

Mobility grants for PhD students and postdocs: Guidelines for applications coming from NCCR participants

These guidelines are based on the following documents:

- [“Regulations on the funding of doctoral mobility in research projects supported by the SNSF” \(approved by the National Research Council on 1 November 2011\)](#)
- [General implementation regulations for the Funding Regulations](#)

1. General provisions

1.1 Principle

¹ The Swiss National Science Foundation (SNSF) awards grants to doctoral students and postdocs employed in NCCRs so that they may spend a stay abroad within the scope of their studies (hereinafter "mobility grants").

² The mobility grants enable doctoral students and postdocs to be more flexible in their career planning. The SNSF considers mobility to be an essential element of an academic career.

1.2 Duration and location of the stay

¹ The mobility grant is awarded for six to twelve months. The maxima for length of employment and duration of funding for PhD students and postdocs in NCCRs (see budget guidelines 4.3.1 & 4.3.2) may not be extended by a stay abroad.

² The stays abroad must be spent at research institutions abroad that add value to the research project and to the research career.

³ Furthermore, the stays abroad should serve the objectives of the underlying NCCR research project.

2. Formal requirements

2.1 Personal requirements

Doctoral students and postdocs who wish to submit an application for mobility grants must meet the following requirements:

- a. They are employed with a work-time percentage of at least 50% in an NCCR, regardless of the funding source, and are enrolled as doctoral students or postdocs.
- b. They provide written confirmation from their supervisor and, if not the same person, from the leader of the individual research project within the NCCR stating that he or she supports the planned mobility grant from a scientific point of view and guarantees that the doctoral student or postdoc will remain employed in the NCCR project during the stay abroad.
- c. They provide written confirmation from the host institution stating that the doctoral student or postdoc will be adequately supervised and granted access to the infrastructure there.

2.2 Objective requirements

¹The stay abroad must take place within the time-frame of the NCCR project.

²The application for a mobility 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. A scientific research plan for the stay abroad that explains the relevance of the planned work for the doctoral studies and/or the research project;
- b. A detailed budget for the additional costs incurred;
- c. Written confirmations from the responsible supervisors, from the project leader, if applicable, and from the host institution.

2.3 Submission of applications and deadlines

¹ The application must be completed by the doctoral student/postdoc himself/herself and subsequently be submitted together with the project leader.

² The applications must be submitted to the relevant NCCR management.

³ Applications for mobility grants may be submitted at any time within the scope of an ongoing NCCR.

3. The evaluation procedure

3.1 Procedure

¹ 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.

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

³ 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.

⁴ The SNSF has reserved special additional funds for the implementation of the two initiatives Doctoral and Postdoctoral Mobility 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. Conformity of the planned project with the objectives of the dissertation or the research project respectively;
- b. Relevance of the stay abroad to the doctoral student's / postdoc's future career.

4. Eligible costs

4.1 Costs

¹The doctoral students/postdoc may claim the following costs:

- a. Cost of outward and return journey to the host institution. In general, the most inexpensive options should be proposed (train, bus, economy class). The cost of the outward and return journey is also covered for co-travelling family members (partner, children), provided that they accompany the doctoral student during the entire stay abroad.
- b. Subsistence costs abroad, in particular for accommodation.
- c. A grant for attending scientific conferences that are relevant to the doctoral student's / postdoc's research and cannot be financed via the research project.

² No research costs may be claimed.

³ The SNSF contributes a maximum amount of CHF 20,000 towards the stay abroad. A higher amount may be paid if the doctoral student / postdoc is accompanied by his/her family (partner, children) during the stay abroad.

⁴The SNSF may reduce the requested duration or budget.

4.2 Salary

¹The salary of the doctoral student / postdoc will continue to be paid based on his/her employment within the NCCR. Any additional insurance not covered by the employer, but necessary for the stay abroad, is the responsibility of the grantee.

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 the mobility grants are to be summarised in a table:

Surname	First name	Sex	Host institution (Name)	Place	Duration

5.2 Financial reporting

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

² In NIRA the approved amount is added to the annual tranche of the source SNSF funding. Expenditures are entered in the individual project in which the doctoral student / postdoc is involved.

³ All costs must be documented by receipts.

⁴ Any unused funds at the end of a mobility grant 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).

29 August 2016