



Information sheet

Online application submission for research funding

Important:

- Research applications that have been rejected can be **revised and re-submitted only once**.
- Principal applicants will receive funding for a **maximum of one ongoing project**.
- Only **one project** per principal applicant may be submitted **per round**.
- The Swiss Cancer League (SCL) and the Swiss Cancer Research foundation (SCR) support the principle of **open access** of scientific publications.

General Information:

The [Grant Application Portal \(GAP\)](#) is a web platform designed for the online interaction between applicants, reviewers and the Scientific Office of the aforementioned organizations. **Only those grant requests submitted via this platform will be considered for funding.**

1 Deadlines

The SCL and SCR have set two deadlines for submitting applications for research funding (1 February and 1 August). An initial written response from the adjudicating committee can generally be expected by the end of June or December respectively.

Provisional information will not be given over the telephone.

The complete application may be submitted up to a maximum of 5 working days after the two official deadlines only if a **prolongation has been requested (by e-mail) and approved by the Scientific Office** (scientific-office@swisscancer.ch) **prior to the deadline**. Please note that in order to request such a prolongation you must have entered the following information online and prior to your request:

- on the GAP Project page
 - a. the title, name(s) of the principal applicant and co-applicant(s)
 - b. the start and duration of the project
- on the GAP Funding page
 - a. the total sum requested

Once you have entered and saved the above information in GAP, you will receive a **research project grant identification number**. Please be sure to include this reference number in your e-mail request for a 5 day prolongation.

2 Conditions on applying:

- Grant applicants of Swiss nationality or non-Swiss applicants currently employed by a Swiss research institution. SCL/SCR only supports **non-commercial** projects.
- Principal applicant must show several years of successful research activity and that they are in a position to carry out a research project on their own responsibility and with direction of colleagues and employees involved in it.
- The **principal applicant must be the one who creates the application**, but it can be jointly completed by the principal applicant and any co-applicants.
- The application must be written in **English** and formulated briefly and precisely.
- The application must be **cancer related**.



- Attachments such as the research plan, CVs, publication lists and detailed financial plans, etc. are to be uploaded to the fields provided.
- A brief and concise **description of the significance of the expected project** outcome in terms of cancer research and/or cancer control is required.
- 1 signed hardcopy of the online generated application must be mailed (to the address below) and **postmarked with the date on or before the deadline**.

3 Re-applying

- Research applications that have been rejected by the SCL/SCR can be revised by the applicants and **re-submitted only once**.
- **For revised versions only:** A **point to point response** must be provided in the field made available.

4 Project duration / Maximum funding amount per project

Applications for funding must be limited to projects lasting no longer than 4 years. The financial requirement for each year must be shown separately and in detail. A single project may be supported with at most CHF 375 000.- (see also sections 5 and 6). Yearly budget should not exceed CHF 125 000.-.

5 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 is not allowed to apply for his salary.**

6 Consumables and miscellaneous expenses

Applications for funding for collateral materials must be accompanied by good offers. Consumables and miscellaneous expenses (excluded are travel costs, conferences and overheads) are usually granted for CHF 25 000.- per year per 100 % position but can in **well-documented cases** make up to 50 % of the yearly budget. The application must state what resources (personnel, funding, equipment and facilities) are already available to the applicant and list other bodies from which the applicant has requested assistance.

7 Projects involving experimental animals

For research involving experimental animals, experiments should follow the "[Ethical Principles and Guidelines for Experiments on Animals](#)" from the SAS (Swiss Academy of Sciences) and the SAMS (Swiss Academy of Medical Sciences). In addition, the SCL and SCR support the [Basel Declaration](#) and encourage the researchers to look for alternatives to animal studies and to commit to the 3R principles (Replace, Reduce, Refine).

The Scientific Committee relies on the judgment of authorization bodies (e.g. the cantonal veterinary office) and deliberately renounces to make an ethical weighing of interests. The cantonal veterinary commissions unite the necessary skills and the diversity of societal values better than the Scientific Committee composed only of researchers.



