



Information sheet for submitting applications for research funding

IMPORTANT:

Principal investigators will receive funding for a **maximum of two ongoing projects**. However, it is allowed to act as co-applicant on two additional projects.

1. **Deadlines**

The Swiss Cancer League (SCL) and Cancer Research Switzerland (CRS) have set two deadlines for submitting applications for research funding (1 February and 1 August). The complete application may be submitted up to a maximum of 5 working days after these deadlines if a provisional notification containing the title, name(s) of the principal applicant and co-applicant(s), the start and duration of the project and the total sum required is submitted by the deadline (e.g. the first page of the application form). Applications received after this time will automatically be dealt with after the next deadline. An initial written response from the adjudicating committee can generally be expected by the end of January or June respectively. **Provisional information will not be given by telephone.**

2. **Format, attachments, number of copies**

The application for funding must be submitted as follows on the appropriate form provided by SCL/CRS:

w **Original plus 5 copies**

w Accompanying **curriculum vitae plus 5 copies** (Principal applicant and Co-applicant 1)

w Accompanying **list of publications plus 5 copies** (Principal applicant and Co-applicant 1)

The list must contain: **1. Original work with peer review**

2. Reviews/chapters of books

w Other **accompanying material** (e.g. publications) must be submitted as follows: **3 originals plus 3 copies of the summary** (e.g. first page)

w **A covering letter** (a maximum of 1 page) **plus 5 copies**. The letter must explain the significance of the anticipated results for the fight against cancer.

3. **Salaries**

The applicable salary categories will be determined using the rules established by the Swiss National Science Foundation. A separate statement of salary costs must be kept. The principal applicant may not apply for a salary.

4. **Age**

Individuals who have reached their 40th birthday by the time they take up the research position may receive a salary only in exceptional cases. They may receive assistance as part of a bridging arrangement if there is a record of their impending employment in a subsequent position.

5. Project duration

Applications for funding must be limited to projects lasting no longer than 3 years. The financial requirement for each year must be shown separately and in detail.

6. Work

A schedule must be drawn up for each year and each employee showing that the project will provide full employment for its duration (approx. 235 working days per year).

7. Content

Applications must be formulated, briefly, precisely and **in English**. They must be **cancer related**. The principal applicant must not apply for his own salary to be funded. Applications for funding for collateral materials must be accompanied by good offers. Funding for consumables in excess of Sfr 16'000 per year will only be granted in well-documented cases. In particular, the application must state what resources (personnel, funding, apparatus, facilities) are already available to the applicant and list other bodies from whom the applicant has requested assistance.

8. Obligations of the recipient of funding

You undertake to use the funding allocated to you for the stated purposes, to adhere to the research plan and the budget, to carry out the research work with due diligence and in accordance with the ethical rules of science, and to make the results of your work available in a suitable form.

Recipients of funding must inform SCL/CRS immediately of any circumstances which result in a modification of the research plan or the budget and of any changes regarding the personnel whom they employ and pay in connection with the funded research projects.

9. Reporting and accounting

At the end of the project period, recipients must submit a final scientific and financial report to SCL/CRS. Both reports must be submitted on special forms provided by SCL/CRS. The financial report will be examined by the business office, the scientific report by the relevant committee. The business office will inform recipients whether their reports have been approved. Any funding granted but not used must be repaid to SCL/CRS on completion of the research work.

10. Patents, copyright

The recipient is obliged to inform SCL/CRS if he acquires protected rights in conjunction with work funded by us (such as patent rights to a discovery or a copyright for a publication, audiovisual media, a computer program or other similar item).

If the results of research funded in full or in part by SCL/CRS are exploited commercially, the recipient of the funding is obliged to notify this to SCL/CRS. SCL/CRS may require the funding to be repaid in accordance with the income yielded by the work and may request an appropriate share of any profits. Such payments will be used by SCL/CRS to fund research.

11. Misuse, failure to observe these conditions

If funding is misused or if the recipient fails to observe the conditions stated here, SCL/CRS shall be entitled to freeze bank accounts, revoke its pledge to provide funding, demand repayment of funds that have already been paid out and take any further measures that it deems necessary.

12. Miscellaneous

If your application for funding is granted, we will appreciate your assistance with information and obtaining resources.

Research funding will be forfeited if it is not claimed within 1 year of the stated starting date of the funding. Supplementary payments will only be authorized in exceptional cases if they are the result of unforeseeable price increases.

Please send your application to the following address:

Swiss Cancer League

Scientific Office
Effingerstrasse 40
3008 Bern

phone: +41 31 389 91 16

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e-mail: scientific-office@swisscancer.ch