

MAPS (Multilateral Academic Projects)

Call for Proposals 2024, Second Swiss Contribution

Opening Date: 02.04.2024
Deadline Pre-Registration: 01.05.2024
Closing Date: 01.07.2024

1 Introduction

The second Swiss contribution is a key part of Switzerland's European policy, helping to foster cohesion and stability in Europe as well as to consolidate and develop bilateral relations with partner countries. The CHF 1.302 billion contribution runs until 2029 and will be used to support the countries that joined the EU after 2004 (the EU-13) or countries facing major migration flows. The second Swiss contribution aims to reduce economic and social disparities in Europe and to promote measures to manage migration. The supported countries include Bulgaria, Croatia, Hungary, Poland, and Romania, who have chosen research cooperation with Switzerland as one of their priorities and who are committed to participate in a multilateral call for Joint Research Projects called MAPS – Multilateral Academic Projects.

Basic research is an important engine for economic growth for any country and provides new insights into humans and their environment, paving the ways for both technical and social innovation. Ultimately, basic research is essential for social and economic prosperity. In a nutshell, basic research starts a process that continues with use-inspired research and ends with the development of real-world applications. Collaborations beyond a bilateral relationship allow networks to be built between research groups from the participating countries. Also, building on the complementarity of research groups from different countries and institutions allows for tackling more complex research questions. Furthermore, additional expertise is concentrated among the research partners and access to knowledge and technologies can be facilitated. Multilateral cooperation additionally fosters capacity building and generates exchange opportunities for all involved countries. Fostering cross-border collaboration also helps overcoming fragmentation within the European research landscape and boosts brain circulation within these countries.

For the present MAPS call, the SNSF is mandated by the Swiss Agency for Development and Cooperation (SDC). The cooperation in the field of scientific research between Switzerland and the participating EU-13 countries builds on previous experience in three similar bilateral programmes with Bulgaria, Romania, and Croatia.

2 Rationale of MAPS

The call for Multilateral Academic Projects (MAPS) responds to the scientific community's demand for more international integration and cooperation with colleagues based in Switzerland and Europe. It does so by mobilising research capacities in Switzerland and in the participating EU-13 countries, and by supporting scientific cooperation in the form of Joint Research Projects (JRPs). JRPs enable scientists in the participating EU-13 countries, jointly with scientists in Switzerland, to undertake research activities addressing specific problems in any scientific discipline.

MAPS aims at promoting excellent science in the participating EU-13 countries and at increasing the competitiveness in the European Research Area (ERA). Furthermore, JRPs implemented under MAPS will strengthen the research cooperation amongst the participating EU-13 countries and Switzerland and contribute to the multilateral cooperation between all countries involved.

3 Joint Research Projects (JRPs)

MAPS will be implemented through Joint Research Projects (JRPs) that are aimed at promoting collaborative projects with clearly defined goals, involving one applicant based in Switzerland and two to five additional applicants in two to five different participating EU-13 countries (max. one applicant per participating country, i.e., Bulgaria, Croatia, Hungary, Poland or Romania). The research is to be carried out at the research facilities involved; reciprocal visits and short stays are possible within the scope of a JRP.

Project duration: the JRPs last between 36 and 48 months. All projects will have to be finalized before the 30 June 2029.

4 Research Fields

This call for proposals is open to all research areas, allowing for both basic research and use-inspired basic research.

5 Eligibility

Each proposal must include at least one applicant based in Switzerland and two to five applicants in two to five different participating EU-13 countries (max. one applicant per country). Note that each applicant can submit only one proposal for the present call. Within a research consortium, all applicants have the same rights, responsibilities, and obligations.¹ They bear the main responsibility for the project, including its technical and administrative coordination as well as the timely delivery of scientific and financial reports. As the SNSF communicates with the Swiss Principal Investigator (PI) only, they are also the corresponding PI. This is, however, only an administrative term.

5.1 Eligibility Criteria in Switzerland

The applicants based in Switzerland must meet the eligibility criteria of the SNSF. The [SNSF Funding Regulations](#), the [General implementation regulations](#) and the SNSF [Regulations on Project Funding](#) are applicable, or applicable mutatis mutandis where not stated otherwise. Applicants can submit a proposal to MAPS even if they hold another SNSF grant or have applied for one. Moreover, grantees may submit proposals to all SNSF funding schemes during the funding period of a JRP, provided that there is no substantial thematic overlap. Please note that the present call is not in conflict with the restrictions applicable to the SNSF's national project funding in accordance with Article 13 of the Regulations on Project Funding.

Project partners as described in Article 12 paragraph 4 of the SNSF [Regulations on Project Funding](#) and Article 11 paragraph 2 of the [SNSF Funding Regulations](#) can be included in the budget of the Swiss PI only. The PIs from the partner countries are not entitled to include project partners (nor to spend any funds on project partners), see also Annex 2 for further information). Furthermore, project partners are not entitled to receive funds from the SNSF if their affiliated institution is located in one of the participating countries (see table below).

¹ According to the terminology of the SNSF, applicants are designated as researchers when they submit their applications for funding. If a project is funded, applicants become Principal Investigators (PIs).

5.2 Eligibility Criteria in Participating EU-13 Countries

In each participating country, a Support Measure Partner (SMP) is responsible for the implementation of MAPS. Please note that each SMP has its own restrictions on the eligibility of potential applicants and proposals. Before applying, please consult Annex 2 which contains each SMP's eligibility rules, additional requirements, funding mandates, policies and eligible costs. The SNSF will not consider proposals that have been rejected by one of the Support Measure Partners for non-fulfilment of formal requirements, including of the eligibility criteria.

