

Information set

SNSF mobility fellowships

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

Advanced Postdoc.Mobility fellowships: This information set is not applicable to return phases in Switzerland. The specific provisions of the Advanced Postdoc.Mobility regulations and the General implementation regulations for the Funding Regulations, in particular, apply to "return grants".

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1. Preface

This documentation only provides a general overview. Only the statutory provisions shall be applicable in assessing individual cases. Cantonal registration requirements and the relevant laws shall apply in relation to determining place of domicile. The question of place of domicile during the fellow-ship period may be of importance in relation to taxation of the fellowship or options for trans-ferring insurance contributions (old-age and survivors' insurance, health insurance etc.) during the fellowship period. 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 FDFA](#) 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 EDA](#) 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" and "Advanced 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/en/>.

Fellowship holders who are only temporarily residing abroad (e.g. for study purposes) and are therefore not living there with the intention of permanent residency (as per Article 23 of the Civil Code), do not 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 for the duration of their temporary stay abroad. Individuals without Swiss citizenship must observe the statutory provisions governing the legal residence and the validity of their residence permit. As long as the legal place of residence continues to be in Switzerland, fellowship holders remain subject to statutory insurance requirements during their temporary stay abroad according to Article 1a, paragraph 1, letter a of the Old-age and Survivors' Insurance Act (OASIA). In particular, they must continue to pay contributions to the cantonal compensation office (exceptions are described in the leaflet [„Beiträge der Nichterwerbstätigen an die AHV, IV und die EO“](#), only available in German and French).

Until December 31st of the year in which they reach the age of 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 478.00 (as of 2016). After that date, they are subject to the normal rules applicable to persons not in gainful employment (contributions dependent on assets and annual pension income, see the leaflet [„Beiträge der Nichterwerbstätigen an die AHV, IV und die EO“](#), only available in German and French). **In principle, fellowships are considered to be part of the annual pension income.** SNSF fellowships with a duration of up to 18 months are paid out in one instalment by default, but upon request the funds may also be released in several payments. If you wish to be paid in several instalments, you will need to add an appropriate comment to your application for the release of funds in *mySNF*.

Fellowship holders who settle down with the intention of obtaining permanent residency abroad thereby lose their legal place of residence in Switzerland. This also applies to fellowship holders who remain abroad following the conclusion of their fellowship (for example for 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/EFTA

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 being recorded for themselves or their survivors in the event of a claim.

Access to the FV is only authorised 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 persons not in gainful employment, mobility fellowship holders pay an annual minimum contribution of CHF 914.00 to the FV (as of 2016). The same applies to a fellowship holder's spouse who is not gainfully employed. If an employed spouse pays 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 any 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 from an intention to remain abroad permanently, must inform the representative of the Swiss Confederation (embassy, consulate general or consulate) 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 at the latest one year after they have left the statutory insurance scheme.

As mentioned above, only Swiss citizens and citizens of a Member State of the EU/EFTA 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 is **no** longer possible to take up membership of the FV in the 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.

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 in this respect 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.

Swiss Compensation Office
Av. Ed.-Vaucher 18
Case postale 3100
CH-1211 Geneva 2
Tel. 058 461 91 11
Fax 058 461 97 05
E-mail sedmaster@zas.admin.ch
Internet <http://www.zas.admin.ch/index.html?lang=en>

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 the fellowship holder leaves the pension fund, the assets from the occupational pension fund (BVG) have to be 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 medical 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

(www.treffpunkt-arbeit.ch). Via the following links you can access all relevant laws (AVIG, AVIV, etc.), brochures and circulars.

Further information is available from the Federal Social Insurance Office FSIO (www.bsv.admin.ch) and the State Secretariat for Economic Affairs SECO (www.seco.admin.ch).

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. 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 (Addresses at www.treffpunkt-arbeit.ch) 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

Many 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 for more specific information. Fellowships of up to 18 months approved by 31 December 2014 will be paid in one instalment. Fellowships approved as of 1 January 2015 will be paid 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 instalment transferred to the holder is regarded as income earned during the year of payment, even if the instalment lasts for more than one tax period. In other cantons, however, an instalment lasting more than one tax period can be split across different tax periods when calculating the taxable income. 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 11.3: Payment).

Generally, no taxes are required to be paid in the host country, although there are some exceptions (please refer also to the corresponding double taxation treaties between Switzerland and various countries). More detailed information can be obtained from the respective country's embassy or responsible tax authority. Information on international tax issues, e.g. various double taxation treaties, is provided by the State Secretariat for International Financial Matters SIF (www.sif.admin.ch). This page 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 either exempting fellowship holders from tax altogether or deciding on an appropriate level of taxation. Upon request, the Swiss National Science Foundation is happy to provide such a confirmation for any fellowships that it has awarded. Such a confirmation may also be relevant if the funds are to be paid in several instalments. 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 for appropriate insurance coverage.

A distinction can be made according to whether individuals deregister with the Swiss authorities or not.

