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Regulations on Marie Heim-Vögtlin grants

12 December 2007

Based on Articles 4 and 48 of the Regulations of the Swiss National Science Foundation on Research Grants of 27 February 2015¹ (hereinafter: Funding Regulations), the National Research Council issues the following Regulations:

1. Preamble

Article 1 Principle

¹ The Swiss National Science Foundation (hereinafter "the SNSF") awards Marie Heim-Vögtlin grants (hereinafter "MHV grants") to women researchers who had or have to interrupt or reduce their research activity due to family care duties or move to a new place of residence due to changes in their partner's professional situation and who are not eligible for other funding schemes.

² MHV grants enable women researchers to continue their research work as employees of a Swiss research institution, generally at² a university (hereinafter "host institution") and help them to make up for any delays to their research career. Universities of applied sciences and of teacher education may be accepted as host institutions if the applicant's links to a Swiss university or ETH/EPF are guaranteed.³

³ The applicant's work hours must be at least 50% of the normal full-time hours.

Article 2 Duration and commencement of funding

¹ The MHV grant is generally⁴ awarded for the duration requested by the applicant up to a maximum of two years. This main grant may be extended by at the most one year upon request if valid reasons are given.

² The MHV grant may commence 6 months after the submission deadline at the earliest.⁵

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

² Changed based on the decision of 17 March 2010, in force since 1 April 2010.

³ Added based on the decision of 17 March 2010, in force since 1 April 2010.

⁴ Changed based on the decision of 17 March 2010, in force since 1 April 2010.

⁵ Changed based on the decision of 17 March 2010, in force since 1 April 2010.

2. Formal requirements

Article 3 Personal requirements

¹ Women researchers from all disciplines who intend to use the MHV grant to do their doctorate at a university or ETH/EPP in Switzerland are eligible to submit an application.

² In addition, women postdocs from all disciplines who wish to continue their research work at a Swiss research institution, in particular at a Swiss higher education institution, are eligible to submit an application.

³ Women who have already received funding through an MHV grant may not submit an application.⁶

Article 4 Objective requirements

¹ Applications for MHV grants must be submitted in accordance with the relevant directives using the official forms of the SNSF and must contain all data and documents designated as mandatory.

² Mandatory documents include, in particular, written confirmation by the responsible office at the host institution to integrate the applicant as an employee at the research institution if her candidature is successful and provide her with an adequate workplace to successfully complete the research work. The confirmation must also include a statement regarding the possibility of further employment of the candidate after the expiry of the MHV grant.

³ Applications may be submitted in English or in an official Swiss language.

Article 5 Submission procedure

¹ The SNSF announces submission periods by means of a call for proposals. The call may contain additional provisions that complement these regulations.

² The complete proposal must be submitted to the SNSF's Administrative Offices by the relevant date specified in the call. A funding proposal is regarded as submitted in due time if received by the SNSF on the last day of the deadline or by the submission date. If the last day of the deadline or the submission date falls on a Saturday, a Sunday or a holiday recognised under Swiss federal law, the deadline will be extended, or the submission date postponed until the next working day. For electronically submitted proposals, the SNSF's system administrators define the rules regarding deadlines.

3. Evaluation procedure

Article 6 Assessment criteria

¹ Proposals that meet the formal requirements are forwarded for scientific assessment.

² The following assessment criteria are applied:

- a. the quality, originality and topicality of the research project to be carried out for the duration of the MHV grant;
- b. the reasons why the applicant has experienced a delay in her research work;

⁶ Added based on the decision of 17 March 2010, in force since 1 April 2010.

- c. the scientific achievements of the applicant in view of her academic age - in the case of post-docs, research work they have carried out independently and any resulting publications;
- d. the prospects of an academic career, supported by the MHV grant;
- e. the applicants personal aptitude for an academic career, particularly in view of her biological age;
- f. the quality of the envisaged research location, particularly the quality of the professional and personal supervision, and access to the necessary infrastructure.

Article 7 Procedure

¹ Applications are evaluated in a two-stage procedure.

² At the initial stage, the applications are mainly assessed according to the criteria defined in Article 6 paragraph 2 letters a) to c).

³ Only applicants whose applications have been deemed worthy of funding are invited for a personal interview at the second stage.

