

## **GUIDELINES FOR THE ALLOCATION OF FUNDING OF THE UNIVERSITY OF FRIBOURG CENTENARY RESEARCH FUND**

### **A. GENERAL**

1. Only researchers holding a doctorate and employed by the University of Fribourg may submit an application. In principle, the minimum eligible employment rate is 50%, but a slightly lower rate may be accepted if a justification is given in the letter of submission; clinical researchers employed by the HFR must have at least a 20% employment at the University of Fribourg to be eligible to apply.
2. The applicant's employment contract must not expire before the end of the project, and the applicant must remain available and contactable until their final report has been accepted, any amount due has been reimbursed and the application for funding has been fully closed.
3. As a rule, the same applicant may only submit one application per year.
4. The funding is intended exclusively for activities of a scientific nature that are carried out at the University of Fribourg or in close connection with it.
5. Publications or products resulting from the support of the research fund must bear a Unifr affiliation and clearly indicate the Fund's support with the relevant project number (FC...).
6. Grants may not exceed CHF 7,000 (exceptionally CHF 10,000 for large-scale projects), except for events (see specific conditions below). The Board may decide to grant its support by direct payment of the amount awarded or by guarantee in the event of a final deficit. In the latter case, the amount will be paid only after approval of the final scientific and financial report submitted by the applicant.
7. Under no circumstances is the funding intended to cover, even partially, the applicant's salary.
8. Applications for retroactive grants are not accepted.
9. A CV accompanied by a list of recent publications must be attached to the application for each person involved in the project, including in the case of staff recruitment. However, this requirement does not apply to speakers invited to an event, or to persons to be hired who have yet to be identified at the time of submission of the application. The CV must not exceed 2 pages and must include the 5 most important publications relating to the project, as well as an ORCID link.

### **B. SCIENTIFIC EVENTS**

The maximum grant is CHF 5,000; all of the following conditions must be met:

1. The event is not part of a teaching load and is not included in the course program.
2. A contribution - even a modest one - to the costs of the event is collected from participants without any scientific involvement. In exceptional cases, and subject to a duly substantiated justification on the submission form, the Bureau may waive this requirement.
3. The program and a detailed budget for the entire event are submitted together with the application; the costs requested from the Centenary Research Fund are clearly indicated and the participants' contributions are included in the budget.

Only the travel, accommodation and meal expenses of speakers who make a significant scientific contribution to the event will be covered (see tables below, point E.).

The speakers' fees will not be covered.

### C. EQUIPMENT, APPLIANCES AND MATERIALS

1. Requests for equipment/materials costing more than CHF 1,000 each must always be accompanied by a quotation and a justification for the choice of equipment.
2. After completion of the project, equipment and apparatus of lasting value remain the property of the university.

### D. PROOF-OF-CONCEPT / PROTOTYPES

1. The Knowledge and Technology Transfer Service (KTT) must be contacted prior to submission.
2. The budget submitted with the funding application must clearly distinguish between the costs of additional staff, external services, consumables and travelling expenses.
3. The intellectual property of the inventions made is governed by Article 10.c. of the Act on the University of 17 Nov. 1997 (Coll. 101.000) and the related directives (Coll. 135.100 and 235.110);
4. In the event of a profitable continuation, no reimbursement by the Research Fund is required; however, a donation in favour of the Fund is welcome.

### E. FLAT-RATE SCALES

Maximum allowed expenses (CHF) per person:

- Travel : 600.- Return flight/journey in economy class
- Accommodation : 170.- / Day or 2200.- / month, incl. breakfast
- Meals : 7,90 / Coffee-Snack – 23.- / meal (Lunch or dinner)

Meal costs are only eligible in the "Scientific event" category.

In all cases, the financial contribution of the home institution and that of the Unifr faculty and/or the Unifr department must be requested first.

### F. NON-ELIGIBLE COSTS

The Centenary Research Fund will not consider the following applications:

- Retroactive contribution – please note: the decision is made approx. 2 months after the submission deadline!
- The applicant's own salary
- Fees for a speakers at an event
- Professor's farewell lesson
- Costs of simply attending a conference without making a significant scientific contribution to the event
- Purchase of a cohort or payment for a test subject
- Publication, translation and proofreading
- Stay of less than 2 months if eligible via the International Relations Department.

These guidelines are adopted by the Board of Trustees by correspondence on 25.01.2024 and replace all previous editions (19.02.2018, 09.06.2020 and 24.5.2022).

*Only the French version of this document is binding.*