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Regulations on international short visits

of 16 June 2009

The National Research Council,
based on Article 48¹ of the Funding Regulations of 14 December 2007,
issues the following Regulations:

Article 1 Basic principle

¹ The Swiss National Science Foundation (hereinafter: SNSF) funds international short visits made by Swiss researchers abroad and made by researchers from abroad to Switzerland. The visits may last between one week and three months and are limited to one person (the Guest) who visits one institute (the Host Institute). The Guest and one person from the Host Institute (the Host) are co-applicants in relation to the research proposal.

² The main purpose of this funding scheme, which is open to all disciplines, is to set up or strengthen international co-operation. To achieve this goal, the Host Institute and the Guest must jointly conduct a research project during the visit. Knowledge must be exchanged for the benefit of both co-applicants and their institutes.

³ This funding scheme does not provide support for the attendance of congresses, conferences, seminars, scientific presentations and workshops, or for sabbaticals.

⁴ International short visits are not limited geographically. Researchers who work in Switzerland may visit any country, and researchers from any country may come to Switzerland.

⁵ The provisions of the Funding Regulations and the relevant General Implementation Regulations are also applicable, in particular with regard to the procedure and the right of appeal.

Article 2 Call for proposals

¹ The submission procedure for an international short visit proposal is announced publicly.

¹ Amendment; funding regulations of 27.2.2015, in force since 1 January 2016.

² The research proposal must be drafted jointly by the Guest and the Host. It must be submitted electronically via the SNSF's web platform www.mysnf.ch by the Swiss co-applicant. The Swiss co-applicant is the responsible applicant.

³ Applications may be submitted at any time, but no later than two months before the scheduled start of funding. Late or incomplete applications will not be considered by the SNSF. If the Guest requires a visa, it is advisable to submit the application four months before the planned start of funding.

Article 3 Participation requirements

¹ The Guest must meet the following requirements:

- a. The Guest must have a doctorate (or a comparable degree);
- b. He/she must be employed as a researcher in his/her home country before, during and after the visit;
- c. Based on the visit, he/she must endeavour to set up or strengthen international co-operation in the interests of both co-applicants and their institutes or laboratories;
- d. The Guest must not have received a grant under this funding scheme within the past three years. Applications submitted after the three years have passed may be subject to restrictions.

² The Host must meet the following requirements:

- a. He/she must have gained permission to receive the Guest from the director of the Host Institute;
- b. He/she must be employed at the Host Institute as a researcher;
- c. He/she must ensure good working conditions for the Guest during his/her visit (workstation etc.);
- d. The Host must not have received a Guest under this funding scheme within the past two years.

Article 4 Assessment criteria

Applications are assessed according to the following criteria:

- a. Quality of the proposed scientific activity;
- b. Scientific track record of the Guest;
- c. Suitability of the Host Institute for the proposed scientific activity;
- d. Mutual benefits for each of the two co-applicants;
- e. Potential for a long-term co-operation.

Article 5 Funding and eligible costs

¹ The SNSF makes a flat rate contribution towards the travel costs (return fare) and the room and board expenses of the applicants who benefit from funding.

² The Specialised Committee "International Co-operation" of the SNSF regularly reviews the contributions made to travel and room and board expenses.

Article 6 Decision

The SNSF informs the applicants of its decision. If a short visit is funded, the amount of the financial contribution and the conditions and criteria will be stated in the approval letter.

Article 7 Right of appeal

The applicants are entitled to appeal to the Federal Administrative Court against decisions pursuant to Article 6.

Article 8 Release of funds

For researchers from Switzerland who travel abroad, the contribution will be paid directly to the applicant. For Guests from abroad, the contribution will be paid to the Host Institute.

Article 9 Report

The Guest and the Host must draft a joint scientific report no later than one month after the end of the visit. The Guest must ensure that his/her travel ticket (air or train ticket) is enclosed with the report. The ticket must bear his/her name and the price and be marked as voided. If the price of the ticket is substantially lower than the approved amount, the SNSF reserves the right to demand a partial refund. The report is examined by the "International Co-operation" division of the administrative offices.

Article 10 Entry into force

These Regulations enter into force on 1 January 2010.