



Министерство образования и науки
Российской Федерации

Ministry of Education and Science
of the Russian Federation
http://минобрнауки.рф/static/ministry_eng.html
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SWISS NATIONAL SCIENCE FOUNDATION

Swiss National Science Foundation
www.snsf.ch
Wildhainweg 3, P.O. Box 8232, CH-3001 Berne
Switzerland



Russian Foundation for Humanities
<http://www.rfh.ru>
Presnensky val, 17, Moscow, 123557



Russian Foundation for Basic Research
<http://www.rfbr.ru>
Leninsky prospect, 32A, Moscow, 119991

Scientific & Technological Cooperation Program Switzerland-Russia

**Joint Research Projects:
Call for Proposals 2015-2018**

Opening date: 02.02.2015

Closing date: 30.04.2015 (MES: 01.06.2015)

1. Introduction

On 17 December 2012, the Swiss Federal Council and the Government of the Russian Federation signed an agreement on cooperation in science and technology. 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, the Ministry of Education and Science of the Russian Federation (MES), the Russian Foundation for Humanities (RFH) and the Russian Foundation for Basic Research (RFBR) 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 Russian partners comes from within the Federal Target Programme “Research and Development in the Priority Areas of Development of the Science and Technology Complex of Russia for 2014-2020”, approved by Decree №426 of the Government of the Russian Federation on 21 May 2013, as well as by means provided by the RFH and by the RFBR.

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 Russia. 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 Russia 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

In order to make targeted use of the financial resources available, the call is limited to certain thematic areas. Proposals outside of these thematic areas are not eligible and will not be accepted. In Russia, each of the three organisations involved (MES, RFH, RFBR) is responsible for a subset of these thematic areas. The Russian scientists are requested to submit their proposals only to the corresponding organisation. In Switzerland, all the proposals must be submitted to the SNSF, regardless of the thematic area.

MES thematic areas (about 10 projects):

- Quantum technologies and photonics
- Robotics
- Composites

RFH thematic areas (about 10 projects):

- Historical sciences
- Social sciences, political science
- Philology, study of art, study of literature

RFBR thematic areas (about 5 projects):

- Systems biology and bioinformatics

4. Eligibility

Each proposal for a JRP must have at least one main applicant based in Switzerland and one main applicant based in Russia; they are the lead scientists on the Swiss and Russian 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 Russia can also participate in the consortia.

Eligibility criteria in Switzerland

The SNSF eligibility criteria apply to applicants requesting funding. Each applicant/co-applicant can only apply for one project.

Eligibility criteria in Russia

- **For scientists submitting to the MES:**
Research proposals may be submitted by Russian legal entities (based in the Russian Federation).
- **For scientists submitting to the RFH:**
The research projects of the Russian participants (up to 10 scientists) who reside and work in the Russian Federation can be allowed to compete – regardless of their age, academic rank, degree or occupation and regardless of the subordination of the scientific organisation at which the author (author group) of the project is employed.
Even though Russian researchers can present themselves in a project proposal as multiple private investigators, they will be treated by the RFH as one team only. In case a project is selected for funding, it has to be managed through only one Russian legal entity. Therefore Russian researchers should agree beforehand which legal institution will manage the grant and appoint a responsible person for its management. This person will also act on behalf of the team in negotiations with the RFH.
The organisation designated as the venue for the project in Russia must have "scientific research" expressly included in the scope of activities determined by its charter.
- **For scientists submitting to the RFBR:**
Up to 10 scientists residing in Russia and affiliated with any local organisations formally involved in the research activity are eligible. They must be represented by a main applicant (principal investigator – PI) and hold a full-time position at a research performing organisation.

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 RUR for the Russian applicant(s) (paid by either by the MES, RFH or RFBR according to their own respective rules). In Switzerland, up to CHF 6.25 million have been earmarked for this call, while in Russia, the three funding organisations have set aside a total amount of RUR 215 million. This will allow for 23-26 projects to be funded, provided a sufficient number of high-quality proposals are received.