Country	SMP	Funding CHF
Bulgaria	Ministry of Education and Science	CHF 6'176'471
Croatia	Croatian Science Foundation HRZZ.	CHF 6'176'470
Hungary	National Research, Development, and Innovation (NRDI) Office	CHF 3'948'749
Poland	Polish National Science Centre, Poland (NCN)	CHF 5'250'000
Romania	Executive Agency for Higher Education, Research, Development and Innovation Funding (UEFISCD)	CHF 10'294'117

Table 1 Available funds per country

6 Funding

The maximum amount of funding per team and per country is CHF 350'000 for four years (for example, in a project consisting of three PIs from Bulgaria, Croatia, and Switzerland, the Bulgarian team could ask for CHF 350'000, the Croatian team for CHF 350'000, and the Swiss team for CHF 350'000 as well). The grants are co-funded: 85% of the grant is covered by funds of the second Swiss Contribution, while each SMP contributes 15% to the budget (Poland being an exception, see Annex 2). This has further implications for the financial reporting (see chapter 9, reporting).

Each country has committed a fixed amount to MAPS (see table 1). The best projects can be funded as long as the financial resources of the respective countries involved are sufficient. If the funds for a country are exhausted, the entire proposal must be rejected.

Eligible costs for JRP grants include:

- Personnel / staff costs of researchers, technicians, and other supporting staff directly involved in the project. Such costs can be claimed if they do not exceed the usual remuneration practices in the respective country.
- The salaries of the Swiss staff (e.g. PhD students, postdoctoral fellows etc.) must follow the usual SNSF guidelines. The salary of the Swiss PI cannot be claimed from the JRP budget.
- The salaries of the PIs from certain of the participating EU-13 countries can be covered according to regulations of the respective SMP and the usual remuneration practices at the host institutions involved (see Annex 2). This also applies to other staff members.

- Travel & subsistence allowances and conference fees (if applicable) for staff and PIs taking part in the JRP in order to visit each other and to participate in international conferences thematically linked to the JRP.
- Equipment costs in JRPs to the extent that these are used for the research activities. The maximum percentage for equipment within a JRP should not exceed 30% of the total project costs.
- Consumables can be charged by all PIs. They include materials, supplies and consumables used in the framework of the JRP and for research activities.
- Other direct costs: e.g. for organising seminars and conferences, dissemination of results, etc., provided they are directly linked to the JRP implementation.
- Project partners: the Swiss PI can delegate minor tasks and research activities to a project partner (anywhere in the world except for Bulgaria, Croatia, Hungary, Poland, or Romania) for up to a maximum of 20% of their own budget. The project partner is part of the consortium and can be a researcher from a public research institution or – under specific circumstances – a private company (see in particular section 1.2 paragraph 3 of the [General implementation regulations for the Funding Regulations](#)). In this last case, the private company will have to sign a declaration by which it states that it will not use the results for commercial purposes. Please note that the PIs from the partner countries cannot include a project partner in their budget.
- The cost of buying in specific research services from external providers that are necessary for the project (subcontractors) is eligible for PIs from all countries.
- The cost of project partners and services provided by subcontractors generally cannot exceed a maximum of 20% of the grant in total.
- Overhead: PIs from the participating EU-13 countries are eligible to request a flat rate of 5% of their budget for overhead costs to be transferred to the host institution. The Swiss PI is not eligible to claim overhead costs.

The following costs are not eligible within JRPs (non-exhaustive list):

- salary of the Croatian PI and the Swiss PI;
- expenditure incurred before the start and after the completion of the project;
- interest of debt, purchase of land / real estate;
- fines, financial penalties, and expenses of litigation;
- activities supported from other sources;
- losses connected with currency exchange that could not be covered by the reserve;
- costs which exceed the usual market prices;
- VAT, if it could be recoverable by the beneficiary under national regulation;
- costs for open access publications, except if they are requested separately via the OA platform of the SNSF.

Value added taxes (VAT):

- The JRP grants are not subject to VAT or other taxes and charges in Switzerland. In some of the participating countries,² research is not excluded from VAT. Therefore, all costs budgeted in a JRP (e.g., equipment, consumables, etc.) will be charged to the programme, VAT included. However, VAT will not be considered as an eligible expenditure if the research institution (e.g., universities, public research organizations, etc.) is able to recover the VAT.

² See Annex 2 for further information.

7 Submission

Proposals are to be jointly prepared by the applicants involved in the consortia. However, the Swiss applicant has the responsibility to submit the proposal via the SNSF's electronic submission system *mySNF* (www.mysnf.ch). Please verify in Annex 2 whether it is necessary to submit the same application also in the national application system of your host country. All applicants can have access to the electronic submission system *mySNF* through their Swiss partner. After login, the correct funding instrument must be chosen (Programmes > Enlargement contribution > MAPS).

The application consists of two parts:

- The administrative part which must be completed online on *mySNF*
 - Personal data of the Swiss applicant
 - Personal data of the consortium applicants
 - Basic data on the project (e.g., title, field of research, starting date, duration, summary)
 - Requested funding (incl. requested positions)
 - Information on required authorisations (if applicable)
 - Other indications (e.g. whether the project is related to other SNSF projects, the name of the Swiss university/research institution at which the planned project will be implemented, statement concerning already available funds or funds requested elsewhere)
- PDF documents that are to be uploaded onto *mySNF*
 - The research plan (must have the structure given in the guidelines, see Annex 1)
 - CVs of the all the applicants
 - For the PIs from the partner countries, a letter signed by the Heads of the research institutions involved, confirming the support to the project according to the rules and procedure as described in this call must be submitted. If further researchers are employed by a third institution, an additional confirmation from all heads of institutions involved in the project is required.
 - Other documents

Data Management Plan (DMP): A Data Management Plan (DMP) is only requested for approved grants according to the requirements issued by the SNSF. At the time the proposal is submitted, no DMP needs to be included. Funds can only be released once the DMP has been submitted. Missing or inaccurate statements in the DMP need to be added/revised at the latest before the release of the payment of the second instalment. A definitive and updated version of the DMP must be provided by the end of the project grant. For more details on the DMP format requirements and procedure see: [Data Management Plan \(DMP\) - Guidelines for researchers.](#)

Please note that costs for **Open Research Data (ORD)** must be taken into account at the time of submission of the application. They cannot be covered by a supplementary grant.

