

## Confirmation of employment by the host institution

### Introductory remarks

Spark applicants must be employed at an eligible Swiss research institution with the necessary infrastructure pursuant to Articles 4 and 5 of the [Research and Innovation Promotion Act \(RIPA\)](#) (hereinafter “host institution”) at least for the duration of the project or have a written confirmation of such an employment in the event of a positive funding decision. If the applicant requests (part of) his/her own salary, the employment situation must be described in this confirmation.

The templates below may be used as follows:

- If the applicant currently does not have an employment at the host institution for the project duration, template 1 below should be used to confirm such an employment in case the Spark grant is awarded.
- If the applicant is already employed by the host institution for the duration of the project and asks for (part of) his/her own salary to be covered by the Spark grant, template 2 below should be used to describe the employment situation.
- If the applicant is already employed by the host institution and does not request (part of) his/her own salary to be covered by the Spark grant, no confirmation is necessary.

The confirmation must be signed by the head of the institute/department or by a representative of the grants office.

## Confirmation of employment by the host institution – Template 1

The **[name research institution/department]** confirms that it will:

- employ the applicant **[name applicant]** for the duration of the Spark project entitled **[project title]**, should the grant be awarded
  - Level of employment at the anticipated start of the planned Spark project: [%]
  - Percentage of the salary covered by the institution: [0-100%]
  - Percentage of the salary covered by the Spark grant: [0-100%]
- integrate the applicant in the research institution and provide the necessary working space.
- support the applicant in the management of their team and provide administrative assistance to the applicant.
- provide research support to the applicant and their team members throughout the duration of the project, in particular regarding access rights to infrastructure, equipment and other services necessary for conducting the research [please specify if required].
- guarantee the necessary scientific independence of the applicant, in particular with regards to the:
  - realisation of the project under the scientific guidance of the applicant;
  - selection and supervision of team members;
  - use of the budget to achieve the scientific objectives of the project;
  - authority to publish as senior author and to invite as co-authors only those who have contributed substantially to the reported work.
  - [Further comments if required]

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[Name, date, signature of the head of the institute/department or of a representative of the grants office]

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## Confirmation of employment by the host institution – Template 2

The **[name research institution/department]** confirms the following employment situation of the applicant **[name applicant]** of the proposal entitled **[project title]**:

- Level of employment at the anticipated start of the planned Spark project: [%]
- Percentage of the salary covered by the institution: [0-100%]
- Percentage of the salary covered by the Spark grant: [0-100%]

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[Name, date, signature of the head of the institute/department or of a representative of the grants office]