

18 November 2020 – mk

## Guidelines for Scholars at Risk applications

The SNSF offers financial support for the placement of scholars at threat through Scholars at Risk (SAR), a non-governmental organisation based in New York, whose Swiss members are associated in SAR Switzerland. While this support can be applied for via the Scientific Exchanges funding scheme, the requirements are not identical with those of a regular research visit under this scheme. This document therefore provides guidance on how to complete and submit a SAR application.

### 1. Eligibility and prerequisites

Funding opportunities are **only available to scholars who have passed the evaluation process of Scholars at Risk** and who have a hosting arrangement at an institution that is a member of SAR Switzerland (see <https://www.scholarsatrisk.org/sections/sar-switzerland>). An application for financial support of a Scholars at Risk placement must be submitted **by the Scholars at Risk coordinator** at the institution that intends to host a scholar at threat in order to be eligible. This requires the SAR coordinator to be registered on *mySNF* ([www.mysnf.ch](http://www.mysnf.ch)).

The grant can be used to cover **travel and living expenses**. The financial requirements should be estimated as the equivalent of a PhD or postdoc salary, depending on the CV and track record of the scholar in question, up to a maximum of CHF110'000. While the grant application can specify a maximum duration of 12 months, it is possible to obtain a cost-neutral extension for up to 12 additional months, provided that the grant has not been used up, e.g. due to additional funding acquired from other sources. This enables a placement for longer than one year.

For the application itself, documentation providing the following information is required:

- Confirmation by SAR that the scholar in question has been assessed and fulfils the eligibility criteria
- CV of the scholar in question
- Details on the place (department, institute) and planned duration of the placement as well as on the support that the host institution provides to the scholar, including any terms of the invitation that the host institution and the scholar have agreed upon
- Details on the planned research or other scholarly activity during the SAR placement
- Summary of the requested funding

### 2. Submission on *mySNF*

The application form for Scientific Exchanges – and, therefore, for requests to support a SAR placement – are available on *mySNF* under Science Communication. While most of the data

containers and the information required should be self-explanatory, the following information should resolve any questions or ambiguity.

**Responsible applicant – Verantwortliche/r Gesuchsteller/in – Requérant-e responsable**

Most of this data container is completed automatically. Under “Correspondence address of application”, select “Address of workplace”.

**Applicants’ employment – Anstellungsverhältnis der Gesuchstellenden – Emploi des personnes requérantes**

Under “Contact person”, specify the head of department or team where the scholar is to be placed.

**Basic data I – Grunddaten I – Données de base I**

Any title can be entered, though please note that all SNSF grants are listed on the public database P3. Please also note that the requested starting date entered here must be the first day of the respective month.

**Basic data II – Grunddaten II – Données de base II**

The summary can be a minimal text. No keywords are required. For “Financial administration”, the applicant should select the one that applies to their institution; if no financial administration is listed for that particular institution, “Another office” needs to be selected instead.

**Requested funding – Finanzieller Bedarf – Besoin financier**

Applicants should add a budget item for the overall amount requested. Details on how this amount is constituted (travel costs, monthly bursary) should be uploaded as a separate document in the data container “Further documents for scientific events or research visits”.

**Scientific event – Wissenschaftliche Veranstaltung – Événement scientifique**

The fields “Aim and motivation” and “Organisation” are mandatory, though a single letter or digit can be entered as a placeholder so that the data container can be submitted.

**CV and publication list – Lebenslauf und Publikationsliste – CV et liste de publications**

The CV of the scholar should be uploaded here.

**Further documents for scientific events or research visits**

**Weitere Dokumente für Veranstaltungen und Forschungsaufenthalte**

**Autres documents pour les manifestations et les séjours de recherche**

The documents listed in section 1 above should be uploaded to this data container.

Once an application has been submitted, it will be verified by the SNSF and a confirmation is sent to the applicant. If any information is missing or if there are any issues with the application, the SNSF will contact the applicant. Applications should be processed within 2-4 weeks. The SNSF will send a decision letter to the applicant and inform SAR Switzerland accordingly.

### **3. Contact**

If you have any questions concerning SNSF support of scholars at threat through Scholars at Risk or the application process, please contact:

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