## NCCR proposal: Structural measures and support by the home institution

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| --- | --- | --- |
| **Title of the NCCR** |  | |
| **Name of home institution** |  | |
| **Type of home institution**  (if more than one HI) | First HI | Further HI |
| **Stage of proposal** | Outline proposal | Full proposal |

*Please remove all following text in italic and red before submitting the form on mySNF in a PDF format.*

# Strategic priority of the NCCR’s research domain at the home institution (HI)

*Describe your strategic planning in the NCCR’s research domain considering the following three lead questions:*

* *How does the NCCR align with the strategic priorities of the HI (on different organisational levels)?*
* *How will the HI contribute to the long-term renewal and optimisation of research structures within the NCCR’s research domain?*
* *Does the HI aim at coordinating its strategic planning with other national or international institutions/networks within the NCCR’s research domain?*

# Existing structures at the home institution

*Describe the structures in the research domain of the NCCR already in place at your institution on the following three levels:*

## Research structures at the highest organisational level of the HI

*E.g. University Centres, interfaculty units, interuniversity Graduate Programmes)*

## Research or training structures at the level of the Faculties or Departments

*E.g., faculty units or centers, teaching curricula at Bachelor/Master level):*

## Related infrastructure and facilities:

## Other

*E.g., interinstitutional structures:*

# Organisational connection of the NCCR management

Which (organisational) level or unit will the NCCR management be attached to? (Usually unit of NCCR director).

# Structural development planned during phase I (4 years) and beyond

## Structural measures planned during phase I

Give an overview of the structural measures to be conceptualised and/or implemented during the first funding phase. Detailed information may directly be included in table 1.

*Structural measures in NCCRs may include:*

* *Re-orienting existing or creating new (assistant) professorships within the NCCR’s research domain. Include names and – if available – personal grants (e.g. SNSF Starting Grants or ERC grants) in case the appointments are already known.*
* *Creating and extending research and service units, such as new research centres, national institutes, interfaculty structures, technical platforms or research networks.*
* *Defining foci in education and research for the NCCR (e.g. course offerings at undergraduate level or continuous PhD programmes).*
* *Improving infrastructures, such as research facilities, databases, equipment, or workspace.*
* *Creating and extending cooperations with national and international leading research institutions in the relevant domain.*

Table 1: Structural measures for phase I

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| |  |  | | --- | --- | | **Development of the research capacity in the domain of the NCCR** (additional lines can be inserted if necessary): | **Date of implementation** |   **a) Faculty appointments**:  **1.New professorships:**   |  |  | | --- | --- | | *- e.g. Assistant Professor in Nanomaterials in the Department of …* | *2026* | | - |  | | - |  |   **2. Successions with re-orientation of the research domain** (toward the NCCR topic):   |  |  | | --- | --- | | - |  | | - |  |   **3. Successions replacing existing professorial positions** within the NCCR’s research domain:   |  |  | | --- | --- | | - |  | | - |  |   **b) Research and service units** (new research centers, national institutes, interfaculty structures, technical platforms, research networks…)   |  |  | | --- | --- | | *- e.g., Creation of an interfaculty center for cognitive sciences on the campus of Geneva. This center will…* | *2029* | | - |  |   **c) Teaching and education measures** (teaching modules, curricula, PhD programmes…)   |  |  | | --- | --- | | - |  | | - |  |   **d) Infrastructures** (research infrastructures, facilities, workspace, databases, equipment…)   |  |  | | --- | --- | | - |  |   **e)** **Additional measures** (please specify):   |  |  | | --- | --- | | - |  | |

## Additional information and long-term plans:

Provide more details on the context of the planned structural measures related to the NCCR, if needed. If available, describe the structural measures already envisaged beyond phase I and beyond the end of the NCCR.

## Relief from duties of the NCCR director / NCCR co-director

To ensure an adequate management of the NCCR, the home institutions must commit themselves to release the NCCR director / co-director from other duties. For the NCCR director, an arrangement must be found that fits their research goals, career and personal circumstances. A relief of at least 30% of a full-time equivalent must be guaranteed. The co-director is relieved by their institution to an extent that is adequate to their organisational role. The relief of (co-)director can be either cash or in-kind:

* ***Cash****: The HI provides a support grant for the hiring of personnel that take over duties of the NCCR (co-)director such as lectures, supervision, administrative tasks. The relief personnel are hired and paid by the NCCR.*
* ***In-kind****: The NCCR (co-)director is relieved by the HI through one or several persons taking over some of their duties outside of the NCCR. The relief personnel are hired and paid directly by the faculty/HI. If the hiring of support personnel does not cover the entire relief from duties as stated in the contract, the remainder is given as official leave.*

For more information regarding the support grants and release of the NCCR directors, please see section 3.3 of the [NCCR Budget guidelines](https://www.snf.ch/media/en/IZeRSeBX86LybmOT/nccr-budgetrichtlinien-en.pdf).

Indicate below, which role (director and/or co-director) will be based at your home institution and how the relief of (co-)director support grant(s) will be organised.

Table 2: Relief of NCCR director / co-director

|  |  |
| --- | --- |
| **Director**  **Co-Director** |  |
| % of an FTE of the relief (must be at least 30% for the NCCR director) | % |
| * Cash | CHF |
| * In-kind | CHF |

## Additional information about the relief from duties for the NCCR director / co-director

*Provide additional information on the specific arrangements.*

# Financial contributions of the home institution for phase I

Summarise the measures planned for phase I at the home institution in the table below and indicate the corresponding financial contributions involved (additional lines can be inserted if necessary).

