



SWISS NATIONAL SCIENCE FOUNDATION

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International Policy Planning Division
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Japan

Strategic Japanese-Swiss Science and Technology Program (SJSSTP)

Joint Research Projects: Call for Proposals 2016

Opening date: 16 March 2016
Closing date: 6 June 2016

**Open call in the fields of Biology, Medicine, Humanities and
Social Sciences**

A maximum of 4 joint projects will be funded

1. Introduction

On 10 July 2007, the Swiss Federal Council and the government of Japan signed a framework agreement on technical and scientific cooperation. The purpose of this agreement is to facilitate the expansion and strengthening of relations between scientific research organisations, institutes, higher education institutions and other legal entities and natural persons of the States of the contracting parties by creating favourable conditions for cooperation and its development on a mutually beneficial and balanced basis.

Joint Research Projects (JRPs) are one of the funding schemes that resulted from the above mentioned agreement. The Swiss National Science Foundation (SNSF) was mandated by the Swiss State Secretariat for Education, Research and Innovation (SERI) to implement the call for JRPs on the Swiss side. Consequently, the SNSF and the Japanese Society for the Promotion of Science (JSPS) agreed on launching a joint call for proposals to fund JRPs.

The financial support provided by Switzerland comes from within the framework of item 8.2 Bilateral Programmes of the Service Contract 2013-2016 between the Swiss Confederation and the Swiss National Science Foundation of 12.12.2012.

The financial support provided by the Japanese partners comes from JSPS.

For more details for Japanese researchers who apply to JSPS see the relevant call document (Japanese only).

Website: <http://www.jsps.go.jp/j-bottom/index.html>.

2. Joint Research Projects (JRPs)

Grants for JRPs are meant to promote collaborative projects with clearly defined goals involving at least one partner based in Switzerland and one based in Japan. Applications should describe ambitious research and propose innovative approaches. The research is to be carried out at the research facilities involved; reciprocal visits and short stays in Switzerland for researchers from Japan and vice versa are also possible within the scope of a JRP.

Project duration: the JRPs can last up to 36 months.

3. Research fields

The call is limited to certain thematic areas. Proposals outside of these thematic areas are not eligible and will not be accepted. The Japanese scientists are requested to submit their proposals to JSPS. **A maximum of 4 projects will be funded.**

Thematic areas:

- Biology and Medicine
- Humanities and Social Sciences

4. Eligibility

Each proposal for a JRP must have at least one main applicant based in Switzerland and one main applicant based in Japan; they are the lead scientists on the Swiss and Japanese side respectively. They bear the main responsibility for the project including its technical and administrative coordination as well as timely delivery of scientific and financial reports. Further applicants based in Switzerland and/or in Japan can also participate in the consortia.

Eligibility criteria in Switzerland

Applicants requesting funding must meet the eligibility requirements of the SNSF. The SNSF Funding Regulations of 27 February 2015 (in effect from 1 January 2016) and the Regulations on Project Funding of 9 December 2015 are applicable or applicable mutatis mutandis where not stated otherwise.

Each applicant/co-applicant may only apply for one project. Project partners are not eligible.

Eligibility criteria in Japan

Applicants must hold a full - time or equivalent position as a researcher at a university or research institute in Japan. However, there are cases when a researcher not employed in a full time position may be eligible. Such persons must be eligible to apply for a Grants - in - Aid for Scientific Research - KAKENHI and his/her affiliated institution must judge them able to implement the project and to provide an appropriate research environment (e.g., laboratory, equipment, personnel) for it.

5. Funding

JRP proposals contain two separate budgets: one budget in CHF for the Swiss part (paid by the SNSF according to the SNSF's rules) and one budget in JPY for the Japanese applicant(s) (paid by JSPS according to their own respective rules).

The available budget will enable funding of 4 projects maximum.

SNSF-eligible costs in Switzerland

The maximum permissible budget for a project is CHF 250,000.

