

# Information set

## SNSF mobility fellowships

**Doc.Mobility and Early Postdoc.Mobility fellowships:** please take note of any additional information provided by the relevant SNSF Research Commission or the SNSF Fellowship Commission.

**Advanced Postdoc.Mobility grants and Postdoc.Mobility:** This information set does not apply to return phases (once back in Switzerland). Return grants are governed by the specific conditions set out in the Advanced Postdoc.Mobility resp. Postdoc.Mobility regulations and in the General implementation regulations for the Funding Regulations.

### Contents

<b>1.</b>	<b>General</b>	<b>2</b>
<b>2.</b>	<b>AHV/IV/EO (old-age and survivors' insurance, invalidity insurance, loss of income)</b>	<b>2</b>
2.1	Acquired domicile is situated outside the EU	3
2.2	Acquired place of domicile is situated in the EU/EFTA	4
<b>3.</b>	<b>Pension fund</b>	<b>4</b>
<b>4.</b>	<b>Unemployment insurance</b>	<b>5</b>
<b>5.</b>	<b>Taxes</b>	<b>5</b>
<b>6.</b>	<b>Health insurance</b>	<b>6</b>
<b>7.</b>	<b>Accident insurance</b>	<b>7</b>
<b>8.</b>	<b>Maternity and paternity leave</b>	<b>9</b>
<b>9.</b>	<b>Military service</b>	<b>10</b>
<b>10.</b>	<b>Tips and useful links - networking and encouragement to return</b>	<b>10</b>
<b>11.</b>	<b>Use of funds</b>	<b>12</b>
11.1	Start	12
11.2	Amount of the fellowship	12
11.3	Payment	14
11.4	Reporting	14
11.5	Commitment by the fellowship holders	15
<b>12.</b>	<b>Research database of the SNSF: lay summary</b>	<b>15</b>

## 1. General

This document offers a general overview. Individual cases must be assessed solely on the basis of the statutory provisions. Cantonal registration requirements and the relevant laws shall apply in relation to determining the official place of domicile. A person's domicile has important implications regarding the taxation of the fellowship and the possibility of continuing insurance and social security payments (old-age and survivors' insurance, health insurance etc.) during the fellowship. Information on this is provided by the local residents' registration office, social security payments office or the responsible tax authority.

For Swiss nationals abroad, the [Helpline of the Federal Department of Foreign Affairs](#) is the central point of contact for detailed information in connection with stays abroad and returning to Switzerland (consular matters as well as fiscal and financial issues). Swiss nationals living abroad can also contact the embassy or consulate in the relevant country. In addition, [Swissemigration](#) offers general information and advice. Foreign nationals should contact the relevant representation of their home country.

If the pertinent funding scheme regulations ("Doc.Mobility", "Early Postdoc.Mobility", "Postdoc.Mobility") do not contain specific provisions, the provisions of the Funding Regulations and the General implementation regulations for the Funding Regulations shall apply. Mobility fellowships do not represent a salary in the sense of Clause 2.6 of the General implementation regulations for the Funding Regulations, but are contributions to the living costs in accordance with Article 4 paragraph 2 of the Funding Regulations, which are paid to the recipient's personal account in order to fund a stay abroad.

## 2. AHV/IV/EO (old-age and survivors' insurance, invalidity insurance, loss of income)

Recipients of mobility fellowships from the SNSF are considered under AHV legislation as **not in gainful employment**, and must therefore register with their cantonal compensation office. In conjunction with their municipal branch offices, the compensation offices provide SNSF fellowship holders with information on insurance and AHV/IV/EO contribution requirements. A list of all AHV compensation offices can be found at the back of the telephone directories, or at: <https://www.ahv-iv.ch/de/>.

Fellowship holders who are temporarily resident abroad (e.g. for study purposes) and therefore not living there with the intention of permanent residency (Article 23 of the Civil Code), do not therefore need to register a new place of residence abroad. According to Article 24 of the Civil Code, once acquired, a person's domicile continues to exist until a new place of residence is acquired. The legal place of residence therefore remains in Switzerland, since the fellowship holders do not normally intend to make a specific location abroad the focus of their life situation in respect of personal, economic, family and working relations, even if they deregister as residents in Switzerland during their temporary stay abroad. All persons who do not have Swiss citizenship must take account of the statutory provisions governing their official place of residence and the validity of their residence permit. If the official place of residence remains in Switzerland, according to Article 1a paragraph 1 letter a of the Old-age and Survivors' Insurance Act (OASIA), fellowship holders remain subject to statutory insurance requirements during their temporary study residence abroad and must continue to pay contributions to the cantonal compensation office.

Up until 31 December of the year in which they turn 25, students who are not gainfully employed generally only have to pay the minimum contribution. The annual minimum contribution for anyone not in gainful employment is CHF 478 (as of 2018). As of the 1 January after turning 25, students have to pay contributions depending on their social situation and no longer the minimum contribution (see leaflet "[Non-employed contributions to OASI, DI and IC](#)").