Cash and in-kind contributions must be distinguished as follows:

* ***Cash contributions****: funds are transferred by the HI to an account/credit line run by the NCCR management. Within the limits of the NCCR budget guidelines, cash contributions are at the free disposal of the NCCR management. Cash contributions are accounted for an audit-ready manner on a yearly basis. Unused cash funds remain at the disposal of the NCCR management.*
* ***In-kind contributions****: costs related to the NCCR directly paid by the HI (e.g., professorial salaries, costs for large or specific equipment).*

For description of the admissible contributions, please see the “[NCCR Budget guidelines](https://www.snf.ch/media/en/IZeRSeBX86LybmOT/nccr-budgetrichtlinien-en.pdf)” chapter 4. For new faculty appointments the following rules apply:

* Permanent positions / professorships: The SNSF recognises the home institution's own financial contribution for a maximum of four years. The four years may extend over two phases.
* Assistant professorships: The SNSF recognises own financial contributions for four plus a maximum of two additional years. These contributions may extend over several phases.
* Successions replacing professorial positions within the NCCR’s research domain: Only the starting package can be indicated as contribution by the HI.
* Open rank positions: Indicate a mean of the possible salaries.

**Important**: The contributions of the HI must be distinguished from contributions of groups within the NCCR. The present form deals exclusively with the contributions of the home institution.

Table 3: Financial contributions of the HI for phase I

| **Structural measures**(as described in chapter 4) | **Date1** | **Contribution in cash (CHF)** | **Contribution in- kind (CHF)2** |
| --- | --- | --- | --- |
| **Faculty appointments** (new professorships, successions) | | | |
| * *e.g. Assistant Professor in Nanomaterials in the Department of …* | *2026* |  | *1’000’000* |
|  |  |  |  |
|  |  |  |  |
| **Research and service units** |  |  |  |
|  |  |  |  |
| **Teaching and education measures** |  |  |  |
|  |  |  |  |
| **Infrastructures** |  |  |  |
|  |  |  |  |
| **Additional measures** |  |  |  |
|  |  |  |  |
| **Relief from duties of the NCCR (co-)director** (as described in chapter 4)3 |  |  |  |
| * Relief of (co-)director | - |  |  |
| **Additional contributions** |  |  |  |
| **Personnel** |  |  |  |
| * *Personnel NCCR management* |  |  |  |
| * *Supplement for SNSF PhD-Salaries* |  |  |  |
| **Equipment** |  |  |  |
|  |  |  |  |
| **Others** |  |  |  |
| * *Consumables* |  |  |  |
|  |  |  |  |
| **Free use by NCCR Management** | - |  | - |
| **Total** | - |  |  |

1 Indicate the planned implementation date or year.

2 Estimated corresponding total value summed for the whole phase I.

3 If the NCCR director AND co-director are based at your institution, please sum up the contributions for the two persons.

## Additional information about the planned use of the contributions:

*If required, you may provide additional information on specific contributions; else write n/a.*

## Cost of basic equipment and general expenses

The institutions have to make the requisite basic equipment available to the NCCR at their own expense. If the institutions (home institutions, institutions of the sub-project leaders) have an accounting system in which these basic costs are charged to the NCCR, the institutions must at the same time make an adequate operating credit available to the NCCR. In this setting, neither the value of the basic equipment nor the operating credit enters the NCCR’s accounts.

Provide details on the arrangement with the NCCR regarding the costs for basic equipment and general expenses (incl. ceiling limits):

The direction/leadership of the home institution (Rector/President/Director) confirms the accuracy of statements and figures in this document. With their signature the undersigned also confirms that the structural commitments were developed in close collaboration with all relevant stakeholders in order to ensure their feasibility. This is particularly important for measures that are dependent on the consent of institutional bodies such as faculties or departments.

|  |  |
| --- | --- |
| Place, date: | Name and Signature: |

Appendix I

# Overview of the current research capacity in the field of the NCCR at the home institution

## Organisational units

List the organisational units (e.g. institute / department) of your home institution that host professors foreseen to participate as group/project/WP leaders in the NCCR (additional lines can be inserted if necessary).

Table 4: Organisational units

|  |  |  |
| --- | --- | --- |
| **Name of the organisational unit (institute / department)** | **Number of professors foreseen to participate in the NCCR1** | **Total number of professorial positions in the unit** |
| *e.g. Department of Chemistry* | *2* | *14* |
|  |  |  |
|  |  |  |
|  |  |  |

1 Please give numbers only. Full descriptions have to be provided in the table below.

## Participating professors at HI

List all professors foreseen to participate as group/project/WP leader in the NCCR. Please list the same number of positions as indicated in the table above (additional lines can be inserted if necessary).

Table 5: Participating professors at HI

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position / field** | **Department / Institute** | **Tenure-Track (yes/no/n/a)** | **End of appointment1** |
| *e.g. Prof. XX* | *Associate professor*  *Polymer chemistry* | *Dept. of Chemistry* |  | - |
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|  |  |  |  |  |

1 Indicate if the person is foreseen to leave the NCCR (e.g. retirement or end of contract) before the end of the NCCR’s funding duration.