

## Marie Heim-Vögtlin grants

### Guidelines for submitting a follow-up proposal via *mySNF*

#### 1. Information and evaluation procedure

Follow-up proposals are usually not intended and are restricted as it is expected that the host institute takes over the funding after the expiry of the grant. Follow-up proposals are only possible in special cases if the project got significantly delayed due to unforeseen events. A follow-up proposal must be submitted via mySNF **no later than 5 months** before the end of the current grant. Evaluation follows a single stage procedure. If you intend to submit a follow-up proposal, please contact the administrative offices of the SNSF.

#### 2. Information on proposal submission

<b>Creation of the proposal</b>	Please contact the office: mhv@snf.ch.
<b>Start of funding</b>	The follow-up period starts immediately at the end of the initial grant.
<b>Duration of funding</b>	The duration is defined in months. You may request an extension of at the most 12 months.
<b>Continuation of</b>	Please choose the number of your current MHV grant.
<b>Compulsory documents</b> Research plan	<p>The research plan needs to be structured as follows :</p> <p>Responsible applicant Project title</p> <ol style="list-style-type: none"> <li>1. Summary, ½ page</li> <li>2. Research project with a detailed description of the work done so far, of major deviations from the original research plan and of the planned work for the duration of the follow-up (state of general and own research; aims; questions to be answered; hypotheses; relevance of the project; methods)</li> <li>3. Schedule of the project including the proposed date for the doctorate or habilitation submission and defense if applicable</li> <li>4. Reason for the choice of research institution</li> <li>5. Planned publications</li> <li>6. Bibliography / references</li> </ol> <p>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</p>

	<p>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.</p>
Curriculum vitæ	Please include an updated CV.
Justification	In follow-up applications, you need not repeat your initial reasons for requesting an MHV grant. Instead you need to explain why you are submitting a follow-up application and explain in detail why the project is behind schedule.
Career plan	Please include a detailed description of your professional and scientific career plan (max. 1 page).
Publications list	Please include your complete updated publication list.
Copy of diplomas	Not necessary for follow-up proposals.
Official certificates	If your follow-up project requires new authorisations or notifications (authorisation for animal testing, approval by ethics commission, etc.) please include a copy.
Reference letters	Not necessary for follow-up proposals.
Confirmation by host institution	<p>Please include a confirmation by your host professor or by the head of the host institution. The confirmation letter needs an official letter head and an original signature. 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 follow-up project.</p> <p>The host institution needs to justify why it will not support the candidate contrary to the initial plans. The confirmation also needs to include a statement regarding the possibility of further employment of the candidate after the expiry of the follow-up grant.</p>
<p><b>Funding amount</b> Requested position, salary and social security contributions</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 &gt; Funding &gt; Documents and downloads &gt; Regulations &gt; Annex XII</i></p> <p><b>Doctoral students :</b> The salary corresponds to SNSF rates. <b>Postdocs :</b> 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>
Requested funding	The SNSF may contribute to project costs for the duration of the follow-up if the host institution is unable to cover them entirely. Please indicate clearly for what purposes the requested research funds will be used.

Equipment	A maximum amount of CHF 12,000 per annum may be awarded <b>for equipment and consumables</b> . The SNSF does not contribute to 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.

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