

International Short Visits

The "International Short Visits" of the Swiss National Science Foundation (SNSF) allow for researchers working in Switzerland to go abroad, or for researchers from elsewhere to come to Switzerland. The visits can last between one week and three months and are limited to one person (the visiting fellow) going to one institution (the host institution). The visiting fellow and a person from the host institution (the host) are co-applicants of the proposal.

The main aim of this funding instrument, which is open to all fields of research, is to initiate or to consolidate international collaborations. To reach this aim, short research projects between the host institution and the visiting fellow should be carried out during the stay. There should be an exchange of knowledge that is beneficial to both co-applicants. The attendance of congresses, conferences, workshops, seminars or talks is not envisioned. Scientific sabbaticals are also not funded.

"International Short Visits" have no geographical restrictions. Swiss researchers can go to any other country or researchers from any country can come to Switzerland.

Funding

The SNSF pays lump sums contributing solely to travel (one round trip) and living expenses of the visiting fellow. Since funding is based on lump sums defined by SNSF, the applicants do not need to indicate a budget in the application. For Swiss researchers going abroad, the money will be directly allocated to the visiting fellow. For researchers from abroad coming to Switzerland, the money will be transferred to the host institution.

Eligibility criteria

The visiting fellow must meet the following eligibility criteria:

- hold a doctorate (or an equivalent degree);
- be employed as a researcher in his/her country of origin before, during, and after the visit;
- aim to initiate or consolidate an on-going collaboration between both labs/institutions based on the visit;
- not already have received support for this funding instrument within the last three years. Even after three years, applications can be subjected to restrictions.

General eligibility criteria for the host:

- have the approval from the director of the host institution to invite the visiting fellow;
- hold a research/faculty position at the host institution;
- guarantee having the needed capacities (e.g. working space) to accommodate the visiting fellow;
- must not have had a guest financed by this funding instrument within the last two years.

Submission

Proposals must be prepared jointly by the visiting fellow and the host. The application can only be submitted by the Swiss co-applicant through the SNSF web platform www.mysnf.ch. This person is legally responsible for the project.

A user account is needed in order to have access to the web platform and to submit the proposal. If the Swiss partner does not yet have such an account, he/she must register with SNSF as a new user. Once registered, he/she will receive the username and password by regular mail (generally within five working days).

Once the correct funding instrument in mySNF has been selected (under "International (research collaboration)", the corresponding research template and legal documents can be downloaded from the web platform.

Apart from having to complete various administrative data containers online, the following documents will need to be uploaded onto the system:

- the completed research plan based on the research template;
- the curriculum vitae of the visiting fellow;
- the publications list of the visiting fellow;
- a letter of confirmation from the director of the host institution;
- a copy of the visiting fellow's last academic degree;
- a copy of the visiting fellow's passport and, for foreigners living in Switzerland, of the residence permit.

One confidential letter of recommendation must also be sent by normal post directly to the Division "International Co-operation" by the person writing the letter. Neither the host nor the director of the host institution can be the authors of the letter of recommendation.

Deadlines

The submission of an application is possible at any time, but must be deposited at least two months before the grant is due to start. Late and incomplete applications will not be accepted. If the visiting fellow requires a visa, we recommend submitting the proposal four months ahead.

Evaluation criteria

The applications will be evaluated based on the following criteria:

- quality of the research proposed;
- research record of the visiting fellow;
- suitability of the host and the host institute;
- complementarity of co-applicants (benefit for each co-applicant);
- potential for long-term collaboration.

Monitoring

The visiting fellow and the host are requested to submit a joint scientific report at the latest one month after the stay has ended. The visiting fellow must make sure that his/her transportation ticket (e.g. plane or train ticket) is annexed to the report. His/her name, the price and the validation proof must be visible on the ticket. If the price of the transportation ticket is much lower than the allocated money, the SNSF has the right to request partial reimbursement from the grantee.