

Marie Heim-Vögtlin grants

Guidelines for submitting a new proposal via *mySNF*

1. Evaluation procedure

Evaluation comprises two phases : the decision on phase 1 is communicated to applicants by the end of October. Interviews take place during the first 3 weeks of November.

2. Information on proposal submission

Start of funding	The earliest possible start is 6 months after the submission deadline.
Duration of funding	The duration is defined in months. MHV grants have a maximum duration of 24 months.
Compulsory documents Research plan Curriculum vitæ Justification	The research plan needs to be structured as follows : Responsible applicant Project title 1. Summary, ½ page 2. Research project (state of general and own research; aims; questions to be answered; hypotheses; relevance of the project; methods) 3. Schedule of the project 4. Reason for the choice of research institution 5. Planned publications 6. Bibliography / references Points 2 to 5 may not exceed 5 pages, minimum font 10, 1.5 line spacing ; illustrations, formulae and tables included (item 6 « Bibliography/references » does not count towards the 5 pages limitation). In the fields of psychology, economics, political science (as a general rule), mathematics, natural sciences, engineering sciences, biology and medicine, the research plan should be written in English. Please include a well-structured CV with a photograph. When mentioning dates, please specify the month and year. Please explain your reasons for applying for an MHV grant. Give a detailed account of the period(s) during which you stopped or reduced your research activities, explain why this was the case and what impact it had on your career.

<p>Career plan</p> <p>Publications list</p> <p>Copy of diplomas</p> <p>Official certificates</p> <p>Reference letters</p> <p>Confirmation by host institution</p>	<p>Please include a detailed description of your professional and scientific career plan (max. 1 page).</p> <p>Please include your complete publications list, structured in categories. Please separate the publications resulting from your PhD (or prior) and postdoctoral period in different sections. In the case of publications with several authors (particularly where you are not indicated as the lead or last author, or if the authors are listed in alphabetical order), we recommend that you briefly describe your own contribution.</p> <p>Please include a copy of your most important diplomas.</p> <p>If your project requires authorisations or notifications (authorisation for animal testing, approval by ethics commission, etc.) please include a copy.</p> <p>You need to submit a maximum of two reference letters. In general, the signatory of the confirmation by the host institution may not provide a reference letter.</p> <p>Please include a confirmation by the intended host institution(s). The confirmation letter needs an official letter head and an original signature of the head of the institution or host professor. The confirmation has to state clearly that the candidate will be integrated into the host institution and that a workspace and the necessary infrastructure will be at her disposal for the duration of the project. This confirmation also needs to include a statement regarding the possibility of further employment of the candidate after the expiry of the MHV grant.</p> <p>Doctoral students must provide a confirmation of the Swiss university or Federal Institute of Technology at which they are enrolled as a doctoral student.</p>
<p>Funding amount Requested position, salary and social security contributions</p> <p>Requested funding</p> <p>Equipment</p>	<p>An MHV grant covers only your own salary and it is not possible to employ staff. Fixed salary categories as well as social security contributions can be found in the following document: <i>www.snsf.ch > Funding > Documents and downloads > Regulations > Annex XII</i></p> <p>Doctoral students : The salary corresponds to SNSF rates. Postdocs : The salary corresponds to the rates applicable to postdocs employed in an SNSF project. It depends on your host institution, on your experience as a postdoc and on your work-time percentage. Please request the relevant information from the personnel office at your host institution.</p> <p>The SNSF may contribute to project costs if the host institution is unable to cover them entirely. Please indicate clearly for what purposes the requested research funds will be used.</p> <p>A maximum amount of CHF 12,000 per annum may be awarded for equipment and consumables. The SNSF does not contribute to</p>

	the purchase of equipment which forms part of the infrastructure of an institution (books, computers, etc.).
Research funds	Please indicate the research costs, consumables, travelling costs (e.g. field work), conference costs as well as any other costs that are indispensable to the research project. In the absence of a precise list, no money will be awarded.
Publication costs	Please note that funds to cover the costs of Open Access (OA) journal articles and the production of digital book publications resulting from the project must be requested already in the application (see clauses 2.1 and 2.4 of annex II to the General Implementation Regulations).
Child care	A maximum of CHF 1,000 per month and per child may be awarded. If you are married or in a partnership, please indicate the annual gross salary of your partner as this will be taken into account when calculating the amount you are entitled to.

May 2016