

## G-1 Guidelines for Main Applicants

The Swiss Host Mentor for the Sciex Junior Researchers' Fellowship is the Main Applicant. Sciex will inform the Main Applicant about each step in the progress of her or his application process by e-mail (see "Timing for Proposal Processing" below). If, at any time of the application process, the Main Applicant cannot be contacted due to wrong e-mail address, the application will not be processed any longer. We recommend Main Applicants therefore to establish a safe e-mail address and keep it during the application process and during the fellowship stay in Switzerland.

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## 1 Proposal submission

### The Main Applicant

- Coordinates the filling in of the forms « F-1 » (Junior Researcher), « F-2a » (Home Mentor), « F-2b » (Host Mentor), « F-3a » (Home Institution), « F-3b » (Host Institution) plus annexes, as listed below:
  - a. « F-1.doc » + « F-1-Diploma.pdf » + « F-1-CV.doc »
  - b. « F-2a.doc » + « F-2a-CV.doc »,
  - c. « F-2b.doc » + « F-2b-CV.doc »
  - d. « F-3a-signature.pdf »
  - e. « F-3b-signature.pdf »
- Collects all the forms, when they are filled in by the responsible party: see check list.
- Controls, whether all answers on all forms are precise, correct and adequate.
- Controls eligibility of the project (see 3 Eligibility Criteria)
- Transfers all complete forms in one e-mail to [sciex@crus.ch](mailto:sciex@crus.ch) with the title of the mail / subject "Sciex proposal forms" within deadlines.
- Informs team members about the state of the proposal processing.
- Is responsible for contractual arrangements, if the fellowship is assigned.
- Checks that F-3a and F-3b in paper form with original signatures have been sent by the sending Institution and the host Institution to CRUS – Sciex – Postbox 607 – CH-3000 Bern.

### Caution

- 1) Documents must be sent in a word format and with the correct title (« F-x.doc ») unless they have to be scanned, such as the diploma (« F-1-Diploma.pdf ») and the forms signed by the institutions (« F-3a.pdf », « F-3b.pdf »).
- 2) All names (mentors, fellow, etc.) must be written as on the bottom line of the passport (readable characters !).

**For further information with respect to this guideline, please contact your closest Sciex Regional Office (see [www.sciex.ch](http://www.sciex.ch)).**

## 2 Timing for Proposal Processing (home country related!)

The timing is home country related, please consult the website.

	1 <sup>st</sup> Nov.	1 <sup>st</sup> April	Submission of all proposal forms to <a href="mailto:sciex@crus.ch">sciex@crus.ch</a>
<b>N-1</b>	15 <sup>th</sup> Nov.	15 <sup>th</sup> April	Formal Check
N-2	20 <sup>th</sup> Dec.	20 <sup>th</sup> May	Scoring
	24 <sup>th</sup> Jan.	24 <sup>th</sup> June	Evaluation Committee
<b>N-3</b>	End of March	End of August	Decision of the Steering Committee
	April	September	Contractual Arrangements

## 3 Eligibility criteria

*Before filling in Sciex proposal forms, make sure that the project is eligible!*

- The sending Home Institution must be eligible (see list on [www.sciex.ch](http://www.sciex.ch)).
- The Swiss Host Institution is eligible and has filled in a Performance Agreement. The Main Applicant must check on [www.sciex.ch](http://www.sciex.ch)
- The Fellowship Applicant is either an enrolled Doctoral Candidate with a Supervisor in the Home Institution or is a PostDoc employed at the sending institution.
- The involved institutions and the mentors agree to the project by filling in respective forms « F-2a » (Home Mentor), « F-2b » (Host Mentor), « F-3a » (Home Institution), « F-3b » (Host Institution).
- All involved parties must provide precise and concrete data and specifications. If this is not possible, the project is not mature for proposal submission yet.
- All the deadlines are kept.
- The Fellowship Applicant and the mentors must have an English language competence on at least level B2 (see English Self-Assessment-Test « T-2.doc »).
- In some cantons preconditions for the assignment of permits apply. Please contact the closest Sciex RO to investigate any special preconditions. The Sciex contract will not be validated, if the Fellow does not receive the needed permits by the canton.

#### 4 Evaluation criteria

Sciex Fellowships are assigned to excellent research teams from all disciplines provided the following conditions: High professional commitment of the team members; Cross-linked, team-minded characters; Ideal scientific correlations; Intense support by the Host and Home Institution.

#### 5 Performance Agreement

Any Swiss Sciex Host Institution must sign a Performance Agreement for the whole duration of Sciex-NMS<sup>ch</sup> (2009 - 2016). Please consult the list of eligible Host Institutions on [www.sciex.ch](http://www.sciex.ch) to inquire, whether your Institution has already signed a Performance Agreement.

A If the designated Host Institution has signed a Performance Agreement, insert the number of the PA in the corresponding box on F-2b.

B If the designated Host Institution has not yet signed a Performance Agreement:

The application form « Performance Agreement » is available on [www.sciex.ch](http://www.sciex.ch). Ask the person who is responsible for the employment of new staff of your institution, to fill in the application form – this is the same person, who will also have to sign F-3b (form for each individual project). All the details provided electronically are legally binding.

A paper version of the « Performance Agreement » with original signatures will serve as the Performance Agreement for the whole duration of Sciex-NMS<sup>ch</sup> (2009 - 2016). Ask your institution to send the form with an original signature to the CRUS CCO (address on the form).

