EPFL Instructions for SNSF Lead Agency

The Program at a Glance

What
The Lead Agency process is aimed at researchers in Switzerland who wish to conduct a cross-border research project. The process simplifies the submission and evaluation of these transnational applications. The Lead Agency process is not a funding scheme in its own right. The applications are evaluated within the scope of SNSF’s project funding scheme and are subject to the same provisions (no additional budget earmarked; it must be clearly thematically different from ongoing projects already submitted to the SNSF).

How much
Not specified (min. 50'000 CHF)

For what
- Personnel costs (not PI salary)
- Equipment (if acquired specifically for the research project): for equipment costs valued > KCHF 100 in total, an institutional co-financing of 50% must be obtained and you need to contact the Research Office 3 weeks prior to the deadline!
- Research funds directly linked to the project
- Subcontracting

How long
With Germany: max. 36 months (min. 12 months)
With Austria, Belgium, France & Luxembourg: max. 48 months (min. 12 months)

When to apply
Usually April 1st & October 10th. In 2018, first deadline is April 3rd, 17:00.

ReO Services

Services
- Personal advice
- Budget template, annotated administrative part

Instructions Step by Step

Application
- See the Toolkit documents available on the Research Office website
- Main applicant and/or co-applicants must provide information regarding their work contract in the administrative part on mySNF

Project feasibility
The Research Office is the contact point to ensure the feasibility of the project and will assess the following (non-scientific) criteria:
- the status of the Principal Investigator (PI) and co-PI(s) at EPFL, in particular to verify if the eligibility requirements to apply for external funding are met;
- the overall feasibility of the project;
- any additional costs induced by the project and not covered by the SNSF
- potential ethical issues related to the proposal.

Any questions regarding such matters can also be addressed to the Research Office.

Submission
Register your proposal on mySNF and on GrantsDB

Disclaimer: These instructions are aimed at supporting the EPFL researchers in their application preparation. It is provided for information purposes only and is not intended to replace consultation of any applicable legal sources. Neither the Research Office nor its collaborators can be held responsible for the use made of this instructions’ document.