The funding categories are:

- **Equipment:** costs of material of enduring value (indicate manufacturer, type and distributor). Quotations – if possible, from different competitors – must be enclosed for items whose purchase price exceeds CHF 20,000.
- **Research funds:** funds needed to carry out the project, such as travel costs, room and board costs, field expenses, expendable items and unavoidable sundry expenses. The SNSF does not finance the acquisition or maintenance of expendable items that are part of the infrastructure of an institution (books, PCs, rental costs, etc.).
- **Salaries:** the funding is sufficient to support the salary of a PhD student for three years or the salary of a postdoc for two years (salaries for main or co-applicants are not eligible).
- **Social security contributions**

The SNSF regulations apply to the Swiss budget. However, no overhead costs will be granted for these projects.

JSPS-eligible costs in Japan

The maximum permissible budget for a project is JPY 10 million per fiscal year (up to JPY 30 million for three years).

The funding categories are:

Research Expenses: Equipment costs, Travel costs (transportation, living allowances), Salaries, other.

Visiting costs between Switzerland and Japan

When budgeting visits between the Swiss and Japanese partners, all related expenses are to be covered by the visiting side according to national rules and restrictions. Research visits between Switzerland and Japan must be balanced in number and duration.

6. Submission

Proposals are to be jointly prepared by the Swiss and Japanese applicants. However, they must be submitted separately in Switzerland (to the SNSF) and Japan (to JSPS). Proposals submitted only in one country are not eligible. The contents of the research plan must be identical in both applications.

Submission to the SNSF

The Swiss main applicant must submit the proposal to the SNSF via its electronic submission system (*mySNF*, www.mysnf.ch).

After logging in, the correct funding instrument must be chosen (Programmes (national and international) > Bilateral Cooperation (Initiative of the State Secretary for Education, Research and Innovation) > Strategic Japanese-Swiss Science and Technology Program (SJSSTP)).

The application consists of two parts:

- The administrative part, which must be completed online:
 - Personal data of the Swiss main applicant
 - Personal data of the Japanese main applicant
 - Personal data of the co-applicant(s) from Switzerland and Japan
 - Basic project data (e.g. title, research field, starting date, duration, summary)
 - Funding requested from the SNSF
 - Information on authorisations required in Switzerland
 - Other information (e.g. whether the project is related to other SNSF projects, name of the Swiss university/research institution at which the planned project will be implemented, information concerning national and international collaborations, information concerning already available funds or funds requested elsewhere)
- PDF documents that are to be uploaded to *mySNF*:
 - The research plan (**must have the structure indicated in Annex 1**)
 - The CVs and publication lists of all applicants and other researchers involved (in Switzerland and Japan)
 - If applicable, equipment quotes
 - Other documents

For specific questions related to www.mysnf.ch, please contact the support team by e-mail (mysnf.support@snf.ch) or telephone (+41 31 308 22 00). Please note that you need a user account in order to submit proposals via *mySNF*. To open an account, please register with the SNSF as a user. Applicants with existing user accounts need not apply for new ones.

Submission to JSPS

JSPS receives applications via its on-line application system. For details, please refer to http://www-shinsei.jsps.go.jp/topkokusai/top_kokusai.html (posted in Japanese only).

The “project summary” written on JSPS application form (page 1) must be the same as the “Summary of the research plan” written on the SNSF application form.

Supplementary document

Japanese main applicants are to submit the following supplementary document to JSPS:

- A full version of the application submitted to SNSF

Deadline for submission of applications: the submission deadline for the SNSF and JSPS is **6 June 2016 (midnight of local time in each country)**. Incomplete applications and applications received after the deadline will not be considered. No requests for extension of the deadline will be considered.

Language: all documents submitted to the SNSF must be in English.

The main application forms submitted by Japanese main applicants to JSPS must be in Japanese except “project summary”. Furthermore, a full version of the application submitted to SNSF is to be submitted to JSPS in English as the supplementary document.

7. Evaluation

Following assessment of eligibility by the SNSF and JSPS, the eligible applications will be evaluated by both external online peer review and a joint expert evaluation panel.

Peer review: SNSF will designate the peer review experts and proposals will be reviewed according to international peer review standard procedures. JSPS will select 6 Japanese reviewers per proposal and each of them will rate in a scoring-system.