If fellowship holders remain (or are able to remain) *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 reside abroad for a relatively long period. Many insurance policies offer the option of suspending any supplementary insurance coverage for the period of absence. However, fellowship holders should check in advance whether this supplementary coverage 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 unlimited coverage in a private ward 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 is it possible to retain a residence permit during a period abroad and remain registered in Switzerland¹.

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

However, 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 (<http://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-ASMACH (the services organisation for the Association of Swiss Assistant Doctors and Chief Consultants), which also offers its members (restricted to medical doctors) this type of health insurance provided that the period of stay abroad does not exceed two years. Further information is available at www.soliswiss.ch.

¹ <http://www.admin.ch/opc/en/classified-compilation/20020232/201402010000/142.20.pdf>

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 coverage.

Fellowship holders who work at a university or institution of higher education 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 coverage and there is often no provision for travel outside of the host country. It can therefore be necessary to take out supplementary insurance with a national insurance company.

7. Accident insurance

Given that the Swiss National Science Foundation (SNSF) does not act as the fellowship holders' employer, the fellowship holders are not granted insurance coverage through the obligatory scheme in place in accordance with the Accident Insurance Act (UVG).

However, **full or supplementary accident insurance coverage** is granted through the collective accident insurance policy (policy No. 8.477.996) taken out by the SNSF for its fellowship holders with AXA. The detailed terms of this coverage are set out in the Policy document and in the General Terms and Conditions (December 2006 edition) ([AVB 12.06 Kollektivunfall.pdf](#))

The insurance premium is paid in full by the SNSF.

Benefits and sums assured

a) Full insurance cover...

... is only granted if you no longer have a place of residence in Switzerland, i.e. if you have definitively deregistered as being resident in Switzerland and moved to a new foreign location where there is no obligation to take out statutory accident insurance. In the event of a claim, AXA will pay the full benefits.

b) Supplementary insurance cover...

... is granted if you continue to be registered as living in Switzerland and are thus required to have statutory health insurance **including accident insurance cover**, or if you are obliged to take out statutory accident insurance while living in another country.

In the event of a claim, the health insurance fund and/or foreign obligatory accident insurance provider will pay out the planned benefits with AXA only granting supplementary benefits.

For legal reasons, AXA may not assume the cost of any deductibles, co-payments or premiums in relation to health insurance.

Scope of insurance cover

All SNSF fellowship holders are insured from the beginning and throughout the entire duration of their fellowship against the consequences of occupational accidents and accidents unrelated to

their work (non-occupational) that occur in Switzerland or abroad. The following types of accident are excluded from this cover:

- War-related incidents
- In the event of unrest of any type unless it is proven that the insured person was not engaged on the side of the agitators either actively or through incitement.
- In the event of wilful crimes or offences or attempts to commit such crimes or offences.
- Service in a foreign army

Scope of insurance benefits

The sums assured are CHF 500,000.00 in the event of death and CHF 350,000.00 in the case of invalidity (with 350% cumulation in the event of full disability). Treatment costs will be paid for a period of ten years after the accident (including costs of private hospital ward).

Insurance coverage for family members

It is only the SNSF fellowship holder who is insured on the basis of the above conditions. At the fellowship holder's request, coverage can also be arranged for family members for unlimited treatment costs (limited pursuant to AVB 12.2006 (B1/3): max. CHF 7 million per person and per claim within a maximum of 10 years). Here too, the two different forms of insurance coverage set out above apply accordingly.

Extension of insurance coverage after end of fellowship

Fellowship holders may also extend their accident coverage at their own expense by a maximum of one year. The application for this extension must be submitted before the fellowship ends.

What should you do in the event of an accident?

In case of an accident resulting in incapacity for work lasting for more than 3 days:

a) If you enjoy **full** insurance coverage from AXA as referred to above:

Immediately notify VZ Insurance Services AG in Zurich and the SNSF office. In terms of the initial details of the accident, the information required includes date, place, circumstances and likely consequences. The surname, first name, date of birth and address of the insured person should be provided.

b) If you have **supplementary** insurance coverage from AXA as referred to above:

Immediately notify your health insurance fund and/or foreign statutory accident insurance providers as well as the SNSF office. With regard to any additional assumption of costs by AXA or for confirmation of coverage with regard to a hospital stay in a private ward, please contact VZ Insurance Services AG in Zurich.

In case of a minor accident (that does not result in incapacity for work or results in incapacity for a period of less than three days):

a) If you enjoy **full** insurance coverage from AXA as referred to above:

Notify VZ Insurance Services AG in Zurich. If the accident occurs abroad, doctor's bills and any further costs should, where possible, be paid directly, and the relevant receipts (with a doctor's certificate) should be submitted for reimbursement. If you require immediate payment, please contact VZ Insurance Services AG in Zurich directly, which will deal with the matter as quickly as possible.

b) If you have **supplementary** insurance coverage from AXA as referred to above:

Notify your health insurance fund and/or foreign statutory accident insurance provider. With regard to any additional assumption of costs or reimbursement by AXA or for confirmation of coverage with regard to a hospital stay in a private ward, please contact VZ Insurance Services AG in Zurich.