The SNSF generally pays fellowships with a duration of up to 12 months in a single instalment. Upon request they can also be paid in more than one instalment. If you prefer this option, please enter a corresponding remark in your request for release of funds in mySNF.

Fellowship holders who go abroad for the mobility fellowship and who settle there with the intention of permanent residence thereby lose their legal place of residence in Switzerland. This also applies in the case of those fellowship holders who remain abroad following the conclusion of their fellowship (for example due to employment reasons). In this case, students who are not gainfully employed have the option to continue paying their AHV contributions until they turn 30 pursuant to Article 1a paragraph 3 letter b OASIA. They need to submit a membership declaration within 6 months after the start of studies to the Swiss Compensation Office in Geneva. All other persons may in certain circumstances join the voluntary old-age, survivors' and invalidity insurance scheme (FV), although this depends on whether the newly acquired legal place of domicile is situated within or outside the EU/EFTA.

## 2.1 Acquired domicile is situated outside the EU

Swiss citizens abroad and citizens of the Member States of the EU/EFTA may join the **voluntary old-age, survivors' and invalidity insurance scheme (FV)** in certain circumstances. In doing so, they can avoid gaps in their insurance contributions in the event of a claim.

Access to the FV is only authorized for mobility fellowship holders whose fellowship is carried out in a non-EU/EFTA country and who have been insured under the statutory scheme for an uninterrupted period of at least five years immediately preceding the period of residence abroad.

As an insured person without gainful employment, you pay contributions according to your assets and pension income. The annual minimum contribution for anyone not in gainful employment is CHF 914 (as of 2018). The same applies to a fellowship holder's spouse who is not gainfully employed. However, if an employed spouse pays in at least twice the minimum contribution to the FV, the fellowship holder is exempt from the requirement to make contributions. Nevertheless, in order to benefit from the voluntary insurance scheme FV, the fellowship holder must personally declare membership of the FV, since the insurance benefits of the spouse in employment do not extend to the other partner.

**Important:** Fellowship holders who acquire a new legal place of domicile abroad due to their intention to remain abroad permanently must inform the representative of the Swiss Confederation (embassy, consulate general or consulate) that is responsible for the corresponding territory as soon as possible and submit a special form to declare their membership of the FV. This declaration of membership must be submitted no more than one year after they have left the statutory insurance scheme!

As mentioned above, only Swiss citizens and citizens of a EU/EFTA member state are entitled to take up membership of the FV. We recommend that citizens of other countries find out whether they are able to take out voluntary insurance with the social insurance scheme operated by their home country.

## 2.2 Acquired place of domicile is situated in the EU/EFTA

Since 1 April 2001, it has **no longer** been possible to take up membership of the FV in EU and EFTA member states.

With the entry into force of the treaty with the EU on the freedom of movement of persons, coordination rules have replaced our bilateral social security agreements with the EU Member States: EU and EFTA countries must now also grant Swiss citizens entitlement to a pension on the basis of all periods of insurance completed in Switzerland or in an EU or EFTA country. Thus, each country must provide a partial retirement pension in line with the length of time insured. For example, someone who has paid in contributions for 10 years in Italy and 30 years in Switzerland will receive a partial Italian pension calculated according to Italian law when they reach the Italian age of retirement, and a partial Swiss pension when they reach the retirement age applicable in Switzerland. In many foreign social security systems, people who do not earn a salary are not obligated to contribute. It would be wrong to generally assume that they are therefore not entitled to benefits at a later stage. Instead you need to find out if you have any entitlement for the period during which you did not make any contributions. To avoid any gaps in insurance or contributions later in life, we recommend that fellowship holders contact the local social security scheme in their host country and obtain information on this matter there.

### Further information

The Swiss Compensation Office (SCO) in Geneva is able to answer questions relating to voluntary insurance and coordination rules with the EU Member States.

Schweiz. Ausgleichskasse  
Av. Ed.-Vaucher 18  
Case postale 3100  
1211 Genève 2  
Tel. 058 461 91 11  
Fax. 058 461 97 05  
Internet <https://www.zas.admin.ch/zas/en/home.html>

In addition, you may approach the staff of the Department for Mobility Fellowships at the Swiss National Science Foundation for further information.

**This memorandum only provides a general overview. Individual cases shall be assessed solely on the basis of the statutory provisions. The Swiss National Science Foundation rejects any liability for any gaps in contributions that may arise.**

## 3. Pension fund

If a person is leaving the occupational pension fund (BVG), the assets are converted into a vested benefits policy with an insurance company or a vested benefits account with a bank. It should be noted that risk benefits such as a disability pension or surviving dependant's pension are only included in the policy in the case of insurance companies.

