

SCOPES 2009-2012: Joint Research Projects

Guidelines for applications (including research template)

These guidelines provide information on how to establish and structure a concrete application for a Joint Research Project in the framework of the co-operation programme SCOPES.

For further information please consult the relevant website and the document "SCOPES 2009-2012: call for proposals and general information"

<http://www.snf.ch/E/international/abroad/scopes/Pages/default.aspx>

An application can only be submitted electronically by the Swiss partner via mySNF. The system will be available from 1 February 2009. For this, a special account is necessary. It is possible that the Swiss main applicant authorises the Eastern European partner to enter the electronic platform too (read and/or write modus, see mySNF).

1. Administrative data

The following administrative data will be requested (they have to be completed in the data container of mySNF):

Data container	Details	
Main Swiss applicant	Name, address of working place, e-mail	To be completed in the data container
Swiss and partner co-applicants	Name, address of working place, e-mail	
Basic data I	Project title, starting date, duration, scientific field	
Basic data II	Summary, key words	
Directly related to other research projects		
University	Of the main applicant	
Collaboration (national and international)		
Information on available funds		
Requested funding		
Research requiring authorisation or notification		
Proposed experts	For the external evaluation of the application	
General remarks to the project	Optional	
Documents sent by surface mail	Optional	
Research plan	See template	
Curriculum vitae	From each applicant mentioned above	To be uploaded
Publication list	From each applicant mentioned above	To be uploaded
Recommendation letter	Optional	To be uploaded
Cover letter	Optional	To be uploaded
Other documents	Optional	To be uploaded

2. Scientific and technical information (research template)

For the elaboration of the scientific and technical part of the Joint Research Project proposal, please take the following structure into consideration:

1. Summary

2. Research plan (max. 20 pages)

- 2.1 Describe the current state of research in the field. Please mention the most significant publications written by other authors.
- 2.2 For each Swiss applicant and applicant from Eastern Europe, elaborate their past performance in the research fields. Please mention the most important publications.
- 2.3 Explain the significance of the planned research for the scientific community.
- 2.4 Establish a detailed research plan. Please mention the objectives and goals, the methods of investigation, the available data, the data to be collected.
- 2.5 List how the individual tasks and responsibilities will be divided between the project partners.

Milestone	Associated activity	Expected duration	Responsible project partner

3. Transition relevance of the planned research (max. 10 pages)

- 3.1 Explain the significance of the planned research for the economic and/or societal development of the partner country.
- 3.2 Describe the planned actions to strengthen individual (and institutional) research capacities in the partner country (especially the involvement of young researchers and women).
- 3.3 Describe the strategy to communicate with intended result users.

4. Management structure

Describe the management scheme for the project and point out the collaboration between the research teams.

January 2009