**SEED MONEY FOR JOINT SWISS-PORTUGUESE ACADEMIC PROJECTS**

**1. GENERAL INFORMATION**

|  |  |
| --- | --- |
| Project title |  |
| Keywords |  |
| Swiss institution(s) |  |
| Portuguese institution(s) |  |
| Third party institutions (if applicable) |  |
| Intended start date |  |
| Duration[[1]](#footnote-1) (months) |  |
| Total funding requested (in euro) |  |

**1.1. Swiss main applicant – Personal data**

|  |  |
| --- | --- |
| Family name: |  |
| First name(s): |  |
| Academic degree: |  |
| Gender: |  |
| Date of birth: |  |
| Nationality: |  |
| Institution: |  |
| Address: |  |
| Country: |  |
| E-mail: |  |
| Phone number: |  |

**1.2. Portuguese main applicant – Personal data**

|  |  |
| --- | --- |
| Family name: |  |
| First name(s): |  |
| Academic degree: |  |
| Gender: |  |
| Date of birth: |  |
| Nationality: |  |
| Institution: |  |
| Address: |  |
| Country: |  |
| E-mail: |  |
| Phone number: |  |

**1.3. Third-party institution (if applicable) – Personal data**

|  |  |
| --- | --- |
| Family name: |  |
| First name(s): |  |
| Academic degree: |  |
| Gender: |  |
| Date of birth: |  |
| Nationality: |  |
| Institution: |  |
| Address: |  |
| Country: |  |
| E-mail: |  |
| Phone number: |  |

**1.4 Additional Swiss or Portuguese participants – Personal data**

Please add below additional tables for every additional participant, if applicable.

|  |  |
| --- | --- |
| Family name: |  |
| First name(s): |  |
| Academic degree: |  |
| Gender: |  |
| Date of birth: |  |
| Nationality: |  |
| Institution: |  |
| Address: |  |
| Country: |  |
| E-mail: |  |
| Phone number: |  |

|  |  |
| --- | --- |
| Family name: |  |
| First name(s): |  |
| Academic degree: |  |
| Gender: |  |
| Date of birth: |  |
| Nationality: |  |
| Institution: |  |
| Address: |  |
| Country: |  |
| E-mail: |  |
| Phone number: |  |

**2. BUDGET**

Instructions

* Please fill in the budget table below and present the contributions of each partner (financial and/or in-kind).
* Third-party funding sources must be mentioned as well. If necessary, the table may be adapted by the applicant.
* Travel and accommodation costs can be granted.
* Consumables or equipment for meetings and/or scientific surveys can be granted. Please indicate the estimated costs in detail.
* Publishing fees can be covered.
* Partial salary costs and indirect costs may only be granted up to 40% of the direct costs.

**2.1. Budget Swiss side**

|  |  |  |
| --- | --- | --- |
| **Budget Swiss side** | | |
| **Category or activity** | **Details** | **Total Costs (estimated in euro)** |
| Indirect costs[[2]](#footnote-2) |  |  |
| Salary contribution[[3]](#footnote-3) |  |  |
| Travel expenses |  |  |
| Accommodation costs |  |  |
| Costs for equipment |  |  |
| Costs for consumables |  |  |
| Publishing fees |  |  |
| Other project related costs |  |  |
| **Total (estimated in euro)** | |  |

**2.2. Budget Portuguese side**

|  |  |  |
| --- | --- | --- |
| **Budget Portuguese side** | | |
| **Category or activity** | **Details** | **Total Costs (euro)** |
| Indirect costs[[4]](#footnote-4) |  |  |
| Salary contribution[[5]](#footnote-5) |  |  |
| Travel expenses |  |  |
| Accommodation costs |  |  |
| Costs for equipment |  |  |
| Costs for consumables |  |  |
| Publishing fees |  |  |
| Other project related costs |  |  |
| **Total (euro)** | |  |

**2.3. Contributions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Contributions (e.g. working hours, access to computers, software, office space and/or equipment) made by Swiss, Portuguese and Third-Parties** | | | |
| **Category or activity** | **Swiss partner(s) (estimated in euro)** | **Portuguese partner(s) (euro)** | **Third party (if any) (euro)** | |
| In-kind (please detail the contribution) |  |  |  | |
| Financial contribution (please detail the contribution) |  |  |  | |

**2.4 Total budget**

|  |  |
| --- | --- |
| **Total requested Seed Money Project**  The total requested Seed Money Grant should include the project budget needed by both partners and the contributions. The project must prove to be financially viable. | **Costs (euro)** |
| **1. Budget requested by Swiss partner(s)** |  |
| **2. Budget requested by Portuguese partner(s)** |  |
| **3. Contributions made by Swiss partner(s)** |  |
| **4. Contributions made by Portuguese partner (s)** |  |
| **5. Contributions made by third parties** |  |
| **6. Total requested Seed Money Project[[6]](#footnote-6)** |  |
| **7. Total contributions [[7]](#footnote-7)** |  |

**3. PROJECT PROPOSAL (5 pages maximum)**

**Please provide all the information listed below (1 - 7), maximum 5 pages plus annexes (8).**

1. Project description and objectives
2. Relevance and innovativeness of the topic
3. Relevance of the planned seed money project for future collaboration between the partner institutions
4. Expected impact and follow-up activities
5. Time frame and work plan
6. Agency/funding scheme to which the joint proposal shall be submitted (if applicable)
7. Intended Intellectual Property Rights (IPR) agreements (if applicable)
8. Annexes:
   * Bibliography
   * CVs of all involved collaborators (max. 2 page each)

**Important observation: please send the application and all related attachments in one PDF document.**

*I hereby confirm that all the information given in this application and the attachments is correct to the best of my knowledge.*

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Place, Date **Swiss main applicant**

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Place, Date **Portuguese main applicant**

1. Up to 12 months [↑](#footnote-ref-1)
2. Indirect costs must not exceed 20% of the direct costs. [↑](#footnote-ref-2)
3. Salary cost must not exceed 20% of the direct costs. [↑](#footnote-ref-3)
4. Indirect costs must not exceed 20% of the direct costs. [↑](#footnote-ref-4)
5. Salary cost must not exceed 20% of the direct costs. [↑](#footnote-ref-5)
6. Sum of lines 1 and 2. [↑](#footnote-ref-6)
7. Sum of lines 3, 4 and 5. [↑](#footnote-ref-7)