

## **Grants for postdocs and doctoral students with family care duties – 120% support grants: Guidelines for applications coming from NCCR participants**

These guidelines are based on the following documents:

- [“Regulations on grants for postdocs and doctoral students with family care duties who are employed in SNSF projects – 120% support grants” \(approved by the National Research Council on 13 February 2013\)](#)
- “NCCRs – Implementation of the initiatives “doctoral mobility” and “120% support grants” (approved by the National Research Council on 12 March 2013)

### **1. General provisions**

#### **1.1 Principle**

<sup>1</sup> The Swiss National Science Foundation (SNSF) awards time-limited support grants to postdocs and doctoral students employed in NCCR-funded research projects with a work-time percentage of at least 80% so that they may achieve a better balance between career and family (hereinafter "120% support grants").

<sup>2</sup> The 120% support grants give the postdocs / doctoral students greater flexibility in pursuing their careers. They support researchers in achieving a balance between their academic career and family care duties by allowing for or extending part-time employment, or covering child care costs, so that there is no delay, or only a minimal delay, in the research work.

#### **1.2 How the 120% support grant works in NCCRs**

<sup>1</sup> The 120% support grants are awarded to postdocs / doctoral students with child care duties who are pursuing an academic career.

<sup>2</sup> The 120% support grants allow the postdocs / doctoral students to reduce their work-time percentage from 80-100% to a minimum of 60%, or they contribute towards covering the costs of external child care.

<sup>3</sup> If a reduction in the work-time percentage is envisaged, the freed up percentage can be increased by up to 20% so that a further person (technical assistant/lab assistant/scientific assistant, hereinafter "support person") may be employed in the SNSF research project with a work-time percentage of no more than 60%.

<sup>4</sup> The rules of the SNSF with regard to the engagement of staff members apply to the employment of support persons.

<sup>5</sup> If a reduction in the work-time percentage is not envisaged, the grant may be used to cover child care costs. The cost of this measure is limited to 20% of the gross salary of the postdoc / doctoral student.

<sup>6</sup> The two measures "Reduction in the work-time percentage with employment of a support person" and "Child care without reduction in the work-time percentage" may be combined.

## **2. Formal requirements**

### **2.1 Personal requirements**

Postdocs / doctoral students who meet the following requirements are eligible to apply for a 120% support grant:

- a. They are employed with a work-time percentage of at least 80% in an NCCR, regardless of the funding source, and are pursuing an academic career. They strive for an academic career.
- b. They are able to show that they bear the main share of care duties for their children who have not yet reached the age when compulsory education (incl. kindergarden) begins.
- c. They state that, in the case of a reduction in the work-time percentage, they intend to work at least 80% once the support measure expires.

### **2.2 Objective requirements**

<sup>1</sup> The 120% support grants must be drawn during the running time of the NCCR project.

<sup>2</sup> The application for a 120% support grant must be submitted using the special form for NCCRs (see annex) and must contain all mandatory data and enclosures. It includes, in particular:

- a. Proof of child care (incl. brief description of the situation)
- b. Details of the measures applied for: scope and duration of the reduction in work-time percentage and explanation of the benefit to be gained from the proposed support person (list of duties) or description of the child care measure;
- c. Career plan/perspectives and CV;
- d. Detailed budget explaining how the 120% support grant is to be used;
- e. Letter of support from the responsible leader of the individual project within the NCCR and confirmation that the support person applied for will be engaged;

### **2.3 Submission of applications and deadlines**

<sup>1</sup> The applications must be compiled by the postdocs / doctoral students themselves and subsequently be submitted together with the project leader.

<sup>2</sup> The applications must be submitted to the relevant NCCR management.

<sup>3</sup> Applications for 120% support grants may be submitted at any time within the scope of an ongoing NCCR.

<sup>4</sup> 120% support grants are not paid retroactively.

### **3. The evaluation procedure**

#### **3.1 Procedure**

<sup>1</sup> The applications are evaluated by the relevant NCCR management in accordance with the criteria listed below. The internal rules of the NCCR define which body or committee evaluates the applications.

<sup>2</sup> The applications supported by the NCCR management are submitted to the NCCR Office of the SNSF, which checks if all formal requirements are fulfilled.

<sup>3</sup> Finally, the SNSF issues the relevant ruling addressed to the applicant, with copy to the concerned NCCR management. The SNSF remits the awarded funds to the NCCR management.

<sup>4</sup> The SNSF has reserved special additional funds for the implementation of the two initiatives mobility grants and 120% Support Grants in the NCCRs. This arrangement will apply until these funds have run out. Subsequently, the two initiatives have to be implemented by the NCCRs within the framework of their global SNSF contribution.

#### **3.2 Evaluation criteria**

The following evaluation criteria are applied:

- a. Verification of the academic potential confirmed by the responsible grantee;
- b. Usefulness of the proposed support measure.

### **4. Eligible costs**

#### **4.1 Costs**

<sup>1</sup> The SNSF covers the following costs up to a limit of 20% of the postdoc's / doctoral student's gross salary recalculated to the gross salary of a 100% position:

- a. The cost of the support person's salary at the local wage rate, factoring in the funds freed up by the reduction and/or
- b. the costs of child care up to an amount of CHF 1000 per child and month according to the SNSF scale.

<sup>2</sup> The SNSF awards 120% support grants for no longer than the running time of the NCCR project and for 4 years maximum.

<sup>3</sup> No research costs may be claimed within the scope of 120% support grants.

<sup>4</sup> Any contributions towards child care costs from the employer of a parent are deducted from the SNSF grant towards child care costs.

<sup>5</sup> The SNSF may reduce the duration and the budget, particularly if the SNSF rates are not complied with or the support measure is only deemed useful in part.

## 5. Reporting

### 5.1 Scientific Reporting

The scientific reporting shall be effected within the scope of the annual progress report of the NCCR. In the chapter on Education and Training / Equal Opportunities the grants are to be summarised in a table:

Surname	First name	Sex	Year of birth	Type of support	Duration

### 5.2 Financial reporting

<sup>1</sup> Costs are recorded and statements are issued in accordance with the same principles that apply to any "Intermediate Report" and "Accounting" within an NCCR.

<sup>2</sup> In NIRA the approved amount is added to the annual tranche of the source SNSF funding. Expenditures for the support person are entered in the individual project in which the postdoc / doctoral students is involved. Expenditures for child care are added to the salary of the postdoc / doctoral student.

<sup>3</sup> All costs must be documented by receipts.

<sup>4</sup> Any unused funds arising from "120% support grants" will accrue to the reserves of the NCCR but must in turn be used for education and training activities.

## 6. Contact person at the SNSF

The person at the SNSF responsible for this initiative is Stefan Bachmann. Any questions should be addressed to him (stefan.bachmann@snf.ch).

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