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.

MES-eligible costs in Russia

The maximum permissible budget for a project is RUR 9 million. Participants from Russia who apply for funds from the MES may receive up to 50% of the total funding of the joint project.

- **Direct costs**
 - a) Costs of personnel:
Grants towards the costs of scientific staff, including young scientists and administrators and/or student assistants, required in connection with the proposed project may be provided.
 - b) Costs of durable equipment:
Funding for equipment may be provided. However, this only includes equipment that does not form part of an institution's basic equipment (i.e. no laptops, notebooks or equipment which is regularly used by the applicants).
 - c) Consumables and supplies:
Any consumables necessary for the project implementation (expendable items, devices, business needs, transportation expenses, literature, rents, orders, etc.) may be considered as direct costs. Consumables are only eligible costs if bought after the start date of the project. Consumables belonging to the basic facilities of an applicant are not eligible.

d) Subcontracting:

The general rule should be that applicants shall implement the project and shall have the necessary resources to that end. However, it should be accepted in exceptional cases certain parts that are not "core" parts of the project may be subcontracted.

Subcontracting should be justified in the proposal.

e) Travel and subsistence allowance:

The subsistence and daily allowance per full day are regulated by the Regulations on peculiarities of sending employees on business trips approved by the Government Decree N 749 including amendments made on 25 March and 14 May 2013. Travel costs are eligible (economy class).

f) Costs for filing and obtaining patents:

Necessary expenses for patent applications (patent lawyers and patent office fees) that are needed to fulfil the funding objectives may be covered, provided that the expenses are incurred during the funding period and that they have not already been, and are not expected to be, covered by other public funding providers.

- **Indirect Costs: Overheads**

Overhead costs are eligible depending on the type of institution as well as on the respective accounting system.

RFH-eligible costs in Russia

The maximum permissible budget for a project is RUR 9 million.

The funding categories are:

- **Costs of personnel:** grants towards the costs of scientific staff, administrators and/or student assistants, required in connection with the proposed project may be provided.
- **Consumables and supplies:** any consumables necessary for the implementation of the project may be regarded as direct eligible costs. Consumables are only eligible costs under the project if bought after the start date of the project. Consumables belonging to the basic facilities of an applicant are not eligible.
- **Subcontracting:** the general rule should be that applicants shall implement the project and shall have the necessary resources to that end. However, it should be accepted that in exceptional cases certain parts that are not "core" parts of the project may be subcontracted. Examples of minor services to be subcontracted are rent of locations, translation costs, costs for technical equipment in the context of the organisation of events or printing services, etc.
- **Other costs:** travel and subsistence allowance - financed in accordance with the norms approved by the Ministry of Finance of the Russian Federation. The legal entity through which the project will be carried out in Russia has a right to take up to 10% of the grant for the organisational, technical and financial support of the project.

RFBR-eligible costs in Russia

The maximum permissible budget for a project is RUR 9 million.

The grant may be spent in accordance with the list of the eligible costs, which can be found on the RFBR site www.rfbr.ru.

Visiting costs between Switzerland and Russia

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

6. Submission

Proposals are to be jointly prepared by the Swiss and Russian applicants. However, they must be submitted separately in Switzerland (to the SNSF) and Russia (either to the MES, RFH or RFBR). 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). Russian partners can have access to the electronic submission system through their Swiss partner.

After logging in, the correct funding scheme must be chosen (Programmes (national and international) > Bilateral Co-operation (Initiatives of the State Secretariat for Education, Research and Innovation) > Russian-Swiss Joint Research Programme).

