

Research Partnership Grants 2021 – General Grant Guidelines

Bilateral research cooperation with the Latin American Region 2021-2024

Aim of Research Partnership Grant 2021

- The goal of the Research Partnership Grants is to strengthen or initiate a scientific exchange between Swiss and Latin American researchers and institutions by enabling them to undertake preliminary research and organize workshops jointly.
- Research Partnership Grants are particularly useful to develop joint project proposals, to be submitted to large funding agencies in Latin America, Switzerland, and Europe or to combine already existing and independently funded projects in Switzerland and the partner countries for long-lasting cooperation and to present bigger projects (e.g., to SNF, ERC).
- Research Partnership Grants aim to mainly cover expenses related to fieldwork, exchange events, and research analysis.
- The calls are open to all disciplines and fields for mono- or interdisciplinary research projects. This year's call will be restricted to certain SDGs and two thematic areas (COVID-19 and digitalisation).

Eligibility and responsibility of project members

- As stated in the Application Form, each proposal must have one principal applicant based in Switzerland and one in Latin America.
- The Swiss Principal Investigator must hold employment as a scientist in an eligible Swiss institution (Swiss federal institutes of technology, cantonal universities, federal and cantonal research institutes, universities of applied sciences) with several years of academic experience.
- Research institutions in Switzerland must be accredited by swissuniversities.
- The Principal Investigator in Latin America must be affiliated to an accredited university or a public research institute and hold a faculty or scientist position or a doctoral degree in addition to several years of academic experience.
- Additional researchers based in Switzerland and Latin America can also participate. Proposals can include Master's and PhD students.
- The Swiss Principal Investigator bears the main responsibility for the project, including its technical and administrative coordination as well as timely delivery of scientific and financial reports.
- Researchers can apply, even if they already received a grant (e.g., from the SNF or Leading House), but it cannot be with the same project. Additionally, the Leading House will need to see the final report of the previous project and how it has evolved. However, priority is given to researchers/projects that have not received previous funding.
- The research project must be conducted within twelve months within a two-year time window (2022-2024).

Application process

- All applications must be submitted in the electronic form to the Leading House. Instructions and deadlines can be found on our website. Researchers have access to the official call and other documents under "Downloads" and the application form under "Links."
- All information provided in the administrative part and all uploaded documents must be written in English.

- The Leading House does not provide applicants with contact details of possible project partners in Switzerland and Latin America. It is the responsibility of the main researchers applying for the grant to find their contacts and partners.

Evaluation process

- The Leading House for the Latin American Region awards grants according to the principle of competition and ensures equal opportunity for all applicants. Proposals will be reviewed according to international blind peer-review standard procedures. Members of the evaluation panel will designate external peer-review experts if needed.
- Projects will be evaluated according to the formal eligibility and evaluation criteria presented in the respective call.

Expected financial and in-kind contributions, third-party sources

- Reciprocity is an important pillar of collaboration between Swiss and Latin American researchers. Contributions from both the Swiss and Latin American partners are mandatory; mutual commitment is an essential indicator for the project's sustainability. It includes co-funding by all partners, In-kind contributions, and, if available, third-party contributions.
- Financial contributions by the Swiss and Latin American partner institutions are to be included in the Budget form, and they are expected to represent meaningful participation in the project's total budget.
- In-kind contributions (if applicable), e.g., salaries, free use of infrastructure, hardware, provision of goods, are not to be listed in the budget as such, but in the corresponding section of the Budget form on page 5.
- Third-party contributions (if applicable), e.g., grants, scholarships, awards, are not to be listed in the budget as such, but in the corresponding section of the Budget form on page 5.
- The grant received from the Leading House must be spent in both Switzerland and one or several Latin American countries. Expenses outside of Latin America and Switzerland can only be covered in exceptional cases and upon the previous consultation with the Leading House.
- A major percentage of the grant received from the Leading House is to be spent for the Swiss partner(s).

Specification of costs that can be covered

- Travel expenses of up to CHF 2,200 per person may be granted. It covers all travel expenses per person within Switzerland and Latin America (e.g., flights, car, train, bus). Travel insurance, as well as costs for visa, can be covered within this limit. COVID-19 tests that are mandatory to travel can be covered.
Only economy class flights and train tickets (2nd class) can be covered. Taxi and Uber rides will only be covered as an exception and must be thoroughly justified.
- Costs for accommodation and consumables can be granted. Please indicate the estimated costs in detail.
Accommodation: max CHF 120-150/night in Switzerland, max CHF 60-80/night in Latin America, depending on the country.
Consumables: max CHF 60/day in Switzerland, max CHF 40/day in Latin America, depending on the country.
- Members of the project team can benefit from paid accommodation and consumables for up to a maximum of 3 months.
- Due to the travel restrictions caused by COVID-19, up to 20% of the total grant amount may be used to cover the outsourcing of project tasks (e.g., data collection and processing). Local researchers in Latin America can be hired to conduct fieldwork tasks. This outsourcing can be extended to non-academic organizations and staff (e.g., NGOs, Think Tanks), but only when they can demonstrate scientific excellence.
- Research Partnership Grants can fund software for qualitative and quantitative remote data collection and processing (e.g., online data management, survey platforms) and communications software for virtual seminars/workshops (e.g.,

Zoom, Skype). The platform subscription must be justified, and this fee can only be covered if the Principal Investigator's university does not provide it.

- Traditional communication tools (phone calls and mail) can be financed only in exceptional cases and need justification.
- As a result of the project, costs for publication can be financed.
- Other expenses for the organization of virtual courses, lectures, or online summer schools can be financed and need justification.

For all costs, a purchase receipt must be provided.

Specification of costs that cannot be covered

- Salaries (except for local students working on project-related tasks);
- Conference rooms and other infrastructure. Should be provided by the host universities (in-kind contribution);
- Hardware and other equipment normally provided by universities;
- Daily rates / flat rates / lump sums for accommodation and food.

Accountability and reporting

- The Swiss Principal Investigator (PI) is responsible for the project's scientific, administrative, and financial management.
- The Swiss PI is to open a separate "third-party account" at the granted home institute, leave the instalments made by the CLS HSG on this "third-party account," and fully separate them from the PI's private property or any other funds.
- All expenses must be accounted for in the form of a purchase receipt or invoice. Scanned copies need to be presented to the Leading House with the final Financial Report when finishing the project. The originals are to remain with the PI for 5 years after the termination of the agreement.
- Costs without or with insufficient receipts cannot be accepted. Credit card statements are not official receipts. If receipts cannot be provided, an official receipt book can be used.
- Grant expenditures must adhere to the specific items of the budget. Shifts between individual budget items are permitted under the condition that they do not exceed 10% of the total budget. Other budget changes are not permitted without the Leading House's prior written approval.
- The Swiss PI is responsible for administrating the funds and for reporting. They must submit a final Scientific and Financial Report one month after the termination of the project.

Contact

University of St.Gallen

Centro Latino Americano-Suizo (CLS HSG)

Leading House for the Latin American Region

Müller-Friedberg-Strasse 6/8

CH - 9000 St.Gallen

+41 71 224 27 36

leadinghouse@unisg.ch

<https://cls.unisg.ch/de/forschung/leading-house>

Sarah Bühler, Program Manager

sarah.buehler@unisg.ch

Leticia Vargas, Program Manager ad interim

leticia.vargasbento@student.unisg.ch

Andrea Güpfert, Program Administrator

andrea.guepfert@unisg.ch

Prof. Dr. Yvette Sánchez, Program Director

yvette.sanchez@unisg.ch



Leading House for the Latin American Region