

# Swiss Young Academy funding regulations

Approved by the General Assembly of the Swiss Young Academy on 28/08/2020 and based on Article 5 of the academy's funding regulations on 16/12/2019.

Approved by the Board of Directors of the Swiss Academies of Arts and Sciences based on its statutes, Article 9, Section 5 on 31/08/2020.

## Article 1 - Principles

<sup>1</sup> Based on Article 11 of the Federal Act on the Promotion of Research and Innovation (Research and Innovation Promotion Act, FIG; SR 420.1) of 30 September 2016, the Swiss Academies of Arts and Sciences supports young scientists via the Swiss Young Academy's platform.

<sup>2</sup> Based on Article 9 (1) of the Swiss Young Academy's organisational regulations, the academy awards funding grants to its members for collaborative and personal projects that advance their knowledge and their scientific careers by networking within and outside the academies group.

<sup>3</sup> These regulations are summarised in the *Guidelines for Project Funding*.

## Article 2 - Types of project

<sup>1</sup> In accordance with Article 9 of the organisational regulations, funding is available for both personal and collaborative projects.

<sup>2</sup> Personal projects should support the scientific development of a member and be submitted by the member themselves. The annual upper limit is normally CHF 1,000.

<sup>3</sup> Between two and six members may jointly apply for funding for collaborative projects in fields supported by the Swiss Academies of Arts and Sciences. The upper limit per project is usually CHF 30,000.

## Article 3 - Requirements for applications

### Personal requirements

<sup>1</sup> Members of the Swiss Young Academy are entitled to submit projects in accordance with Article 3 of the academy's organisational regulations.


### Formal requirements


<sup>2</sup> Project applications should be submitted electronically to the administration office of the Swiss Young Academy.

<sup>3</sup> Project applications should contain all the necessary information and documentation as specified in the *Guidelines for Project Funding*.

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<sup>4</sup> Applications for personal projects may be submitted at any time. Applications for collaborative projects must be submitted at least 30 days prior to the next General Assembly. The administration office will announce the closing date in good time and in writing.

### **Article 4 - Project applications**

- <sup>1</sup> Project applications should be submitted to the administration office using the application form as specified in the *Guidelines for Project Funding* and should contain all the relevant information and documentation. In addition to the requirements of Article 3 (3), project applications should include a timetable with milestones and the expected project completion date.
- <sup>2</sup> The project application should contain a description of the applicants' roles and responsibilities and provide for the appropriate allocation of the various project tasks. If one or more of the applicants fails to meet the eligibility requirements, the application will not normally be granted for any of the applicants unless it is readily possible to proceed without taking the ineligible person's contribution into account.
- <sup>3</sup> The applicants should designate one person to legally represent all the applicants in their dealings with the Swiss Young Academy (correspondent applicant) as well as a deputy.
- <sup>4</sup> The correspondent applicant must inform the other applicants, project partners and other staff members of communications conducted with the administration office or third parties.
- <sup>5</sup> Applicants may submit a maximum of two applications for collaborative projects for each closing date.

### **Article 5 - Responsibilities**

- <sup>1</sup> The administration office is responsible for formally evaluating collaborative and personal project applications and for communicating its decision.
- <sup>2</sup> The administration office will review the personal and formal requirements in accordance with Article 3. If necessary, it will ask the applicants to provide additional information.
- <sup>3</sup> The administration office will decide whether to forward the application to the executive board or to set it aside in view of the available funding.

### **Article 6 - Responsibility for personal projects**

Personal projects are approved after formal evaluation by the administration office. The executive board is responsible for declining applications. When a personal or collaborative project is declined for lack of available funds, the final decision is made by the administration office.

### **Article 7 - Responsibility for collaborative projects**

- <sup>1</sup> The executive board is responsible for evaluating the content of collaborative projects.
- <sup>2</sup> The executive board submits its proposal for the approval or rejection of collaborative projects to the General Assembly.
- <sup>3</sup> Collaborative projects proposed by the executive board are approved by the members at their general meeting.
- <sup>4</sup> With the executive board's consent, members may also join an approved collaborative project at a later date. The decision is communicated to the applicants by the administration office.
- <sup>5</sup> The executive board will state the reasons for the decision to grant funding based on the decision taken by the General Assembly. The administration office will communicate these to the applicants and provide them with a project number. Appeals against the decision should be made to the Swiss Federal Administration Court. The appeal procedure is governed by the applicable provisions of the Federal Act on Administrative Procedure of 20 December 1968 (SR 172.021).

