



Questions and Answers on Research Promotion

FAQ on eligibility and application process

Can the Synopsis Foundation fund my project?

Applications within the framework of the funding schemes “Principal Investigator Project”, “Career Development Award” and “Digital and non-pharmacological approaches for dementia prevention, diagnosis and care in real-world settings” are only accepted in response to the annual Call for Proposals. For outstanding project ideas that do not meet the requirements of the published funding schemes, researchers can email hess@demenz-forschung.ch to explore funding through the Synopsis Booster Fond.

What type of projects are excluded from the Call for Proposals?

The foundation will not process applications falling under the following categories: Patent evaluation, seed funding for start-ups

Do I have to have a doctorate to apply?

Yes, all main applicants must have completed their doctorate, also applicants for a Career Development Award.

Do I have to be employed at a Swiss university/ non-commercial research institution at the time of application?

Main applicants must be affiliated with a Swiss university or non-commercial research institution or attach a statement with their application in which the university /non-commercial research institution confirms that the main applicant will be employed at the time of the project start. The future hosting institution needs to state that it will take over the administration of the third-party funds, if they are approved.

I work in another country and would like to be a co-applicant on a proposal. Is it possible to split the funding and pay a part to the foreign applicant?

The Synopsis Foundation supports research groups at Swiss universities or research institutions. The approved funds are paid to the main applicant at the Swiss institution and cannot be shared with foreign co-applicants. Foreign Co-applicants must secure their own funding.

I work in a private company – am I eligible to apply?

Grants can only be awarded to universities or other non-commercial research institutions. However, applicants from institutions that are not eligible for funding can be involved in a project as cooperation partners. Those cooperation partner will not receive any funds, only the non-commercial partner will receive financial support.

I am currently already receiving other funding. Can I still apply for funding from the Synopsis Foundation?

Yes. However, all funding sources need to be disclosed in the application, including a statement on how the funding relates to the application.

My project was funded by the Synopsis Foundation. Can I apply for funding for the follow-up project?

In principle, you can apply for a follow-up project. However, you are only eligible to apply if you did not receive any funding from Synopsis Foundation for at least one year at the time of application. Synopsis Foundation does not step in where other funders discontinued funding.

Can multiple applications be submitted from the same institution?

Yes. It is also possible for a research group to submit a Career Development Award proposal and a Principal Investigator project at the same time (as long as they are non-overlapping), but not two Principal Investigator projects.

Can I submit multiple projects for the same deadline?

No. You can only submit one application as main applicant per year. However, you can act as a co-applicant on further proposals.

Can I apply to other funding agencies with the same project in parallel?

Basically yes. However, you need to disclose all other submissions in the application form and inform Synapsis Foundation as soon as another funding body selected the proposed project for funding.

Can I get a preliminary assessment of my research proposal?

Receiving such advice before submitting an application is only possible with regard to the fit with the funding scheme. An assessment of details of the application cannot be given, as this is part of the review process.

Where can I find an overview of projects previously funded by the Foundation?

You can find a list of supported projects on the [Synapsis Foundation website](#).

I would like to apply for the Career Development Award for advanced postdocs. What does « advanced » mean?

An advanced postdoc normally brings 3-5 years of experience in a postdoc position and aims to apply for a group leader or faculty position within the next 2-3 years.

How do I submit an application?

Synapsis Foundation introduced a two-step application process. First, researchers submit a letter of intent, using the provided templates available on the Synapsis Foundation website. All letters of intent must be written in English and be submitted in pdf-format by the main applicant via the submission tool. The most convincing project ideas will be selected by the Scientific Advisory Board. In a next step the main applicants of the most convincing project ideas will be invited via e-mail to submit a full proposal, which needs to be submitted via the submission tool.

Which costs can be covered by the grant?

The grants mainly cover personnel costs. Personnel costs include social security contributions of the employer. Eligible miscellaneous costs include: animal husbandry, reagents/consumables, equipment, service costs (e.g. analyses, utilization costs), publication costs as well as travel and representation costs for the participation in events organized by Synapsis Foundation. In addition, travel costs and participation fees for other scientific events of up to CHF 2'000 per year can be booked on this grant.

The Foundation takes the right to reduce the total grant amount if the budget does not seem adequate.

Can I share the grant with my Co-Applicant?

Grants may be shared with co-applicants located at Swiss institutions. However, the Synapsis Foundation will transfer the grant to an account at the institution of the main applicant. The main applicant must transfer the corresponding funds to the co-applicant and takes full responsibility for the proper financial management and reporting of the project.

