Guidelines for Applicants

General

The Novartis Foundation for Medical-Biological Research funds Research Projects / Research Fellowships in the area of medical-biological research. The Foundation accepts applications for funding over one year up to a maximum amount of CHF 60’000.00 for:

A) Research Projects to be conducted in Switzerland by members of a Swiss university or research institution. Applicants must be senior researchers responsible for the research project (PI).

B) A limited number of Research Fellowships at universities / research institutions outside of Switzerland (e.g. postdocs) for advancing the scientific careers of young researchers (PhD / MD) from Swiss universities. The Foundation supports cost of living, housing etc. up to CHF 60’000.00. Research projects at the host university / institution should be funded locally. The Novartis Foundation for Medical-Biological Research only funds a period up to one year of an over one year research stay abroad which is also third party funded. This also applies to extensions of already begun projects.

Applicants must not have received a grant from our Foundation within the last five years (example: if you received a grant in December 2013 (third submission 2013), you can apply again from the third submission date in 2018).

The annual deadlines for submission are as follows:

First submission: February 1st
Second submission: May 15th
Third submission: October 1st

After submitting their application, applicants are given a unique ApplicationID which should be mentioned in any further correspondence. Decisions are made within 10-12 weeks after the submission deadlines and communicated via Email. If possible applicants who do receive funding are requested to send in an invoice in order to have the grant transferred as efficiently as possible. After receiving an invoice, the grant is usually transferred within the next 10 working days.

Application

Grant applications should be submitted electronically in English language according to the following guidelines:

They should not exceed 10 pages, single-spaced, font size 12. Proposals should not be a copy-paste of the SNF grant proposal, but a self-standing outline of the planned research to be performed, in general over a one-year period. If your project exceeds a one-year period, please enclose information about the funding for the remaining / elapsed timeframe.
Your application should include the following:

1. **Application Form**, Microsoft Excel format
2. **Summary / Abstract** summarizing the research project to be funded (max. 1 page)
3. **Background** (max. 2 pages)
4. **Hypothesis and specific aims** (max. 2 pages)
5. **Experiments to be performed**, protocols, methods (max. 2 pages)
6. **Significance** (max. 1 page)
7. **Budget and budget justifications** (max. 1 page) (If the grant application involves salaries, the applicable social costs should be provided)
8. **References** (max. 1 page)

## Financials

Our Foundation funds research projects and research fellowships up to a maximum amount of CHF 60'000.00 including eventually charged social costs for salaries. Please ensure that you include – if applicable – these costs in your budget / total amount.

**Research Projects**: The research grant can be divided into one or several of the following three categories:

1. **Salaries** for research staff (i.e. PhD students, Postdocs or other staff needed) however our contribution to research projects does not include the applicants own salary.
2. **Instruments** or Instrument fees
3. **Miscellaneous** (consumables, animal costs, publication fees etc.)

**Research Fellowships**: We support cost of living, housing etc.; the research project should be funded locally (host university / institution).

## Documents (electronic)

Your application consists of three different parts:

1. **Application Form** in Microsoft Excel format (.xlsx)
2. Your application (see above instructions, pdf format, max. 10 pages) collated with all **appendices**\(^1\) (PDF) in a single document
3. Your **CV** (max. 2 pages) and **publications** (limited to the last 5 years) plus the CVs of your PhD student, Postdoc or other staff

\(^1\) **Appendices**

a. **SNF funding letter if pertinent**
b. **SNF grant summary if pertinent**
c. **Letters and summaries for other funding agencies**
d. **Offers from vendors** (for laboratory equipment)
e. **Approval letters for animal studies if pertinent**
f. **Positive opinion of the responsible Ethics Committee if the study involves human subjects or identifiable human material or personal data**
g. **Other relevant documents as applicable**
h. **Research Fellowships**: Support letter / confirmation from the Host University / institution
Resubmission

You are always welcome to reapply in case your application was declined in the first place. In order to resubmit your application, send in a revised version and highlight any changes made to the original one. If you want to comment the new version, please do so in a separate file.

Summary

- Applications must be submitted by the responsible senior researcher / PI (in case of a Research Project in Switzerland) or by the research fellow (in case of a Research Fellowship outside of Switzerland)
- Applicants must not have received money from our Foundation within the last five years (current year included)
- Deadlines: 1st of February, 15th of May, 1st of October.
- Funded timeframe: 1 year, if the project takes longer please enclose information about your funding for the remaining time
- Max. amount granted: CHF 60’000 (including social costs)
- Research Projects: Our Foundation does not fund the applicant’s own salary