Evaluation panel: An evaluation panel will be set up; it will be composed of experts proposed by SNSF and JSPS. Based on the peer reviews, the evaluation panel will discuss all the reviewed proposals. Priority will be given to applications in the highest categories regardless of the research areas.

Decision: At the SNSF, the rating effected by the evaluation panel will need to be approved by the Specialised Committee for International Co-operation and the Presiding Board. At the JSPS, the final recommendation of the panel will have to be internally approved.

Evaluation criteria from SNSF side (not listed in the order of priority):

- Scientific relevance and interest
- Originality of the aims and objectives
- Appropriateness of the methodology

- Experience and past performance of applicants
- Competence of research partners with respect to the project
- Complementary qualities of research partners
- Feasibility of the project

Evaluation criteria from JSPS side (not listed in the order of priority):

- Scientific excellence of projects/seminars
- Necessity of cooperation with the Swiss, added value gained, and mutual research advancement through transfer of knowledge and expertise
- Impact of outcomes on improving the quality of life, contributing to socioeconomic development, and/or solving prevailing social issues
- Participation of young researchers and contribution to fostering them
- Feasibility and concreteness of the research plan and expectation of its advancing the research

The evaluation results will be communicated to the Swiss main applicant by the SNSF and to the Japanese main applicant by JSPS, presumably in December 2016.

Earliest possible starting dates of the projects: 01.01.2017

The selected Japanese researchers are required to start the projects between January and March 2017.

8. Reporting

Swiss and Japanese project partners will report separately to the SNSF and to JSPS. Scientific and financial reports are to be submitted annually.

SNSF reporting:

The Swiss main applicant will be responsible for the reporting to the SNSF. Both for the financial and the scientific report, the standard SNSF regulations will apply. However, scientific reports are to be submitted annually. They include a qualitative (template provided) and a quantitative part (output data).

JSPS reporting

The Japanese main applicant will be responsible for the submitting the scientific and financial report to the JSPS by every fiscal year.

9. VAT

In Switzerland (SNSF funding):

The JRP grants are not subject to VAT or other taxes and charges. However, research expenses are not excluded from VAT. Therefore, all costs budgeted in a JRP (e.g. equipment, consumables, etc.) can be charged to the programme, VAT included, unless the research institution (e.g. university, public research organisation, etc.) is able to recover the VAT.

In Japan (JSPS funding):

Prevailing JSPS rules apply.

10. Payments

In Switzerland (SNSF funding)

The standard SNSF rules apply. In principle, the budgets for JRPs are transferred in annual instalments to the Swiss principal investigator (PI) at the beginning of a project year.

In Japan (JSPS funding)

In principle, the budgets for JRPs are transferred in annual instalments to the Japanese main applicant's affiliated institution at the beginning of every fiscal year.

11. Publications and intellectual property

The PIs are obliged to publish research results obtained in the JRPs in appropriate form and according to SNSF and JSPS standards.

Applicants must consult both the Swiss and Japanese host institutions concerning their internal intellectual property regulations. For market-oriented projects, it is important that an agreement be made before the project starts.

12. Further information and contacts

At the SNSF

Swiss National Science Foundation
International Co-operation division
Wildhainweg 3, P.O. Box
CH-3001 Berne

E-mail: international@snf.ch

Website: www.snsf.ch

At JSPS

Japan Society for the Promotion of Science
International Policy Planning Division
5-3-1 Kojimachi, Chiyoda-ku, Tokyo 102-0083

E-mail: bottom-up@jsps.go.jp

Website: <http://www.jsps.go.jp/>

Annex 1: Guidelines for writing the research plan (scientific part of the proposal to be submitted to the SNSF)

The research plan should be organised in 5 sections (2.1. – 2.5.), preceded by a summary (1.). We kindly ask you to use the section headings indicated below. The proposals will be sent out for external review. In order to ensure that the scientific content of your proposal can be adequately assessed, please provide a detailed research plan which sets out clearly the aims, subject matter and methods of the project you are planning.