The Association of Swiss Assistant Doctors and Chief Consultants (VSAO – ASMAC) also offers a form of transitional insurance for its members (restricted to doctors).

## 4. Unemployment insurance

The fellowship amount does not include any contribution to unemployment insurance (ALV). Additionally, it is not possible to make voluntary contributions to unemployment insurance during a fellowship. Detailed information can be obtained from the regional job centres RAV (<https://www.arbeit.swiss/secoalv/en/home.html>). Via the following links you can access all relevant laws (AVIG, AVIV, etc.), leaflets and Kreisschreiben.

Further information is available from the Federal Social Insurance Office FSIO (<https://www.bsv.admin.ch/bsv/en/home.html>) and the State Secretariat for Economic Affairs SECO (<https://www.seco.admin.ch/seco/en/home.html>).

When a fellowship is awarded, the recipient is generally not self-employed; for this reason the contribution period for the unemployment insurance is often not reached, particularly due to a lack of social insurance contributions. However, there are generally grounds justifying an exemption from the contribution duty. Upon request, the Swiss National Science Foundation is happy to provide a written confirmation of the fellowship. The eligibility requirements are set out in the Unemployment Insurance Act AVIG and applications are assessed decentrally by the unemployment offices (Arbeitslosenkassen ALK). We therefore recommend that you contact the responsible ALK (Adressen at <https://www.arbeit.swiss/secoalv/en/home.html>) as well as your local authorities or RAV at an early stage, perhaps even before starting on your fellowship, in order to clarify whether you will be entitled to claim unemployment benefit. Please take note that insured persons who are exempt from the contribution duty have to endure longer waiting periods before claiming benefits. In the context of continuing education during a stay abroad funded by an SNSF fellowship, this period generally lasts for 120 days.

## 5. Taxes

Some cantons consider the fellowships awarded by the SNSF to be taxable income. The taxation of fellowships is decided by the relevant tax authorities; please contact the relevant cantonal or communal authorities directly, preferably in written form, for more specific information. Mobility fellowships are transferred in annual instalments. This point as well as the payment date can have an impact on the tax rate and on the amount of taxes to be paid. In individual cantons, the entire fellowship amount transferred to the holder is regarded as income earned during the year of payment, even if the instalment covers a period of more than one tax year. In other cantons, however, a fellowship lasting more than one tax period can be split across different tax periods when calculating the taxable income, even if the fellowship was paid in one instalment. An instalment may also be paid in two partial instalments on request. If you prefer this option, please enter a corresponding remark in your request for release of funds in mySNF (in this context refer to chapter 10.3: Payment). An overview of the tax treatment of the SNSF mobility fellowships in Switzerland can be found at [www.snsf.ch](http://www.snsf.ch) > Funding > Careers > Doc.Mobility/Early Post-doc.Mobility/Post-doc.Mobility > Documents. The document can be forwarded to the tax authorities for information purposes.

In most cases, you do not have to pay taxes in the host country (see agreements between Switzerland and the relevant countries to avoid double taxation). But the situation can change at any time and always depends on the specific circumstances of the fellowship holder. Countries that tax SNSF fellowships include Denmark and Austria. More detailed information can be obtained from the respective country's embassy or responsible tax authority. Information regarding various tax issues, including double taxation agreements, is available at the State Secretariat for International

Financial Matters SIF (<https://www.sif.admin.ch/sif/en/home.html>). This website also features a comprehensive documentation on fiscal and financial issues. If you need more detailed advice, however, or for specific advisory services on fiscal issues and laws in the host country, you should consult the local authorities or local consulting services.

The tax authorities in some cantons and countries require a confirmation before exempting fellowship holders from tax or reaching a decision about the tax status. The Swiss National Science Foundation is happy to provide such confirmation about the fellowship upon request. If the fellowship is paid in several instalment, this confirmation may also prove useful. Please let the SNSF know if you are required to pay taxes despite having submitted this confirmation.

## 6. Health insurance

Fellowship holders are responsible for dealing with all issues relating to health insurance for themselves and any family members.

Most foreign universities require the submission of documentary evidence of appropriate insurance cover.

A distinction<sup>1</sup> can be made according to whether individuals deregister with the Swiss authorities or not.

