

## **Bilateral agreement with Germany**

### **Introduction**

Under the Lead Agency process, a joint application by researchers in Switzerland and Germany can be submitted to one of the two national research funding organisations. The submission process is governed by the provisions in force at the relevant organisation.

Lead Agency proposals must have a joint research question and a joint research plan. According to the Lead Agency agreement, the project parts carried out in the individual countries must be interdependent and complementary. The costs are calculated on the basis of the relevant national guidelines.

The Lead Agency process forms part of the SNSF's project funding scheme and is not a funding scheme in its own right. It does not have its own budget and is subject to the same provisions that govern project funding. Hence applicants may only submit a Lead Agency application if there are no thematic overlaps with applications being evaluated at the SNSF or with ongoing projects.

### **1. General conditions**

#### **1.1 Funding schemes**

Applications can be submitted to the SNSF for the following funding schemes:

- Project Funding

Applications can be submitted to the DFG for the following funding schemes:

- Individual Grants Programmes
- Priority Programmes; participation at project level possible, researchers in Switzerland may submit applications under German project leadership
- Research groups; up to two Swiss sub-projects or participations in German sub-projects

For funding schemes involving multi-phase procedures, please contact the relevant SNSF division after making a submission for the first phase.

## 1.2 General conditions

If you prefer to submit your Lead Agency proposal in a language other than English (only possible in certain disciplines of the humanities and social sciences), you will need to discuss this with all involved agencies in advance.

In both countries the maximum project duration is three years.

Applications submitted to the SNSF are evaluated separately by the evaluation bodies of the SNSF and the DFG. The evaluation generally lasts for more than six months.

It is not possible to submit trilateral applications involving Germany and Austria to the SNSF. However, you can work with project partners from other countries, regardless of whether the SNSF has signed an agreement with these countries. A maximum of 20% of the Swiss budget can be spent on project partners. The salaries or staff costs of project partners are not covered by the SNSF.

As of 1 July 2017, the proposal must include a [Data Management Plan](#) (DMP) set up according to the requirements issued by the SNSF.

## 2. Submission

### 2.1 Definition of the Lead Agency

By definition the Lead Agency is located in the country in which the higher funding amount is requested. In unclear or borderline cases, the funding organisations involved must be contacted to determine the Lead Agency prior to submission.

### 2.2 SNSF as Lead Agency

If the requested funding amount is higher in Switzerland, the application is submitted to the SNSF. The submission deadlines are the same as for project funding, namely 1 October and 1 April.

You only need to submit one application. In the research plan, you must describe the overall project as well as the sub-projects in both countries.

A separate budget plan must be submitted for the individual sub-projects. Please enter the budget for the Swiss part in mySNF. The German budget has to be entered in the [budget form](#).

The German partners also need to submit a formal application via the [elan portal](#), in which the applicants' personal data and the budget items are entered.

#### 2.2.1 Submission via mySNF

The Lead Agency process is part of the SNSF's project funding scheme and is not a funding scheme in its own right. **When creating a new application in mySNF, select Project Funding Division I-III.** Enter the German project partners as further applicants. Enter the budget of the Swiss sub-project in the data container "Requested funding". For the German budget, fill in the [budget form](#) and upload it in the data container "Lead Agency and other agreements". The DMP is an integral part of the grant proposal and its content is directly entered in the mySNF submission form. The DMP applies to all research data that will be produced or reused during the course of the project.

### 2.2.2 Evaluation

The overall project is evaluated by the evaluation body of the relevant SNSF division. The regular evaluation procedure also applies to Lead Agency applications.

### 2.3 DFG as evaluation body

If the requested funding amount is higher in Germany, the application is submitted to the DFG. The conditions for DFG individual grants programmes apply and you need to complete the relevant forms. The DFG does not set any specific submission dates, and applications can therefore be submitted all year round.

The Swiss part of the application is governed by the SNSF conditions (formal requirements for Swiss applicants, budget of Swiss sub-project and thematic overlap with other SNSF projects).

#### 2.3.1 Submission via mySNF

For administrative reasons, you also need to submit your application to the SNF via the mySNF platform.

There is no separate funding scheme for the bilateral agreements, applications are entered in the same way as for project funding. **When creating a new application in mySNF, select Project Funding Division I-III.** Enter the German project partners as further applicants. Enter the budget of the Swiss project part in the data container "Requested funding". For the German budget, fill in the [budget form](#) and upload it in the data container "Lead Agency and other agreements". The research plan must be identical to the one submitted to the DFG. The CVs and research output of the research partners abroad are not required.

If you have already submitted a data management plan (DMP) to the DFG, please upload a pdf version of this document in the section "Other annexes" in mySNF. If no DMP has been submitted to the DFG, you must enter the content of the DMP in the mySNF submission form. The DMP applies to all research data that will be produced or reused during the course of the project.

## 3. Participation requirements

The same conditions are applied as for the [project funding](#).

## 4. Contact details

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## **5. Documents and links**

Bilateral procedure with Germany

[DFG website](#)

[DFG guidelines](#)

[Budget form ANR-DFG-FNR-F.R.S FNRS-FWF-FWO](#)

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