Project application

This form must be used to submit a project application. Please consult the project application guidelines, particularly the explanation of the sections of the form in chapter 6.

Contact: isci@swissuniversities.ch; Web: [www.swissuniversities.ch/isci](http://www.swissuniversities.ch/isci); Version: Template V5.0-EN

*[The information in sections 1-3 is used in public communications about the program]*

1. **Project overview**

|  |  |
| --- | --- |
| 1.1 Full project title |       |
| 1.2 Short project title *[max. 20 characters]* |       |
| 1.3 Application date |       |
| 1.4 Planned project duration *start/end* |       |
| 1.5 Applicant institution |       |
| 1.6 Partner institution(s) |       |
| 1.7 Project management*First & last name**Institution, Address**Telephone, e-mail* |       |
| 1.8 Deputy PM*First & last name**Institution, Address**Telephone, e-mail* |       |
| 1.9 Funding*Project total**Own funding total/%**Requested funding total/%**[CHF]* |       |

1. **Project classification**

|  |  |
| --- | --- |
| 2.1 This is a follow-up application within the program | [ ]  yes [ ]  no |
| 2.2 Key area of focus addressed*Classification as per the 2017-2020 Implementation Strategy, chapter 3.3* | [ ]  Publications[ ]  eScience[ ]  Basis[ ]  Services |
| 2.3 Implementation action(s) addressed*Classification as per the 2017-2020 Implementation Strategy, chapters 4-8* | Primary implementation action addressed (Number and description):      Any other implementation actions (numbers and descriptions):      |

1. **Abstract (max. ½ page)**

|  |
| --- |
|       |

1. **Project description**

|  |
| --- |
| 4.1 Background *[Please refer to section 6.2]*      |
| 4.2 Project goals *[Project idea, scope, target groups, customer benefits]*      |
| 4.3 Proposed solution *[Approach, methodology]*      |
| 4.4 Environment analysis *[Description of comparable services (national/international peers or competitors), unique selling points]*      |
| 4.5 Expected national benefits *[increased quality, cost optimization, international reputation, etc.]*      |
| 4.6 Implementation *[Project phases, organization into work packages and milestones]*      |

* 1. Milestones *[Milestones in accordance with 4.6, in chronological order]*

|  |  |  |  |
| --- | --- | --- | --- |
| **No.**  | **End date** | **Work package/****project phase (according to 4.6)** | **Description (result/deliverable)** |
| 1 |  |  |  |
| 2 |  |  |  |
| (…) |  |  |  |
|  |
| 4.8 Project organization *[Organizational chart, project team (name, role and task, institution and work place, gross wage rate for 100%, project workload)]*      |
| 4.9 Risk analysis *[Description of risk, impact, probability of occurrence]*       |
| 4.10 Operating concept *[Description of the service in normal operation after the end of the project]*      |

1. **Funding plan/cost estimate**

|  |
| --- |
| 5.1 Project costs per project phase/work package *[Please enter the total costs and percentage of the funding]* |
| **Project phase/work package (according to 4.6)** | **Description** | **Costs/total­ project costs *[CHF]*** | **Funding*[CHF]*** |
| Example (please replace): |  |  |  |
| Project phase 1:  |  |  |  |
| Work package 1 |  |  |  |
| Hans Muster | 6 man-months (CHF 120,000 x 0.5) | 60,000 | 30,000 |
| Jeanette Modèle | 4 man-months (CHF 150,000 x 0.33) | 50,000 | 25,000 |
| Subtotal |  | 110,000 | 55,000 |
| Work package 2 |  |  |  |
| Jeannette Modèle | 6 man-months (CHF 150,000 x 0.5) | 75,000 | 0 |
| N.N. (new appointment) | 24 man-months (CHF 120,000 x 2) | 240,000 | 240,000 |
| Development platform | Rent for two years | 50,000 | 0 |
|  |  | 365,000 | 240,000 |
| (…) |  |  |  |
| **Total project costs** |  |  |  |

|  |
| --- |
| 5.2 Own funding *[Description of own funding content, including identifying real and virtual money]*      |
| 5.3 Own funding percentage of project costs *[Own funding will be at least 50% of the total project costs, half of which (25% of the project costs) must be provided as real money]* |
| Percentage of own fundingPercentage of real money |      [%] of the project costs     [%] of the project costs |
|      |

|  |
| --- |
| 5.4 Detailed calculation for each institution *[Broken down according to type of costs]*  |

Personnel

|  |  |
| --- | --- |
|  | **2020** |
| *[CHF]* | **Own funding** | **Subsidy funding** |
|  | **real** | **virtual** |  |
| Cost items / institution |  |  |  |
| Example *[please replace]* |  |  |  |
| **UniABC** |  |  |  |
| Hans Muster |  | 15‘000 | 15‘000 |
| N.N. (new appointment) | 50’000 |  | 50’000 |
| Total UniABC | 50‘000 | 15‘000 | 65‘000 |
|  |  |  |  |
| **UniXYZ** |  |  |  |
| Jeanette Mondèle |  | 50‘000 | 50‘000 |
| John Smith |  | 2’500 | 2’500 |
| Total UniXYZ |  | 52'500 | 52'500 |
|  |  |  |  |
| (…) |  |  |  |
| Total | 50‘000 | 67’500 | 117‘500 |
| **Total** | **117’500** | **117‘500** |