If fellowship holders continue to be *registered* in Switzerland, they will continue to be obliged to pay for health insurance (basic insurance) pursuant to the Swiss Health Insurance Act (KVG) even if they are resident abroad for a relatively long period. Many insurance policies offer the option of suspending any supplementary insurance cover for the period of absence. However, fellowship holders should check in advance whether this supplementary cover can be reactivated again in the future without the need for a risk assessment (medical questionnaire). Given that the costs for seeing a doctor and for hospital stays are very high in some countries, having private unlimited cover is recommended (in the USA, for example, treatment costs can be between three and five times as high as in Switzerland!). All persons who do not have Swiss citizenship must take account of the statutory provisions governing the validity of their residence permit. Only in certain situations during a period abroad is it possible to retain a residence permit and remain registered in Switzerland<sup>1</sup>

If fellowship holders are obliged to take out health insurance abroad (e.g. in the USA in some cases), they may apply to the cantonal social insurance office for exemption from health insurance fund contributions in Switzerland subject to the following conditions:

The applicant must have confirmation from the foreign health insurance fund that he or she is insured outside the host country, i.e. particularly in Switzerland pursuant to the terms of the Health Insurance Act (KVG). Unless such confirmation is provided, contributions to the Swiss health insurance fund cannot be suspended.

Anyone who *deregisters* with the Swiss authorities is no longer required to pay health insurance in Switzerland.

In accordance with the KVG, it is not possible to continue membership of a Swiss health insurance fund during long-term periods of residence abroad. It should be noted that, when returning to

---

<sup>1</sup> <http://www.admin.ch/ch/d/sr/1/142.20.de.pdf>

Switzerland, only the basic insurance cover can be taken out again without the need for a doctor's certificate. Health checks are required for supplementary insurance cover.

The health insurance funds may but are not obliged to offer products for Swiss citizens who are based abroad. We recommend that you contact your health insurance fund directly to discuss whether you can continue with your current insurance arrangements.

The website of the organisation for Swiss abroad (<https://aso.ch/en>) lists the addresses of those insurance companies that offer international health insurance for Swiss citizens who are working abroad, under Consultation > Living abroad > Social insurance > Health insurance. Not included in this list is [Mediservice VSAO-ASMAC](#) (the services organisation for the Association of Swiss Assistant Doctors and Chief Consultants), which also offers its members (restricted to doctors) this type of health insurance provided that the period of stay abroad does not exceed two years. Further offers are available at <https://soliswiss.ch/en/>.

Pursuant to the KVG, those returning to Switzerland after a period of absence must take out basic insurance with a Swiss health insurance fund. The international health insurance policies referred to above are seamlessly converted into Swiss policies again after the policyholder's return to Switzerland, including any supplementary insurance cover.

Another option is to join a health insurance fund in the host country. It can be helpful to have a copy of the confirmation from the Swiss health insurance fund in the language of the host country. In such cases, however, it is also advisable to retain membership of the Swiss health insurance fund during the first year of the period of stay abroad or to take out travel insurance that includes health cover.

Those who work at a university or institution may also have the option of joining a collective insurance arrangement. Generally, the international office of the university concerned will be able to provide information in this regard. Collective insurance policies often only involve minimum cover and there is often no cover for travel outside the host country. It can therefore be necessary to take out supplementary insurance with a national insurance company.

## 7. Accident insurance

As the Swiss National Science Foundation (SNSF) is not an employer for fellowship holders they are *not* covered through the obligatory accident insurance according to the UVG.

**A complete or supplemental** accident insurance coverage is however granted by the SNSF to the fellowship holders through a collective policy concluded with AXA insurance (policy no. 8.477.996).

### **Important information regarding the insurance coverage and the payment of benefits:**

If the insured persons (fellowship holders) stay registered in Switzerland and hold a health insurance, this policy will only provide **complementary** benefits to the health insurance. If there is no health insurance coverage in Switzerland, AXA Winterthur will take over all the UVG benefits mentioned in the policy.

## Benefits and sum insured

### a) If no obligation for a mandatory accident insurance exists

In case of damage AXA will grant the insured benefits. Please note, that you only receive this coverage if you do not longer have your domicile here in Switzerland because you have been de-registered definitively and you neither do have to have a mandatory accident insurance at your new foreign domicile.

### b) If an obligation for a mandatory accident insurance exists

In case of a damage, your health insurance in Switzerland, respectively the foreign mandatory accident insurance, provides benefits first, AXA provides complementary benefits up to the insured benefits.

Please note, that you only receive this coverage if you are still registered in Switzerland and hold a legitimate health insurance **which includes accident coverage** or if you have concluded an equivalent accident insurance abroad.

Health insurance franchises, deductibles and premiums cannot be supported by AXA.

## Insurance coverage

All fellowship holders of the SNSF are insured from the start of their scholarship and for the complete duration thereof against occupational and non-occupational accidents in Switzerland and abroad. Not included in the insurance are accidents which occur as a result of the following:

- acts of war
- public disturbances of all kinds unless it can be proven that the insured person stood in no way actively on the side of those responsible for the disturbance and was not responsible for any form of agitation
- execution of wilful criminal acts or offences or the attempt thereof
- serving in a foreign army

## Insurance benefits

The sums insured are, in the case of fatality, CHF 500,000.00, disablement CHF 350,000.00 (with 350% accumulation in case of total disability). Costs for treatment of injury for a period of ten (10) years following accident (private ward).

