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| **swissuniversities** Effingerstrasse 15, PO Box3001 Bernwww.swissuniversities.ch |

Contributions related to projects (‘PgB’)

Programme Open Science

**Project application submission form
(Period 2021-2024)**

Please fill in one form per project and send it/them until the deadline in electronic form to the following address: open-science@swissuniversities.ch

1. **General information**

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| Title and Acronym (short title) of the project: | Click or tap here to enter text. |
| Primary action line: | Click or tap here to enter text. |
| Secondary action line (if applicable): | Click or tap here to enter text. |
| Proposal deadline: | Click or tap here to enter text. |

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| **No** | **Participating institution(s)** |
| 1 | Applicant institutionClick or tap here to enter text. | (*leading house[[1]](#footnote-1)*) |
| 2 | Partner institutionClick or tap here to enter text. | *To be completed in case of cooperation* |
|  | ... | *…* |
| n | Partner institutionClick or tap here to enter text. | *Same* |

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| **Total project costs** |
| Click or tap here to enter text. |

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| **Total federal contribution requested** |
| Click or tap here to enter text. |

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| **Distribution of the federal contribution by participating institution** |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
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| **Start and end date of project** |
| Click or tap here to enter text. |

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| **Project management** |
| First & last name: | Click or tap here to enter text. |
| Academic title: | Click or tap here to enter text. |
| Function: | Click or tap here to enter text. |
| Institution: | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. |
| NPA, location: | Click or tap here to enter text. |
| Phone: | Click or tap here to enter text. |
| E-Mail: | Click or tap here to enter text. |

**2. Information specific to the project**

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| **Project description (brief summary), max. ½ page[[2]](#footnote-2)** |
| Click or tap here to enter text. |

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| **Project content and objectives[[3]](#footnote-3)** |
| 1. **Objectives and Pertinence, max. 5 pages**
 |
| What are the objectives of your project (please make them SMART[[4]](#footnote-4))?Click or tap here to enter text. |
| Describe the concept and methodology.Click or tap here to enter text. |
| How does the project meet the objectives of the national OA Strategy and Action Plan?Click or tap here to enter text. |
| Provide examples of innovative components within your project, with respect to similar initiatives or projects. In particular, to what extent do you ensure the interoperability at national and international level?Click or tap here to enter text. |
| 1. **Impact, max. 5 pages**
 |
| Describe your communication, promotion, standardisation and exploitation plan in order to guarantee the future positioning of the envisaged service at national and international level.Click or tap here to enter text. |
| What are the expected benefits for the following target groups: swissuniversities members, their partners, the Swiss scientific community and the society?Click or tap here to enter text. |
| How does the project promote interdisciplinarity in order to produce effects outside its own field of applications?Click or tap here to enter text. |
| To what extent will the proposed results and/or services strengthen the position of the Swiss scientific community at the international level?Click or tap here to enter text. |
| How are you promoting gender and cultural diversity? Click or tap here to enter text. |
| How do the measures dealing with age diversity respond to the needs of researchers or pilot users at different stages of their career?Click or tap here to enter text. |
| If applicable, how does the project address the services usability (adaptation to different digital skills levels) and e-accessibility issues (adaptation to specific disabilities)?Click or tap here to enter text. |
| What risks are you envisioning regarding the viability of the project once the funding from the OS programme stops? How are you going to address these risks concretely?Click or tap here to enter text. |
| 1. **Mobilisation of Resources, max. 10 pages**
 |
| Describe the structure of the project (e.g. PERT diagram). Please explain how this project structure seems to respond optimally to the objectives you have set.Click or tap here to enter text. |
| Description of the work packages. Only one work package is imposed, it is the coordination of the project (including management, communication and dissemination of results). Partner no 1 is by default the person in charge of this work package.

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| **Work package table** |
| **No**  | **Title** | **Responsible Partner** | **Effort (PM[[5]](#footnote-5))** | **Start (Month)** | **End(Month)** |
| 1 | Coordination | Click or tap here to enter text. |  | M1 |  |
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Each of the work packages is structured in the following way (here the imposed work package is already pre-filled with some information):

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| **Work package no** | **1** | **Work package title** | **Coordination** |
| **Responsible partner** | 1: Click or tap here to enter text. |
| **Partner number** | **1** | **2** | **3** | **4** | **…** | **Total** |
| **Effort per partner (PM)** |  |  |  |  |  |  |
| **Month of start** |  | **Month of end** |  |
| **Objectives** |
| **Description of the tasks and roles of the partners for each of them*** Administrative management of the project (Partner 1)
* Communication with program coordination (Partner 1)
* Communication within the project
* Quality control and risk Management
* Communication and dissemination to target publics
* Public Relations

**List of deliverables (month)*** Project contract (M1)
* Annual reports (each year in January)
* Interim Report (if project is 24 months or longer) (M?)
* ….
* Business model for the service(s) emanating from the project (M?)
* ….
* Final Report (Final Month)
* Service Description (Final Month)
* Summary of results (Final month)
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| Describe the work plan (graphical articulation of work packages and tasks and key deliverables over time).Click or tap here to enter text. |
| Please complete the milestone table: This table includes 2 to 3 milestones imposed by the program, and can be completed with the project's own milestones. An interim evaluation milestone is only required for projects lasting 24 months or more.

