

## International Exploratory Workshops

The “International Exploratory Workshops” of the Swiss National Science Foundation (SNSF) allow for researchers working in Switzerland to organize workshops with partners from abroad. The workshops can last between 2 and 5 days and up to ten participants from different institutes can participate. The seminar is to take place in Switzerland, but exceptions can be granted if justified. Please contact the department International Co-operation of the SNSF before submitting a proposal for a workshop that is not planned in Switzerland.

The main aim of this funding instrument, which is open to all fields of research, is to allow researchers working on a similar question to meet and advance their knowledge on the issue. Typically, the workshop should bring together scientists with different backgrounds that might bring new insights to a theme by sharing their knowledge and actively working together for a few days. Interdisciplinarity is therefore encouraged. Furthermore, it is strongly advised to have a balance of established researchers and young promising scientists (e.g., one professor and a PhD student from each institute) among the participants. In any case, it must be demonstrated that:

- the workshop allows for an exchange of information that is not possible at distance;
- the workshop’s internationality brings an added-value;
- the workshop has a clearly defined scientific aim.

### Funding

The SNSF pays lump sums contributing to travel (one round trip) and living expenses of the visiting participants. A small sum is allocated for other costs. Since funding is based on lump sums defined by SNSF, the applicants do not need to indicate a budget in the application. If granted, the money will be transferred to the Swiss participant organising the workshop.

The following lump sums will be used:

- Travel costs: depend on the journey .
- Living expenses: CHF 150.-/day/visiting fellow
- Other costs: CHF 200.-/day.

Proposals with a total budget below CHF 3'000.- will not be evaluated.

A maximum of CHF 30'000.- will be granted per workshop.

## Eligibility criteria

The main applicant must be a researcher based in Switzerland that fulfils the following eligibility criteria:

- hold a doctorate (or an equivalent degree);
- be employed as a researcher in a Swiss research institute;
- have the approval from the director of the host institute to organise the workshop;
- must not have received funding for this instrument within the last two years.

The workshop must take place in Switzerland (unless exception is granted) and the consortium must fulfil the following eligibility criteria (size and composition):

- 4-10 participants;
- at least a third of the participants are based in Switzerland;
- participants come from 2-4 different institutes in 2-3 different countries;
- at most 3 participants come from a given institute.

A given consortium can apply once for a follow-up workshop within 24 months of organising the first one. After that, it is no longer eligible.

## Submission

The application can only be submitted by the Swiss researcher organizing the workshop through the SNSF web platform [www.mysnf.ch](http://www.mysnf.ch). This person is legally responsible for the project.

A user account is needed in order to have access to the web platform and to submit the proposal. If the applicant does not yet have such an account, he/she must register with SNSF as a new user. Once registered, he/she will receive the username and password by regular mail (generally within five working days).

Once the correct funding instrument in mySNF has been selected (under “International (research collaboration)”), the corresponding template for writing the research part of the proposal and legal documents can be downloaded from the web platform.

Apart from having to complete different administrative data containers online, the following documents will need to be uploaded onto the system:

- the completed research part of the proposal based on the instruction given in the template;
- a short curriculum vitae/list of publication of all workshop participants (see guidelines in mySNF);
- a letter from the director of the host institute confirming that the workshop can take place at the institute.

## Deadlines

Although the call for this funding instrument is always open, there are 3 cut-off dates per year for this funding instrument. The evaluation of the proposals takes between 2 and 3 months. The workshops can start 4 to 12 months after the cut-off to which it was submitted. Late and incomplete applications will not be accepted. If some of the visiting fellows require a visa, we recommend submitting well ahead.

**Cut-off dates in 2010: March 15<sup>th</sup>, July 1<sup>st</sup>, October 15<sup>th</sup>.**

## **Evaluation criteria**

The applications will be evaluated based on the following criteria:

- quality of the research proposed;
- adequacy of a workshop to address the research proposed;
- research record of the participants;
- capacity of the consortium to address the research proposed and complementarity of participants;
- potential for long term collaboration;
- promotion of young researchers.

## **Monitoring**

The organiser is requested to deliver a scientific report one month after the workshop. He must annex the transportation tickets (e.g. plane or train ticket) of all visiting participants. The name, the price and the validation proof must be visible on each ticket. If the prices of the transportation tickets are much lower than the allocated money, the SNSF has the right to request partial reimbursement.