

SNSF funding instrument Spark: Commitment letter of the host institution

Introductory remarks

Applicants, who are not employed by the institution hosting the Spark project, must provide a written confirmation of this host institution's support and confirm that the infrastructure required to successfully conduct the project is made available to the applicant for the entire duration of the project. In case applicants request their own salary or part of their own salary, the host institution must equally confirm their employment situation in case the project is approved. Applicants that are already employed by the host institution and do not request their own salary in the Spark budget are not required to present a commitment letter.

The commitment letter from the host institution must be signed by the head of the institute/department or by the grants office.

Template for the commitment letter of the host institution

The **[name research institution/department]** confirms its intention towards the applicant **[name applicant]** to adhere to the obligations listed below, should a Spark grant be awarded for the proposal entitled **[project title]**.

The research institution commits itself to

- employ the applicant for the duration of their Spark grant (bullet point can be deleted if the applicant does not request their own salary or part of their own salary)
- 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]**.
- 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 desired]**

[Name, signature; signed by the head of the institute/department or grants office]