For specific questions related to *mySNF*, please call the technical support hotline at +41 31 308 22 00 or contact mysnf.support@snf.ch. Please note that a user account is needed in order to submit proposals to *mySNF* (the Swiss applicant is responsible for the submission). To open an account, the Swiss applicant must register with the SNSF as a user. Please note that opening a new account can take two to five days. Applicants with existing user accounts need not apply for new ones.

Please note that the SNSF uses a new CV format³. Filling in the information might take some additional time. It is advised that CVs for all applicants are submitted in the new format on mySNF, even though it is only mandatory for Swiss applicants.

Pre-registration: In order to facilitate the evaluation procedure, the Swiss applicant is requested to open their JRP proposals in mySNF by 01.05.2024⁴. They are requested to name the applicants to be involved as well as their countries, the relevant discipline, and, if possible, the title of the application.

Deadline for pre-registration: 01.05.2024

Deadline for submission of applications: 01.07.2024 (5pm, Swiss Local Time). Late and incomplete applications will not be considered.

Language: All documents are to be submitted in English.

8 Evaluation

8.1 Formal Eligibility Check

The formal check of submitted applications is performed by the SNSF, involving all SMPs. The check will consist of an appraisal of the completeness of the data as requested by the call. Additionally, the requested funding amount will be appraised internally by the SNSF's financial specialists. The eligibility of the applicants and their institutions will be verified by the SNSF and the SMPs.

After the submission deadline, neither new applications nor changes to the research plans will be accepted.

The Swiss applicant will receive an acknowledgement of receipt. If any of the consortium applicants fails to meet the formal criteria, the application will be returned to the Swiss applicant with a **ruling**, explaining the reasons for the non-consideration of the whole application. If the Swiss applicant does not agree, they have the right to request a reconsideration (SNSF internal procedure) or to initiate an appeal procedure before an independent Court (regulated in the Funding Regulations of the SNSF, in the Federal Law on the Promotion of Research and in the Federal Law on Administrative Procedure).

8.2 Evaluation Criteria

The evaluation criteria used to determine the scientific quality of the proposals include (not listed in the order of priority):

- scientific relevance;
- originality of the aims and objectives;
- appropriateness of the methodology and feasibility;

³ Additional information can be found here: Your curriculum vitae – all about the CV format (snf.ch)

⁴ Proposals will still be accepted even if the pre-registration deadline is missed. Furthermore, the composition of the consortia can still be modified after the pre-registration deadline.

- track record and expertise of the researchers;
- complementarity of the research partners.

8.3 Peer Review

Proposals will be reviewed according to international peer review standard procedures. For each eligible proposal, the SNSF will obtain a minimum of two reviews. The external experts peer-review the applications using a score system to determine their scientific quality.

8.4 Evaluation Panel

Depending on the number of proposals submitted, one or several evaluation panels will be set up; the panel(s) will be composed of international experts proposed by the SNSF and SMPs. Panel members will be approved by the SNSF and SMPs. Based on the peer reviews, the evaluation panel(s) will discuss, rate, and rank the proposals. The panel members' recommendation will include a rationale for the rating.

8.5 Funders Forum

Based on the results of the panel meeting(s) and taking into account the financial resources available in each country⁵, staff members of the SMPs and the SNSF will prepare a list of fundable projects. In case two or more applications are rated equally from a scientific point of view (primary criteria), gender balance decides on funding (secondary criteria), with preference given to applications with more female applicants. The list of projects to be funded will be submitted to the Steering Committee of MAPS for approval (see also 8.6 Decision).

8.6 Decision

The Steering Committee (SC) of MAPS is responsible to confirm the list of projects to be funded. This list is based on the results of the evaluation panel(s) and takes into account the available budget in the respective countries. No further discussion on scientific merit will take place in the SC. In addition, the JRPs proposed for funding must be formally approved by the Specialised Committee for International Co-operation and the Presiding Board of the SNSF and get the approval of the co-funding SMPs. Both the SNSF and the SMPs will inform their respective applicants about the final decision in the form of a ruling (applicants from Poland will be informed via the Swiss PI). The rulings on applications that are not funded include a relative ranking of the application as well as the main arguments for the rejection.

8.7 Communication

The evaluation results will be communicated to the Swiss and consortium PIs by the end of March 2025. **Earliest possible starting date for the projects: 1 April 2025.** It is mandatory to start the projects until 1 July 2025 (at the latest), since all projects need to be completed by 30 June 2029.

8.8 Appeal Procedure

Along with the ruling, the Swiss corresponding applicant will be informed that they have the right to appeal to the competent authority in Switzerland in accordance with national legislation. They also have the right to request a reconsideration of the proposal in accordance with SNSF internal regulations.

⁵ If the budget of a country is exhausted, no further consortium with partners from this country can be funded.

9 Contractual Arrangements

For funded projects, the Swiss PI and the consortium PIs need to sign a Grant Agreement (see example in Annex 3) before starting the project. Some SMPs from the respective countries may request to sign an additional Agreement with the consortium PIs. Please consult Annex 2 for further information.

10 Reporting

10.1 Scientific Reports

The preparation of the annual and final scientific reports is under the responsibility of all PIs involved in a single JRP. The reports will be submitted to the SNSF by the Swiss PI. The scientific reports shall inform on the advancement of their project, providing information about timeliness and progress made in implementing the research project. The PIs will be requested to use a template provided by the SNSF. These reports are shared with all SMPs. The scientific reports need to be submitted no later than 3 months after the completion of each implementation year.