⁴ At the second stage, applicants are given the opportunity to present their research projects and their further career plans orally and answer questions from the evaluation body.

⁵ The number of grants awarded depends, on the one hand, on their quality and, on the other hand, on the amount of funds available for MHV grants.

⁶ Rejections are communicated in writing giving reasons.

Article 8 Legal consequences of the award

¹ Applicants who are awarded an MHV grant become grantees of the SNSF.

² They are bound to their host institution as employees. Their rights and obligations with respect to the host institution are regulated by a written employment contract. In the absence of any such regulation, the usual employment conditions of the host institution for the relevant employee category apply.

³ The grantees devote the work-time remunerated through the MHV grant entirely to their own research work and scientific education.

4. Eligible costs

Article 9 Salary and childcare grant

¹ The MHV grant includes the grantee's salary, which is in line with the rules applicable to scientific assistants and doctoral students working in research projects funded by the SNSF.

² In addition to the salary, grantees who incur additional childcare costs due to their research work may request a childcare grant amounting to no more than the actual, proven additional costs.

Article 10 Grants to cover conference and research costs

Upon request, the SNSF may additionally award

- a. conference grants for participation in international conferences or

- b. grants for the procurement of necessary expendable items or necessary research aids to the grantee.

Article 11 Supplementary applications and maximum rates

¹ Applications for grants covering childcare, conference and research costs may be submitted at any time during the ongoing MHV grant period, provided the relevant conditions are met.

² The SNSF may define maximum rates for grants covering childcare, conference and research costs. In addition, it may reduce the childcare grant in individual cases or not award the grant altogether if the grantee lives in a household with a higher-than-average income.

5. Rights and obligations of grantees

Article 12 Grant release and expiry

The release and expiry of MHV grants are regulated in the provisions of the Funding Regulations.

Article 13 Administration of MHV grants

MHV grants are paid to the grantees' host institutions and are to be administered by the local grant administration offices in accordance with the General implementation regulations for the Funding Regulations.

Article 14 Maternity, illness and accidents

¹ In the event of a grantee becoming a mother, the SNSF assumes the costs of paid maternity leave of four months.

² In the event of illness or accident, the terms of employment at the host institution apply. The SNSF assumes the additional costs incurred by such events and appropriately extends the duration of the MHV grant upon request if the objectives pursued by means of the MHV grant cannot otherwise be achieved. In this context, the maximum duration of the MHV grant pursuant to Article 2 is not considered.

Article 15 Changes

Once the MHV grant is awarded, the research work described in the application, or the host institution, may only be changed if a corresponding request has been explicitly approved by the SNSF.

Article 16 Non-acceptance or premature termination

¹ Grantees who choose not to accept the awarded MHV grant or choose to terminate their research activities prematurely, must inform the SNSF of their decision immediately in writing, giving the reasons.

² Pursuant to Article 9, they must redeem pro rata temporis to the SNSF any grant already paid. The other grants, if already paid, must be refunded insofar as the grantees have not incurred any corresponding expenses.

³ Article 43⁷ of the Funding Regulations is applicable in the event of any misuse or violations in connection with the grants.

Article 17 Reporting

¹ At the end of each grant year, the grantees submit a scientific report in which they give an account of the progress they have made in their research, their career prospects, the quality of supervision, the degree of integration at the host institution and the prospects of further employment at the host institution after expiry of the MHV grant.

² In consultation with the grantee and her superior at the host institution, the SNSF may support additional measures, such as the appointment of a mentor or attendance of a postgraduate course, if the quality of supervision is unsatisfactory. If necessary, the SNSF will also discuss open questions with the host institution concerning the further employment of the grantee after expiry of the MHV grant.

³ In all other respects, reporting is subject to the provisions of Article 41⁸ of the Funding Regulations and the provisions of the General implementation regulations for the Funding Regulations.

6. Transitional and final provisions

Article 18 Further provisions

Subject to any specific provisions in these Regulations, the provisions of the Funding Regulations and the General implementation regulations for the Funding Regulations apply.

Article 19 Entry into force

These Regulations enter into force on 1 January 2008.

⁷ Amendment; funding regulations of 27.2.2015, in force since 1 January 2016.

⁸ Amendment; funding regulations of 27.2.2015, in force since 1 January 2016.