

Information sheet (Merkblatt) on the Research Funding Guidelines (Forschungsförderungsrichtlinie) concerning the requirements and procedure for awarding internal grants

1. Principles

The Research Committee supports projects and activities that aim to strengthen the research profile of the University of Lucerne and promote early-career researchers. Funding from the Research Committee is intended to complement established research funding instruments (e.g. the Swiss National Science Foundation).

2. Funding lines

2.1. Projects, in particular for the preparation of third-party funding applications

Priority is given to projects that aim to prepare a competitive third-party funding application. Funding may be provided for a temporary position to support the preparatory work, a temporary reduction in the applicant's teaching load to an appropriate extent, and project-related material resources. The scope and conditions for the reduction in teaching duties must be clarified by the applicant with the respective faculty before submitting the application. The maximum contribution is CHF 25,000. The third-party funding application is usually expected to be submitted within one year of the grant being awarded. Employees of the University of Lucerne who are also eligible for SNSF project funding in terms of their career level and employment are eligible to apply. Funding is awarded on the condition that the Grants Office is consulted for the application for the third-party funded project.

Furthermore, smaller research projects that do not involve third-party funding applications can be financed by the Research Committee. The maximum contribution is CHF 10,000. Members of the professorial staff, staff in the category "Teaching and Research Officers" (Lehr- und Forschungsbeauftragte), and postdoctoral researchers are eligible to apply.

2.2. Grants for early-career researchers

Doctoral students: Funding is available for doctoral students with an outstanding dissertation project who are pursuing an academic career. Funding can be provided for a three- to twelve-month mobility stay to work on part of the dissertation at a host institution abroad, or for a maximum of six months' relief of assistant, teaching and administrative duties to complete the dissertation. The funding includes a lump sum contribution towards living, travel and research costs for mobility grants. In the case of completion funding, the chair is compensated for the assistant part of the employment (70% of the salary). For the regulations governing mobility stays, please refer to the relevant [regulations of the Graduate Academy](#).

Postdoctoral researchers: Funding is available for postdoctoral researchers (excluding assistant professors) with an excellent research profile and promising prospects for an academic career. Funding is available for exemption from assistant, teaching and administrative duties or an increase in workload of up to 30% for a period of up to four months to prepare an application for a career advancement instrument (e.g. SNSF Ambizione, SNSF and ERC Starting Grants). In addition, project funds and travel expenses can be applied for. The call for applications is aimed at postdoctoral researchers at the University of Lucerne who have obtained their doctorate at another university and wish to apply with the University of Lucerne as their host institution. Postdoctoral researchers at the University of Lucerne who have already obtained their doctorate at the University of Lucerne and are applying with another host institution are also eligible for funding. The maximum contribution is CHF 20,000.

2.3. Establishment of interdisciplinary, intra-university research networks at the University of Lucerne

Funding is provided for the establishment of interdisciplinary networks with the aim of creating new research content and structures. This funding line is to be regarded as start-up funding. Funding is available for the conceptual development of the network, workshops and retreats, the development of lecture series and doctoral programmes, and public relations work. The application must be submitted by at least four members of the professorial staff or staff in the category "Teaching and Research Officers" (Lehr- und Forschungsbeauftragte) and/or postdoctoral researchers from at least two different faculties or departments. The grant can be renewed if successful. The maximum grant for the respective submission deadline can be found in the current call for applications.

2.4. Conference organisations and activities for scientific exchange with an international and/or interdisciplinary character

Funding is available for activities that strengthen international and/or interdisciplinary networking. Contributions are provided for conferences with significant participation by the University of Lucerne and with an interdisciplinary and/or international character. At least 50% of speakers are expected to be international and/or the conference must have a clearly interdisciplinary character. Parallel applications to the Swiss National Science Foundation's "Scientific Exchange" funding instrument are generally mandatory. Funding is also provided for contributions for visiting scholars, lecture series and other activities that serve to promote international and/or interdisciplinary networking. An appropriate gender balance must be demonstrated in the application. Scientific staff at the postdoctoral level and above are eligible to apply. The maximum contribution is CHF 10,000.

3. Application

Calls for funding applications are usually issued annually and depend on the financial resources available. The submission deadlines are communicated in the call for applications; there are usually two deadlines per year. In urgent cases, submissions may be accepted outside of the deadline.

Applications are submitted via the "Internal Grants" module in the FIS research information system. You can find the templates for the respective funding instruments on the [website](#) or in the "Information" tab in the respective FIS forms.

4. Staff appointments via FoKo funds

When setting the start date for personnel-related projects, administrative processing times must be taken into account: For new appointments, the personnel department must receive the appointment form 30 days before the start of employment. For changes to existing employment contracts, a processing time of two weeks should be expected, i.e. adjustments must be reported by the 15th of the previous month using the change form.

5. Funding decision

The Research Committee evaluates the submitted applications according to the criteria defined in the guidelines. Applicants will be notified of the decision in writing during the week after the Committee meeting.

Enquiries regarding applications for funding should be addressed to the Secretariat of the Research Committee: foko@unilu.ch