

Annex 1: mySNF Terms of Use (Clause 1.15 General implementation regulations for the Funding Regulations); version of 1.1.2016

mySNF is the web platform of the Swiss National Science Foundation. It allows applicants, evaluators, research institutions and the Administrative Offices of the SNSF to interact with each other. Access to the mySNF.ch website and its use are governed by the following rules.

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1. General provisions

1.1 User account, registration, user agreement

Within the meaning of these terms of use, users are persons who have a “normal” or a “restricted” user account in mySNF. In order to use a **normal user account**, the user must sign the mySNF user agreement and return it to the SNSF. In this case, the provisions of the user agreement apply in addition to this document. All users from whom the SNSF has not received a signed user agreement in physical form have a **restricted user account** with restricted functionality. A restricted user account may be converted into a normal user account at any time by submitting the user agreement in written form.

Anyone may register for a mySNF user account as an applicant. The SNSF decides whether to assign any further roles and functions.

New user accounts for applicants may only be used once they have been verified by the SNSF. Such verification generally takes one working day, but at the most five working days. The user is informed about the successful set-up of the user account by e-mail.

1.2 Login data

Access to the user account is protected by a user name and a password or, in the case of external reviewers, by means of a link that is functional for a limited period. In both cases, users are responsible for keeping the login data secret. They alone are responsible for the content of the data submitted via mySNF to the SNSF using their account.

1.3 Confidentiality

All users who have access to data in mySNF that they have not personally submitted must keep these data confidential and must not forward them to unauthorised third parties.

Provided it takes the necessary data protection measures, the SNSF may forward data to third parties in Switzerland and abroad should it consider this to be necessary to ensure adequate evaluation.

1.4 mySNF Support

The SNSF takes due care to guarantee the availability of mySNF. Interruptions are generally announced in advance and as early as possible. The mySNF Support team can be contacted (at minimum) from 8.30 am to 12 noon and from 1.30 pm to 5 pm on working days by phone or e-mail.

1.5 Technical requirements

Files must be transmitted exclusively in the data formats defined by the SNSF (PDF, JPG, GIF, PNG, AVI, MOV) and must not exceed the file size defined by the SNSF. The SNSF is not obliged to process files that do not comply with these provisions. If the transmitted files cannot be processed, the user will be informed accordingly.

1.6 Liability

The SNSF takes due care to ensure that the mySNF website is as secure as possible and to safeguard the integrity and confidentiality of the data entered and submitted. However, data manipulation and data loss cannot be ruled out entirely. To the extent that this is legally permissible, the SNSF excludes any liability for loss or damage incurred when using the mySNF website.

1.7 Misuse

Users who misuse the system in any way may be barred from further using mySNF.

1.8 Legal force

If at any time any part or individual formulation of these terms of use no longer corresponds to or does not correspond in full with the current legal situation, the content and validity of the other parts remain unaffected.

The SNSF reserves the right to amend these provisions without prior notice. The version published on www.mysnf.ch is the valid version.

1.9 Jurisdiction

In the event of any disputes in connection with the mySNF.ch website, Swiss law applies exclusively. The place of jurisdiction is Bern.

2. Specific provisions for applicants

- 1) All applications for grants from the SNSF must be submitted via mySNF. The SNSF reserves the right to ask for paper documents at a later stage.
- 2) Applications submitted to the SNSF must comply with the formal requirements set out in Article 10 et seq. of the SNSF's Funding Regulations, the corresponding provisions of the General implementation regulations for the Funding Regulations, and the personal and formal requirements of the relevant funding scheme.
- 3) Each application must be submitted via the user account of the responsible applicant. He/She is solely responsible for the data transmitted via mySNF. If the applicant is a legal person, the application must be submitted via the contact person's user account.
- 4) An application is regarded as submitted only when the user explicitly executes the submission in mySNF. Data entered prior to the submission are stored for five years, during which period they can be retrieved and modified. Such data is not processed by the SNSF, however.
- 5) Applicants who avail themselves of a restricted user account (see section 1.1) must, when submitting their application, sign the application overview they received by e-mail and send it by post to the SNSF.
- 6) The SNSF checks each submitted application to verify whether the formal requirements are met. If there is an error in the application that can be easily rectified, the SNSF will set a deadline for this in an e-mail to the applicant. In order to make corrections within this deadline, the applicant must be contactable by e-mail for two weeks after the submission deadline for the relevant funding scheme.