**Introductory remarks:** The SNSF awards PRIMA grants to excellent female researchers who wish to conduct, manage and lead their own independent project at a Swiss higher education institution or at a research institution outside the higher education sector. PRIMA grants are not intended to simply support additional researchers at postdoctoral level. Only very talented and outstanding researchers with a high potential for a professorship shall be supported.

**The written confirmation of the research institution consists of two separate letters:**

1. Detailed confirmation of the research institution signed by the contact person mentioned in the application and the head of the institute/department. This letter refers to the obligations which are stated in the PRIMA regulations, in particular article 8 and article 12.

2. General confirmation of the vice rectorate for research (or equivalent)

The directorate of the institute/department should forward the detailed confirmation of the research institution (point 1) to the vice-rectorate for research in order to receive the general confirmation (point 2). Then, the contact person at the research institution should send both confirmations to the applicant for a timely submission of the application.

Both confirmations must follow the text template provided below and be written on paper using the official letterhead of the research institution. They must be added to the application and will only be regarded as complete if all the points relevant to the application are addressed.
1. Detailed confirmation of the research institution

The [name institute/department] confirms its intention towards [name applicant], to adhere to the obligations listed below should a PRIMA grant be awarded by the SNSF for the proposal entitled [project title].

The research institution commits itself to host the principal investigator (PI) for the duration of her PRIMA grant and to:

- integrate the PI in the research institution and to provide working space;
- support the PI in the management of her team and to provide administrative assistance to the PI;
- provide research support to the PI and her team members throughout the duration of the project, in particular as regards a commensurate share of the funding of research expenses (e.g. material, equipment, personnel, travel, etc.) and access rights to infrastructures, equipment, and other services as necessary for conducting the research [please specify];
- guarantee the necessary scientific independence of the PI, in particular as regards the:
  - realisation of the project under the scientific guidance of the PI;
  - selection and supervision of other team members;
  - use of the budget to achieve the scientific objectives of the project;
  - authority to publish as senior author and to invite as co-authors only those who have contributed substantially to the reported work;
- offer the PI career prospects and in particular inform about job openings in her field of competence.

[The following points should be addressed, IF APPLICABLE]

- For the requested PhD position the due completion of the doctoral thesis is guaranteed on expiry of the grant or in the event of the project being prematurely abandoned.
- The official supervisor of the doctoral thesis at [name institute/department] will be [name].
- [In case of medical researchers doing clinical work] [name applicant] can devote for the first two years of the grant at least 80 % of work-time percentage to the project.

[The following points MUST be addressed]

- Statement on the general interest of the research institution with regard to the PI and her research project/field as well as possible synergies.
- Statement on the project’s autonomy compared to other ongoing research objectives at the research institution.
- [Further comments if desired]

[Name, signature; signed by the contact person mentioned in the application and the head of the institute/department]
2. General confirmation of the vice rectorate for research

The executive board of the [name of the research institution] supports the application of [name applicant] for a PRIMA grant and warrants the necessary conditions for the successful conduct of the research project pursuant to the letter of the [name institute/department].

[Further comments if desired]

[Name, signature; signed by the vice-rector for research or equivalent]