

# Seed Money Grants – General Grant Guidelines

## Leading House for the Latin American Region

### Aim of Seed Money Grants 2020

- The goal of the Seed Money Grants is to strengthen or initiate scientific exchange between Swiss and Latin American researchers and institutions by enabling them to jointly undertake preliminary research and organize workshops.
- Seed Money Grants are particularly useful to develop joint project proposals, to be submitted to large funding agencies in Latin America, Switzerland, and Europe or to combine already existing and independently funded projects in Switzerland and the partner countries for long-lasting cooperation and present bigger projects (e.g. to SNF, ERC).
- Seed Money Grants aim to mainly cover expenses for travel and accommodation related to fieldwork.
- The calls are open to all disciplines and fields for mono or interdisciplinary research projects. This year's call will be restricted to certain SDGs and Innovation.

### Eligibility and responsibility of project members

- As stated in the Application Form, each proposal must have one principal applicant based in Switzerland and one in Latin America.
- The Swiss Principal Investigator has to hold an employment as a scientist in an eligible Swiss institution (Swiss Federal Institutes of Technology, Cantonal Universities, Federal and Cantonal Research Institutes, Universities of Applied Sciences) with several years of academic experience.
- Research institutions in Switzerland have to be accredited by swissuniversities.
- The Principal Investigator in Latin America must be affiliated to an accredited university or a public research institute and hold a faculty or scientist position or a doctoral degree in addition to several years of academic experience.
- Additional researchers based in Switzerland and/or Latin America are also invited to participate. Proposals can include Master and PhD students.
- The Swiss Principal Investigator bears the main responsibility for the project including its technical and administrative coordination as well as timely delivery of scientific and financial reports.
- Researchers can apply, even if they already received a grant (e.g. from the SNF or Leading House), but it cannot be with the same project. Additionally, the Leading House will need to see the final report of the previous project and how it has evolved. However, priority is given to researchers/projects that have not received 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. Researchers have access to the official call and application form under “Downloads”.
- All the information provided in the administrative part and all uploaded documents must be in English.
- The Leading House does not provide applicants with contact details of possible project partners in Switzerland and Latin America. It is the responsibility of the main researchers applying for the grant to find their own contacts and partners.

## 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.

## Expected financial and in-kind contributions, third-party sources

- Reciprocity is an important pillar of collaboration between Swiss and Latin American researchers. Contributions from both the Swiss and Latin American partners are mandatory; mutual commitment is an essential indicator for the sustainability of the project. This includes co-funding by all partners, In-kind contributions, and, if available, third party contributions.
- Financial contributions by the Swiss and Latin American partner institutions are to be included in the budget.
- In-kind contributions (if applicable), e.g. salaries, free use of infrastructure, hardware, provision of goods, etc., are not to be listed in the budget as such, but in the corresponding section of the form on page 5.
- Third-party contributions (if applicable), e.g. grants, scholarships, awards, are not to be listed in the budget as such, but in the corresponding section of the form on page 5.
- The grant received from the Leading House must be spent in both Switzerland and one or several Latin American countries. Expenses outside of Latin America and Switzerland can only be covered in exceptional cases and upon previous consultation with the Leading House.
- A major percentage of the grant received from the Leading House is to be spent for the Swiss partner(s).

## Specification of costs that can be covered

- 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 visa can be covered within this limit.  
Only economy class flights and train tickets (2<sup>nd</sup> 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.  
Accommodation: max CHF 120-150/night in Switzerland, max CHF 60-80/night in Latin America, depending on the country.  
Consumables: max CHF 60/day in Switzerland, max CHF 40/day in Latin America, depending on the country.
  - Seed Money Grants can cover expenses for travel or accommodation related to 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.
  - Members of the project team can benefit from paid accommodation and consumables up to a maximum of 3 months.
  - Seed Money Grants can fund software only in exceptional cases.
- 👉 **For all costs, a purchase receipt has to be provided.**

## Specification of costs that cannot be covered

- Daily rates / flat rates / lump sums for accommodation and food.  
For all costs, a purchase receipt has to be provided.
- 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.
- Salaries for PIs and other participants.
- The outsourcing of project-related tasks (e.g. data collection and processing) can only be covered in exceptional cases if no member of the project team can do the task and only with prior agreement of the Leading House.

### **Accountability and reporting**

- The Swiss PI is responsible for the project’s scientific, administrative and financial management.
- The Swiss PI is to open a separate “third-party account” at the granted home institute, leave the instalments made by the CLS HSG on this “third-party account” and fully separate them from the PI’s private property or any other funds.
- 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 PI 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 individual budget items are permitted under the condition that they do not exceed 10% of the total budget. Other budget changes are not permitted without the Leading House's prior written approval.
- The Swiss main applicant is responsible for administrating the funds and for reporting. He/she must submit a final Scientific and Financial Report one month after the termination of the project.

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