

Bern, November 2024

## **Guidelines for the UniBE Project Pool funding instrument**

### **1. General information and principles**

In cooperation with the Intermediate Staff Association of the University of Bern (Mittelbauvereinigung) and the Research Commission Administrative Office, the Vice-Rectorate International and Academic Careers calls for proposals to the Fund for the Promotion of Early Career Researchers twice a year. The fund aims to encourage the organization of networking activities of early career researchers from doctoral study (PhD) level upwards. Here it is important that the applicants play a major role in the planning / organization / implementation of the activity.

Recurring events can only be funded if the originality of the newly requested event is recognizable, i.e. the topic / focus or the location of the event is new.

With an efficient and rapid procedure, original and innovative ideas that strengthen independence and personal qualifications are financed with a maximum of CHF 5,000.

Eligibility: members of the intermediate staff of the University of Bern [as defined by intermediate staff association](#) (i.e. employed staff, but also enrolled doctoral students, registered post-doctoral students).

### **2. instructions for completing the sections of the application form**

#### **Curriculum Vitae**

Please list the most important stages of your academic career and your most important scientific achievements. A list of publications is not necessary.

#### **Project description**

Fill out the various sections and describe your own contribution to the planning / organization / implementation and the planned contribution of the intermediate staff to the event (e.g. active participation (presentations), networking opportunities, information specifically relevant to intermediate staff). The target audience should largely consist of members of the intermediate staff.

#### **Budget**

The budget does not have to be described in detail, but the costs should be comprehensible. This is why it is advantageous, for example, in the case of travel costs, if the expected means of travel (train, flight), the

approximate distance (Europe, USA...) and the number of people whose travel costs are to be covered are specified.

In the case of catering costs, the type of catering to be covered (coffee break, lunch, dinner) and the number of people planned should be indicated.

In the case of fees, it is helpful to provide information that makes it possible to estimate the planned workload of the person receiving the fee (number of presentations, participation on x days/for x hours, help with preparation, etc.).

Please inquire in advance whether room rental is necessary or whether rooms can be rented free of charge through the university.

### **Timetable**

It is helpful here if it is clear whether preparation has already begun and when the event is roughly planned for. If follow-up work is required, this time frame should also be specified so that a date can be set for the completion of the project. Once the project has been completed, you will receive the form for the final report. The account assignment must be completed for this report so that any unused funds can be posted back.

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