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| **Milestones** |
| **Date (Month)** | **Milestone** |
| M1 | Project Kickoff |
| Click or tap here to enter a date. | Click or tap here to enter text. |
| M? | Intermediate evaluation (if the project lasts 24 months or more) |
| Click or tap here to enter a date. | Click or tap here to enter text. |
| Last month | Final evaluation |

Please complete the table of deliverables. This table includes mandatory deliverables. Other deliverables may be inserted by the consortium. Three statuses are possible: public (accessible and distributed in open access), restricted (accessible by the experts appointed for the follow-up of the project and the members of the Open Science Delegation), and internal (only accessible to the project partners themselves).

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| **Deliverables** |
| **Date**  | **Deliverable Title** | **Status** |
| M1 | Project contract between swissuniversities and the leading house | Restricted |
|  | Click or tap here to enter text. |  |
| January each year | Annual reports | Restricted |
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| M? | Business model for the service(s) emanating from the project | Restricted |
|  |  |  |
| Last month | Final report | Restricted |
| Service Description | Public |
| Summary of results | Public |

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| Please complete the risk management table. The table includes an imposed risk regarding the sustainability of services (for projects that provide such service(s)).

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| **Risk Management** |
| **Title of Risk** | **Description** | **Possible mitigation** | **Probable consequence** | **Level[[6]](#footnote-6)** |
| Click or tap here to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Sustainability | The availability of the service provided by the project is not guaranteed for a minimum period of 2 years after the end of the project. | The partners propose an alternative to sustain the service. | The program does not include this service in its service portfolio. | Click or tap here to enter text. |
| Click or tap here to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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| ***Effectiveness Questions:*** |
| What indicators and verification measures are you proposing for the evaluability of project activities?Click or tap here to enter text. |
| How is the risk management matrix evaluable?Click or tap here to enter text. |
| How does the adopted work plan support the achievement of project objectives?Click or tap here to enter text. |
| How does the governance of your project safeguard the proper participation of partners and clients/users in the decision-making?Click or tap here to enter text. |
| ***Efficiency Questions:*** |
| To what extent is your project avoiding duplication of effort and redundancy among swissuniversities members?Click or tap here to enter text. |
| To what extent does your project team have the necessary skills to achieve the objectives?Click or tap here to enter text. |

How could the available resources be improved or optimized (or even completed during project implementation) to achieve the objectives?
Click or tap here to enter text.

1. **Project Budget**

Please select one of the Excel forms and attach it to your application.

Forms available:

* Budget Form PgB\_Individual Project or
* Budget Form PgB\_Multiple Projects

**Federal contribution**

Project funds must be used by the end date of the project. An extension of the project may be granted by the program coordination, up to the end of December 2024, without modification of the federal contribution granted. In this case, the unused balance must be returned to SERI.

**Own contribution**

Own contributions may take the form of financial and in-kind contributions. Up to the amount allocated by the federal contribution, 50% of the own contribution must be provided in the form of real money. In other words, the own contribution in real money must be at least 50% of the federal contribution.

Real money contributions refer to the financing of costs incurred by the participation in the project in addition to the ordinary current expenses. These include:

* Personnel costs, including social security charges
* Material costs such as devices and equipment, operating resources already in place, rental of premises specifically allocated to the project, costs for conferences and travel

In-kind contributions (virtual money) refer to existing personnel resources, equipment and devices as well as operating resources already in place insofar as they are clearly earmarked and accounted for in the project. The services provided by employees funded by a national subsidy program (e.g. SNSF) are considered to be in-kind contributions.

1. **Remarks**

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| Click or tap here to enter text. |

1. **Signatures Page**

**Project Acronym:**

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| **Signature of the project management** |
| Location, date: |  |
| Signature of the project management |  |

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| **Signature(s) of the rector, president or director of the Higher Education Institution(s)** |
| Location, date: |  |
| Signature leading house:(in the case of cooperation): |  |
| Signature of the partner institution 1: |  |
| Signature of the partner institution 2: |  |
| Signature of the partner institution 3: |  |
| Signature of the partner institution 4: |  |

1. The project management of the Leading House must submit financial and content reporting annually to
swissuniversities, this reporting is transmitted to SERI. [↑](#footnote-ref-1)
2. This abstract will be published on the Open Science Program Public Website [↑](#footnote-ref-2)
3. The content is a mix of descriptions and questions that mirrors how the reviewers are going to
assess the proposal ([see annex c of the implementation plan](https://www.swissuniversities.ch/fileadmin/swissuniversities/Dokumente/Hochschulpolitik/Open_Science/PgB_OpenScience_-_Implementation_Phase_A_2021-2024_v6.4.pdf)) [↑](#footnote-ref-3)
4. To be considered 'SMART', an objective must be 1. specific, 2. measurable, 3. achievable, 4. realistic and 5. temporally defined [↑](#footnote-ref-4)
5. PM means person-month, the unit of measurement for work [↑](#footnote-ref-5)
6. There are 3 levels of risk: low, moderate, proven [↑](#footnote-ref-6)