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PROCEDURE – Internal Vetting of Funding Applications

PREAMBLE: The Geneva Graduate Institute's Règlement sur les procédures de nomination et d'engagement requires the internal vetting of candidacies to a selection of funding instruments from the Swiss National Science Foundation (SNSF) and the European Commission (EC), **see Annex 1**. The following procedure and series of internal deadlines have been established to ensure the smooth management of this internal vetting process within Academic Departments and, for a selection of instrument, at the Collège des Professeur·e·s (CdP). Academic Departments are sovereign in their decisions as to which candidate(s) they wish to support for external grant submissions.

PROCEDURE:

1. For the instruments listed in Annex 1, applicants must contact the Department Chair ***at least 8 weeks prior to the agency's application deadline***, and provide them with the following documents:
    a. CV
    b. Project summary
    c. 2 references
    d. 2-3 sample publications
    e. Course evaluations + syllabi (if available)

    NB – The Department Chair may request additional documents from candidates as needed.

2. The candidate's dossier undergoes an internal evaluation within the Department following the Department's internal procedure.

3. ***At least 4 weeks prior to the application deadline***, the Department Chair will communicate the Department's decision to the candidate and the Research Office.

    If the Department opts to support the candidate's application, for a selection of instruments that would confer to the candidate the status of Research Professor (see Annex 1), the candidate's dossier must undergo a second formal evaluation by the CdP (step 4, below). Otherwise, the application can proceed to step 5.

4. If the funding instrument necessitates an evaluation by the CdP, the Department Chair will provide the Research Office with the documents listed in step 1, as well as a short letter of support for the applicant. The Research Office, in coordination with the Direction, will organize the circulation of these documents to the CdP. If no objection to the candidacy is raised within the CdP by a preset deadline, the candidate will be able to proceed to step 5.

5. Candidates are now able to prepare their application for evaluation by the SNSF or EC. The candidate's budget must be validated by HR & Accounting prior to submitting to the funding agency (see procedure detailed here). The budget validation process is facilitated by the Research Office.

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ANNEX 1. Summary of Internal Procedures and Regulations

Programme	Dept. Approval Required?	CdP Approval Required?	PER Regulation Status	Additional Information
SNSF Ambizione	Yes	No	Research Fellow (Art. 17, PER regulations)	• If the project is accepted, the PI holds the title *SNSF Ambizione Researcher* (Art. 6, Directive sur les chercheur·e·s financé·e·s par projet) • The PI is encouraged to explore teaching opportunities at the Institute (Art. 6, Directive). • The SNSF would expect to be informed of the teaching arrangement, that the time commitment is reasonable, and agreed to by all parties. The Department is under no obligation to provide teaching opportunities to PIs that are not financed by the SNSF grant.
SNSF Starting Grants	Yes	Yes	Research Professor (Art. 11, PER regulations)	• If project is accepted, the PI holds the title *SNSF Assistant Professor* (Art. 7, Directive sur les chercheur·e·s financé·e·s par projet) • The PI is able to supervise PhD students (Art. 7, Directive) • The PI is encouraged to teach in either their Department or in the MINT programme (Art. 7, Directive). • The SNSF would expect to be informed of the teaching arrangement, that the time commitment is reasonable, and agreed to by all parties. The Department is under no obligation to provide teaching opportunities to PIs that are not financed by the SNSF grant.
ERC Starting	Yes	Yes	Research Professor (Art. 11, PER regulations)	• If the project is accepted, the PI holds the title *ERC Research Professor* (Art. 8, Directive sur les chercheur·e·s financé·e·s par projet) • The PI is able to supervise PhD students (Art. 8, Directive) • The PI is encouraged to teach in either their Department or in the MINT programme (Art. 8, Directive). • If a course is directly related to the ERC project and described in the research plan, it can be financed on the ERC grant. The Department has no obligation to provide teaching opportunities to PIs that are not financed by the ERC grant.
ERC Consolidator	Yes	Yes	Research Professor (Art. 11, PER regulations)	• If the project is accepted, the PI holds the title *ERC Research Professor* (Art. 8, Directive sur les chercheur·e·s financé·e·s par projet) • The PI is able to supervise PhD students (Art. 8, Directive) • The PI is encouraged to teach in either their Department or in the MINT programme (Art. 8, Directive).

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				• If a course is directly related to the ERC project, it can be financed on the ERC grant. The Department is under no obligation to provide teaching opportunities to PIs that are not financed by the ERC grant.
ERC Advanced	Yes	Yes	Research Professor (Art. 11, PER regulations)	• If the project is accepted, the PI holds the title *ERC Research Professor* (Art. 8, Directive sur les chercheur·e·s financé·e·s par projet) • The PI is able to supervise PhD students (Art. 8, Directive) • The PI is encouraged to teach in either their Department or in the MINT programme (Art. 8, Directive). • If a course is directly related to the ERC project and described in the research plan, it can be financed on the ERC grant. The Department has no obligation to provide teaching opportunities to PIs that are not financed by the ERC grant.

➔ *If you have questions about any of the above-mentioned funding programmes, or a programme not listed in this Annex, please contact Kristina Arseneau (kristina.arseneau@graduateinstitute.ch) in the Research Office. For information specific to the Marie Skłodowska-Curie Fellowships, please see this separate guide.*