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# Guidelines for requesting a 120% support grant

Support grants for postdocs with family care duties in research projects funded by the SNSF

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## Preamble

### What are 120% support grants

In its multi-year programme 2012-2016, the SNSF places an emphasis on the promotion of young researchers and envisages measures to increase the appeal of a scientific career. These measures include 120% support grants at **postdoctoral level**. They support researchers in achieving a balance between their academic career and family care duties by allowing for or extending a part-time employment so that there is no delay, or only a minimal delay, in the research work. Alternatively, support grants may be used to cover child care costs. Both options can be combined.

The 120% support grant is awarded to postdocs who are pursuing an academic career and fulfil family care duties at the same time. The grants are only paid until the end of the SNSF project in which the postdocs are employed. In administrative terms, the 120% support grants are treated as **supplementary grants for ongoing research projects** and may be applied for as such **under "Supplementary grants" on the mySNF web platform**. The applications are evaluated by the Administrative Offices within two months. **A limited budget is available each year and is distributed according to the first come – first served principle**. In order to ensure a consistent evaluation of applicants, the examination is limited to checking whether the formal requirements and the criteria are met (Regulations on grants for postdocs with family care duties who are employed in SNSF research projects – 120% support grants).

### Documentation on 120% support grants

The documentation on 120% support grants comprises:

- the "Guidelines for requesting a 120% support grant", as a reference document for persons who wish to apply for this supplementary grant, and
- the "Regulations on grants for postdocs with family care duties who are employed in SNSF research projects – 120% support grants".

The documents are available on the SNSF website ([www.snsf.ch](http://www.snsf.ch)). They may also be downloaded on the electronic platform mySNF ([www.mysnf.ch](http://www.mysnf.ch)). The guidelines for requesting a support grant are based on the [Regulations on 120% support grants](#), the [Funding Regulations of the SNSF and the General implementation regulations for the Funding Regulations](#). The guidelines are not legally binding; they do not in any circumstances substitute the mentioned regulations.

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# 1. Points to be clarified before drafting an application

## 1.1 Eligible schemes

120% Support grants may be applied for by postdocs employed in the following funding schemes:

- Project funding (Divisions I to III, interdisciplinary projects)
- SNSF professorships
- Ambizione
- ProDoc
- Sinergia
- National Research Programmes
- International cooperation programmes

In project funding, 120% support grants may be requested only for the Swiss part of lead agency applications. Within international cooperation programmes, 120% support grants are available only to postdocs employed in Switzerland.

## 1.2 Formal requirements

You are entitled to apply for a 120% support grant as a postdoc if you meet the following requirements:

- You are employed with a work-time percentage of at least 80% in a research project funded by the SNSF, you are pursuing an academic career and are the main carer of your children until the beginning of their compulsory education (incl. compulsory Kindergarten).
- In the case of a reduction in work-time, you plan to work at least 80% again once the support measure has ended.

In addition, applicants should note that

- the 120% support grant may only be requested for the duration of the research project funded by the SNSF;
- the application must be submitted at least two months before the envisaged start of the measure;
- applications may not be submitted before the SNSF has approved the relevant research project and your employment in the project has been definitively communicated to the SNSF via a personnel change message.
- the latest submission date of an application for a support grant is four months before the end of the research project funded by the SNSF;
- a support measure only begins after the maternity leave.

The application for a 120% support grant must be submitted in electronic form (via *mySNF* under the section "Supplementary grants") and in the prescribed file formats and must contain all mandatory data and enclosures (see 5.1. in the Annex to this document).

### **1.3 Eligible costs**

In the case of a reduction in the position, the freed-up funds can be used to employ a support person (student, academic or technician). The position can be increased by a maximum of 20% according to the SNSF norm. If child care is chosen, the costs must not exceed 20% of the gross salary of the postdoc (based on the salary for a 100% position). Any contributions towards child care from the employer of the other parent will be deducted. This cost limit also applies to a combination of the measures.

## **2. Creating the upload documents**

### **2.1 Application document**

The required documents must be uploaded as a PDF document in *mySNF*. They must be compiled in accordance with the requirements set out in the Annex to this document. The application must be written by the postdoc and uploaded in *mySNF* along with the required documents.

The following documents must be uploaded in *mySNF*:

- Description of the postdoc's situation
- Career plan of the postdoc
- Child's birth certificate
- Proof of child care

## **3. Creating the online application**

### **3.1 Supplementary grant for current project in *mySNF***

In the *mySNF* entry mask, grantees need to access their current SNSF project and select the option "Supplementary grants".

Please read the displayed information carefully and confirm that you have taken note of it. Next, please select the appropriate type of supplementary grant. The data required for the supplementary grant application is then to be entered in the *mySNF* entry mask.

## **4. Evaluation of applications for 120% support grants**

### **4.1 Evaluation of applications by the Administrative Offices of the SNSF and decision-making**

The Administrative Offices of the SNSF check whether the applications for 120% support grants meet the formal requirements (Articles 3, 4 and 5 of the Regulations on 120% support grants). The SNSF only considers the application if all formal requirements are met. Subsequently, the Administrative Offices check whether the criteria are met pursuant to Article 8 of the Regulations. As the SNSF applies the first come – first served principle, it does not request any further documents at a later stage or return documents for revision. No enquiries are made.

The SNSF generally evaluates the applications for a 120% support grant within two months. The grantee of the project funded by the SNSF receives the decision on the support grant in the form of a ruling sent via postal letter. A copy of the letter is forwarded to the postdoc by e-mail.

#### **4.2 Contacts between the applicants and the Administrative Offices of the SNSF**

Prior to and during the submission of applications, you can address your queries and requests for information concerning applications to the Administrative Offices of the SNSF by phone or e-mail. The SNSF does not provide you with any information concerning the submitted applications while the evaluation is in progress and until the decision is communicated in written form.

## 5. Annex: application requirements for a 120% support grant

Please include the required data when compiling the documents listed below. The SNSF will not ask you to provide any data that is missing at a later stage and will not consider applications that are incomplete.

The application for a support grant must be written in the language of the main grant application or in English.

### 5.1 Structure and content of the application document

	Document	Content
1	<b>Description of the postdoc's situation</b> (a maximum of 1 DIN A4 page, at least font 10 and 1.5 line spacing)	<i>Contains information on your role in the research project, on the current care situation and the planned support measure, on the benefits of the support measure, on the tasks of and cooperation/coordination with the support person, on the budget for using the 120% support grant. Please enter also your current gross annual salary, it will be the basis for the SNSF's calculations.</i>
2	<b>Career plan of the postdoc</b> (a maximum of 1 DIN A4 page, at least font 10 and 1.5 line spacing)	<i>Contains information on the significance of the measure for your career plan, on personal career goals and prospects that are facilitated by this support measure.</i>
3	<b>Birth certificate of the child</b>	<i>Copy of birth certificate</i>
4	<b>Proof of child care</b>	<i>Receipt for child care costs and any contributions towards child care costs given to you or to the other parent by the employer.</i>
5	<b>Household income</b>	<i>Send a statement of the gross annual household income to the responsible division of the SNSF. You will find the relevant e-mail address in mySNF under "Overview" and "Responsibility SNSF".</i>