10.2 Financial Reports

The Swiss PIs will provide an annual and a final financial report to the SNSF, reporting on all the expenses and revenues of the JRP from the second Swiss contribution (including the funds dedicated to the Swiss PI and the funds shared with the PIs in the respective partner countries). The reports are shared with the SMPs. Financial reports will compare expenditures with the approved budgets and will also be checked against the guidelines established at the start of the programme. A template will be provided as part of the Grant Agreement.

In addition, each consortium PI, or the host institution of the PI from the participating countries (Poland being an exception) will have to submit a separate financial report to the SMP (or other entity with which it has the specific contract for the use of the country contribution) reporting on the country's contribution (see annex 2 for further information).

10.3 Financial Control

The responsibility for overseeing the correct management of the Swiss contribution lies first with the Swiss PI. The Swiss PI, together with their institution, must ensure that expenditure reflects the realities and is consistent with the work done, also for the part claimed by the PIs from the partner countries. Then, the SNSF controls the financial reports of the Swiss contribution in connection with the project progress and on the basis of the supporting documents (receipts, reports, etc.) attached to the reports. The SMPs must verify the financial reports for the national contribution according to their own defined processes/rules. The financial reports submitted by the Swiss PI will be shared with the SMPs.

Templates for both types of report will be provided as part of the Grant Agreement. The reports shall be written in English.

11 Publications and Patents

11.1 Publications

The PIs are obliged to publish research results achieved through the JRPs in appropriate form and according to the SNSF's standards (requirements will be set out in the Grant Agreements). The publication will mention the support received from the second Swiss Contribution. The following rules also apply:

- Publications must be accessible and must comply with Open Access regulations.
- The data collected within a JRP must be accessible to other researchers for secondary research. The SNSF expects that researchers share at least the data underlying their publications, but only to the extent to make the published results reproducible. This data should be shared as soon as possible, but at the latest together with the relevant scientific publication.
- The SNSF and the SMPs may request that publications containing data gained in the framework of JRPs be submitted to them.
- All results of research activities undertaken within the scope of the JRPs are subject to the regulations of the respective institutions. Applicants must consult all host institutions concerning their internal intellectual property regulations. It is important that an agreement be reached in advance. It is the responsibility of all PIs to make sure such an agreement is signed before the project starts.
- For publications and conferences, PIs indicate the financial source as follows: *Project co-financed by a grant in the framework of the second Swiss Contribution to selected EU member states.*

11.2 Patents

The SNSF and the SMPs are to be informed – during and after the JRP – about any patents resulting from the JRP.

12 Contact

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International Cooperation
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Annex 1

Guidelines for Writing the Project Proposal

Proposals are to be jointly prepared by all applicants involved in a project and the following guidelines must be respected. For your proposal, we kindly ask you to use the section headings indicated below. The proposals will be sent out for external review. In order to ensure that the scientific content of your proposal can be adequately assessed, please provide detailed documentation which clearly sets out the aims, subject matter and methods of the project you are planning. Please note that the SNSF and SMPs do not consider proposals that do not meet the formal requirements and/or are manifestly inadequate.

1 **Summary of the Research Plan** (Max. 4,000 characters with spaces, does not count to the 17 pages).

This should include the most important features of your research plan and place your project in a broader scientific context. This summary must be identical with the one you have provided in the *my*SNSF data container “Basic data II”. At least font size 10 and line spacing 1.5 must be used.

2 **Research Plan**

The research plan must not exceed 17 pages and 68,000 characters (with spaces). The first limit reached applies. This includes the title or front page, footnotes, illustrations, formulae, tables (and, if applicable, the table of contents), but not the bibliography. At least font size 10 and line spacing 1.5 must be used. The research plan may not contain any annexed documents.

The research plan must be structured as follows:

2.1 **Current state of research in the field**

Describe your project in the context of the current state of knowledge in your field. Make reference to the most important publications, particularly by other authors. Please describe:

- which previous insights provided the starting point and basis for the planned studies;
- in which areas research is needed and why, and what your project can contribute to closing this gap;
- which relevant research projects are currently underway in Switzerland and abroad;
- to what extent the various disciplines – in interdisciplinary projects – contribute a variety of perspectives to the proposed research; the extent to which the targeted research goals require the integration of elements (e.g. theories, methods, concepts) from two or more disciplines which is not yet customary in this combination in the field.

2.2 Current state of your own research and partnership aspects

Please describe the research work undertaken in the relevant field by members of the research group, the results obtained so far as well as the relevance of these preliminary undertakings for the current project. If your project follows on from a preliminary project supported by the SNSF, please report on the work conducted and the results obtained in the preliminary project. Together with the CV, this information serves as a basis for assessing your academic qualifications, particularly your expertise with regard to the project.

2.3 Detailed research plan

Based on the information provided under 2.1 and 2.2, please specify the approach you are taking and the concrete objectives that you aim to achieve in the period of funding.

- Describe the specific investigations or experiments that are required and/or envisaged to reach the set goals. Assess the risks involved and propose alternatives if necessary.
- Characterise existing sources and datasets and describe the data collection strategy and possible alternative strategies.
- Describe the methods by which the research goals are to be reached (applicant and collaborations) and methods that first have to be developed.
- Explain the role of each member of the research team (incl. applicants, employees, project partners and collaborations). Please also explain why the expertise and scientific contribution of several applicants is necessary and why the collaboration is essential in order to achieve the research results and delivers an additional benefit.

The scope and detail of the information should enable an expert to assess whether your methodology is appropriate and your project feasible. Ensure that you refer to the work described here in the budget you submit via the SNSF portal.

2.4 Schedule and milestones

Please compile a schedule that includes the most important milestones.

2.5 Relevance and impact

Describe the scientific relevance and expected impacts of your project for the discipline and for science as a whole (research and education/teaching). Please mention the form in which you wish to publish your research results (articles in specialist journals, monographs, conference proceedings, etc.).

