

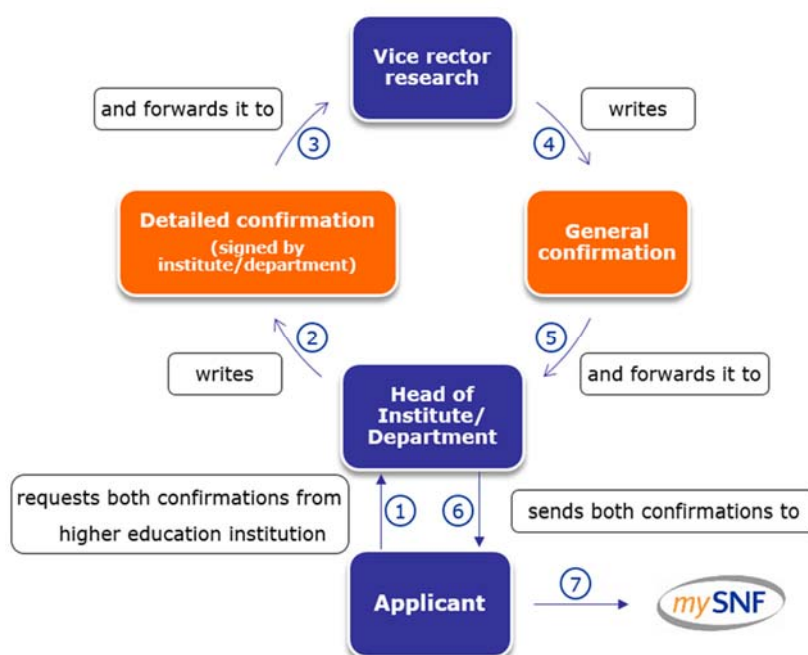
Introductory remarks: The SNSF awards Practice-to-Science grants (PtS grants) to qualified experts with proven practical experience who wish to start working in academia. The grants offer them the opportunity to conduct a research project and to work as assistant professors at a university of applied sciences or a university of teacher education in Switzerland for a limited duration, with the prospect of acquiring higher qualifications and a permanent position.

PtS grants are awarded in all disciplines taught at universities of applied sciences and universities of teacher education. Their primary aim is to make use-inspired research more competitive.

The higher education institution has to provide two written confirmations:

1. A detailed confirmation from the higher education institution signed by the director of the department/institute.
2. A general confirmation signed by the vice rectorate for research (or equivalent).

The written confirmations signed by the higher education institution needs to make reference to the obligations specified in the Practice-to-Science regulations, in particular in Article 7.



The directorate of the department/institute should forward the detailed confirmation of the higher education institution to the vice rectorate for research (first step) to obtain the general confirmation (second step). Then, the director of the department/institute should send both confirmations to the applicant for a timely submission of the application.

Both confirmations must be based on the templates provided below and include the official letterhead of the higher education institution. They **must be submitted with the application** and will only be considered if they address all the points pertinent to the application.

1. Detailed confirmation of the higher education institution

The **[name research institution]** confirms to **[name applicant]** its commitment to fulfilling the obligations listed below should a Practice-to-Science grant be awarded by the SNSF for the proposal entitled **[project title]**.

The higher education institution will host **[name of applicant]** for the duration of the Practice-to-Science grant. It will also:

- integrate the applicant at the research institution and provide him/her with a working space;
- support the applicant in the management of his/her team and provide administrative support to the applicant;
- provide the applicant and his/her team with research support for the duration of the project. In particular, the higher education institution will offer appropriate financial support (e.g. for materials, equipment, staff, travel, etc.) if the costs of the project are not fully covered by the Practice-to-Science grant. In addition, the higher education institution will provide access to infrastructure, equipment and all other services that are necessary for the successful completion of the project **[please provide details]**;
- guarantee the necessary scientific independence of the applicant, in particular as regards:
 - the completion of the research under his/her own scientific guidance;
 - the selection and supervision of other team members;
 - the use of the budget to achieve the scientific objectives of the project;
 - the right to publish as first author and responsible author and invite as co-authors only those who have contributed substantially to the reported work.

[The following points MUST be confirmed]

- Statement on general interest of the higher education institution in the applicant and his/her research project/field as well as the expected synergies.
- Statement on the project and its autonomy compared to other ongoing research objectives at the higher education institution.
- Statement on the salary costs of the applicant, i.e. how much is covered by the Practice-to-Science grant and how much by the higher education institution (*please note that the Practice-to-Science grant may cover the salary of the grantee up to a work-time percentage of 50% (0.5 full time equivalent or FTE)*).
- Statement confirming that the applicant will be able to spend the required work-time percentage of at least 50% (0.5 FTE) on average over the duration of the grant on his/her independent research.

[The following points should be addressed IF APPLICABLE]

- Statement on the position of the applicant if he/she is offered a job before the start of the Practice-to-Science grant: the applicant **[name of the applicant]** will be hired as assistant professor with tenure track (or equivalent) starting **[date]** for the expected duration of the project with a work-time percentage of **[%]**, and **[%]** on average over the duration of the grant of his/her working hours will be dedicated to research. Measures addressing career development and academic prospects in relation to the current position: **[please specify]**.

- For the requested PhD position, the official supervisor and the research institution must guarantee the due completion of the doctoral thesis is guaranteed on expiry of the grant or in the event of the project being prematurely abandoned.
- The official supervisor of the doctoral thesis at **[name institute/department]** at **[name of the university or ETH]** will be **[name]**. *A separate written confirmation signed by the official supervisor of the doctoral thesis must be attached to both written confirmation letters.*

[additional comments if necessary]

[name and signature; signed by the director of the department/institute]

2. General confirmation of the vice rectorate for research

The higher education institution commits itself for the duration of the grant to:

- grant the applicant the status and title of an assistant professor or equivalent at the higher education institution.
- respect the conditions for employing the applicant, including the agreement on the criteria for obtaining higher qualifications and/or a permanent position, and a document setting out the conditions and measures aimed at making the applicant sufficiently qualified to do research (e.g. coaching; further training on research methodology). *Please include the conditions set by your institution concerning the procedure for making a position permanent.*

The executive board of the **[name of the higher education institution]** supports the application of **[name of applicant]** for a Practice-to-Science grant and guarantees the necessary conditions for the successful completion of the research project, as specified in the letter of the **[name of department/institute]**.

[additional comments if necessary]

[name and signature; signed by the vice rector for research or equivalent]