1. Summary of the research plan (max. 8000 characters)

Should include the most important features of your research plan and place your project in a broader scientific context. This summary should be an exact copy of the one you have written in the *mySNF* data container “Basic data II”.

2. Research plan

The research plan must not exceed 20 pages and 80,000 characters including blank space, figures, tables, formulae and references. The font size should be 10 pt with a line spacing of 1.5. In general, appendices are to be avoided.

2.1 Current state of research in the field

By citing the most important publications in the relevant field, please set out the scientific background and basis of the project, explain the need to perform research on the topic you propose and briefly describe important research currently being conducted internationally.

2.2 Current state of your own research and partnership aspect

- Please describe briefly the work done by the different applicants in the relevant research field or in related fields and indicate the relevant publications.
- Explain how the different applicants complement each other for the proposed research project.
- Describe past collaborations that involved the Swiss and Japanese partners (if applicable).

2.3 Detailed research plan

Information on aims, rationale, methods and data

Against the background described in sections 2.1. and 2.2., please state the aims that you plan to attain during the lifetime of the project. Please consider the following points:

- Which investigations and / or experiments do you plan to carry out / are necessary to attain the stated aims?
- What is the rationale for getting the project started and how do you intend to develop the work later on?

Information concerning the methods necessary to attain the aims:

- Which are the methods available to you?
- To which other methods do you have access and how?
- Which methods need to be developed?

Data and data collection:

- Which data are available to you and from where?

- Which data need to be collected?

2.4 Work division, schedule and milestones

- Please indicate how you plan to divide the work among the different partners.
- As far as possible, please give an approximate schedule for the work to be carried out within the project and indicate the most important milestones. In particular, please describe the major tasks of the staff to be employed within the project by the different partners.
- List the planned visits between the Swiss and Japanese research groups (visiting scientist, hosting scientist, purpose of visit, date and duration of visit).

2.5 Importance, impact and results

Scientific importance and impact

Please describe briefly the importance of your research for the scientific community and the impact you expect from the project on research and training/teaching in your field/discipline.

Please indicate how you will publish/communicate your results.

Expected results and dissemination plan

Describe in detail the project outcomes you envisage. Explain how you will share these findings with stakeholders and the community. Address the potential for knowledge transfer to industry (if applicable).

Broader impact

If your application concerns use-inspired research, please state whether and to what extent the proposed project will have a broader impact and what this impact will be. The following points should be addressed:

- Need for research as perceived by practitioners/industry: are there any knowledge gaps? Are innovations and improvements expected?
- Transferability of results: to what degree can research results be put into practice?
- Other potential impacts: in which spheres outside science could the implementation of the research results lead to changes and what is the nature of these changes?

3. Ethical, safety and regulatory issues

Does your proposed work raise ethical, safety or regulatory issues? If yes, how will you deal with them? Indicate clearly!

4. Research requiring authorisations or notifications on the Japanese side

For the Swiss side, please see corresponding data container on *mySNF*. For the Japanese side, indicate whether the proposed research includes:

	YES	NO
Humans, human tissue samples or individual medical data		
Vertebrates, decapods or cephalopods		
Pathogens or genetically modified organisms		
Human embryonic stem cells		

5. List of ongoing and/or recent research projects between the Japanese and Swiss applicants

Project title	Research area	Project duration (xx/yy/zz - xx/yy/zz)	Amount of funds & funding source

Insert additional rows into the table if required.

6. Planned visits

6.1 Japan to Switzerland

	Visiting scientist(s)	Period & duration of visit	Purpose of visit
1 st year			
2 nd year			
3 rd year			

6.2 Switzerland to Japan

	Visiting scientist(s)	Period & duration of visit	Purpose of visit
1 st year			
2 nd year			
3 rd year			

Insert additional rows into the table if required

7. Requested funds

For the Swiss side, please see corresponding data container on *mySNF*. For the Japanese side, please indicate the requested amount in JPY in the table below.

Year	Equipment	Travel cost	Salaries	Other	Total
1 st year					
2 nd year					
3 rd year					
TOTAL					