Useful addresses:

For further questions, please use the following contact details:

VZ Insurance Services AG
Abteilung Firmenkunden
Beethovenstr. 24
8002 Zürich
Tel. +41 (0)44 207 24 24
snfaccidents@vzis.ch

Swiss National Science Foundation (SNSF)
Careers division
Wildhainweg 3
3011 Bern
Tel. +41 (0)31 308 22 22
fellowships@snf.ch

8. Maternity an 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.

9. Military service

Fellowship holders who are subject to registration requirements, who are resident abroad for an uninterrupted 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.

EDA - Living abroad: <https://www.eda.admin.ch>
Various information dossiers and guidebooks.

EDA 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>

This 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: <http://www.aso.ch>

State Secretariat for International Financial Matters SIF:

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

Ab ins Ausland: <http://www.beobachter.ch>

We recommend the book "Ab ins 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: <http://www.eth-gethired.ch/>

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 RUF Stiftung: <http://www.grstiftung.ch>

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 > Funding > Careers > Advanced 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 immediately upon the grantee's return from abroad.

CH-Link: http://www.snf.ch/SiteCollectionDocuments/PF_chlink_d.pdf

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

Ambizione: www.snsf.ch > Funding > Careers > Ambizione:

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

SNSF professorships: www.snsf.ch > Funding > Careers > SNSF professorships:

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

We remind you that you are subject to 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”, or the “Regulations on the provision of mobility fellowships to advanced postdocs” and the General implementation regulations for the Funding Regulations of the SNSF.

11.1 Start

Fellowships always start on the first day of the month. Fellowship holders are requested to submit a request for release of funds online via *mySNF*. For fellowships awarded by the Swiss Foundation for Grants in Biology and Medicine (SFGBM), the fellowship holders must declare their commitment and request the release of funds at the SFGBM by submitting a form.

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, provided that the fellowship holder's partner does not receive any allowances from third parties.

Research costs: costs that are essential for completion of the research project are covered and are generally incurred outside the host institution, which does not pay for them. 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. Expenses incurred by car travel are permissible, provided that the use of private vehicles saves time and costs. 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.

Conference costs: A maximum of CHF 2,000 per year may be claimed in respect of conference costs. This amount includes registration fees for the conference, return travel, accommodation and living costs at the SNSF's flat rates listed under research costs. Conference costs must generally be requested when submitting the application. In exceptional cases, they may also be requested during a fellowship period, but at least two months before the conference. Later requests will not be considered.

The SNSF must be given prior notice of changes that arise after approval of a conference visit has been granted. This applies in particular if the recipient intends to attend a different conference to the one originally planned. Generally the SNSF will not fund conference visits that occur after the end of the mobility fellowship, although exceptions are possible.

Participation in courses and workshops that have no direct link to the funded research proposal (e.g. courses for personal development) will not be funded. Please contact the SNSF if you have any questions.

Matriculation fees: this refers to matriculation fees at universities or institutes of higher education. 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.

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.

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) 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. In principle, transfers of amounts from one budget item to another must be approved in writing by the SNSF in advance.

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 she/he does not have a person of trust in Switzerland, the SNSF may, at the fellowship holder's request, transfer the 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. Fellowships of up to 18 months approved by 31 December 2014 will be paid in one instalment. Fellowships approved as of 1 January 2015 will be paid in annual instalments. An instalment may also be paid in two partial instalments on request. This requires a corresponding comment to be added in the application for the release of funds in mySNF. Any additional funding is generally transferred in conjunction with the annual instalment, either partially or in full. If the funds are being transferred in instalments, each additional instalment must be re-requested from the SNSF in writing, via mySNF or by e-mail.

Amounts for stays in the USA or in Canada are awarded in dollars. The awarded amount in dollars is then paid out in Swiss francs at the current exchange rate.

Fellowship holders who deregister in Switzerland may encounter problems when it comes to maintaining an account in Switzerland. Please contact the Administrative Offices of the SNSF if you have any questions in this regard. We would also like to bring your attention to a [report by the Federal Council](#) on this topic (especially for Swiss abroad).

11.4 Reporting

At the end of the fellowship year or within 18 months, the fellowship holder submits a scientific interim or final report on the progress of the research work. 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 you submitted in its research 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 for Mobility fellowships

female fellowship holders) 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.

Important: receipts must be provided for all expenses. Therefore please keep all relevant receipts and enclose them 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 50.00 or more.

11.5 Commitment by the fellowship holders

When accepting a mobility fellowship, the beneficiaries undertake to devote themselves solely to scientific training and research as envisaged in the application. 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 demand for reimbursement 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 adaption in 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.

The fellowship holders are obliged to inform on the SNSF-funded research project and make the research results available to the public in appropriate form both during the fellowship and after its conclusion. In this context, the support received from the SNSF must be explicitly mentioned in all research communications.

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 (Article 33 Funding Regulations).

The grantees are responsible for the content of the lay summary and keywords, which must comply with the conditions set out in the funding decision and the specifications detailed 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 Clause 8.3 of the [General implementation regulations for the Funding Regulations](#).