## Insurance coverage for family members

The above-mentioned conditions apply to the fellowship holder only. For family members a cover for unlimited costs for treatment can be concluded on request (limitation corresponding to the general conditions 12.2006 (B1/3): at most CHF 7 million per person and incident within a maximum period of 10 years). The above presented conditions a) and b) are also valid for this coverage.

## Extension of the insurance cover after the fellowship

All the fellowship holders have the option to extend the duration of the cover on their expense. The maximum duration for such cover prolongations is 1 year. The fellowship holder must pay the supplementary premium. Please submit the prolongation request in due time prior to the end of the fellowship, so that VZ Insurance Services AG, respectively AXA Winterthur can also confirm the insurance coverage prior to the end of the fellowship. A cancelation of the prolongation is no longer possible once the insurance coverage has started and the premiums will have to be paid.

## Course of action in the case of accident

In the event of serious accidents causing disability for more than three days:

### a) If you are under complete insurance coverage

VZ Insurance Services AG in Zurich and the secretariat of the SNSF must be informed immediately. This primary information should include the date and place of accident, the circumstances thereof and the expected consequences. Surname, first name, date of birth and address of fellowship holder are imperative.

### b) If you are under supplementary insurance coverage



Your health insurance respectively the foreign mandatory accident insurance as well as the office of the SNSF have to be informed immediately. For possible supplementary benefits or coverage confirmations for the hospital sojourn in a private ward by AXA, we ask you to contact VZ Insurance Services AG in Zurich.

For minor accidents with no or only limited disability less than three days:

a) **If you are under complete insurance coverage**

VZ Insurance Services AG in Zurich has to be informed. If the accident occurred abroad, medical treatment costs should be paid directly and a copy has to be forwarded to the carrier in order to proof check a reimbursement. If an immediate reimbursement is required, an application should be made directly to the administrative office of the VZ Insurance Services AG in Zurich, which will contact AXA in order to solve this matter as quickly as possible.

b) **If you are under supplementary insurance coverage**

Your health insurance respectively the foreign mandatory accident insurance has to be informed. For possible supplementary benefits, reimbursements or coverage confirmations for the hospital sojourn in a private ward by AXA, we ask you to contact VZ Insurance Services AG in Zurich.

**Important addresses:**

For questions which may arise, please contact either of the following two addresses:

VZ Insurance Services AG  
Department corporate clients  
Beethovenstr. 24  
8002 Zurich  
Tel. +41 (0)44 207 24 24  
[snfaccidents@vzch.com](mailto:snfaccidents@vzch.com)

Swiss National Science Foundation  
Division of Careers  
Wildhainweg 3  
3001 Bern  
Tel. +41 (0)31 308 22 22  
[fellowships@snf.ch](mailto:fellowships@snf.ch)

## 8. Maternity and paternity leave

According to the regulations, grantees who become mothers in the course of the mobility fellowship are entitled to paid maternity leave of four months. Grantees who become fathers in the course of the fellowship can apply for paid paternity leave if the child's mother takes less than four months maternity leave due to work or study commitments or if she cannot look after the child for health reasons. The cumulated duration of maternity and paternity leave may not be more than four months. In exceptional cases, grantees expecting to become fathers can apply for unpaid paternity leave. The SNSF or the responsible SNSF Research Commission will decide whether to approve the application.

Grantees who give birth in the first nine months after the end of their fellowship may apply for supplementary funding due to maternity. The SNSF grants them supplementary funding corresponding to the monthly fellowship amount for a maximum of four months. Supplementary funding is conditional on the fellowship holders providing proof that they are interrupting their research work due to maternity and are not entitled to any remuneration or any insurance benefits during the four months following birth. In the event that the total amount of such entitlements is lower than the supplementary funding, the SNSF shall pay the difference between the two. Any entitlement to such supplementary funding is forfeited with the resumption of work.

## 9. Military service

Fellowship holders who are subject to registration requirements, who are resident abroad for an interrupted period of more than 12 months and who also deregister with their local authority under civil law must apply for leave for residence abroad (dispensation from military service). The “Application for leave for residence abroad” form is available from the head of section or at the district command. The application should be submitted to the district command as early as possible and generally two months prior to leaving Switzerland. Leave for residence abroad will be granted in cases where the individuals concerned have fulfilled the military duties applicable to them by the time of their departure from Switzerland (military service, shooting duty, military service exemption tax etc.). The precise details, particularly with regard to registration obligations in Switzerland and abroad and the return of personal equipment, are handled by the responsible district command.

## 10. Tips and useful links - networking and encouragement to return

The fellowship holders of the SNSF who go abroad in order to enhance their scientific skills represent Switzerland's potential for producing highly qualified, young researchers for the future. The list below is meant to help them build up a network abroad and facilitate their return to Switzerland.