Equipment and systems

|  |  |
| --- | --- |
|  | **2020** |
| *[CHF]* | **Own funding** | **Subsidy funding** |
|  | **real** | **virtual** |  |
| Cos Cost items / institution |  |  |  |
| Example *[please replace]* |  |  |  |
| **UniABC** |  |  |  |
| Development platform, rent for two years (work package 2) | 25‘000 |  | 25‘000 |
| Total UniABC | 25‘000 |  | 25‘000 |
|  |  |  |  |
| (…) |  |  |  |
| Total | 25‘000 |  | 25‘000 |
| **Total** | **25‘000** | **25‘000** |

Operating resources

|  |  |
| --- | --- |
|  | **2018** |
| *[CHF]* | **Own funding** | **Subsidy funding** |
| Cost items / institution | **real** | **virtual** |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| (…) |  |  |  |
| Total |  |  |  |
| **Total** |  |  |

Conference and travel costs

|  |  |
| --- | --- |
|  | **2020** |
| *[CHF]* | **Own funding** | **Subsidy funding** |
| Cost items / institution | **real** | **virtual** |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| (…) |  |  |  |
| Total |  |  |  |
| **Total** |  |  |

Other costs

|  |  |
| --- | --- |
|  | **2020** |
| *[CHF]* | **Own funding** | **Subsidy funding** |
| Cost items / institution | **real** | **virtual** |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| (…) |  |  |  |
| Total |  |  |  |
| **Total** |  |  |

Project costs per institution

|  |  |
| --- | --- |
|  | **2020** |
| *[CHF]* | **Own funding** | **Subsidy funding** |
| Combined total / institution | **real** | **virtual** |  |
| **UniABC** |  |  |  |
| Personnel |  |  |  |
| Equipment and systems |  |  |  |
| Operating resources |  |  |  |
| Conference and travel costs |  |  |  |
| Other costs |  |  |  |
| Total/year |  |  |  |
| **Total real money** |  |  |  |
| **Total virtual money** |  |  |  |
| **Total own funding** |  |  |  |
| **Total subsidy funding** |  |  |  |
| **Total project costs** |  |  |  |

*[Please copy the table for each institution]*

|  |
| --- |
| 5.5 Project costs according to type of costs |
|  | **2018** |
| *[CHF]* | **Own funding** | **Subsidy funding** |
| Combined total (all institutions) | **real** | **virtual** |  |
| Personnel |  |  |  |
| Equipment and systems |  |  |  |
| Operating resources |  |  |  |
| Conference and travel costs |  |  |  |
| Other costs |  |  |  |
| Total/year |  |  |  |
| **Total real money** |  |  |  |
| **Total virtual money** |  |  |  |
| **Total own funding** |  |  |  |
| **Total subsidy funding** |  |  |  |
| **Total project costs** |  |  |  |

|  |
| --- |
| 5.6 Anticipated **operating costs** after the end of the project in accordance with 4.10 |
| Type of costs | **Year 1** |
| Personnel |  |
| Equipment and systems |  |
| Operating resources |  |
| Conference and travel costs |  |
| Other costs |  |
| **Total** |  |

|  |
| --- |
| 5.7 Anticipated **revenue** after the end of the project (estimate) |
|  | **Year 1** |
| Own funding/own benefits |  |
| Revenue for participating institutions |  |
| Revenue for customers |  |
| Other revenue: … |  |
|  |  |
| **Total** |  |

**Explanation of how costs will be covered:**

1. **References**

|  |
| --- |
| 6.1 Applicant record of achievement *[e.g. publications, reference projects, "success stories"]*      |
| 6.2 Does the project applied for build on an existing project / service?[ ]  yes *[Please describe the results of the previous project (target groups, proven benefits, operating costs, revenue, etc.)]*      | [ ]  no |
| 6.3 Is the project applied for already being subsidized by another source?[ ]  yes *[Please describe the subsidy arrangements]*      | [ ]  no |
| 6.4 Neutral persons who are able to evaluate the content of this project application *[Name(s) of the person/people, including contact details and area of expertise]*      |

1. **Administrative information / final comments**

|  |
| --- |
| 7.1 Confidentiality *[Disclosure restrictions for this project application due to confidential content]*      |
| 7.2 Comments      |
| 7.3 Enclosures      |

*[Please print out this page, sign it by hand and submit it as a scan in a separate file]*

1. **Signatures**

|  |  |
| --- | --- |
| **Applicant institution***First & last nam**Institution, role**Place, date* |       |
| *Signature* | .................................................................. |

|  |  |
| --- | --- |
| **Project manager***First & last nam**Institution, role**Place, date* |       |
| *Signature* | .................................................................. |

|  |  |
| --- | --- |
| **Partner institution(s)***First & last nam**Institution, role**Place, date* |       |
| *Signature* | .................................................................. |
| *First & last nam**Institution, role**Place, date* |       |
| *Signature* | .................................................................. |
| *First & last nam**Institution, role**Place, date* |       |
| *Signature* | .................................................................. |
| *First & last nam**Institution, role**Place, date* |       |
| *Signature* | .................................................................. |

(…)