SwissCollNet – Call for proposals 2022

**Application - guidelines and template**



**A. Key information**

* Please read the document “*Call 2022 - Description*” that contains all the relevant information related to this call for proposals.
* Deadline for project submission on July 29th 2022, 16h00 CET
* The online submission tool will open latest on May 17th 2022, 12h00 CET
* Email for questions: [support.swisscollnet@scnat.ch](mailto:support.swisscollnet@scnat.ch)
* Website: <https://swisscollnet.scnat.ch/en/application>
* Projects must be submitted in English.
* It is highly recommended to start writing the proposal and submit potential questions to SwissCollNet ([support.swisscollnet@scnat.ch](mailto:support.swisscollnet@scnat.ch)) well before the deadline. This will allow time for precise answers and adjustments. No applications are accepted after the submission deadline.
* Only main applicants have access to the online submission tool (see section C).

**B. Documents available**

All documents are available online on <https://swisscollnet.scnat.ch/en/application>

**Regulations and information**

* Funding regulations – this document defines the financing rules for SwissCollNet
* Call 2022 - Description– this document gives detailed information about the call (contents, rules) and should be read by each candidate applicant.

**Application (guidelines and templates for the applicants)**

* Application - guidelines and template (this document): a word file describing the application procedure and the content needed to submit a project. **It is highly recommended to use this document to prepare your project proposal and collect all the information from your partners ahead of filling in the online application.**
* Project description - template: a word file to submit your project description (background, detailed project plan etc.), including potential figures/tables and references. To be uploaded into your online application.
* Budget - template: an excel file for the budget containing a separate sheet to be filled in by each applicant (main- and co-applicant). To be uploaded into your online application.
* Commitment letter - template: a word file containing a letter signed by the host institution of each applicant (main- and co-applicant). To be uploaded into your online application.

**C. Application procedure**

**STEP 1 – centralise the necessary information**

The necessary documents to hand in are:

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| --- | --- | --- | --- |
| **Document** | **By which applicant** | **What to do** | **Template available?** |
| Application (information to be filled in online) | Main- and co- | Copy-paste content into the online application portal | Yes (section D of this document) |
| Project description (upload) | Main- and co- | Upload as PDF | Yes (project description + figures/tables + references) |
| CV (upload) | Main- and co- | Upload as PDF | No (limit CVs to 2 pages) |
| Budget (upload) | Main- and co- | Upload as XLS | Yes (all budgets within a single excel file) |
| Commitment letter (upload) | Main and co- | Upload as PDF | Yes (one for each institution involved) |

* **Application**: use the provided template to prepare your project proposal, it mirrors the fields, which the main applicant will need to fill in online, it describes the expected information and provides examples.
* **Project description/commitment letter**: use the provided templates to make sure the necessary information is covered in your project proposal.
* **Budget**: use the provided template. There are sheets pre-formatted for each applicant, examples and an automatic summary table that lists some information that is needed during the online submission.

**STEP 2 – complete the application online**

An online platform for submission is available at <https://swisscollnet.scnat.ch/en/application> . Only the main applicant will have access to the project online and be the contact person for all subsequent questions regarding the application.

1. At first connection, the main applicant will be asked to create an account with a login name and a password.
2. The main applicant completes the application form and uploads all requested documents (this may be done in several steps; an autosave is done every couple of minutes and it is possible to retrieve the work at a later time).
3. When all fields are completed, hit the “mark complete” button (the proposal can still be edited)
4. To finalise the submission, click the “submit” button, the application is terminated and modifications are no longer possible.
5. It is possible to view your proposal and download a PDF of it.

**After submission**

1. The main applicant will receive a confirmation of reception
2. The main applicant will be notified when the proposal enters the evaluation process.

**D. Application template**

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| **REMINDER** | Use this template to write your proposal, it mirrors the fields which the main applicant will need to complete online, it details the expected information and gives examples. |
| Please read the document “*Call 2022 - Description*” that contains all the relevant information related to this call for proposals. |
| It is highly recommended to start writing the proposal and submit potential questions to SwissCollNet ([support.swisscollnet@scnat.ch](mailto:support.swisscollnet@scnat.ch)) well before the deadline. This will allow time for precise answers and adjustments. No applications are accepted after the submission deadline. |

The submission of the project proposal is done online by the main applicant. The link will be available on <https://swisscollnet.scnat.ch/en/application> the latest on May 17th.

