Mobility Grants – General Grant Guidelines
Leading House for the Latin American Region

Aim of Mobility Grants 2020

Mobility Grants aim to encourage researchers from Swiss institutions to boost their careers with a research stay (and fieldwork) in Latin America. Mobility Grants are especially useful for emerging researchers (PhD students and Postdocs) for the integration of the next generation of scientists in international collaboration, helping to build new partnerships through personal contacts, mutual trust, and to make cooperation more sustainable. The Mobility Grants aim to promote research in all Latin American countries and to support new cooperation endeavours in the region.

Eligibility and responsibility of project members

As stated in the Application Form, the call is open to PhD students and Postdoc researchers enrolled in a programme in any scientific discipline and field in Switzerland from all federal and cantonal universities, universities of applied sciences and universities of teachers’ education as well as public research institutions.

Postdoc researchers need to hold a position in a qualified Swiss institution (Swiss Federal Institutes of Technology, Cantonal Universities, Federal and Cantonal Research Institutes, Universities of Applied Sciences).

A researcher can apply for a grant regardless of his/her nationality.

The calls are open for mono or interdisciplinary research projects. Innovative projects are very welcomed.

Researchers can apply, even if they received other funding instruments or if they have pending applications. However, previously received grants and pending applications should be clearly stated. Applicants should accurately explain why they need this additional funding. The Leading House will possibly give preference to applicants without previous funding.

Application process

All applications must be submitted in electronic form to the Leading House. Instructions and deadlines can be found on our Website. You have access to the official call and application form under “Downloads”.

Applications shall be submitted in electronic format only.

All the information provided in the administrative part and all uploaded documents must be in English.

In order to conduct the planned research stay successfully, language skills should be demonstrated.

PhD applicants need to present a letter of recommendation from their supervisor, while Postdoc researchers can independently submit it.

An invitation letter from the chosen host institution should be provided by both PhD applicants and Postdoc researchers.

Former or pending Mobility Grants should be indicated.

Evaluation process

The Leading House for the Latin American Region awards grants according to the principle of competition and ensures equal opportunity for all applicants. Proposals will be reviewed according to international blind peer review standard procedures. Members of the evaluation panel will designate external peer review experts, if needed.
Projects will be evaluated according to the formal eligibility and evaluation criteria. This information is given in the respective call.

**Specification of costs that can be covered**

- In principle, Mobility Grants only cover expenses that incurred in Latin America. Expenses outside of Latin America can only be covered in exceptional cases and upon previous consultation with the Leading House.
- Mobility Grants can mainly be devoted to flight and accommodation for field research.
- Travel expenses of up to CHF 2,000 per person may be granted. This covers all travel expenses per person within Switzerland and Latin America (e.g. flights, car, train, bus etc.). Travel insurance as well as costs for visas can be covered within this limit. Only economy class flights and train tickets (2nd class) can be covered. Taxi and Uber rides will only be covered as an exception and must be thoroughly justified. Costs for accommodation and consumables can be granted. Please indicate the estimated costs in detail. For accommodation and consumables, a maximum of CHF 100 per diem may be granted.
- Mobility Grants can cover expenses for travel and accommodation for fieldwork but are not to be used to pay for salaries. The outsourcing of project-tasks (e.g. data collection and processing) can only be covered in exceptional cases.
- Software can be financed only in exceptional cases.

*For all costs, a purchase receipt has to be provided.*

**Specification of costs that cannot be covered**

- Salaries.
- Summer schools.
- Travel vaccination and medicine (should be covered by personal health insurance).
- Conference rooms and other infrastructure. Should be provided by universities (in-kind contribution).
- Hardware and other equipment normally provided by universities.
- The outsourcing of project-related tasks (e.g. data collection and processing) can only be covered in exceptional cases and only with prior agreement of the Leading House.
- Daily rates / flat rates / lump sums for accommodation and food. For all costs, a purchase receipt has to be provided.

**Third-party sources**

- Third-party contributions (if applicable), e.g. grants, scholarships, awards, are not to be listed in the budget as such, but in ‘Third Party Sources’ on page 6 of the Application Form.

**Accountability and reporting**

- Researchers employed by a Swiss research institution have to open a separate “third-party account” at the home institution.
- All expenses have to be accounted for in form of a purchase receipt or invoice. Scanned copies need to be presented to the Leading House with the final Financial Report. The originals are to remain with the researcher for a period of 5 years after the termination of the agreement.
- Costs without or with insufficient receipts cannot be accepted. Credit card statements are not official receipts. If receipts cannot be provided, an official receipt book can be used.
– Grant expenditures must adhere to the specific items of the budget. Shifts between the individual budget items are permitted under the condition that they do not exceed 10% of the total budget allocation. Other budget changes are not permitted without the Leading House’s prior written approval.

– The researcher is responsible for administrating the funds and for reporting, and must submit a final Scientific and Financial Report one month after the termination of the research stay.

– All expenses must be justified and related to the proposed research activities.