

GRADUATE INSTITUTE SEED MONEY GRANTS GUIDELINES

1. SYNOPSIS

The Graduate Institute's seed money scheme is designed to support the initiation of research activities which can serve as pilot projects for subsequent grant applications from outside agencies (FNS, ERC, SNIS etc.) or will lead to academic outputs such as publications. Awardees are expected to *submit at least one proposal for external funding (for full grants) or produce a scholarly output (e.g. submitted article, chapter, working paper) or a grant proposal within one year of the start of the award.*

2. TYPES OF FUNDING, AMOUNTS AND PERIODICITY

The total amount of CHF 50,000 is awarded each year in two rounds of application, one in each semester. The maximum amount that may be requested for a full grant is CHF 7,500; for a partial grant, CHF 2,500. Grants must be at least 1,000 francs.

Full seed money grants are designed as a top priority to help faculty members with a multiyear contract other than full professors (e.g. assistant and associate professors) and/or newly arrived faculty to jump-start research projects by conducting preparatory work and exploring potential collaborations. However, as a second priority, partial grants can also be awarded to full professors for purposes of data preparation, archival, field, or bibliographical work, or for preparing a special issue of a journal or an edited volume.

The final amount awarded will be determined by the Research Committee according to the merit, relevance, and budgetary needs of each proposal. In case the amount awarded differs from the amount requested the award will be subject to the proposer's acceptance of the modified budget. Funds may be used up to one year from the time they are awarded, and may be used to cover expenses incurred on or after the application deadline. Awards can neither be renewed nor extended. Unused funds will be recovered and returned to the fund for the next application cycle.

3. ELIGIBILITY REQUIREMENTS

Full grants are open to full time faculty of the Graduate Institute with multiyear contracts and/or newly arrived other faculty. Partial grants are open exclusively to full professors.

Students, post-doctoral researchers, temporary faculty, adjunct faculty, emeritus, and honorary faculty are not eligible. Only one proposal per PI is admissible per year. Proposals for joint/collaborative initiatives are particularly encouraged.

4. EXPENSES COVERED BY THE GRANTS

The following expenses may be covered by the seed money grant:

- travel costs for preliminary data collection
- travel costs for meeting research partners
- networking or exploratory events on- or off-campus designed specifically for the project
- purchase of data
- archival fees
- purchase of specific software
- hourly wages of research assistants
- visits to potential funding agencies

The following expenses are **not eligible**:

- supplemental compensation
- travel to conferences – even to present results or get feedback relating to research
- subscriptions to journals
- supplies and equipment normally provided by departments
- any activities not related to the objectives laid out in these guidelines

5. APPLICATION PROCESS

Applicants should be submitted to the Research Office (researchoffice@graduateinstitute.ch) by 1 May or 1 November and include the following documents in a single PDF (proposal not to exceed 5 pages, in addition to the CV):

- abstract (0.5 pages)
- project description (2-3 pages for full grants; 1 page for partial grants)
- plan for extramural financial support or scholarly output (0.5 pages)
- budget (1 page)
- CV

The **project description** should include the following:

- **Title**
- **Name of PI**
- **List of participating researchers** with departmental and/or center affiliations
- **Project outline:**
 - a clear and concise description of the pilot project's goals and significance, including its relationship to other work in the field and, if relevant, to previous work completed by the PI (for full grants only)
 - methods to be employed (**for full grants only**)
 - a detailed outline of the activities to be carried out with the seed money, including a timetable for completing these activities and a description of the resources needed (**compulsory**; if missing application will not be considered)
- **Plan for extramural support (for full grants only)**
 - a description of how the seed money grant will strengthen the project's potential for obtaining extramural funding. Discuss at least one possible funding agency and, if appropriate, special program of that agency, as well as approximate dates and amounts to be requested.
- **Plan for scholarly output** (e.g., article, chapter, working paper) or for extramural support (**for partial grants only**)
- **Budget**
 - the budget should detail projected expenditures and match requirements listed in the project outline.

6. SELECTION PROCEDURE

- **Award decision**
 - seed money grants will be awarded by the Graduate Institute's Research Committee on a competitive basis. All submissions will be ranked and decisions taken on a single majority basis.
- **Selection criteria**
 - merit and feasibility of the project
 - qualifications of the applicant
 - added potential for receiving external funding



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- in case two proposals are otherwise ranked equally, priority will be given to those submitted by early-career faculty



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7. REPORTING

Within 60 days of the end of the approved award period, the recipient must:

- Provide a final report detailing how the funds were used, what progress was made, and the status of resulting external applications for funds
- **and**, if an external grant application was submitted, a notification of submission.