

## INFO SHEET

concerning the submission of proposals  
to the Berne University Research Foundation (UniBern Forschungsstiftung)

### INTRODUCTORY REMARKS

- a) The Berne University Research Foundation supports research at all faculties of the University of Bern.
- b) The openings and conditions for the awarding of a grant are explained in clauses 1 – 7 below.
- c) This information sheet is subject to ongoing internal review and is updated on a regular basis. The current version is published on the Foundation's website.
- d) Since 2014 there exists for the
  - Department of Economics
  - Department of Social Sciences including the Institute of Political Science and the Institute of Sociology
  - Philosophical-Historical Faculty: Department of Economic, Social and Environmental Science of the Historical Institute

the possibility of benefiting from additional subsidies by the IMG Foundation, beyond those listed in clause 3. Please find the respective information in clause 4 of this info sheet.

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### 1 Application

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- 1.1. Proposals may be submitted once a year. The deadline is published on the Foundation's website. With regard to the application deadline, the date of the postmark is binding; correspondingly, the proposal must be submitted by e-mail in PDF-format within the deadline.
- 1.2. Proposals must include:
  - an adequate project description of minimum three and maximum six pages.
  - a project outline included in the form "Summary Application"
  - the applicant's CV including a list of publications and, where applicable, a CV and publication list of the final grant recipient, for example, a doctoral student (**max. 3 pages**).
- 1.3. The form "**Summary Application**" is to be found on the Foundation's website in Word format ready for download. Proposals are to be sent in **two hard copies** to the Foundation Office. In addition, the proposal is to be sent in PDF-format to the Foundation Office (email to [janz@forschungsstiftung.ch](mailto:janz@forschungsstiftung.ch) under the heading "grant application"). The electronic application form requires no personal signature.

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### 2 Eligibility

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- 2.1. Proposals may be submitted by
  - all members of the university teaching staff (Art. 21 of the Berne University Law, UniG)
  - all graduated (PhD) assistant researchers

Graduated (PhD) researchers salaried by an SNF-grant but not holding an official cantonal research position may submit proposals without the backing of a co-signatory, under the condition that they are active in university teaching.

2.2. Applications submitted by students/doctoral students and professors emeriti are not accepted.

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### **3 Projects we support**

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3.1. Applications concerning the acquisition of new apparatuses (hardware and software) can only be taken into consideration if these specifically serve research aims. The supplier's quote is to be enclosed in the application. The purchase of consumables is not accepted. For the Medical Faculty, the Vetsuisse Faculty, and the Natural Sciences Faculty, the maximum grant limit for the purchase of apparatuses is CHF 15,000.

3.2. Financial support for travels abroad for the purpose of participating in scientific meetings implies that the targeted event is research oriented and that the applicant actively participates in the event (presentation of paper, field research, or the like). For travels to conferences within Europe the maximum support is CHF 1,000, for events outside Europe CHF 2,000. The maximum travel allowance per research unit and application period is CHF 2000.

Fieldwork campaigns (in Switzerland or abroad) in pursuit of a specific research project are supported with a grant of maximum CHF 5,000.

Study visits to a university abroad involving participation in the institution's doctoral program are supported with a grant of maximum CHF 3,000. Please submit an official invitation from the institution upon application.

Applications requesting the coverage of travel expenses must be submitted prior to travel and include budget specifications. Costs for meals and health insurance premiums are not covered. Please submit a screenshot from the booking of the flight if travelling by airplane.<sup>1</sup>

Tenured and non-tenured professors are not eligible for personal travel grants.

Applications for coverage of travel and subsistence costs submitted by members of the Medical Faculty and the Vetsuisse Faculty are not accepted. By request of the faculty representative on the Foundation Board, support for these faculties focuses on the acquisition of research apparatuses. Accordingly, researchers from the two above-mentioned faculties are not eligible for support as far as clauses 3.3. – 3.5. of this info sheet are concerned.

3.3. Applications for the support of publications (printed or in electronic form) serving the exchange of research results are subject to the following guidelines:

- The maximum support awarded is
  - CHF 5,000 for the publication of research findings in the form of monographs and edited volumes.
  - CHF 3,000 for the publication of dissertations.
  - CHF 3,000 for the publication of festschriften.
- The Foundation reserves the right to review the manuscript.
- The application must clearly indicate how far the book project has advanced.

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<sup>1</sup> The Coordination Office for Sustainable Development of the University of Bern has published recommendations for business travel: [https://www.unibe.ch/university/portrait/self\\_image/sustainability/index\\_eng.html](https://www.unibe.ch/university/portrait/self_image/sustainability/index_eng.html)

- In the case of edited volumes, the incentive, project management, research rationale or the conceptual lead (alternatively) must be based at the University of Berne.
- The application must include a prospective list of contents and an outline of the volume's structure.
- Please enclose in the application a copy of the contract with the publishing house and the details concerning cost calculation.
- The application must give answers to the following questions regarding open access:
  - Has the publication been elaborated in the course of a project supported by an external institution (e.g. SNF), which generally demands open access publication?
  - If this is the case: Is there a section included in the contract with the publishing house about the open access publication?
  - Has the applicant applied for specific funding of the open access publication (e.g. BPC of the SNF)? What was the result of this application?
- The printing of dissertations is supported only in exceptional cases and in the context of programmes for the promotion of young scholars/scientists. The application must include the expertises for the dissertation.
- The printing of festschriften is supported only in exceptional cases.
- In cases where the Foundation has contributed to the printing costs, please enclose a reference to the support received from the Foundation in the publication.
- Following publication a specimen copy is to be sent to the Foundation Office.