**SECTION 1 – Applicant information**

Each applicant shall provide the following information:

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| --- | --- |
| Applicant status | *your text* (main, co-) |
| Last name | *your text* |
| First name | *your text* |
| Email | *your text* |
| Phone | *your text* |
| Website | *your text* maximum 2; any relevant website (personal, institutional or project-based) |
| Title | *your text* |
| Position | *your text* |
| Institution | *your text* |
| Postal address  (Street, postcode, city, canton) | *your text* |
| **UPLOAD CV** | Each CV has to be limited to 2 pages and should focus on the relevant experiences of the person for the project |

NB: duplicate this table as many times as necessary to allow each applicant (main- and co-) to provide their information.

**SECTION 2 – Project description**

**Introductory remarks**

* Some fields are limited to a certain number of characters (spaces included); the limit is given in the description
* Most fields are mandatory (if they are optional, it is specified in the description)

**2.1 General information**

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| **Title** |
| A short title of the project  Max 150 characters (spaces included) |
| *your text* |

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| **Start date** |
| The estimated start date of the project  Reminder: all funded projects have to be started between November 1st 2022 and March 1st 2023 at the latest |
| *your text* |

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| **End date** |
| The estimated end date of the project  Reminder: all funded projects have to be terminated by August 31st, 2024 at the latest |
| *your text* |

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| **Duration** |
| The duration of the project in months  Reminder: max 18 months |
| *your text* |

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| **Project summary/abstract** |
| A short summary of your project (see point 2.2.; main objectives, procedures and outcomes based on the detailed description, see next section)  Max 1600 characters (spaces included) |
| *your text* |

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| **Key words** |
| A selection of key words to describe the project (can be complex terms, eg. lichen-forming fungi)  Max 10 words |
| *your text* |

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| **Disciplines** | |
| In the following list (will be a drop-down menu online), select one or several disciplines relevant to the project: | |
| * Botany - Phanerogams * Botany - Cryptogams * Zoology - Vertebrates * Zoology – Invertebrates * Mycology | * Anthropology * Palaeontology * Mineralogy * Geology -Other * Other |
| *your selection (will be a drop-down menu online)* | |

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| --- |
| **Disciplines - comments** |
| If needed: add precisions  Max 200 characters (spaces included) / optional |
| *your text* |

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| --- | --- |
| **Fields** | |
| In the provided list (will be a drop-down menu online), select one or several fields relevant to the project | |
| * Collection - (re)determination * Collection - conditioning * Collection – other * Digitisation – databasing * Digitisation – data mobilisation * Digitisation – imaging | * Digitisation – CMS * Digitisation – other * Training – taxonomy * Training – digitisation * Training – other * Other |
| *your selection (will be a drop-down menu online)* | |

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| **Fields - comments** |
| If needed: add precisions  Max 200 characters (spaces included) / optional |
| *your text* |

**2.2 Project description**

The project description should follow the structure described in the template. The same document also includes the figures/tables and the references.

**Maximum 30’000 characters (spaces included; all contents included).**

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| **Upload – project description** |
| The project description has to be uploaded as a single pdf file.  **PLEASE USE THE PROVIDED TEMPLATE** (available on <https://swisscollnet.scnat.ch/en/application> ) |

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| **Comments** |
| Potential comments and remarks.  Max 800 characters (spaces included) / optional |
| *your text* |

**SECTION 3 – Budget**

**3.1 Detailed budget**

The detailed budget provided by all applicants has **to be uploaded as a single excel file**, using the provided template. Each applicant is asked to complete one sheet with his own budget, this will allow SwissCollNet to grant each institution separately.