8 Review process

After the grant application is submitted and recorded by the Scientific Office, it is sent to two members the [Scientific Committee](#) who are experts in the relevant specialist field. The two Scientific Committee members recommend additional experts as external reviewers.

The reviewers evaluate the proposal. Four to six reviews are obtained for each research proposal, two of which are by the Scientific Committee members. The two Scientific Committee members give grades according to the four criteria (see also section 9). The research proposal is discussed in a Scientific Committee meeting.

After the meeting, detailed minutes and a list of all proposals ranked according to the scores are composed.

The ranking list is presented to the SCL or SCR Board, which decide which proposals will be funded based on the recommendations as well as the available funds. As the financial means are limited, it is never possible to approve all grant applications that the Committee judges to be of good quality and worthy of funding.

The Scientific Office notifies the applicant of the decision. The reviews are made available to the applicant in an anonymous form.

9 Criteria

The quality of the research grant application is evaluated according to the following criteria:

1. **Originality** and innovative aspects (for basic research projects) and / or socio-economic impact and timeliness (for epidemiological and related clinical studies)
2. **Adequacy** of the **proposed methods**
3. **Feasibility** of the project by the main applicant's group. Is the project feasible in terms of finances, human resources and organization?
4. **Past accomplishments** of the main applicant: career adapted rating focusing on the main applicant

These four criteria are scored. The final score is the addition of the scores of the two Scientific Committee members.

The final and most important criterion is the **cancer relevance**. Only projects with distinct cancer relevance will be funded. The expected results of the proposed project should contribute to new observations or knowledge on the causes, prevention or treatment of cancer. Priority is given to patient-oriented research projects.

The Committee members may also make suggestions on the budget allocation.

10 Open Access

The SCL/SCR support the principle of open electronic access to scientific knowledge. They require that you provide open access to research results obtained with the help of a SCL/SCR grant. You are free to choose between the Green or the Gold Road, the Hybrid Road is not supported. The SCL/SCR follows the [SNF guidelines for Open Access](#).

In short, the Green Road, the self-archiving in an institutional repository: publications resulting from SCL/SCR funded research should be freely accessible in a discipline-specific or institutional repository no later than six months after publication.



The Gold Road, the publication in a purely open access journal: the costs due to publication in a peer-reviewed open access journal related to a SCL/SCR grant may be claimed from the agreed project funding up to a limit of CHF 3 000.- per publication. For new applications, the costs of open access publication should be listed under expenses. For active grants, the costs of open access publication may be claimed as long as the available funds are sufficient.

11 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. You are required to make your research results available in open access publications (see also section 10).

Any changes to a funded project must be approved by the Scientific Office.

Therefore, recipients of funding must inform SCL/SCR 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.

Support for some of our fundraising activities may be asked by SCL/SCR.

12 Reporting and accounting

Recipients must provide an annual financial report to SCL/SCR. In addition, recipients must provide an intermediary scientific report (for projects lasting more than 2 years) and a final scientific report. These reports will be examined by the relevant bodies.

Requirements in terms of reporting will be listed in the acceptance letter. The Scientific Office will inform recipients whether their reports have been approved. Any funding granted but not used must be paid back to SCL/SCR on completion of the research work.

Publications arising from a SCL/SCR funding should be notified to the Scientific Office via the grant application portal as soon as the publication is accepted.

13 Patents, copyright

The recipient is obliged to inform SCL/SCR 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, audio-visual media, a computer programme or other similar item).

If the results of research funded in full or in part by SCL/SCR are exploited commercially, the recipient of the funding is obliged to inform SCL/SCR of this.

14 Misuse, failure to observe these conditions

If funding is misused or if the recipient fails to observe the conditions stated here, SCL/SCR 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.



15 Miscellaneous

If your application for funding is granted, we may require further information on the project. Research funding will be forfeited if it is not claimed within one 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.