#### 6 Checklist for Main Applicants: Completed forms

Form	Content	Completed?
F-1.doc	Proposal form Fellowship Applicant	<input type="checkbox"/>
F-1-Diploma.pdf	Scan of the last diploma of the Fellowship Applicant or a confirmation has to be sent not later than <ul style="list-style-type: none"><li>• End of February (selection meeting in March) or</li><li>• End of July (selection meeting in August)</li></ul> of the year in which the selection meeting takes place.	<input type="checkbox"/>
F-1-CV.doc	CV of the Fellow	<input type="checkbox"/>
F-2a.doc	Proposal form Home Mentor (= Sending Senior Researcher)	<input type="checkbox"/>
F-2a-CV.doc	CV of Home Mentor (= Sending Senior Researcher)	<input type="checkbox"/>
F-2b.doc	Proposal form Host Mentor (= Hosting Senior Researcher)	<input type="checkbox"/>
F-2b-CV.doc	CV of Host Mentor (= Hosting Senior Researcher)	<input type="checkbox"/>
F-3a.pdf	Agreement of the Sending Home Institution. Signature of a person, who can confirm the questions asked.	<input type="checkbox"/>
F-3b.pdf	Agreement of the Host Institution	<input type="checkbox"/>

**Forms 3a and 3b must be sent additionally in paper form with original signatures to:**

**CRUS – Sciex-3 – Postbox 607 – CH-3000 Bern-9**

## **7 Decision of the Steering Committee**

The Steering Committee will discuss every project proposal and communicate the decision to the Main Applicant and the Host Institution. The Steering Committee takes a decision based on the quality of the project and the available funds.

**1. If the project is not eligible**

Please, see the eligibility criteria above. If eligibility criteria are not respected, this will be communicated to the Main Applicant during the formal check. If, after the deadline for the formal check, still some eligibility criteria are not fulfilled, the Steering Committee will decide about non-eligibility.

**2. If the project is accepted**

A project can be either fully accepted or with a reduction of the duration. Reductions are made on the basis of quality criteria or because of financial reasons.

**3. If the project is rejected**

A project is rejected, if the Steering Committee considers that it does not fit to the programme or if no funds are available.

The Steering Committee's decision cannot be appealed.

## 8 Contractual Arrangements

Steps	Responsibility	Action
1	President	Decision of the Steering Committee
2.1	CCO	If applicable: CCO sends per mail a notification of a positive decision to the Main Applicant, the Regional Office and the C&C Supporter.
2.1.1		CCO signs the “Mulitpartite contract” and sends the original version to the Main Applicant in two copies. The MPC will become final (“rechtskräftig”) with the signature of the Main Applicant. RO signs a checklist as soon as all contractual arrangements are concluded and all the documents (work and residence permit, work contract, specification sheet) are available.
2.2		If applicable: CCO sends a notification of a negative decision to the Main Applicant, the Regional Office and the C&C Supporter.
3	Fellow	The Fellow starts organising relocation, accomodation, insurances, etc. with the support of the regional <b>Euraxess Service Center</b> . See <a href="http://www.euraxess.ch">www.euraxess.ch</a>
4	HI	The Host Institution implements the internal contractual arrangements, which include <ul style="list-style-type: none"> <li>• Work and residence permit</li> <li>• Employment contract for the Fellow corresponding to the Performance Agreement</li> <li>• Specification Sheet corresponding to the specifications on “F-1: Deliverables”</li> </ul>
5.1	RO	RO controls the checklist of necessary documents and sends them to CCO.
5.2		
6	CCO	CCO disburses the assigned fellowship amount on the third party account of the Host Institution (W-26: Sciex Third Party Account).

## 9 Reports

Every six months: The Main Applicant and the Fellow fill in together a R-1: Progress and Scientific Reporting and the R-2: Financial Reporting in collaboration with the financial services of the Host Institution and send it to [sciex@crus.ch](mailto:sciex@crus.ch).

At the end of the project, the Main Applicant and the Fellow write together a certificate of employment (Arbeitszeugnis, certificat de travail) to the Fellow and a final Progress and Scientific Report. There has also to be submitted a final Financial Report.

## 10 Unexpected Termination of the Project

Mentors and Fellows as well as the Steering Committee can terminate the project, if the objectives are not reached. Mentors and Fellows are required to write a final report, see 9.

## Abbreviations

<b>CB</b>	Coordination Body. The office at the NMS, which is responsible for the formal check of proposal forms.
<b>CCO</b>	Coordination and Clearing Office. CCO is the Sciex Head Office, which is responsible for the overall management of the Programme.
<b>CH</b>	Confoederatio Helvetica = Switzerland. The host country for a research-training placement is always Switzerland.
<b>C&amp;C</b>	Charter and Code Supporter of the Institutions
<b>Dep</b>	Department. The legal entity, which is responsible for the placement, employment or training of the JR.
<b>HI</b>	Host Institution. The Swiss Institution offering the training-placement is the Host Institution.
<b>JR</b>	Junior Researcher. The beneficiary of the application is called a Junior Researcher. He/she will be assigned the research-training placement and according Sciex fellowship in Switzerland.
<b>MA</b>	Main Applicant. The Swiss Host Mentor is the Main Applicant. MA is responsible for the submission of correct proposal forms and deadlines.
<b>NMS</b>	New member state. The country of origin is one of the NMS participating in the Programme.
<b>PA</b>	Performance Agreement
<b>RO</b>	Regional Office
<b>SC</b>	Steering Committee. The Swiss Steering Committee assigns the training-placement on the basis of the scoring results and the recommendations of the Evaluation Committee.
<b>SR</b>	Senior Researcher. The two mentors of the JR are called Senior Researchers. A JR has two mentors: One at the home institution in the country of origin and one in Switzerland at the host institution.
<b>STV</b>	Short-Term Visit of a mentor.