**FDFA - Living abroad:** <https://www.eda.admin.ch/eda/en/home/living-abroad.html>

Various information dossiers and guidebooks.

**FDFA helpline:** <https://www.eda.admin.ch>

As the central point of contact for Swiss nationals living abroad, the EDA helpline answers questions about consular services, taxes and money matters.

**SNSF World Network:** <http://www.linkedin.com/groups/SNSF-World-Network>

The English-speaking network enables the ever-growing number of SNSF-funded researchers to establish and extend their networks. Only past and present grantees of the SNSF (responsible applicants and co-applicants) are accepted.

**Organisation of the Swiss abroad ASO:** <https://www.aso.ch/en>

**State Secretariat for International Finance SIF:** <https://www.sif.admin.ch/sif/en/home.html>

A range of information on tax matters (double taxation agreements, FATCA, etc.) is provided on the SIF website.

**Auswandern – Neustart im Ausland:**

<https://shop.beobachter.ch/buchshop/alltag-und-freizeit/auswandern-Neustart-im-Ausland>

We recommend the book "Auswandern – Neustart im Ausland" from the series "Beobachter Ratgeber" (can be ordered via the Internet).

**swissnex: Switzerland's Knowledge Network:** <http://www.swissnex.org>

swissnex promotes scientific exchanges between Switzerland and other countries. Branches are located in different partner countries to implement federal policies on bilateral cooperation in the areas of education, research and innovation.

The Swissnex network is managed by the State Secretariat for Education, Research and Innovation (SERI) within the Federal Department of Economic Affairs, Education and Research and is supported by the Federal Department of Foreign Affairs (FDFA). Its branches act in cooperation with the higher education institutions, businesses, interest groups and private sponsors.

**SwissTalents:** <http://www.swisstalents.org>

SwissTalents is the network of highly skilled professionals living abroad, who are Swiss or have strong ties to Switzerland. It was set up by the Swiss Science Attachés living abroad.

**ETH get hired:** <https://www.eth-gethired.ch/en/>

The electronic job platform of the assistants' and doctoral students' associations at ETH Zurich and EPF Lausanne.

**Euraxess in Switzerland:** <http://www.euraxess.ch>

The Euraxess network plays an important role in removing obstacles to researchers' mobility by providing key information including immigration, funding opportunities, social security and pensions. On a Europe-wide job portal for research positions, vacancies and CVs can be posted free of charge.

**myScience:** <http://www.myscience.ch>

The Swiss Portal for Research and Innovation. It is aimed at researchers (doctoral students, post-docs, professors, researchers in private laboratories) students and anyone interested in science in Switzerland and abroad.

**Gebert Rüt Stiftung:** <https://www.grstiftung.ch/en.html>

The purpose of the foundation is to promote Switzerland as a place to live and do business. The foundation finances effective training programmes and research projects at the Swiss higher education institutions.

The **Swiss National Science Foundation** encourages fellowship holders **to return to Switzerland:**

**Measures in support of mobility fellowships for advanced postdocs:** [www.snsf.ch](http://www.snsf.ch) > Funding > Careers > Postdoc.Mobility:

**Return grants:**

Within the scope of mobility fellowships for advanced postdocs, the option of requesting a grant for a period of research of 3 to 12 months at a research institution in Switzerland.

**CH-Link:** [http://www.snf.ch/SiteCollectionDocuments/PF\\_chlink\\_e.pdf](http://www.snf.ch/SiteCollectionDocuments/PF_chlink_e.pdf)

Possibility of coming to Switzerland for a few days during the Advanced Postdoc.Mobility resp. Postdoc.Mobility fellowship in order to maintain links to Swiss research and working life.

**Ambizione:** [www.snsf.ch](http://www.snsf.ch) > Encouragement > Carrières > Ambizione :

Is aimed at young researchers who wish to conduct, manage and lead an independent project at a Swiss higher education institution.

**PRIMA:** [www.snsf.ch](http://www.snsf.ch) > Encouragement > Carrières > PRIMA :

PRIMA grants are aimed at excellent female researchers from Switzerland and abroad who aspire to a professorship in Switzerland. PRIMA grantees have their own research project at a Swiss higher education institution. They work independently and have a team of their own.

**Eccellenza:** [www.snsf.ch](http://www.snsf.ch) > Funding > Careers > Eccellenza:

They enable young researchers with several years of research experience to take a significant step in their academic career. SNSF professors can set up their own team and conduct a research project at a Swiss higher education institution.

## 11. Use of funds

Please note that you are subject to the relevant regulations of the SNSF, namely the "Funding Regulations", the "Regulations on the awarding of mobility fellowships to doctoral students", the "Regulations on the awarding of mobility fellowships to postdocs starting their careers and/or the "Regulations on the awarding of mobility fellowships to postdocs" as well as the "General implementation regulations for the Funding Regulations" of the SNSF.