Are universities allowed to charge any overhead costs?

No. Grantees can't charge any indirect or overhead costs. The grant is not subject to Value Added Tax ("VAT").



FAQ about the selection process

What are the main criteria for funding in the selection process?

The main evaluation criteria are scientific quality, originality, innovation, feasibility, contribution to scientific knowledge, relevance to the call as well as experience and past performance of the main applicant.

Who selects the projects that will be funded?

The Scientific Advisory Board of Synapsis Foundation, supported by reviews of renowned international experts, select the projects to be funded in their evaluation meeting in November. The Foundation's boards as well as external reviewers maintain strict confidentiality regarding the review process and the reviewed proposals.

Who takes the final decision on funding?

The Foundation's Board of Trustees decides on the funding in its meeting in December, based on the recommendation of the Scientific Advisory Board.

Why do I not get detailed feedback on my rejected application?

Synapsis Foundation needs to ensure that the review process is as time- and cost-efficient as possible. Therefore, the Scientific Advisory Board discusses and pre-selects the most promising letters of intent and invites the main applicants of the most convincing project ideas to submit a full proposal. For rejected letters of intent no feedback can be provided on the reasons for the rejection.

Full proposals are sent out for external expert review. Taking external expert opinions into account, the Scientific Advisory Board discusses and ranks the proposals at its meeting in November. The main points of criticism are recorded in minutes, but these minutes cannot be shared with applicants, partly because of direct comparisons made with other applications evaluated in parallel. However, excerpts of the anonymized feedback of the external reviewers can be shared with the applicants.

Can I resubmit a rejected application in a revised form?

Yes. A project can be resubmitted once. However, the resubmitted proposal must address the reviewers' criticisms, if applicable, and describe how the application was revised.

What funding guidelines must I abide by as a grantee of the Foundation?

Synapsis Foundation is a non-profit organization under Swiss law and as such must ensure that the granted funds are used economically and properly. As the grant recipient, you are responsible for ensuring that principles stipulated in the grant agreement are brought to the attention of all those involved in the funded project and that they are adhered to.

How important should ethical issues be in my research project?

The Foundation expects grantees to pay special attention to questions of scientific and research ethics. For work with animals or human subjects and patients the appropriate regulations have to be followed and permissions to carry out the studies have to be obtained before the studies can be started.



FAQs about the management of the grant

How will I know that my project was selected for funding?

Successful applicants will be informed about the funding of their project via e-mail and mail no later than 20 December of the respective year.

How do I receive the approved funds?

In the beginning of the subsequent year the grant agreements are drawn up. Once the grant agreement has been signed by all parties, Synapsis Foundation informs the grant recipient by when an invoice can be sent to Synapsis Foundation. This date will depend on the starting date of the project. The total grant amount will be divided in annual payments, according to the approved budget. The first instalment will not be transferred earlier than four weeks before the starting date of the project. Further instalments will be paid only after the submission and approval of an interim report. Synapsis Foundation will inform the grant recipient as soon as an invoice for the next instalment can be sent.

Do I have to submit progress reports?

Yes. Progress reports must be submitted annually to show how the project is developing. The template for the progress report will be sent to the main applicant. The submission deadlines for the progress reports (interim report and final report) are written in the grant agreement. Additional progress reports may be requested in the case of cost-neutral project extensions.

How do I have to prove how the funds are utilized?

The Foundation expects grant recipients to hand in financial statements together with each report. Additional information, such as invoices need to be provided upon request.

What does the Foundation expect from me in terms of public relations?

It is important to the Foundation that grantees make their results publicly available in established scientific journals and acknowledge the support provided by Synapsis Foundation. In addition, we expect grant recipients to support the Foundation's communication activities proactively and cooperate constructively with the Communications Office of Synapsis Foundation. The Synapsis Foundation depends on grant recipients to support or organize events for donors at their research institution.

Can I use the logo of Synapsis Foundation for posters or presentations?

Yes, we expect the grant recipients to publish the logo in connection with the Foundation's funding activities and to include it on posters, presentation or websites related to the funded project. Logos can be downloaded from the [Synapsis Foundation website](#).

How can I participate in the Synapsis Forum?

The biennial Synapsis Forum is restricted to researchers who receive(d) funding by Synapsis Foundation. Supported researchers will be invited by the Synapsis Foundation to register for the event.

