experiments do you plan to carry out/are necessary to achieve the stated aims?
- What is the rationale for getting the project started and how do you intend to develop the work later on?

Information on the research methods you need to use to achieve your aims:

- Which methods are available to you?
- To which other methods do you have access and how?
- Which methods need to be developed?

Data and data collection:

- Which data are available to you and from where?
- Which data need to be collected?

2.4 Work division, schedule and milestones

- Please indicate how you plan to divide the work among the different partners.
- As far as possible, please give an approximate schedule for the work to be carried out within the project and indicate the most important milestones. In particular, please describe the major tasks of the staff to be employed for the project by the different partners.
- List the planned visits between the Swiss and Brazilian research groups (visiting scientist, hosting scientist, purpose of visit, date and duration of visit).

2.5 Importance, impact and results

Scientific importance and impact

Please describe briefly the importance of your research for the scientific community and the impact you expect from the project on research and training/teaching in your field/discipline. Please indicate how you will publish/communicate your results.

Expected results and dissemination plan

Describe the project outcomes you envisage. Explain how you will share these findings with stakeholders and the community. Address the potential for knowledge transfer to industry (if applicable).

Broader impact

If your application concerns use-inspired research, please state whether and to what extent the proposed project will have a broader impact and what this impact will be. The following points should be addressed:

- Need for research as perceived by practitioners/industry: Are there any knowledge gaps? Are innovations and improvements expected?
- Transferability of results: To what extent can the research results be put into practice?
- Other potential impacts: In which spheres outside science could the implementation of the research results lead to changes and what would be the nature of these changes?

3. List of ongoing and/or recent research projects between the Brazilian and Swiss applicants

Project title	Research area	Project duration (xx/yy/zz - xx/yy/zz)	Amount of funds & funding source

4. Requested funds Brazil

For the Swiss side, please see the corresponding data container on *mySNF*. For the Brazilian side, please indicate the requested amount in R\$ in the table below.

Type of expenses	First year	Second year	Third year	Total
Scholarships				
Consumables				
Travel and visiting costs				

Insert additional rows in the table if required.

Annex 2: Full proposal

Guidelines for writing the project plan

The full proposal must fulfil the following criteria for a successful submission:

- The project plan is submitted in English
- The research plan must not exceed 20 pages or 80,000 characters (excluding references)
- A minimum of point 10 font size and 1.5 line spacing must be used
- No annexed documents
- The project plan must be submitted through *mySNF* **and** the CNPq's online application system (**deadline: 17 May 2019, 5 pm local time in Switzerland, 06:30 pm Brasilia local time**)

The project plan of the full proposal consists of 7 parts:

1. Summary of the research plan (max. 1 page and 4,000 characters)
2. Research plan (max. 20 pages and 80,000 characters, excluding references)
3. Ethical, safety and regulatory issues
4. Research requiring authorisations or notifications on the Brazilian and Swiss side
5. List of ongoing and/or recent research projects between the Brazilian and Swiss applicants
6. Planned visits
7. Requested funds

1. Summary of the research plan (max. 1 page or 4,000 characters)

The summary should include the most important points of your research plan and place your project in a broader scientific context. This summary should be an exact copy of the one you have entered in the *mySNF* data container "Basic data II".

2. Research plan (max. 20 pages or 80,000 characters, excluding references)

The research plan should be organised in 5 sections (2.1. – 2.5.). We strongly recommend using the section headings indicated below. The proposals will be sent out for external review. In order to ensure that the scientific content of your proposal can be assessed adequately, please provide a detailed research plan that sets out clearly the aims, subject matter and methods of the project you are planning. The research plan must not exceed 20 pages and 80,000 characters including blank spaces, figures, tables, formulae, but without references. The font size should be 10 pt with a line spacing of 1.5. Annexed documents are not accepted.

2.1 Current state of research in the field

By citing the most important publications in the relevant field, please set out the scientific background and basis of the project, explain the need to perform research on the topic you propose and briefly describe important research currently being conducted internationally.

2.2 Current state of your own research and partnership aspect

- Please describe briefly the work done by the different applicants in the relevant research field or in related fields and indicate the relevant publications.
- Explain how the different applicants complement each other for the proposed research project.
- Describe past collaborations that involved the Swiss and Brazilian partners (if applicable).

2.3 Detailed research plan

Information on aims, rationale, methods and data

Against the background described in sections 2.1. and 2.2., please state the aims that you plan to achieve during the lifetime of the project. Please consider the following points:

- Which investigations and/or experiments do you plan to carry out/are necessary to achieve the stated aims?
- What is the rationale for getting the project started and how do you intend to develop the work later on?