2.6 Bibliography (does not count to the 17 pages)

2.7 Ethical, safety, and regulatory issues (does not count to the 17 pages)

Does your proposed work raise ethical, safety or regulatory issues? If yes, how will you deal with them? Please indicate.

Annex 2

Eligibility Switzerland, Swiss National Science Foundation

1 Eligibility

The Swiss applicants must meet the eligibility requirements of the SNSF. The [SNSF Funding Regulations](#), the [General implementation regulations](#) and the [Regulations on Project Funding](#) are applicable or applicable mutatis mutandis. Please note that private companies are not eligible for funding.

2 Funding Modalities

A maximum amount of CHF 350,000 is allocated per project for the Swiss side. Article 7 of the [Regulations on Project Funding](#) defines the eligible costs:

- salaries of scientific and technical staff in research projects within the scope of the salary ranges and rates prescribed by the SNSF;
- salaries of the Principal Investigators based in Switzerland cannot be covered by MAPS;
- material costs that are directly related to the research work, namely material of enduring value, expendable items, field expenses, travel expenses, third-party charges, cost of computing time and data as well as of providing open access to research data;
- direct costs incurred through the use of research infrastructure linked to the research work;
- costs for the organisation of conferences and workshops in connection with the funded research;
- costs for national and international cooperation and networking activities carried out in connection with the funded research.

As of 1 April 2018, fees for open access publications are no longer eligible costs within SNSF grants and have to be requested separately via *mySNF*. The SNSF considers applications for Book Processing Charges (BPS) as of 1 April and for Article Processing Charges (APC) and Book Chapter Processing Charges (BCPC) as of 1 October 2018. Please visit www.snf.ch/oa for further information.

Swiss applicants may not apply for their own salaries.

Please note that each project must:

- comprise at least three eligible Principal Investigators, including two applicants from two different participating countries (Bulgaria, Croatia, Hungary, Romania, or Poland) and one applicant from Switzerland.

Grants will be managed according to standard SNSF rules.

Researchers from third countries, who make a partial contribution to the project without being responsible for the project can be included as project partners (in the Swiss part), but costs must correspond to no more than **20% of the overall Swiss budget**. However, please note that researchers who are located in a country participating in MAPS call cannot be included as project partners.

3 Submission

Swiss applicants must submit the application via the online submission system [mySNF](#). Please select the “Programmes – Enlargement Contribution – MAPS”.

A Data Management Plan (DMP) is requested for approved grants according to the requirements issued by the SNSF. Funds can only be released once the DMP has been submitted. Missing or inaccurate statements in the DMP need to be added/revised at the latest before the release of the payment of the second instalment. A definitive and updated version of the DMP must be provided by the end of the project grant. For more details on the DMP format requirements and procedure see: [Data Management Plan \(DMP\) - Guidelines for researchers \(snf.ch\)](#)

For more information, please contact:

Isabelle Fellner or Timothy Ryan
Swiss National Science Foundation
international@snf.ch
+41 31 308 22 22

Eligibility Bulgaria, Science Directorate, Ministry of Education and Science

1 Eligibility

The applicants from Bulgaria should:

- be representatives of higher education institutions under Art. 85 para. 1, item 7 of the Higher Education Act, which are accredited by the National Evaluation and Accreditation Agency (NEAA) to conduct training for the educational and scientific degree "doctor" OR
- be representatives of Scientific organizations under Art. 47, para. 1 of the Higher Education Act, which are accredited by the NEAA to conduct training on the educational and scientific degree "doctor"
- have at least a doctorate (PhD)
- have the rights to supervise PhD students under Art. 9, para 3 of the Regulations on the Implementation of the Development of Academic Staff in the Republic of Bulgaria Act
- have at least four years of research experience after finishing their PhD (the research experience might be achieved in Bulgaria or abroad).
- Applicants can submit a proposal to MAPS even if they hold another Bulgarian grant or have applied for one;
- An applicant can participate in only one proposal.

2 Funding Modalities

A maximum amount of CHF 350,000 is allocated per project for the Bulgarian side.

- The salary costs of the Bulgarian team members are 1) in line with the salaries paid by the host institution or 2) according to the ones applied for the National programme VIHREN bellow. The approach that favors the applicant should be applied.
- Payment to the principal investigator/researcher (including social security and all other payments from the beneficiary organization): 7000 BGN/month for 100% time working on the project.
- The remuneration of each senior associate and post-doctoral student hired by the team will be BGN 5 200 and BGN 4 100, respectively,
- and of a young scientist without PhD degree - BGN 2 300 per month.
- The mentioned remunerations also include the employers' insurances. In the case of part-time work, wages are reduced proportionately.
- Material costs that are directly related to the research work, namely material of enduring value, expendable items, field expenses, travel expenses, third-party charges, cost of computing time and data as well as of providing open access to research data;
- Direct costs incurred through the use of research infrastructure linked to the research work;
- Costs for the organisation of conferences and workshops in connection with the funded research;
- Costs for national and international cooperation and networking activities carried out in connection with the funded research.

3 Submission

The applications only need to be submitted via mySNF by the Swiss applicant. The Bulgarian applicant does not need to submit the application in Bulgaria.

For more information, please contact:

Zornitsa Georgieva
Science Directorate, Ministry of Science and Education
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Eligibility Croatia, Croatian Science Foundation (HRZZ)

1 Eligibility

1.1 Personal Eligibility (Croatian applicants)

All Croatian applicants must meet the following eligibility requirements of the HRZZ:

- The Croatian applicant may have the status of a Principal Investigator (PI) and/or team member or PI and a co-PI on a maximum two HRZZ projects: as a PI of one project and a team member or co-PI on another project or as a team member and co-PI on two projects. This does not include the role of PI and team members in HRZZ projects ending on 31 October 2024.
- Co-PIs on projects are PIs on projects in bilateral programmes and ERA-NET programmes.
- Applicants to this Programme are considered as Co-PIs.
- The Croatian applicant must be an active researcher with at least four years of experience after PhD and be permanently employed at an eligible institution at the time of application and should have a valid employment contract throughout the entire duration of the project.
- The Croatian research team should consist of at least two team members (including PI) not including research staff planned to be employed on the project. Applicant can participate in only one project proposal.

