Information Sheet
on submitting applications 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 Research foundation (SCR) and the Swiss Cancer League (SCL) 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

Twice a year - **31 January and 31 July 12:00 noon** (Central European Time).

Principal applicants will be informed on the outcome by email approx. the end of June or mid-December respectively.

Information on the outcome will not be given over the telephone.

2 Conditions on applying

- Grant applicants must hold an independent research position at a Swiss research organization. SCR/SCL only supports **non-commercial** projects.
- **Principal applicant meets the following criteria**
  - has successfully conducted several years of research and holds an independent position (i.e. runs own laboratory or leads a group of people)
  - holds an employment contract in Switzerland with a minimum of 50% employment at the time of application and during project duration
  - has been able to secure independent funding as principal investigator in the past
  - has several first author publications and at least one peer-reviewed **original article** as last and corresponding author.
- 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.

3 Re-applying

- Research applications that have been rejected by the SCR/SCL can be revised by the applicants and **re-submitted only once**.
- **For revised versions only: A one-page rebuttal letter and the research plan with changes highlighted** must be provided.

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.- (i.e. for a project with a two-year duration the max. amount is CHF 250 000.-).

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. **Principal applicants are not allowed to apply for their own salary.**

6 Consumables and miscellaneous expenses

Applications for funding to be applied towards material of enduring value must be accompanied by valid estimates. Consumables and miscellaneous expenses (excluded are travel costs, conferences, education and training costs, etc.) 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.

Please note: As non-profit organizations, **the SCR/SCL are neither in the position to compensate institutions for the administration of SCR/SCL funds nor is it allowed to take out overheads or bench fees** from any funding granted by the SCR/SCL. Further, it is not allowed to use any funding granted by SCR/SCL to cover positions or services outside Switzerland.

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 validated by the Scientific Office, it is made available to two members the Scientific Committee who are experts in the relevant specialist field.
The Scientific Committee members recommend additional experts as external reviewers. Each research proposal is evaluated by four to six reviewers, two of which are Scientific Committee members. These two Scientific Committee members rate the applications according to the criteria specified in section 9.
The research proposal is then 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 members, who 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, and 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 graded. 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 SCR/SCL 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 SCR/SCL grant. You are free to choose between the Green or the Gold Road, the Hybrid Road is not supported. The SCR/SCL follows the SNF guidelines for Open Access.

In short, the Green Road, the self-archiving in an institutional repository: publications resulting from SCR/SCL 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 SCR/SCL 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.

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 SCR/SCL 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. Requests should be sent to grants@cancerresearch.ch

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

12 Reporting and accounting

Monitoring and reviewing research activity we fund is important to us and it provides us with valuable insight on the work in which we invest. Requirements in terms of reporting shall be noted in the decision letter and will be made available in the Grant Application Portal (GAP) upon grant activation. All progress reports are examined by the relevant bodies and the Scientific Office will inform recipients once their reports have been approved. For further information, please refer to the information sheet on our website regarding Reporting the progress of your funded grant or fellowship.

Any funding granted but not used must be paid back to SCR/SCL upon completion of the research work. Please contact the Scientific Office on how to proceed in such cases.

13 Publications

If you are funded by us, you must list the funding organization – either Swiss Cancer Research foundation or Swiss Cancer League and your funding award number in all your research publications related to the grant. This enables us to monitor and evaluate the outputs of the research we fund.

Example:
This work was funded by the **Swiss Cancer Research foundation** [**KFS**-XXXXXX-MM-YYYY].
This work was funded by the **Swiss Cancer League** [**KLS**-XXXXXX-MM-YYYY].

Publications must be submitted via the Grant Application Portal (GAP) as soon as the publication has been published. The Information Sheet on Reporting the progress of your funded grant or fellowship provides further information.

14 Patents, copyright

The recipient is obliged to inform SCR/SCL 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 SCR/SCL are exploited commercially, the recipient of the funding is obliged to inform SCR/SCL of this.

15 Misuse, failure to observe these conditions

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

16 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 circumstances.