Information on the research methods you need to use to achieve your aims:

- Which methods are available to you?
- To which other methods do you have access and how?
- Which methods need to be developed?

Data and data collection:

- Which data are available to you and from where?
- Which data need to be collected?

2.4 Work division, schedule and milestones

- Please indicate how you plan to divide the work among the different partners.
- As far as possible, please give an approximate schedule for the work to be carried out within the project and indicate the most important milestones. In particular, please describe the major tasks of the staff to be employed for the project by the different partners.
- List the planned visits between the Swiss and Brazilian research groups (visiting scientist, hosting scientist, purpose of visit, date and duration of visit).

2.5 Importance, impact and results

Scientific importance and impact

Please describe briefly the importance of your research for the scientific community and the impact you expect from the project on research and training/teaching in your field/discipline. Please indicate how you will publish/communicate your results.

Expected results and dissemination plan

Describe in detail the project outcomes you envisage. Explain how you will share these findings with stakeholders and the community. Address the potential for knowledge transfer to industry (if applicable).

Broader impact

If your application concerns use-inspired research, please state whether and to what extent the proposed project will have a broader impact and what this impact will be. The following points should be addressed:

- Need for research as perceived by practitioners/industry: Are there any knowledge gaps? Are innovations and improvements expected?
- Transferability of results: To what extent can the research results be put into practice?
- Other potential impacts: In which spheres outside science could the implementation of the research results lead to changes and what would be the nature of these changes?

3. Ethical, safety and regulatory issues

Does your proposed work raise ethical, safety or regulatory issues? If so, please indicate clearly how you will deal with these issues.

4. Research requiring authorisations or notifications on the Brazilian side

For the Swiss side, please see the corresponding data container on *mySNF*. For the Brazilian side, indicate whether the proposed research includes:

	YES	NO
Humans, human tissue samples or individual medical data		
Vertebrates, decapods or cephalopods		
Pathogens or genetically modified organisms		
Human embryonic stem cells		

5. List of ongoing and/or recent research projects between the Brazilian and Swiss applicants

Project title	Research area	Project duration (xx/yy/zz - xx/yy/zz)	Amount of funds & funding source

Insert additional rows in the table if required.

6. Planned visits

6.1 Brazil to Switzerland

	Visiting scientist(s)	Period & duration of visit	Purpose of visit
1 st year			
2 nd year			
3 rd year			

6.2 Switzerland to Brazil

	Visiting scientist(s)	Period & duration of visit	Purpose of visit
1 st year			
2 nd year			
3 rd year			

Insert additional rows in the table if required

7. Requested funds in Brazil

For the Swiss side, please see the corresponding data container on *mySNF*. For the Brazilian side, please indicate the requested amount in R\$ in the table below.

Type of expenses	First year	Second year	Third year	Total
Scholarships				
Consumables				
Travel and visiting costs				

Annex 3

Guidelines for the Data Management Plan (DMP)

The aim of a Data Management Plan (DMP) is to plan the life cycle of data. It offers a long-term perspective by outlining how data will be generated, collected, documented, shared and preserved. The DMP is an integral part of the full proposal. The DMP does not undergo any scientific evaluation and therefore does not influence the rating of a proposal. Nevertheless, all questions raised in the DMP guidelines have to be addressed precisely and coherently. The full proposal can only be submitted once the DMP has been completed. There is a specific space in *mySNF* where the DMP can be submitted.

The DMP form comprises four sections: (1) data collection and documentation, (2) ethics, legal and security issues, (3) data storage and preservation, and (4) data sharing and reuse.

The submitted DMP is considered a notice of intention. Its content is assessed by the SNSF Administrative Offices for its plausibility and adherence to the SNSF policy on open research data. It does not undergo any scientific evaluation. The DMP remains editable during the entire lifetime of the grant. Its contents can be adapted as the project evolves. The final version of the DMP will be made available on the SNSF's P3 database. This will increase the visibility and impact of the research outcomes by making it easier for other researchers to access and reuse the datasets.

The costs of enabling access to research data that is collected, observed or generated under an SNSF grant are covered if the research data is deposited in recognised scientific, digital data archives (data repositories) that meet the FAIR principles (Findable, Accessible, Interoperable, Reusable) and do not serve any commercial purposes (IR 2.13). It is permissible to upload data to commercial repositories, but only the data preparation costs will be covered by the SNSF.

While Swiss applicants are required to submit a DMP, Brazilian applicants are not obliged to, although the SNSF strongly advises that they contribute to the DMP. On all accounts, Swiss and Brazilian applicants must discuss the DMP and determine the terms of their collaboration in this regard.

More information on Open Research Data (ORD) and on the DMP are provided on the SNSF website.