

International Exploratory Workshops

The “International Exploratory Workshops” of the Swiss National Science Foundation (SNSF) allow for researchers working in Switzerland to organize workshops with partners from abroad. The workshops can last between 2 and 5 days. Up to 30 participants from different institutions can participate, but the SNSF will fund a maximum of 10 researchers. The seminar is to take place in Switzerland, but exceptions can be granted at Swiss research institutions abroad (justification required). Please contact the department International Co-operation of the SNSF before submitting a proposal for a workshop that is not planned in Switzerland.

The main aim of this funding instrument, which is open to all fields of research, is to allow researchers working on a similar question to meet and advance their knowledge on the issue. Typically, the workshop should bring together scientists with different backgrounds that might bring new insights to a theme by sharing their knowledge and actively working together for a few days. Interdisciplinarity is therefore encouraged. Furthermore, it is strongly advised to have a balance of established researchers and young promising scientists among the participants. In any case, it must be demonstrated that:

- the workshop allows for an exchange of information that is not possible at distance;
- the workshop’s internationality brings an added-value;
- the workshop has a clearly defined scientific aim.

Funding

The SNSF pays lump sums contributing to travel (one round trip) and living expenses of a maximum of 10 participants from abroad. A small sum is allocated for other costs per day of the workshop. Since funding is based on lump sums defined by SNSF, the applicants do not need to hand in a budget with the application. If granted, the money will be transferred to the Swiss participant organising the workshop. This person is responsible for the administration of the grant.

The following lump sums will be used:

- Travel costs: depend on the journey .
- Living expenses: CHF 160.-/day/visiting fellow
- Other costs: CHF 200.-/day of workshop.

Proposals with a total budget below CHF 3’000 will not be evaluated.

A maximum of CHF 30’000 can be granted per workshop (see comments above on lump sum budget established by the SNSF).

Eligibility criteria

The applicant must be a researcher based in Switzerland that fulfils the following eligibility criteria:

- hold a doctorate (or an equivalent degree);
- be employed as a researcher in a Swiss research institute;
- have the approval from the director of the host institute to organise the workshop;
- must not have received funding for this instrument within the last two years.

The workshop must take place in Switzerland (unless exception applies). Up to 30 participants from different institutions can participate, but the SNSF will fund a maximum of 10 researchers (employment at non-profit institutions).

A given consortium can apply once for a follow-up workshop within 24 months of organising the first one. After that, it is no longer eligible.

Submission

The application can only be submitted by the Swiss researcher organizing the workshop 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 applicant 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).

Please select the correct funding instrument when creating a new application in mySNF. The International Exploratory Workshops are under Science communication. A template for the research plan is available on our website and in mySNF under Information/documents.

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

- the completed research plan for the proposal in English;
- a short curriculum vitae/list of publication of the workshop participants that are to be funded by SNFS (see guidelines in mySNF);
- a letter from the director of the host institute confirming that the workshop can take place at the institute.

Deadlines

Although the call for this funding instrument is always open, there are 3 cut-off dates per year for this funding instrument. Please refer to our website for the next dates (International Exploratory Workshops under “How to”). The evaluation of the proposals takes between 2 and 3 months. The workshops can start 4 to 12 months after the cut-off to which it was submitted. Late and incomplete applications will not be accepted. If some of the workshop participants require a visa, we recommend submitting well ahead.

Evaluation criteria

The applications will be evaluated based on the following criteria:

- quality of the research proposed;
- adequacy of a workshop to address the research proposed;
- research record of the participants;
- capacity of the consortium to address the research proposed and complementarity of participants;
- potential for long term collaboration;
- promotion of young researchers.

Monitoring

The organiser is requested to upload a scientific report and output data, as well as a financial report one month after the workshop (in mySNF). Regarding the contents and structure of the scientific final report, please refer to the explanations in mySNF. For the output data we kindly ask you to refer to the instructions given in mySNF.

For the financial report, receipts for accommodation and meals and other costs and the transportation tickets (e.g. plane or train ticket) of the workshop participants funded by SNSF must be annexed. The name, the price and the validation proof must be visible on each ticket. If the prices of the transportation tickets are lower than the allocated money, the SNSF has the right to request a partial reimbursement. The same applies if funded participants did not participate and were not replaced. If you wish to replace a participant that could not join, we kindly ask you to send the CV of the replacement participant to international@snf.ch in advance.