

Guidelines for 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 scheme, which is open to all disciplines, is to initiate or to consolidate international collaborations. To achieve this aim, the host institution should conduct short research projects in collaboration with the visiting fellow 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 funded. Scientific sabbaticals (differing from past research activities) are also not funded.

The 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 the travel (one round trip) and living expenses of the visiting fellow. Living expenses are not to be considered as salary. 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 transferred to the visiting fellow. For researchers from abroad coming to Switzerland, the money will be transferred to the host institution. The transfer of funds to the guest is carried out in accordance with the financial regulations of the host institution (cash or bank transfer).

Eligibility criteria

In order to be eligible for the scheme, the visiting fellow must

- 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 collaboration between the two labs/institutions based on the visit;
- not have received support through this funding scheme within the last three years. Even after three years have passed, applications can be subjected to restrictions.

To meet the general eligibility criteria the host must

- have the approval of the director of the host institution to invite the visiting fellow;
- hold a research/faculty position at the host institution;
- guarantee that he/she has the capacities (e.g. working space) needed to accommodate the visiting fellow;
- not have had a guest financed through this funding scheme 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 via 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 partner based in Switzerland does not yet have such an account, he/she must register with the SNSF as a new user. The responsible applicant based in Switzerland can give the partner from abroad access to the proposal online in order to complement the information needed. This access can be granted in the bottom-left section of the International Short Visit proposal in *mySNF*, which is called "Manage authorisations". Please note that the partner from abroad needs to register as a *mySNF* user (when opening an account, please mention that it is needed for a proposal for an International Short Visit).

Once the right funding scheme has been selected in *mySNF* (under "Careers"), the corresponding research template and legal documents can be downloaded from *mySNF* and the SNSF website. Please note that the research plan needs to be written in English for the disciplines mentioned in the General implementation regulations for the Funding Regulations (Clause 1.5).

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

the full research plan based on the template (in the language required);

- the curriculum vitae of the visiting fellow (max. 2 pages);
- the publication list of the visiting fellow (last 5 years);
- 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.

Deadlines

Applications for International Short Visits can be submitted all year round, but no later than 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. It takes around two and a half months for a funding decision to be made.

Evaluation criteria

The applications will be evaluated based on the following criteria:

- quality of the proposed research;
- scientific track 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 no later than one month after the end of the stay. Please take note of the final report form provided on our website. 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, the travel dates and the proof of validation must be visible on the ticket. If the price of the transportation ticket is lower than the allocated funds, the SNSF has the right to request partial reimbursement from the grantee. Should the duration of the visit be shorter than originally requested, the SNSF may ask for a partial reimbursement for living costs. The report and tickets can either be sent by regular post or by e-mail.