GRADUATE INSTITUTE SEED MONEY GRANTS GUIDELINES

1. SYNOPSIS

The Graduate Institute's seed money scheme is designed to support the initiation of research activities which can serve as pilot projects for subsequent grant applications from outside agencies (FNS, ERC, SNIS etc.); the scheme is intended to serve as a way of jump-starting research projects by Institute faculty who, at the current stage of their careers, have not yet developed an extensive network of professional contacts or carried out many research projects. The one-time, non-renewable seed grants are designed to support activities such as performing preliminary work and exploring potential collaborations. Awardees are expected to *submit at least one proposal for external funding within one year of the start of the award*.

2. ELIGIBILITY REQUIREMENTS

Grants can be submitted by *full-time faculty -- other than full professors --* of the Graduate Institute with multiyear contracts. Students, post-doctoral researchers, temporary faculty, adjunct faculty, emeritus, and honorary faculty are not eligible. Only one proposal per PI is admissible per year. Proposals from early career faculty and joint/collaborative initiatives are particularly encouraged.

3. FUNDING AMOUNTS

A total amount of 50,000 CHF is awarded each year. Normally, a maximum of 7,500 CHF will be awarded per project. The amount awarded will be determined by the Research Committee according to the merit, relevance, and budgetary needs of each proposal. In case the amount awarded differs from the amount requested the award will be subject to the proposer's acceptance of the modified budget. *Funds may be used up to one year from the time they are awarded, and may be used to cover expenses incurred on or after the application deadline. Awards can neither be renewed nor extended*. Unused funds will be recovered and returned to the fund for the next application cycle.

4. EXPENSES COVERED BY THE GRANTS

The following expenses may be covered by the seed money grant:

- travel costs for preliminary data collection
- travel costs for meeting research partners
- networking or exploratory events on- or off-campus designed specifically for the project
- purchase of data
- purchase of specific software
- hourly wages of research assistants
- visits to potential funding agencies

The following expenses are **not eligible:**

- supplemental compensation
- travel to conferences – even to present results or get feedback relating to research
- manuscript preparation
- subscriptions to journals
- supplies and equipment normally provided by departments

5. APPLICATION PROCESS

Applicants should be submitted to the Research Office (researchoffice@graduateinstitute.ch) by 1 May or 1 November and include the following documents in a single PDF (proposal not to exceed 5 pages, in addition to the CV):

- abstract (0.5 pages)
- project description (2-3 pages)
- plan for extramural financial support (0.5 pages)
- budget (1 page)
- CV

The **project description (2-3 pages)** should include the following:

- **Title**

- **Name of PI**
- **List of participating researchers** with departmental and/or center affiliations
- **Project outline**:
  - a clear and concise description of the pilot project's goals and significance, including its relationship to other work in the field and, if relevant, to previous work completed by the PI.
  - methods to be employed
  - a detailed outline of the activities to be carried out with the seed money, including a timetable for completing these activities and a description of the resources needed (**compulsory**; if missing application will not be considered)
- **Plan for extramural support**
  - a description of how the seed money grant will strengthen the project's potential for obtaining extramural funding. Discuss at least one possible funding agency and, if appropriate, special program of that agency, as well as approximate dates and amounts to be requested.
- **Budget**
  - the budget should detail projected expenditures and match requirements listed in the project outline.

6. SELECTION PROCEDURE

- **Award decision**
  - seed money grants will be awarded by the Graduate Institute's Research Committee on a competitive basis. All submissions will be ranked and decisions taken on a single majority basis.
- **Selection criteria**
  - merit and feasibility of the project
  - qualifications of the applicant
  - added potential for receiving external funding
  - in case two proposals are otherwise ranked equally, priority will be given to those submitted by early-career faculty
- **Frequency**
  - **On a call basis. Applications may be submitted twice a year on 1 May and 1 November**

7. REPORTING

Within 60 days of the end of the approved award period, the recipient must:

- Provide a final report detailing how the funds were used, what progress was made, and the status of resulting external applications for funds
- **and**, if an external grant application was submitted, a notification of submission.