

HOW TO SUBMIT A RESEARCH GRANT

Step 1. Identify an appropriate funding opportunity

- The **Research Office's (RO) newsletter *Funding Insight*** presents a curated list of opportunities for the Institute's researchers. Faculty members are automatically subscribed. There are also resources on [the RO website](#).
- If you need help identifying a program to suit your project, **contact the RO** for more information.

Step 2. Carefully the review funding guidelines

- **Each funding agency has different requirements**; please carefully review the program guidelines and eligibility criteria (including any restrictions re: work permits; HR can advise, if needed).
- If you have questions about interpreting regulations or technical aspects of the grant, **contact the RO**.

Step 3. Seek institutional pre-approval when required

- **Faculty members** at the Geneva Graduate Institute generally do not need to require institutional pre-approval to submit competitive research proposals. Please proceed to step 4, Develop your application package, below.
- **All other applicants** (external applicants, postdoctoral researchers, students, research affiliates, etc.) need to obtain institutional pre-approval prior to their submission. Requirements vary depending on the funding programme:
 - Some funding programmes ([ERC grants](#), [SNSF Starting grants](#), [Ambizione](#)) require **departmental vetting** and/or validation by the Collège des Professeurs. Consult the [internal vetting procedure](#) for more details. NB – support from a Centre alone is not sufficient to apply to one of these grants.
 - Applications to the [Marie Skłodowska-Curie Postdoctoral fellowships](#) can be supported by either a Department or a Centre. Consult [this guideline document](#) for more information.
 - To apply to any other funding instrument, applicants other than faculty members must first obtain pre-approval from the Director(s) of one of the Institute's [Centres](#). It is strongly advised that applicants contact the Centre Director(s) at least one month in advance of the funding deadline. Once you have confirmation that a Centre is willing to support your project (i.e., via an email confirmation from at least one of the Centre Directors), please proceed to step 4, Develop your application package.

For information on how to apply to the [Swiss Government Excellence Scholarships](#), please see [this webpage](#). Please direct questions about this programme to the Graduate Institute's [Visiting Fellows programme](#), not the Research Office.

Step 4. Develop your application package.

- **Contact the RO as soon as possible** when you start developing application. They can provide you resources and answer any questions you may have, which will save you time! The RO can also offer advice on how to adjust a project to the resources available for a specific project (budget planning).
- Depending on the program, the **RO can provide you with resources** such as:
 - Advice on fitting your project to the funders' requirements
 - Application templates (e.g., budget templates; templates for letters of support)
 - Examples of successful applications

Step 5. Have your proposal reviewed at the Research Office

- Applicants are encouraged to have their **proposals reviewed at the RO**. RO staff will send you detailed editing suggestions and advice on how to better align your proposal with the funder's guidelines. This step is optional.
- If you would like a review, please **contact the RO at least 3 weeks before the application deadline**. That way, you will have time to make any changes you feel are necessary. Please note that, due to a high level of demand for this service, the Research Office is unable to provide proposal review for some smaller grant programmes such as [SNSF Scientific Exchanges](#), [SNSF Spark](#), [Leading House](#) grants or [SNIS](#) preproposals.

Step 6. Submit your budget for validation

- **Budget validation is compulsory** for any grant where funding will be received by the Graduate Institute. This includes both when the Institute is leading the proposal or acting as a co-applicant.
- Please email [Kristina Arseneau](#) or [Lenka Kepkova](#) a **near-final draft of your budget at least 5 business days before the application deadline**. If all looks well, they will forward it on your behalf to Accounting and HR for the budget validation.

Step 7. Submit your application to the funding agency	
<ul style="list-style-type: none"> In most cases, applicants can submit applications themselves but sometimes proposals must be submitted by the RO. Contact the RO if you have questions about the submission process. 	
Step 8. Receive a funding notification	
<ul style="list-style-type: none"> For many agencies, the review process takes several months. Agencies usually notify applicants directly of the funding decision and most agencies post expected timelines for decisions. 	
Step 9. Inform the Research Office of the decision	
<ul style="list-style-type: none"> Once you receive a decision, please inform the RO of the result. Most agencies do not contact universities directly with funding decisions. If you inform the RO, they can help you with the next steps in the process. 	
Step 10. <i>If successful.....</i>	<i>If unsuccessful....</i>
<ul style="list-style-type: none"> The RO will connect you with Accounting to start the process of opening a research account. HR must also be contacted if personnel will be hired in the project. NB - there may be legal agreements that need to be signed and/or you may need ethics approval before beginning your project. For information on ethics requirements, contact Dominic Eggel in the RO. The RO supports the initial project set-up; after this stage, the project will be hosted at the respective Centre at the Graduate Institute. Every research project must be hosted in a Centre. 	<ul style="list-style-type: none"> Don't despair! It may be possible to resubmit in a subsequent competition or target another funding call. RO staff can offer you suggestions to support a resubmission or to target a different funding program.

Research Office Contacts		
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