

Swiss Natural History Collection Network

Experience and Methodology Exchange Rules and guidelines

1. Aim and scope

Experience and Methodology Exchanges is aimed at persons working with natural history collections in Switzerland, who want to host their own event/workshop to allow collection communities to exchange experiences and knowledge gained in the SwissCollNet programme. For instance, best practices in natural history collection management, digitisation of collections, data registration and management etc. can be shared.

Rental costs of conference rooms, board costs of international experts as well as food and beverage costs during the workshop are covered.

2. Terms and conditions for participation

The application must be sent to swisscollnet@scnat.ch at least 2 months before the event.

At least 1 member of the organisation committee of the event has to be part of a SwissCollNet granted project or participate in a committee or working group of SwissCollNet.

The amount requested is limited to a maximum of CHF 2000.-

Applicants will be refunded after the event up to a maximum of the approved amount.

The event has to take place in Switzerland.

Quotes for rental costs and services by externals must be submitted with the proposal.

The application will be evaluated by a member of the Steering Board or the Board of Experts of SwissCollNet (duration max. 30 days).

Applications are assessed according to the following criteria:

- Quality and relevance of the event
- Complementarity and additional benefits of the exchange
- Feasibility of the event

3. Requested documents

Each proposal for an experience and methodology exchange must include a document outlining the event's topics, objectives, format, participants and audience. Furthermore, a draft of the event programme indicating the roles of the participants to be supported by the grant must be part of the proposal. A short CV (not longer than 2 pages) is required for each invited participant whose expenses are supported by the grant. Also, a budget of the expenses has to be included.

The template provided by SwissCollNet has to be used for the application ([download: https://swisscollnet.scnat.ch/fr/exchange/experience_exchange](https://swisscollnet.scnat.ch/fr/exchange/experience_exchange)).

4. Grant administration and reporting

Once the proposal is granted and has taken place, the main applicant can send receipts of the invoices together with the expenses form provided to swisscollnet@scnat.ch. Reimbursements will occur within one month. Together with the reimbursement request, an activity report has to be submitted. The report must be submitted no later than one month after the event and must include:

- The timeframe of the exchange
- The names of the funded experts
- A brief summary of the event including specific outcomes
- Partnership and collaboration aspects, including added values

SwissCollNet, May 2023