Swiss National
Science Foundation

How to make my "Scientific Exchanges" budget?

	Event	
1.	Decide the form of the event	Online, hybrid or physical
2.	Determine the max. possible event costs based on the duration of the event	Max. CHF2'500 per half-day
3.	Determine where the funded participants will travel from as well as the duration of their stay and/or which eligible online costs will be requested	The eligible online costs are mentioned in the guidelines (Art. 4.2) Allowance of max. CHF200 per person per overnight stay
4.	Verify with the participants if you need to request additional travel costs and childcare allowance	Travel costs per children according to the list on p. 3 and allowance of max. CHF200 per child per overnight stay
5.	Calculate the travel budget for each funded participant or list the requested online costs	Please find the detailed list for the travel costs on p. 3
6.	Complete the data container "Requested funding"	**Hybrid and physical events:** Make one entry for each requested participant and indicate the composition of the costs in the remark field (details and amount travel and the accommodation costs) **Hybrid and online events:** Make one entry for each eligible cost position and indicate the details of the online costs in the remarks field
7.	Verify that the total requested amount fits into the allowed range	Min. CHF 2'500 - max. CHF 25'000 (costs for children do not count towards the total budget)
8.	Submit the budget	

Visit	
1.	Decide the duration of the visit	Min. 1 month - max. 6 months
2.	Decide if you want to request additional cost for accompanying children	Travel costs per children according to the list on p. 3 and allowance of max. CHF1'000/month (independent of the number of accompanying children)
3.	Calculate the travel budget	Please find the detailed list on p. 3
4.	Calculate the budget for room and board expenses	We accept amounts of up to CHF3'000 per month (CHF 3'500 for lower-income countries*). For a visit ending and/or starting during a month, the lump sum must be calculated pro rata to the monthly amount (e.g. for a visit lasting 70 days (2 months + 10 days), the contribution will amount to a maximum of (2x3'000) + (10/30x3'000) =7'000). For the calculation, please always consider a month as having 30 days.
5.	Complete the data container "Requested funding"	Make one entry for the guest and indicate the composition of the costs in the remark field (details and amount travel and the accommodation costs)
6.	Verify that the requested amount fits into the range	Min. CHF2'500 - max. CHF25'000 (costs for children do not count to the total budget)
7	Submit the budget	
*	Click here to find the most recent version of the DAC List of ODA Recipients. For the purpose of the Scientific Exchanges, "lower-income countries" includes the countries listed under "Least Developed Countries", "Low Income Countries" and "Lower Middle Income Countries and Territories").	

Continent	Region	Max. budget allowed
North America	*East*	**Max. CHF 1'200**
	West & center	**Max. CHF 1'500**
Central America		**Max. CHF 1'700**
South America		**Max. CHF 1'900**
Europe		**Max. CHF 500**
Africa	*Maghreb*	**Max. CHF 900**
	Western, central & eastern	**Max. CHF 1'200**
	Southern	**Max. CHF 1'500**
Asia	*Middle East Caucasus Western Russia*	**Max. CHF 700**
	South and central	**Max. CHF 1'200**
	Southeast and east	**Max. CHF 1'500**
	Japan	**Max. CHF 1'800**
Oceania		**Max. CHF 2'000**

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