### **Article 8 - Project evaluation criteria**

- <sup>1</sup> Key criteria for awarding funding to collaborative projects are:
  - a. the ability to fulfil personal and formal requirements;
  - b. the ability to comply with the principles of scientific integrity;
  - c. the scientific merit of project applications;
  - d. the steps taken to avoid conflicts of interest; and
  - e. consideration of the aims of Article 1 of the Swiss Young Academy's funding regulations.
- <sup>2</sup> The following criteria are used to evaluate the scientific merit of project applications:
  - a. scientific value, timeliness and originality, the suitability and feasibility of the proposed methods, sustainability and the adoption of an inter- or transdisciplinary approach;
  - b. the project plan should demonstrate that it has social, educational, ecological or economic impact;
  - c. the personal and professional skills of the applicants in relation to the project; and
  - d. the clear and appropriate allocation of responsibilities between the applicants.
- <sup>3</sup> The reasons for rejections are explained at the general meeting and recorded in the minutes.
- <sup>4</sup> The decision and the reason for the decision will be signed by the speaker and the head of the Swiss Young Academy and made available to the applicants by the administration office.

### **Article 9 - Allowable expenses**

<sup>1</sup> According to the *Guidelines for Project Funding*, allowable expenses incurred when funding collaborative projects are:

- a. staff costs for scientific and technical staff working on the projects;
- b. material costs directly related to conducting the projects, such as material of lasting value; consumables, travel expenses;
- c. direct costs of the research infrastructure used to conduct the projects;
- d. the cost of organising conferences and workshops directly related to the funded projects;
- e. the cost of meals directly related to events;
- f. the cost of personal travel, accommodation and meals that are directly related to the projects and absolutely necessary for their implementation; and
- g. other expenses incurred in connection with the projects.

<sup>2</sup> Allowable expenses for funding personal projects may include, for example, costs related to mentoring programmes, workshops and networking on transdisciplinary topics, coaching, training, conferences, language courses, scientific publications and the cost of expanding a collaborative project.

<sup>3</sup> Expenses must be listed and quantified in the project application using the form in 8.1.2, *Financial application*.

### **Article 10 - Payment**

<sup>1</sup> The administration office will check whether expenses are allowable in accordance with Article 7.

<sup>2</sup> The decision will specify the payment milestones.

<sup>3</sup> To receive the last tranche of the grant, a final statement containing references to supporting documentation must be submitted to the administration office at the end of the project.

### **Article 11 - Reporting and communication**

<sup>1</sup> Grant recipients must submit reports as part of their project funding. They should make it clear to the outside world that their project has been supported by the Swiss Young Academy and include the academy's logo on the appropriate publicly available media.

<sup>2</sup> Once the project has begun, the administration office must be informed of the scheduled milestones that the collaborative project has reached. The members will be informed in the general meeting. At the end of the project, a final report must be submitted to the administration office for approval as per Article 8 (2i) of the organisational regulations.

### **Article 12 - Scientific integrity and good scientific practice**

- <sup>1</sup> The Swiss Young Academy is committed to observing the principles of scientific integrity and good scientific practice. It is guided by the principles of scientific integrity as defined by the Swiss Academies of Arts and Sciences.
- <sup>2</sup> Grant applicants and recipients must provide the Swiss Young Academy with information on any:
  - a. pending proceedings brought against them for an alleged violation of scientific integrity or good scientific practice; and
  - b. ongoing sanctions against them connection with their scientific activities.
- <sup>3</sup> The Swiss Young Academy may suspend project applications or current funding if proceedings are pending against a member suspected of violating scientific integrity or good scientific practice.
- <sup>4</sup> The Swiss Young Academy may suspend project applications or current funding if it or a third party has imposed sanctions on members for violating scientific integrity or good scientific practice and a sanction to this effect is outstanding.

### **Article 13 - Good practice in avoiding conflicts of interest**

- <sup>1</sup> The Swiss Young Academy is committed to upholding good practice in avoiding conflicts of interest in the design and implementation of projects.
- <sup>2</sup> Potential conflicts of interest must be disclosed and transparency must be observed at all times.
- <sup>3</sup> The Swiss Young Academy will not consider applications from teams with members who do not adhere to good practice in avoiding conflicts of interest.

### **Article 14 - Entry into force and revision**

- <sup>1</sup> These regulations came into force by decision of the General Assembly of the Swiss Young Academy and have been approved by the Board of Directors of the Swiss Academies of Arts and Sciences.
- <sup>2</sup> The Swiss Young Academy or the Swiss Academies of Arts and Sciences may apply to revise these funding regulations. Any revision requires the approval of the General Assembly of the Swiss Young Academy and the Board of Directors of the Swiss National Science Foundation.

Bern, 9 September 2020

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Bern, 9 September 2020

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