

GENEVA GRADUATE INSTITUTE SEED MONEY GRANTS GUIDELINES

1. SYNOPSIS

The Geneva 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.). Awardees are expected to *submit at least one proposal for external funding within one year of the start of the award.*

2. 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 per grant is CHF 7,500. Grants must be at least CHF 1,000.

Grants are designed to help faculty members to jump-start research projects by conducting preparatory work and exploring potential collaborations. **Submissions from junior faculty members are prioritised.** Proposals for joint/collaborative initiatives are encouraged. Requested amounts may not be cumulated if several PIs apply jointly (no more than CHF 7,500 per 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

Grants are open to faculty of the Geneva Graduate Institute with multiyear contracts.

Students, postdoctoral researchers, temporary 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

Applications should be submitted to the Research Office (researchoffice@graduateinstitute.ch) and include the following documents in a single PDF (proposal not to exceed 6 pages, in addition to the CV):

- obtention of prior seed money awards and outcomes (0.5 pages; if applicable)
- abstract (0.5 page)
- project description (2–3 pages)
- plan for extramural financial support (1 page)
- budget (1 page)
- CV

The **proposal** should include the following:

- **Title**
- **Name of PI**
- **List of participating researchers** with departmental and/or centre affiliations
- **Obtention of prior seed money awards and outcomes** (0.5 pages)
 - Indicate whether you have received prior seed money funding and, if so, what were the outcomes in terms of project submissions and awards.
- **Abstract** (0.5 pages)
- **Project outline** (2-3 pages)
 - 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** (1 page)
 - a description of how the seed money grant will strengthen the project's potential for obtaining extramural funding. It should be made explicit how the activities conducted with seed money will contribute to refine and strengthen the overall project to be submitted to the funding agency. Discuss at least one possible funding agency and, if appropriate, special programme of that agency, as well as approximate dates and amounts to be requested.
- **Budget** (1 page)
 - the budget should detail all projected expenditures and match requirements listed in the project outline. Applications without a budget detailed per cost item (e.g. salaries, travel costs, data purchase, etc.) will not be considered

6. SELECTION PROCEDURE

- **Award decision**
 - seed money grants will be awarded by the Geneva 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
 - 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.