swissuniversities

**Swiss Open Research Data Grants
Track B: Establish projects
Application guidelines for pre-proposals**

Table of Contents

Introduction

On behalf of the State Secretariat for Education, Research and Innovation (SERI), swissuniversities, the ETH Domain, the SNSF, and the Swiss Academies of Arts and Sciences developed the Swiss National Strategy for Open Research Data (ORD) and the associated ORD Action Plan.

The ORD Action Plan comprises several action areas, the first of which – Action Area A – is designed to create and promote new discipline-specific and interdisciplinary open data communities while also fostering the leadership skills of Swiss researchers in these communities. Action Line A1.2 of the Action Area A addresses grants for researchers and research communities that are awarded to advance the development of ORD practices; swissuniversities and the ETH Domain share primary ownership for this action line.

To implement Action Line A1.2, swissuniversities and the ETH Domain collaborated to develop the joint programme Swiss Open Research Data Grants, which invites researchers from all disciplines and from all types of higher education and research institutions to submit their project proposals. The programme aims to support researchers in engaging in or developing ORD practices with and for their communities; a further objective is to assist these researchers in becoming Open Science leaders in their fields. The programme consists of

three tracks, A, B, and C. The purpose of Track B and the relevant application guidelines are described in the following.

Track B: Mission and purpose

The purpose of Track B is to fund proposals that provide tools – including software, hardware, protocols, standards, benchmarks, documentation and training materials, networking, educational facilities and resources – to enable, facilitate, and promote the sharing of research data based on ORD principles. Preference will be given to projects that involve and are connected to one or more communities. For this reason, applicants are strongly encouraged to demonstrate the ways in which their ORD practice promotes good research in their field.

Grants to establish projects provide the resources necessary to fully anchor promising ORD practices once their scientific value has been demonstrated and after they have attracted large and internationally significant communities. It is important that these projects take their infrastructures, community management practices, and scientific vision to the next level and that they continue to grow their community or communities. However, the focus of Track B projects is placed on ORD practices, not the services and infrastructure (S&I) they rely on. While some specific work on S&I may be necessary to further develop an ORD practice, projects that concentrate solely on developing new S&I or expanding existing S&I are outside the scope of this track. Here, the objective is to support potentially high-impact open science leaders within or across highly innovative research communities.

Guidelines for pre-proposals (phase 1 of the application)

In the first phase of the application for a Track B project, the following information must be presented to the evaluation committee in a concise form:

1. An overview of existing ORD practice(s) and the corresponding ecosystem of tools such as research data management (RDM), services and infrastructures (S&I), workflows, key actors behind the ecosystem, and the community involved in its development, adoption, and use.
2. An overview of open questions and needs, gaps and steps required to take such practices to the next level in order to ensure they are more widely adopted and consolidated in the relevant community or communities and/or expanded to one or more other communities.

<u>Requirements</u>

The following **conditions and restrictions** apply and must be strictly observed:

- The **maximum length** of proposals is **4 pages**, **excluding** the references section (if applicable) and the preliminary budget (see below).
- The font must be Arial, with font size 11 and line spacing set at 1.15. Page size must conform to standard A4 format and **all** margins must be set at 2.0 cm. Spacing between paragraphs is 0 points.
- The consortium of applicants and their affiliation with the higher education institution in question must be listed, and the lead applicant must be named at the beginning of the proposal.

swissuniversities

- Proposals must begin with a "Summary" section of maximum 300 words that provides an overview of the basic ideas, context, and project goals.
- All proposals must include the section "Background: existing ORD practice", in which the applicants provide further details about an existing or newly developed ORD practice, the state of the relevant ecosystem, and the associated community or communities developing and/or adopting the practice. Relevant details about S&I tools used to date are also to be provided.
- The section "To the next level: needs, main goals, and project schedule" is also mandatory. This section describes (1) what is needed to take the ORD practice to the next level; (2) why the practice is relevant to the scientific community; (3) potential benefits to higher education institutions and participating communities; and (4) how the applicants plan to achieve these major goals. Regarding the last point, a preliminary project schedule (no Gantt charts or tables) with a general outline of the project as well as the individual steps are required, including some preliminary information on the timeframe. The schedule must also indicate what S&I-related work (e.g. new implementations, enhancements, or revisions to existing tools) is required.

Applicants are asked to provide a preliminary budget with a list of total costs for major categories (salaries, S&I, conferences, workshops, outreach, other; see "Budgeting guidelines and eligible costs" below). A breakdown by institution should be provided.

<u>Budgeting guidelines and eligible costs</u>

Please note that for funding through swissuniversities, the rules for federal project contributions (PgB) apply. In particular, the matching funds-principle must be complied with. You may refer to the guidelines on PgB-funding for more details (German, p. 8-10; French, p. 8-9).

Only costs related to exploring an ORD practice may be included in the budget. Adjacent research costs such as data acquisition, collection, and analysis as well as development of research software or hardware, do not form part of the budget. Operating costs for ORD platforms[1] may be included only if they are newly developed in the scope of the project and only if these costs are restricted to the project duration. Furthermore, the sustainability of the project will be considered for the full proposal.

<u>How to apply</u>

Applicants must submit their pre-proposals (as a PDF *and* Word-document) to: open-science@swissuniversities.ch.

The subject line of the e-mail needs to state the following: "CHORD - Track B Pre-Proposal:" and the proposals' title. The proposal should be written in English due to the international composition of the expert pool and must be submitted **by 1 July 2022 (17:00 CEST).**

---

[1] Due to the anticipated diversity of proposals, a "platform" is understood here in the broadest sense: any ORD software, database, collection, open lab, infrastructure, or similar that serves an existing or planned ORD community.