1.2 Institutional Eligibility (Croatian institutions)

Eligible institutions are public or private universities, scientific institutes, non-profit research institutions and Croatian Academy of Sciences and Arts.

The Applicant can submit a project proposal only in the area for which the scientific organisation in which he/she is employed at and where the project will be implemented has been accredited. Applicants need to be permanently employed at an eligible institution.

Commercial companies and organisations are not eligible for funding.

2 Funding Modalities

A maximum amount of CHF 350,000 is allocated per project for the Croatian side. Article 7 of the [Regulations on Project Funding](#) defines the eligible costs:

- Salaries of scientific (doctoral students and post-doctoral students) and technical staff in research projects. Personnel costs and personnel cost categories have to be in line with the Croatian national legislation (gross amount, including commute costs to and from work, vacation and Christmas bonuses)
- Salaries of the Principal Investigators cannot be covered by MAPS;

- Material costs that are directly related to the research work, namely material of enduring value, expendable items, field expenses, travel expenses, third-party charges, cost of computing time and data as well as of providing open access to research data;
- Direct costs incurred through the use of research infrastructure linked to the research work;
- Costs for the organisation of conferences and workshops in connection with the funded research;
- Costs for national and international cooperation and networking activities carried out in connection with the funded research.
- Indirect costs (5%)

Croatian applicants may not apply for their own salaries.

Please note that each project must comprise of at least three eligible Principal Investigators, including one applicant based in Switzerland and two applicants from two different participating countries (Bulgaria, Croatia, Hungary, Romania, or Poland).

3 Submission

Swiss applicants must submit the joint application via the online submission system [mySNF](#).

Croatian principal investigator shall also submit the project proposal to the Croatian Science Foundation via the EPP system by submitting the following documents, the latest by 01.07.2024 by 12:00 CET:

1. Administrative Form – it should bear the original signatures of the Principal Investigator and the Head of the Institution and the Institution's stamp.
2. Financial Plan – contains elaborated financial resources required that need to be related to specific objectives and activities from the Work Plan (for the Croatian research group only).
3. Institutional Support Letter- document on a maximum of 2 pages, containing a detailed and complete description of the support provided by the Institution, signed by the Applicant and the Head of the Institution, and bearing the Institution's stamp.
4. Signed Letters of Intent for participation in the proposed project for all Croatian research group members who are not employed at the Institution hosting the project – (Letter of Intent for an associate from Croatia shall be signed by the Head of the Institution and the associate, while the Letter of Intent for an associate from abroad shall be signed by the associate).
5. Ethical clearance if applicable.

All documentation related to the application shall be submitted in English. The Applicant shall be responsible for the equivalence of the project proposal submitted to the SNSF by the principal investigator in Switzerland and HRZZ will not be responsible for any discrepancies. Only proposals submitted to both, the HRZZ and the SNSF in prescribed deadline shall be subjected to the eligibility check.

For more information, please contact:

Jasminka Boljević and Milan Čanković
Croatian Science Foundation
international@hrzz.hr
+385 1 2356-990, 2356 – 607

Eligibility Hungary, National Research, Development and Innovation Office (NRDIO)

1 Eligibility

1.1 Personal Eligibility (Hungarian applicants)

The Hungarian Principal Investigators must meet the following criteria:

- have obtained their PhD at least 4 years prior to the submission deadline;
- be scientifically independent researchers and be able to lead the project team;
- be employed under an employment contract at an eligible research institution for the duration of the whole project, giving them access to the relevant research infrastructure.
- can participate in only one proposal.

1.2 Institutional Eligibility (Hungarian institutions)

For this call higher education institutions, central budgetary research institutions, non-profit research institutions, members may submit an application for support in line with the following eligibility rules:

- a) Enterprises with legal personality, non-profit economic associations, those with GFO codes 572, 573 which have at least one closed, approved, full (365 day) business year and maintain double-entry bookkeeping.
- b) From among the non-profit organisations those who have GFO code 551,552,559, 562,563,569,599, or 931, and according to Annex 1 of Act CCIV of 2011 on the national higher education are considered as non-state-owned higher education institutions but recognized by state and are considered as research and knowledge transfer organisations according to Article 2 (83) of Decree No. 651/2014/EU of the European Commission.
- c) Entities and entities operated by state budgetary rules with GFO code 311,312,322,341,342,381, or 382, and considered research-knowledge transfer organisations according to Article 2 (83) of Decree No. 651/2014/EU of the European Commission.

2 Funding Modalities

The maximum amount of CHF 3,948,749 is allocated per call for the Hungarian side. A maximum amount of CHF 350,000 is allocated per project for the Hungarian side.

Personnel costs have to be defined according to the host institution's usual policy on remuneration. The upper limit of personnel costs (gross salary) for researchers max. HUF 1 500 000 / person/month in the case of technicians and support staff: max. HUF 700 000/person/month.

3 Submission

The applications only need to be submitted via mySNF by the Swiss applicant. The Hungarian applicant does not need to submit the application in Hungary.

For more information, please contact:

Borbala Schenk, Head of Department for International Affairs
National Research Development and Innovation Office
E-mail: borbala.schenk@nkfih.gov.hu

Poland, National Science Centre (NCN)

1 Eligibility

1.1 Personal Eligibility (Polish applicants)

The Polish Principal Investigators must meet the following criteria:

- have obtained their PhD at least 4 years prior to the submission deadline;
- be scientifically independent researchers and be able to lead the project team;
- be employed under an employment contract at an eligible research institution for the duration of the whole project, giving them access to the relevant research infrastructure.

