



## **Call for Proposals**

**2010**

**15<sup>th</sup> October 2009**

**Swiss Network for International Studies (SNIS)  
Réseau suisse pour les études internationales (RéSEI)  
Schweizerische Forschungsgemeinschaft für Internationale Studien (SFIS)**

## The Swiss Network for International Studies

The Swiss Network for International Studies (SNIS) promotes academic research on international relations, political, economic, social, environmental, legal, health, and development issues that extend beyond national borders. Its aim is to foster collaboration between researchers in Switzerland and with International Organisations as well as with academics abroad. The SNIS was established by the University of Geneva, the Graduate Institute of International and Development Studies (IHEID), the Center for Comparative and International Studies of ETH Zurich and the University of Zurich, the World Trade Institute in Bern, the Swiss Tropical Institute in Basel, and the Institute for International Economics and Applied Economic Research, University of St.Gallen. It is funded by the State Secretariat for Education and Research of the Swiss Confederation and the Department of Public Instruction of the Republic and Canton of Geneva.

The *Governing Committee* of the SNIS includes six members. It defines the strategic goals of the SNIS, oversees the activities of the Secretariat, and decides on the allocation of funds. The *Scientific Committee* includes nine academics from different disciplines. It is in charge of evaluating project proposals and recommending to the Governing Committee projects that should be funded. The *Academic Council of International Geneva* includes representatives from International Organisations. It recommends thematic areas that form part of the SNIS Call for Proposals and facilitates collaboration with International Organisations (see the Position Paper of the Academic Council of International Geneva, [www.snis.ch](http://www.snis.ch)). The *Secretariat* and the *Director* of the SNIS are responsible for administering the SNIS and implementing the Governing Committee's decisions.

## Annual Tendering Procedure

The SNIS offers research grants in the order of 100'000 to 300'000 Swiss Francs for a two-year period. Applicants have to submit projects that address questions relevant to the domain of International Studies. The SNIS considers that International Studies deal not only with the analysis of international relations, but also with political, economic, social, environmental, legal, health, and development issues that extend beyond national boundaries. It welcomes proposals from a wide range of academic disciplines, such as political science, economics, sociology, social and cultural anthropology, law, history, geography, environmental sciences, and related areas. Topics of interest to the SNIS include decision-making in international organisations, international and civil wars, sustainable development, public health, migration and refugees, gender issues, globalisation, trade and financial markets, human rights, and European integration, among others.

*Tendering procedure:*

The tendering procedure requires research teams to submit proposals

**EITHER**

a) in any area of **International Studies** as defined above

**OR**

b) on the theme proposed by the Academic Council. For the Call for Proposals 2010, this theme is "new forms of international cooperation and global governance" (see Appendix 1 for details).

The Call for Proposals involves a **two-step process**:

- First, research teams submit a **pre-proposal**, that includes a cover sheet containing information on the team and a description of the project (600 - 1000 words) (for details, see Appendix 2). The SNIS will then decide which applicants are invited to submit a full proposal. No feedback will be given for rejected pre-proposals.

- Second, teams receiving an affirmative response to their pre-proposal are invited to submit a **full proposal**, that includes an abstract, a detailed description of the project (maximum 8'000 words), a timetable and a budget (for details, see Appendix 3). Based on the evaluations and recommendations of the Scientific Committee, the Governing Committee will decide which projects can be supported with the funds available for the current Call for Proposals. All applicants of full proposals will receive written feedback by the SNIS.
- Projects that have been selected for funding at the end of the second step of the selection procedure will have to submit a **Memorandum of Understanding (MoU)**, signed by the coordinating institution and the main project partners. The MoU refers to the "Regulations Concerning the Rights and Duties of Recipients of SNIS Subsidies" (see [www.snis.ch](http://www.snis.ch)). In order to simplify the administrative procedure, secondary project partners can submit a formal letter of engagement instead of signing the MoU.

### Criteria for the selection of projects

The following selection criteria relate to pre-proposals and full proposals. ***Please note that all formal criteria and all primary evaluation criteria have to be met. Meeting one or more of the additional evaluation criteria is not strictly necessary, but considered as an asset.***

#### *Formal criteria:*

- The topic must be in the area of International Studies (as defined above) or on the current Academic Council's topic, namely "new forms of international cooperation and global governance" (see Appendix 1);
- It is required either that the scope of the research extends beyond national borders or that the topic is comparative in nature. A project that is "local abroad" (e.g. a case study without any substantial conclusions that can be generalized on an international scale) is not considered as being international in its scope;
- Projects must be pluri- and/or multidisciplinary. Both the list of participants in the project and the research topic have to reflect this aspect. If the main applicants are all from the same discipline, they have to show that they involve scholars from other disciplines relevant to the research topic;
- At least one Swiss university or other Swiss institution of tertiary education and/or research must be involved as the leading institution in the project;
- The project coordinator must be a professor or academic staff member employed on a multiple-year contract at the post-doctoral level;
- The coordinator of the project shall not be working as a coordinator or as one of the main researchers of an unfinished SNIS project at the moment of submission;
- The submitted pre-proposals and full proposals must be complete and include all documents stated in Appendices 2 and 3.

#### *Primary evaluation criteria:*

- Academic excellence and originality (added value in the field studied);
- Policy relevance;
- The proposal needs to show that the team has the necessary skills and experience to answer the research question;
- Applicants must demonstrate that they have the infrastructure and equipment for carrying out the project (see section on use of SNIS funds below).

