

# Rules on the awarding of Marie Heim-Vögtlin subsidies<sup>1</sup>

12 December 2007

Based on Articles 20 and 46 of the regulations of the Swiss National Science Foundation on the awarding of grants dated 14 December 2007 (hereinafter: grant regulations) the National Research Council issues the following regulations:

## 1. Preface

### Article 1 Basic principles

<sup>1</sup> The Swiss National Science Foundation (hereinafter referred to as “the SNSF”) awards Marie Heim-Vögtlin subsidies (hereinafter referred to as “MHV subsidies”) to female researchers who have been, or are forced to accept an interruption in or reduction of their research activities due to family obligations or to a change in domicile because of a partner's relocation for career reasons, and who are not under consideration for any other funding programmes.

<sup>2</sup> MHV subsidies enable these researchers to continue their research activities as members of a Swiss research institution, in general<sup>2</sup> a university (hereinafter referred to as “host institution”), and so assist them to make up leeway to compensate for having fallen behind in their research careers. Universities of applied sciences and teacher education can be accepted as host institutions if an affiliation of the applicant to a Swiss university is given.<sup>3</sup>

<sup>3</sup> The employment grade must be at least 50%.

### Article 2 Term of subsidy and commencement

<sup>1</sup> The MHV subsidy will be awarded in general<sup>2</sup> for the term applied for by the applicant up to a maximum of two years. This main subsidy may be extended by a maximum of one additional year on submission of a reasonable application.

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<sup>1</sup> Please note: The legal version of this document is the German language version as adopted by the SNSF

<sup>2</sup> Changed with decision from 17 March 2010, effective by 1 April 2010

<sup>3</sup> Supplemental with decision from 17 March 2010, effective by 1 April 2010

<sup>2</sup> The researcher may start the MHV subsidy at the earliest 6 months after the deadline for submissions<sup>2</sup>.

## **2. Formal requirements**

### **Article 3 Personal requirements**

<sup>1</sup> Women researchers from all disciplines who wish to aim for a doctorate at a university in Switzerland with the support of a MHV subsidy are eligible to submit applications.

<sup>2</sup> Also eligible to submit applications are post-doctoral candidates in all disciplines who wish to continue their research activities at a Swiss research institution, notably a Swiss university.

<sup>3</sup> Women, already granted a MHV subsidy are excluded from an application.<sup>3</sup>

### **Article 4 Factual requirements**

<sup>1</sup> Applications for MHV subsidies must be submitted according to the directives issued and with the official SNSF forms and must include all details and documents indicated as obligatory.

<sup>2</sup> In particular the obligatory documents include a written letter of confirmation from the responsible office of the host institution stating that it will integrate the successful candidate into the research institution as an employee and will make a suitable workplace available for the successful performance of her research work. This confirmation must also include a statement on the possible further employment of the applicant once the term of the MHV subsidy has expired.

<sup>3</sup> Applications may optionally be made in one of the official languages or in English.

### **Article 5 Methods for submission of applications**

<sup>1</sup> The SNSF will in each case issue a public call for applications to draw attention to the opportunity to submit applications. This call for applications may contain additional regulations supplementary to these rules.

<sup>2</sup> Completed applications must always be submitted to the SNSF administrative offices by the date stipulated in the call for applications. An application is deemed to have been submitted on time if it arrives at the SNSF on the last day of the time period or on the deadline date. If the last day of the time period or the deadline falls on a Saturday, Sunday or a public holiday recognised by federal law then the time period shall end on, or the deadline shall be postponed to, the next working day. The provisions of the SNSF system administration shall apply to the observance of deadlines for the electronic submission of applications.

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<sup>2</sup> Changed with decision from 17 March 2010, effective by 1 April 2010

<sup>3</sup> Supplemental with decision from 17 March 2010, effective by 1 April 2010

### **3. Application procedure**

#### **Article 6 Assessment criteria**

<sup>1</sup> Provided applications meet the formal conditions they will be forwarded for scientific evaluation.

<sup>2</sup> The following assessment criteria will be applied:

- a) the quality, originality and topicality of the research project the applicant plans to carry out whilst in receipt of the MHV subsidy;
- b) the reasons for the slow-down of the research career of the applicant;
- c) the previous academic performance of the applicant, measured according to her academic age, and in the case of post-doc students in particular independent research work and publications resulting from this work;
- d) the prospects of an academic career if supported by the MHV subsidy;
- e) the personal suitability of the applicant for an academic career, in particular taking her biological age into consideration;
- f) the quality of the institution where the applicant intends to carry out her research, notably the quality of professional and personal mentoring as well as access to the necessary infrastructure.

#### **Article 7 Procedure**

<sup>1</sup> The application procedure takes place in two stages.

<sup>2</sup> The first stage concentrates on examining applications according to the assessment criteria under Article 6 Paragraph 2, criteria a) to c).