1.2 Institutional Eligibility (Polish institutions)

The project must be submitted by a Swiss applicant. All Swiss applicants must meet the eligibility requirements of the SNSF specified in annex 2 for Switzerland.

Each project must comprise at least three eligible Principal Investigators, including two applicants from two different participating countries (Bulgaria, Croatia, Hungary, Romania or Poland) and one applicant from Switzerland.

The Polish Principal Investigator must be employed under an employment contract throughout the duration of the project in one of the following types of eligible host institutions:

1. universities;
2. federations of science and HE entities;
3. research institutes of the Polish Academy of Sciences, operating pursuant to the Act on the Polish Academy of Sciences of 30 April 2010 (Journal of Laws of 2020, item 1796, as amended);
4. research institutes operating pursuant to the Act on Research Institutes of 30 April 2010 (Journal of Laws of 2022, item 498);
5. international research institutes established pursuant to separate Acts, operating in the Republic of Poland;
6. Łukasiewicz Centre operating pursuant to the Act on the Łukasiewicz Re-search Network of 21 February 2019 (Journal of Laws of 2020, item 2098);
7. institutes operating within the Łukasiewicz Research Network;
8. Polish Academy of Arts and Sciences;
9. other entities involved in research independently on a continuous basis;
10. research centres of the Polish Academy of Sciences within the meaning of the Act on the Polish Academy of Sciences of 30 April 2010;
11. scientific libraries;
12. legal entities with their registered office in Poland;
13. President of the Central Office of Measures.

Groups of entities⁶ comprising of at least two entities mentioned in sections 1-7 may also apply. In such case the host institution of the Principal Investigator is the leader of the group of entities, which provides merit-based and financial information in the application and reports for the entire group. The CV in the application is provided by the PI only.

2 Funding Modalities

A maximum amount of CHF 350,000 is allocated per project for the Polish side. All costs of the Polish part of the project are covered by SNSF. The call is not co-funded from the Polish national contribution.

It is not necessary to submit the application in the national application system of the NCN. Merit based and financial details concerning the Polish side of the partnership must be completed in the SNSF's electronic submission system mySNF. A declaration, signed by an authorised representative of the Polish host institution confirming the institution's necessary involvement and support for the project should it be awarded funding, must be submitted in mySNF. More details and template of the declaration are available on the NCN web site.

The Polish host institution is not required to sign a grant agreement with the NCN, nor submit any financial reports. The grant agreement is signed by the Polish PI and an authorised representative of the Polish host institution, the consortium partners including an authorised representative of the respective host institution as well as the Swiss PI, who is responsible for transferring funds to the Polish host institution.

Eligible costs are specified in the call text.

VAT is eligible if the host institution is entitled to reclaim VAT.

Personnel costs are eligible under the following conditions:

- Actual salaries plus social security charges, benefits and other statutory costs included in the remuneration of the Principal Investigator up to a limit of 190,000 PLN per year, researchers up to a limit of 140,000 PLN per year and specialist auxiliary staff, lab managers and technicians up to a limit of 100,000 PLN per year can be covered according to national regulations and standard policy on remuneration at the host institution. These amounts concern full-time employment for a full year. Full time direct involvement in the implementation of the project must be supported by documentation in line with national and internal regulations e.g., employment contract, an appointment or secondment decision etc. In the case of employment for less than the entire year, the limits are proportionally calculated. In the case of part-time direct involvement in the implementation of the project the percentage of time spent on project implementation must be indicated in a document in line with national and internal regulations e.g., employment contract, an appointment or secondment decision etc. In case of part-time involvement in the project the limit is proportionally calculated.
- If the host institution opens a new post required for the implementation of the project, transparency of the vacancy announcement and selection procedure must be ensured.

⁶ Entities other than the PI's host institution are NOT "project partners" referred to in chapter 5.1 and the list of eligible costs of the Call for Proposals.

- Additional remuneration for work performed as part of a project's implementation may be planned for members of the research team whose salaries are not covered partly or fully from the project budget. Additional remuneration can be claimed pursuant to full- or part-time employment contracts (e.g. in the form of a benefit, in Polish “dodatek”), as well as pursuant to civil law contracts. Research team members remunerated pursuant to an employment contract by a host institution may receive additional remuneration only in a form other than pursuant to a civil law contract.
- Additional remuneration is eligible up to a limit of 5,000 PLN per month for the Principal Investigator, 2,000 PLN per month for the researcher and 1,000 PLN per month for specialist auxiliary staff, lab managers and technicians. The overall amount of additional remuneration for all project team members, cannot exceed the limit of 9,000 PLN per month. Additional remuneration is eligible expenditure if the rules applicable at the host institution provide for such payments. Additional remuneration is eligible in case of those members of the research team, whose actual salaries are not claimed from the project budget.

3 Submission

The applications only need to be submitted via mySNF by the Swiss applicant. The Polish applicant does not need to submit the application in Poland.

For more information, please contact:

Barbara Świątkowska
National Science Centre (NCN)
Barbara.Swiatkowska@ncn.gov.pl

Eligibility Romania, UEFISCDI

1 Eligibility

Each project must comprise at least three eligible applicants: one applicant from Romania, one from Switzerland and at least one applicant from at least one different participating country (Bulgaria, Croatia, Hungary or Poland).

No project partners are allowed to be included in the consortium from the Romanian side.

1.1 Personal requirements for the submission of proposals (Romanian applicants)

- a) The RO applicant has a doctorate. Additionally, the RO applicant :
 - has obtained the PhD at least 4 years prior to the submission deadline;
 - is a scientifically independent researcher being able to lead the project team;
 - must have a position at an eligible Romanian host institution for an indefinite or specified period, which covers at least the period of the funding contract, or has the employment agreement, from the host institution, at least for the period of the funding contract, having access to the relevant research infrastructure;
- b) A given person can submit, as a RO applicant, only one application per call and only one team per country can be funded within one consortium;
- c) It is forbidden to submit project proposals which relate to already financed activities or are funded by other sources, national or international;
- d) RO applicant can submit a proposal to the MJRP call even if he/she holds another UEFISCDI grant or have applied for one;
- e) In case of personal constrains and the impossibility to continue the JRP implementation, the RO Principal Investigator jointly with the host institution will do all the diligences for assuring the proper continuity of the JRP (finding a new PI who must also fulfill the eligibility criteria for the PIs, making all the contractual arrangements etc). For this replacement, a written permission shall be obtained from the UEFISCDI.