#### *Additional evaluation criteria:*

- Cooperation/joint research with international organisations and/or NGOs;
- Involvement of two or more universities in Switzerland;

- Involvement of researchers from abroad;
- Interdisciplinary approach (which goes further than the required pluri-/multi-disciplinarity);
- Co-funding from other sources;
- Involvement of PhD students and post-docs;
- Involvement of local partners/researchers for case/field studies.

### Use of SNIS funds

- Salaries:
  - Doctoral students can be funded with SNIS funds up to an employment level of 50%. If this is not possible due to specific rules of the employing institution, the employment level with SNIS funds can be increased up to a maximum of 60%. Other funding sources can be added for additional working time.
  - Salaries of doctoral students paid with SNIS funds should correspond to the scales of the SNSF: [http://www.snf.ch/SiteCollectionDocuments/allg\\_doktorierende\\_f.pdf](http://www.snf.ch/SiteCollectionDocuments/allg_doktorierende_f.pdf). If not possible due to specific salary scales and rules of the employing institution, scales and rules of the employing institution can be used. In this case, the team has to provide a full explanation of the reasons.
  - For other positions than doctoral students, scales and rules of the university where the person will be employed apply.
  - In general, an employment level of less than 50% is allowed with SNIS funds only if other funding sources make possible a total employment level of at least 50%. Scales and rules of the institution where the person will be employed apply for the part of employment paid with SNIS funds.
- Travel expenses:
  - Rules of the institution that manages SNIS funds apply for these expenses.
- Infrastructure and equipment:
  - The SNIS does not fund infrastructure and/or equipment.
- Administrative costs (overheads):
  - The SNIS does not fund any administrative activities and overheads.

### Submission deadlines

- A "**MySNIS**" section for **electronic submission** will be available by **mid-November 2009** on the SNIS website ([www.snis.ch](http://www.snis.ch)).
- **Pre-proposals:**
  - The deadline for electronic submission is **Friday, 18<sup>th</sup> December 2009, at midday (Swiss time)**. The deadline for sending the printed version is **Friday, 18<sup>th</sup> December 2009 (date of postage)**.
  - Applicants will be informed about the SNIS' decision concerning pre-proposals by the beginning of March 2010
- **Full proposals:**
  - The deadline for electronic submission is **Friday, 14<sup>th</sup> May 2010, at midday (Swiss time)**. The deadline for sending the printed version is **Friday, 14<sup>th</sup> May 2010 (date of postage)**.
  - Applicants will be informed about the SNIS' decision by mid-July 2010.

Please note that only complete applications submitted both electronically AND in printed version, with both documents submitted within the above-mentioned deadlines will be taken into account.

## Appendix 1: Theme proposed by the Academic Council

The topic chosen by the Academic Council for the 2010 tendering procedure is:

**"new forms of international cooperation and global governance".**

The Academic Council is particularly interested in the forces and processes that enable or impede change in such fields as (non exhaustive list):

- biodiversity and environmental management
- trade
- financial regulation
- migration and human mobility
- the conduct of war and armament control
- transnational crime
- intellectual property
- academic and professional qualifications
- technology transfer
- human rights
- health
- science and technology

## Appendix 2: Content of pre-proposals

- Create an account in the *MySNIS* section of the SNIS website for your research team;
- Fill in your project information;
- You have to provide **all** the information required on *MySNIS* and in the following list:
  - A description of the project (600-1000 words – this number does not include bibliographical references, that can be added in or at the end of the project description), including:
    - The research question and its importance from a theoretical, empirical, and policy viewpoint;
    - References to the existing literature;
    - A description of the methodology to be used;
    - Research tasks, milestones;
    - Expected or potential results, their relevance, and their contribution to the existing literature.
  - **Short** CV of the leading members of the team (**maximum** 15-20 lines, NOT a full CV!). Please note that all project members that are mentioned on the pre-proposal must have been personally contacted and must have given their approval for participating in the project.
  - **Five** publications of the main applicant(s) (NOT a full list!).
- Submit the information to the SNIS via *MySNIS*. In addition, you must print out the cover page, sign it (team leader only), and submit it to the SNIS via regular mail.

### Appendix 3: Content of full proposals

- Log on to the account you created on the *MySNIS* section of the SNIS website for your pre-proposal;
- Fill in your project information;
- You have to provide **all** the information required on *MySNIS* and in the following list:
  - Summary (1 page);
  - Research plan (maximum 8'000 words – this number does not include bibliographical references, that can be added in or at the end of the project description), including information on:
    - The research question and its importance from a theoretical, empirical, and policy viewpoint, as well as arguments or hypotheses to be developed and examined. This section will typically include a review of existing research on the issue, a discussion of gaps or deficiencies in the existing literature;
    - The research approach and methodology to be used;
    - Specific research tasks, organisation of the project, division of labour among team members, time-table, and milestones;
    - Expected or potential results and outputs, the contribution of the project to the existing literature, and its relevance to the academic and policy-making communities;
  - Information on team members (full CV and full list of publications, but **maximum** 5 pages for each document for each researcher) and their skills; justification of why they are particularly qualified to successfully carry out the planned research. Please note that all project members that are mentioned on the full proposal must have given their approval for participating in the project and specified their engagement towards the project applicant(s), if possible via letters/emails detailing their participation in the project. These documents can be added to the full proposal as annexes;
  - Strategy for dissemination of the results;
  - Information on partnerships with other academic institutions in Switzerland and other countries, International Organisations, or NGOs;
  - Budget, including detailed information on the proposed use of SNIS funds *and* on co-financing (see [www.snis.ch](http://www.snis.ch) for more information and a sample budget);
  - Submit the information to the SNIS via *MySNIS*. In addition, you must print out the cover page, sign it (team leader only), and submit it to the SNIS via regular mail.