<sup>3</sup> In the second stage only those applicants whose applications are considered eligible for funding are invited to a personal interview.

<sup>4</sup> As part of the second stage each applicant will have the opportunity to give an oral presentation on their research project and future career plans, as well as to answer questions from the evaluation committee.

<sup>5</sup> The number of applications awarded subsidies depends on the one hand on their quality and on the other on the funds available for the allocation of MHV subsidies.

<sup>6</sup> Applicants will receive written notice if their application has been rejected and with reasons.

## **Article 8      Legal consequences of acceptance**

<sup>1</sup> Each applicant who accepts an MHV subsidy becomes a recipient of the SNSF.

<sup>2</sup> She is then in an employer-employee relationship with her host institution. A written employment contract regulates her rights and obligations towards the host institution. If there is no such arrangement in place then the standard employment conditions shall apply for the host institution and the relevant category of employees.

<sup>3</sup> Subsidy recipients shall use their working time funded by the MHV subsidy entirely for their own research and further academic education.

## **4.      Allowable expenses**

### **Article 9      Salary and subsidy for childcare**

<sup>1</sup> The SNSF uses the MHV subsidy to allocate a salary to the recipients based on the norms that apply for scientific assistants and doctoral students who work in research projects financed by the SNSF.

<sup>2</sup> In addition to a salary, subsidy recipients who incur additional childcare costs because of their research work may also apply for a subsidy for childcare up to the amount of the actual, proven additional costs.

### **Article 10      Subsidies for congress and research expenses**

On application the SNSF may additionally allocate

- a) subsidies for congress expenses for attendance at international conventions or
- b) subsidies for the purchase of materials or resources necessary for research.

### **Article 11      Additional applications and maximum payments**

<sup>1</sup> Applications may be made at any time for subsidies towards childcare, congresses and research expenses as the appropriate situation arises, even during the term of a current MHV subsidy.

<sup>2</sup> The SNSF may set maximum rates for subsidies towards childcare, congresses and research costs. Moreover it may in individual cases reduce the subsidy towards childcare, or not make any allocation at all if the income of the household in which the subsidy recipient lives is above average.

## **5. Rights and duties of subsidy recipients**

### **Article 12 Release and expiry of subsidies**

The release and expiry of MHV subsidies are in accordance with the terms of the grant regulations.

### **Article 13 Administration of MHV subsidies**

MHV subsidies are paid to the recipient's host institution and are then to be administered by the subsidy administration authorities there in accordance with the rules of the general application of the grant regulations.

### **Article 14 Pregnancy, illness and accidents**

<sup>1</sup> In the event of a recipient becoming pregnant, the SNSF will undertake to bear the costs of a four-month period of paid maternity leave.

<sup>2</sup> In the event of illness or accident the employment conditions of the host institution shall apply. The SNSF will bear the costs arising out of this and, on receipt of the corresponding application, will extend the term of the MHV subsidy if the objectives of the MHV subsidy cannot otherwise be achieved. The maximum term of the MHV subsidy according to Article 2 shall have no significance here.

### **Article 15 Changes**

The research work described in the application or the host institution may only be changed after an MHV subsidy has been awarded if the SNSF has given its expressed consent to an application to this effect.

### **Article 16 Renunciation or early discontinuation**

<sup>1</sup> If a subsidy recipient does not take up the MHV subsidy allocated to her, or if she discontinues her research work prematurely, then she must inform the SNSF immediately of this renunciation or discontinuation and the reasons behind it in writing.

<sup>2</sup> The subsidy already paid out must be paid back to the SNSF pro rata temporis in accordance with the terms of Article 9. The other subsidies must, if they have already been paid out, also be paid back, provided the subsidy recipient has not yet incurred any corresponding expenditure.

<sup>3</sup> In the event of any abuse or infringement in connection with the use of the grants Article 45 of the grant regulations shall apply.

## **Article 17     Reporting**

<sup>1</sup> Each subsidy recipient shall submit a scientific report at the end of each year of the subsidy term in which she provides information about the status of her research work, her professional career prospects, the mentoring situation, the degree of integration into the host institution and the prospects of further employment at the host institution after expiry of term of the MHV subsidy.

<sup>2</sup> In the event that the quality of mentoring is unsatisfactory, the SNSF may in agreement with the subsidy recipient and the responsible office of the host institution supplementary measures such as for example the employment of a mentor or attendance at post-graduate courses. If necessary it will also discuss with the host institution open questions with regard to the further employment of the subsidy recipient after expiry of the term of the MHV subsidy.

<sup>3</sup> For the rest, the provisions of Article 40 of the grant regulations and the general application of the grant regulations shall apply to reporting.

## **6.     Interim and final provisions**

### **Article 18     Other provisions**

If these regulations do not include any provisions then the provisions of the grant regulations on and the general application of the grant regulations shall be applied.

### **Article 19     Legal validity**

These regulations come into force on 1 January 2008.