### 11.1 Start

Mobility fellowships always start on the first day of the month. Fellowship holders are requested to submit the request for release of funds online. The mobility fellowship must start no later than twelve months after the date of the ruling. Where there is good cause, a request to postpone the start of the fellowship for up to twelve months may be approved.

### 11.2 Amount of the fellowship

The amount is set by the National Research Council.

Fellowship (basic amount): the basic fellowship varies depending on marital status and host country. In addition, a child allowance is awarded.

Travel costs: the SNSF assumes a share of the travel costs for the outward and return journey. This also applies to family members who are not gainfully employed, provided that they stay at the fellowship holder's place of work for at least six months.

Child allowance: fellows with children are entitled to a child allowance of CHF 12,000 per child and per year. Child allowances contributed by third parties are deducted.

**Please note** that research costs, conference costs, registration fees have to be requested at the same time as the fellowship application is submitted. During an ongoing fellowship, funds to cover such costs can only be claimed in exceptional cases. If you think this applies to you, please submit an application for a supplementary grant. Please make sure that all the necessary documents (budget, confirmation from host institute, etc) are included.

You need to show proof of all your spending for research costs, conference costs, registration fees and gender equality grant. Please keep all relevant copies and receipts (see point 11.4).

Research costs: costs that are essential for completion of the research project are covered. They generally arise outside the host institution, which does not pay for them (you have to provide proof). The maximum amount is CHF 3000 per year.

It is possible to request a contribution to cover library fees, photocopies in libraries or archives, documentation (e.g. access to data, microfilm), material without enduring value (e.g. audio tape, CDs, DVDs), computing time and cloud computing (costs that form part of the general maintenance costs are excluded).

Travel costs in the context of field research or visits to archives as well as room and board expenses (hotels up to three-star; meals if not included in room price) are covered in full or according to the following flatrates:

Daily flat rate for cities with more than 0.5 million inhabitants (incl. main meals and breakfast)	max. CHF 160
Daily flat rates for other areas (incl. main meals and breakfast)	max. CHF 120
Flat rates for main meals	max. CHF 25
Flat rate for breakfast	max. CHF 10

All trips must be by public transport. Car expenses may be charged if the use of a private car saves a substantial amount of time and money. A maximum of 0.60 CHF may be claimed per kilometre travelled by car.

The following costs are not covered: laboratory material (with exceptions), books, subscriptions to journals, stationery, memberships, postal charges, e-mail, Internet, fax and telephone charges, photocopies within the host institution and material of enduring value (e.g. laptops, printers, digital cameras, etc.). The SNSF does not assume any publication costs within the scope of mobility fellowships. Grants for pure open access publications can be applied for via the OA platform (mySNF), provided the participation requirements are met. For more detailed information, please visit the [SNSF's new open access website](#).

Conference costs: A maximum amount of CHF 2000 per year can be claimed for conferences. This includes conference registration fees, outward and return journey, room and board according to the flat rates mentioned under research costs. Conference costs normally have to be claimed when submitting the application; in exceptional cases, they can also be claimed in the course of the fellowship, but no later than two months before the conference. Late requests will not be considered.

Any changes that occur after approval of the conference costs must be communicated to the SNSF in advance. This applies, in particular, if the fellowship holder wishes to attend a different conference from the one originally envisaged.

As a rule, the SNSF does not pay for attending conferences that take place after the end of the mobility fellowship. Exceptions are possible (up to two months after the end of the fellowship); please contact the SNSF if you have any questions.

The attendance of courses and workshops that are not directly linked to the funded research project (e.g. courses for personal career development) is not covered.

Matriculation fees: this refers to matriculation fees at universities or institutes. Provided the fellowship holder can prove that the host institution has rejected a request for such fees to be waived, the SNSF may exceptionally pay 75% or a maximum of CHF 15,000 per year. The responsible commission shall approve or reject requests concerning matriculation fees at its discretion. Fees for health insurance contributions cannot be covered. Likewise, no overhead contributions are paid.

Gender equality grant: female holders of SNSF fellowships are entitled to a gender equality grant for career development measures. Only researchers whose mobility fellowship lasts for at least 12 months (approved duration) are eligible. A maximum of CHF 1,000 may be requested and used for

this purpose per year (see [Guidelines](#)). Career development measures may include mentoring, coaching, career building courses and workshops, network meetings, networking events, etc. The gender equality grant may not be used to cover childcare costs. Only women researchers whose fellowship was awarded after 15 April 2014 are eligible for this measure. Applications for gender equality grants must be submitted to the Administrative Offices of the SNSF ([fellowships@snf.ch](mailto:fellowships@snf.ch)) 2 months before the end of the fellowship at the latest.

Fees in connection with visa applications for the stay abroad are not covered.

The budget items listed in the rulings of the Swiss National Science Foundation or when funds are subsequently released and the corresponding amounts are binding on the fellowship holder. For this reason, the other grantees should make their reports available to the responsible grantee in electronic form.

