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.) or will lead to academic outputs such as publications. Awardees are expected to *submit at least one proposal for external funding (for project grants) or produce a scholarly output (for publication grants; e.g. submitted article, chapter, working paper, edited volume, monography) within one year of the start of the award*.

2. TYPES OF FUNDING, AMOUNTS AND PERIODICITY

The total amount of CHF 50,000 is awarded each year in two rounds of application, one in each semester. The maximum amount that may be requested for a project grant is CHF 7,500; for a publication grant, CHF 2,500. Grants must be at least 1,000 francs.

Project grants are designed to help faculty members to jump-start research projects by conducting preparatory work and exploring potential collaborations. Publication grants are designed for preparing a scholarly output such as an article, an edited volume or a monography. Project grants, in particular submission from junior faculty members, are prioritized. Proposals for joint/collaborative initiatives are encouraged. Requested amounts may not be cumulated if several PIs apply jointly (no more than 7'500 CHF per project grant and 2'500 CHF per publication grant)

The final 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.

3. ELIGIBILITY REQUIREMENTS

Project and publication grants are open to full time faculty 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.

4. EXPENSES COVERED BY THE GRANTS

The following expenses may be covered:

- 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
- archival fees
- 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
- subscriptions to journals
- supplies and equipment normally provided by departments
- any activities not related to the objectives laid out in these guidelines

5. APPLICATION PROCESS

Applicants should be submitted to the Research Office (researchoffice@graduateinstitute.ch) 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 for project grants; 1 page for publication grants)
- plan for extramural financial support or scholarly output (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 (or the publication'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 **(for project grants only)**
  - 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 (for project grants only)**
  - 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.
- **Plan for scholarly output** (e.g., article, chapter, working paper) or for extramural support **(for publication grants only)**
- **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**

o merit and feasibility of the project
o qualifications of the applicant
o added potential for receiving external funding
o priority will be given to projects submitted by early-career faculty

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.