1.2 Institutional requirements for the submission of proposals (Romanian host institutions)

- a) The project is implemented in a Romanian public research organization, respectively university, research institute and other like it (institutions or research centers of the Romanian Academy), hereinafter referred to as the RO host institution. The RO host institution cannot be an enterprise, in the sense of state aid legislation;
- b) The RO host institution is not declared, according to the law, to be in a state of payment default; it does not have accounts blocked following a court order; it has not made inaccurate declarations concerning the information required by UEFISCDI for the selection of contractors; it has not broken the terms of another funding contract signed previously with a Contracting Authority;

- c) The RO host institution agrees to ensure the necessary administrative support, to provide access to all necessary infrastructures, to support the implementation of the JRP in good conditions and to employ the members of the Romanian JRP team, while observing all legal provisions in force, if the JRP is selected for funding.

2 Funding Modalities

A maximum amount of CHF 350.000 is allocated per project for the Romanian team (85% of the grant is covered by funds of the second Swiss Contribution and 15% from national co-financing). For the budget of national co-financing, the RO PI will sign a contractual agreement with UEFISCDI. The budget of 85% grant will be managed according to the SNSF rules.

Eligible costs

- **Personnel / Staff costs** for the RO Principal Investigator, staff assigned to the project (researchers, master and PhD students, technicians and other research supporting staff directly involved in the project), comprising salaries plus social security charges and other statutory costs included in the remuneration, provided that this corresponds to the RO host institution usual policy on remuneration. The research team members will be paid according to the provisions of the Governmental Decision no.1188/2022 (upper ceiling) with subsequent changes and additions.
- **Equipment and consumable costs** necessary for the JRP, including: equipment, consumables & materials used in the framework of the JRP and for research activities, costs for access to the research infrastructure of third parties; *the maximum percentage for equipment within a JRP should not exceed 30% of the total RO project budget;*
- **Cost for subcontractors:** the costs for specific services from subcontractors that are necessary for the project *does not exceed a maximum of 20% of the total RO project budget;*
- **Travel costs** (including travel and accommodation costs, subsistence allowances, conferences fees, medical insurances, visa fees) corresponding to international travel of the Romanian team members, for documentation periods (visit each other), participation in high level scientific conferences thematically linked to the JRP, workshops and communications in the field of the JRP;
- **Other direct costs** – costs for organizing of seminars and conferences, dissemination of results, publication, information / bibliography expenses, provided that they are directly linked to the JRP implementation; costs for ORD (Open Research Data) must be taken into account at the time of submission of application;
- **Costs for Open Access publications** will be possible to request separately via the OA platform of the SNSF (it will be possible to fund OA publications even in cases in which the Swiss PI is not involved);
- **Overhead (indirect costs)** are calculated as a percentage of direct expenses: personal&staff costs, equipment and consumable costs, travel costs and other direct costs (*excluding subcontracting*). As a rule, indirect expenses will not exceed 5% (flat rate) of the RO project budget.

Possible savings in one of the budget categories may be transferred to cover higher costs in another category (except indirect costs). Such transfers shall, however, not exceed 15% of the total allocation. For transfers above this limit, written permission shall be obtained from the SNSF and the UEFISCDI.

3 Main Obligations of the Romanian Principal Investigator (RO PI) and the Host Institution

- a) are both responsible for the implementation of the JRP;
- b) RO PI compiles and sends to the Swiss PI the scientific and financial reports during the course of the JRP, and a final report, at the time and in the format requested by SNSF; for national co-financing budget, the RO PI will report to UEFISCDI;
- c) RO PI communicates about the ongoing activities and publishes open positions in the project (including on the website www.euraxess.ro);
- d) RO PI ensures that the staff involved in the project have created and updated their scientific profile in the BrainMap software platform (<https://brainmap.ro>);
- e) The RO PI is obliged to publish research results achieved through the JRP in appropriate form and according to SNSF's standards (requirements will be set out in the Grant Agreement); publishes up to date information on the project activities (at least a summary and the list of publications supported by the project) on the JRP webpage, in English;
- f) The RO PI shall consult and agree with the Swiss PI and other PIs from participating EU-13 countries on the ownership of any intellectual property and/or the terms of commercial exploitation;
- g) The RO PI shall duly inform UEFISCDI (during and after a JRP) of any agreements concluded and/or measures taken in view of protecting and/or exploiting the JRP discoveries and/or inventions;
- h) The RO PI shall inform UEFISCDI (during and after a JRP) about patents that result from the JRP;
- i) The RO PI shall be exclusively liable for the conduct of its auxiliary personnel and subcontractors (if the case).

4 Submission

The RO PI must submit in the UEFISCDI online submission platform/dedicated section to the call: [UDiManager by UEFISCDI \(uefiscdi-direct.ro\)](http://UDiManager.by.UEFISCDI(uefiscdi-direct.ro)) the same application submitted by Swiss PI via SNSF's electronic submission system mySNF (www.mysnf.ch), together with specific documents necessary in the process of eligibility verification (D1 – Declaration of non-financing from other sources, certification of legality and accuracy of the information submitted; D2 – Declaration by the host institution that it meets the definition of a research organization; D3 – Declaration of financial eligibility of the host institution; D4 – Declaration of the host institution certifying the acceptance of the project implementation in the institution; D5 - VAT Declaration) and his/her CV (in a format provided by SNSF).

For more information, please contact:

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