Exclusion criteria include:

- Excessive demands on behalf of the publishing company.
- Reprints and luxury editions.
- Works of merely popular scientific interest, mere compilations and reference books as well as publications exclusively serving educational purposes at school.

- 3.4. The organizers of national and international scientific symposiums, conferences and the like are not eligible for financial support.

Internal university events (colloquia, retreats, conventions, block seminars, workshops) serving advanced education or the intellectual exchange of ideas between researchers of the University of Berne, not directly related to a research project, can only be supported in exceptional cases and, if granted, only once. Decisions are taken case-by-case.

Institutional events serving the general public's interest such as "open days" are eligible for one-time support only; the maximum contribution is CHF 5,000. Applications serving this purpose are not subject to the routine annual deadline but may be submitted at any time.

- 3.5. Personnel costs are basically not eligible for support.
- 3.6. Costs for translations into German, English, French and Italian are not eligible for support. Translations into other languages can be funded; the foundation is deciding on a single case basis. The quotation of the translation must be handed in with the grant application.
- 3.7. The Foundation does not support the offsetting of intra-university services, e.g., costs of analysis.
- 3.8. The Foundation does not cover remunerations paid to volunteers participating in scientific tests.

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## **4 Supported projects contribution IMG Foundation**

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For the institutions mentioned under item d) of the introductory remarks there is the possibility, beyond the specifications listed under clause 3, to apply for additional grants:

- 4.1. The IMG Foundation awards funds to cover staff costs in the context of research projects, particularly as regards start-up funding. These funds can be used to meet the salaries of Post-docs, assistants, doctoral students as well as tutorial assistants. Social insurance fees, contributions to pension funds and all other ancillary wage costs are to be regarded as included in the contributions granted by IMG Foundation. The level of remuneration should be consistent with the University of Berne's normal wage levels. The contract of employment is negotiated between the University of Berne and the potential employee. The maximum amount granted is CHF 57'200 per proposal.
- 4.2. The IMG Foundation makes contributions for travel costs, accommodation expenses, fees and other specific costs related to study visits at universities abroad and fieldwork campaigns. Moreover such grants are awarded for the attendance at courses (summer schools, seminars for PHD students and other), conferences with active participation or the like. The application is to be submitted prior to departure, including a budget and – when travelling by airplane – a screenshot of the booked flight if possible. Meals and insurances are not covered. If (already) available, a letter of acknowledgement from the university abroad confirming admission or a confirmation of the admission to the course should be attached to the proposal. Grants are awarded preferably but not exclusively to PHD students. Tenured professors are not eligible for personal travel grants.
- 4.3. As for the rest, the provisions set down in clauses 1-2 and 5-7 of this info sheet apply. In case the founding amount of the IMG Foundation is exploited, grant applications may be redistributed to one of the other funding pools of the Berne University Research Foundation. Thereafter, the rules of the other funding pool apply for the grant application, incl. possible maximum contributions.

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## **5 Procedure**

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- 5.1. Proposals are first reviewed by qualified experts. Approximately four weeks after expiry of the deadline, the proposals are submitted to the Foundation Board for appraisal. Subsequently the applicants are informed in writing as to the Board's decision.
- 5.2. The Foundation's resources are limited; the Foundation Board does not comment in detail on its decisions.

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## **6 Reporting**

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- 6.1. Grantees are asked to hand in a report within a year after having been awarded a grant, informing the Foundation as to how the means have been applied and indicating how the research or study is progressing, and which work steps have been concluded so far, etc. Long-term projects demand the submission of a final report.
- 6.2. Failure to comply with the rules of reporting entails the stoppage of further payments.

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**7 Restitution liability**

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- 7.1. Grants awarded by the Foundation are not to be used for any other purpose than stipulated in the application. Misused grants are to be transferred back to the Foundation.
- 7.2. Financial means that have not been drawn down or used within three years after being awarded the grant revert to the Foundation.

Berne, January 12, 2023

In the name of the Foundation  
Chairman:

Walter Thut

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## **A P P E N D I X**

### **Excerpt from the Berne University Law, UniG**

#### **Art. 21 Kategorien**

<sup>1</sup> Dozentinnen und Dozenten sind insbesondere

- a* die ordentlichen Professorinnen und Professoren,
- b* die ausserordentlichen Professorinnen und Professoren,
- c* die hauptamtlichen Dozentinnen und Dozenten,
- d* die Assistenzprofessorinnen und Assistenzprofessoren,
- d<sub>1</sub>* die Assistenzprofessorinnen und Assistenzprofessoren mit Tenure Track,
- e* die Lehrbeauftragten,
- f* die Gastdozentinnen und Gastdozenten.