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| **Upload – detailed budget** |
| Detailed budget (xls file) of the project from each applicant (main-, co-,) requesting funds from SwissCollNet.  **PLEASE USE THE PROVIDED TEMPLATE** (available on <https://swisscollnet.scnat.ch/en/application> ) |

**3.2 Summary by cost category**

In the online application form, the main applicant will be asked to enter some summary amounts by cost categories (in CHF). These numbers are automatically generated in the budget template (excel file) on the sheet “SUMMARY”. The main applicant will just have to report them online.

|  |  |
| --- | --- |
| Total personnel costs | To be completed online (SUMMARY sheet of xls template) |
| Total equipment costs | To be completed online (SUMMARY sheet of xls template) |
| Total consumables costs | To be completed online (SUMMARY sheet of xls template) |
| Total sub-contracts costs | To be completed online (SUMMARY sheet of xls template) |
| Total various costs | To be completed online (SUMMARY sheet of xls template) |
|  |  |
| Total personnel matching funds | To be completed online (SUMMARY sheet of xls template) |
| Total equipment matching funds | To be completed online (SUMMARY sheet of xls template) |
| Total consumables matching funds | To be completed online (SUMMARY sheet of xls template) |
| Total cash (own budget/third-party) matching funds | To be completed online (SUMMARY sheet of xls template) |
| Total various matching funds | To be completed online (SUMMARY sheet of xls template) |
|  |  |
| **Total funds requested from SwissCollNet** | Will be automatically filled in by the system |
| **Total matching funds provided** | Will be automatically filled in by the system |
| **TOTAL BUDGET (CHF)** | Will be automatically filled in by the system |

**3.3 Summary by applicant**

In the online application form, the main applicant will be asked to enter some summary amounts per applicant (in CHF). These numbers are automatically generated in the budget template (excel file) on the sheet “SUMMARY”. The main applicant will just have to report them online.

|  |  |
| --- | --- |
| Applicant status | (main-, co-) |
| Total funds requested from SwissCollNet | To be completed online (see SUMMARY sheet of xls template) |
| Total matching funds provided | To be completed online (see SUMMARY sheet of xls template) |

NB: in the case of collaborative projects, the above fields will have to be completed for each applicant.

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| **Upload – commitment letter** |
| Each applicant has to provide a commitment letter of its host institution that states the support of the institution to the submitted project, ensures the provision of the necessary matching funds and agrees to the necessary data standards.  **PLEASE USE THE PROVIDED TEMPLATE** (available on <https://swisscollnet.scnat.ch/en/application> ) |

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| **Submission of collection survey** |
| If collections from the institution of the applicant are involved in the project, the related collection survey should have been submitted beforehand at [swisscollnet@scnat.ch](mailto:swisscollnet@scnat.ch) and [contact.gbif@unine.ch](mailto:contact.gbif@unine.ch). For more information concerning the collection survey: <https://swisscollnet.scnat.ch/fr/implementation/collection_survey> |
| *checkbox* |

**3.4 Budget proportion by strategic field**

Please provide the estimated proportion of the total budget (see above, point 3.2) that will be invested in each field (for more information please consult the document “*Call 2022 - Description*”, *strategic fields 5.2.2*)

|  |  |
| --- | --- |
| **Strategic field** | **%** |
| Collection management, conditioning | *x* |
| Digitisation: databasing, data mobilisation, etc | *x* |
| Training | *x* |
| Other | *x* |

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| --- |
| **Comments**  Max 500 characters (spaces included)/ optional |
| *your text* |

**SECTION 4 – Contacts**

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| **Suggested reviewers** |
| Provide by order of priority the contacts of the 2 persons outside Switzerland that may act as external experts. These persons should not have a conflict of interest with the project and might be contacted beforehand. Note that only one of the 2 suggested reviewers will give an evaluation during the review process. |
| *your text – 1st priority contact person (Name, Institution, Email)* |
| *your text – 2nd priority contact person (Name, Institution, Email)* |

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| **Conflicts of interest** |
| In case of conflicts of interest, mention here the international expert(s) not competent to review your proposal (justify why) / optional |
| *your text – person 1 (Name, Institution, Justification)* |

NB: can be duplicated if necessary