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 Russian main applicant
 - Personal data of the co-applicant(s) from Switzerland and/or Russia
 - Basic project data (e.g. title, research field, starting date, duration, summary)
 - Declaration stating whether the application is use-inspired
 - 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 Russia)
 - 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 the MES

Applications to the MES are to be submitted according to the rules and requirements of section 2.1 of the Russian Federal Target Programme "Research and development on priority directions of scientific-technological complex of Russia in 2014 - 2020 years". Applications should be submitted both electronically by completing online forms and posting scanned copies of documents on the portal <http://konkurs2014.fcpir.ru> and as a hard copy to be delivered personally (Brysovpereulok 21, entrance 1, room 110) or by post (Tverskaya 11, 125993 Moscow).

Submission to the RFH

Submission of an application by the Russian applicants to the Russian Foundation for Humanities is one of the participation requirements. The total number of Russian researchers in a project should not exceed 10 people.

Conditions of registration and timing are indicated in the call announcement on the RFH website www.rfh.ru.

Submission to the RFBR

Please refer to the procedure described in the call announcement on the RFBR website.

Deadline for submission of applications: the submission deadline for the SNSF, RFH and RFBR is **30 April 2015 (midnight CET)**. For Russian participants applying to the MES, the deadline for proposal submission (hard copy) is on **1 June 2015**. 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. Furthermore, a joint form written in English and signed by both sides must be submitted to the MES, RFH or RFBR. The other documents submitted by Russian participants to the MES, RFBR or RFH must be in Russian and must comply with the terms and conditions of the chosen funding party.

7. Evaluation

The applications will be evaluated independently in Switzerland (by the SNSF according to its regulations) and in Russia (either by the MES, RFH or RFBR).

Evaluation criteria (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

Based on both the Russian and the Swiss evaluation results/grades, the list of proposals to be jointly supported will be mutually decided by the SNSF, MES, RFH and RFBR and submitted to the Russian-Swiss Joint Committee for final approval. The applicants will be informed only of the final joint decision by the respective sides.

The evaluation results will be communicated to the Swiss main applicant by the SNSF and to the Russian main applicant either by the MES, RFH or RFBR in November 2015.

Earliest possible starting dates of the projects: 1 February 2016

8. Reporting

Swiss and Russian project partners will report separately to the SNSF and either to the MES, RFH or RSBR. 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).

MES reporting

Reporting to the MES must be effected in accordance with the rules and requirements of the Russian Federal Target Programme "Research and development on priority directions of scientific-technological complex of Russia in 2014 - 2020 years".

RFH reporting

The Russian PI is responsible for the regular annual reporting (both scientific and financial) to the RFH according to the RFH regulations.

RFBR reporting

The Russian PI is responsible for the regular annual reporting (both scientific and financial) to the RFBR according to the RFBR regulations.

9. Payments

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.

MES funding

The standard MES rules apply. Maximum funding is RUR 9 million per project.

RFH funding

The standard RFH rules apply: the budgets for JRPs are transferred in annual instalments to the Russian PI at the beginning of a project year via the organisation where he/she is working.

RFBR funding

The standard RFBR rules apply: the budgets for JRPs are transferred in annual instalments to the Russian PI at the beginning of a project year via the organisation where he/she is working.

10. Publications and intellectual property

The PIs are obliged to publish research results obtained in the JRPs in appropriate form and according to SNSF and MES, RFH or RFBR standards.

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

11. Further information and contacts

At the SNSF

Timothy Ryan
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At the RFH

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At the RFBR

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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. 8,000 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 Russian 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 Russian 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 you have indicated (on *mySNF*) that your application involves 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 Russian side

For the Swiss side, please see corresponding data container on *mySNF*. For the Russian 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 Russian 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 Russia to Switzerland

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

6.2 Switzerland to Russia

	Visiting scientist(s)	Period & duration of visit	Purpose of visit
1st year			
2nd year			
3rd 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 Russian side, please indicate the requested amount in RUR in the table below.

Year	tbd	tbd	tbd	tbd	Total
1st year					
2nd year					
3rd year					
TOTAL					