### 11.3 Payment

The funds awarded with the fellowship are transferred to an account held by the fellowship holder in Switzerland. In exceptional cases if the fellowship holder cannot open or keep a Swiss bank account or if he/she does not have a person of trust in Switzerland, it is possible, on the request of the fellowship holder, to transfer the fellowship amount in Swiss francs to a bank account abroad. Any bank transfer fees shall be charged to the account holder. Furthermore it is possible that the bank of the account holder withdraws exchange rate costs. In that case, the SNSF has no influence, it is a risk taken by the grantee.

The SNSF transfers the first payment once it has received the request for release of funds submitted via *mySNF*. The payment is generally made one month before the start of the fellowship. The grants are transferred in annual instalments. An instalment may also be paid in two partial instalments on request. If you prefer this option, please enter a corresponding remark in the request for release of funds in *mySNF*. Any additional funding is generally transferred together with the annual instalment partially or in full. If the fellowship is paid in instalments, all further instalments have to be requested in writing, via *mySNF*.

Fellowship holders who deregister in Switzerland may encounter problems when it comes to maintaining an account in Switzerland. If you have any questions in this regard, please contact the Administrative Offices of the SNSF. We would also like to bring your attention to a [Report of the Swiss Federal Council](#) on this topic and to the homepage of the [Organisation of the Swiss Abroad](#) (particularly for Swiss abroad).

### 11.4 Reporting

At the end of each year of the fellowship, of after 18 months, the fellowship holders are reminded via e-mail to submit a [scientific interim or final report](#) on the progress made in the project. The scientific and general reporting is effected via the form available on *mySNF*. The report must be submitted within six weeks after the end of the reporting period via *mySNF*. On submission of the scientific report, the output data will need to be updated. The SNSF will publish the output data submitted by you in its project database P3. This is in response to demands from political authorities and from the public for the output data of publicly funded research work to be more visible. In addition, the output data and the scientific reports may serve as a basis for evaluating follow-up projects.

A financial interim or final report needs to be submitted if a grant towards "consumables and research costs", "conference costs" and/or "matriculation fees" or a gender equality grant (only women researchers) was awarded. **The grant towards living costs and flat-rate for travel costs need not be accounted for.** The financial report is likewise requested via *mySNF* and must be submitted via *mySNF* within six weeks after the end of the reporting period.

Please note: All spending has to be verifiable. Therefore all relevant receipts need to be kept and enclosed with the report. Copies of account statements are accepted if they show what the amount was used for. If the financial interim or final report is submitted without receipts, the expenses will not be covered by the SNSF. In such cases, amounts that have already been paid will need to be reimbursed to the SNSF. Once the final financial report has been checked, the SNSF will ask the fellowship holders to reimburse all credit balances of CHF 50 or more.

### **11.5 Commitment by the fellowship holders**

In accepting the mobility fellowship, the beneficiaries undertake to devote themselves to scientific training and research as envisaged in the project. All changes (e.g. place of work, work plan, etc.) must be approved by the Swiss National Science Foundation in advance. Any breach of this duty will result in the withdrawal and repayment of the fellowships.

The fellowship holder shall inform the Swiss National Science Foundation about any change to his/her marital status or the birth of a child and shall provide an official document to certify the same. This may lead to a pro rata adaptation of the amount of the fellowship.

Additional work (e.g. teaching duties) during the period of the fellowship may only be accepted if approved by the SNSF. Income from additional work may be deducted from the fellowship amount.

The fellowship holder undertakes to inform the SNSF without delay about any received or prospective third-party funds, salaries or fellowships of his/her partner. Such funds will generally be offset against the fellowship amount and may be deducted from it.

Fellowship holders are obliged to make available to the public during and after completion of the research project appropriate information on the research projects funded by the SNSF and on the research results, whereby the support obtained from the SNSF is to be mentioned.

## **12. Research database of the SNSF: lay summary**

The responsible grantees must provide the SNSF with a written summary of the planned research that is understandable for non-experts (lay summary). They must also provide thematic keywords to be used on the website of the SNSF.

The grantees are responsible for the content of the lay summary and for the keywords. The information must comply with the conditions laid down in the funding decision and must be compiled according to SNSF standards published on the SNSF website. The SNSF reserves the right to edit lay summaries and keywords.

**The lay summary and keywords must be submitted via mySNF after receiving the funding decision and, at the latest, when submitting the request to release the grant.**

The lay summary will be published in the research database of the SNSF once the grant has been released.

The lay summary and keywords may be edited on *mySNF* while the research project is running. This is mandatory if significant changes occur.

Once the research has been completed, grantees are required to update the lay summary with the research results. This update is a mandatory requirement for the approval of the final report.

See point 8.3 of the [Implementation Regulations](#).