

**APPLICATION FOR A SSPH+ CONTRIBUTION**

**GENERAL INFORMATION**

**Contact Details Co-Leader #1   
(from the contracting institution)**

|  |  |
| --- | --- |
| **Title** |  |
| **First Name** |  |
| **Last Name** |  |
| **University** |  |
| **Institute** |  |
| **E-Mail** |  |

**Contact Details Co-Leader #2   
(from another Swiss language region)**

|  |  |
| --- | --- |
| **Title** |  |
| **First Name** |  |
| **Last Name** |  |
| **University** |  |
| **Institute** |  |
| **E-Mail** |  |

**If there are other persons with an equally co-leading role, please specify below**

|  |  |
| --- | --- |
| **Title** |  |
| **First Name** |  |
| **Last Name** |  |
| **University** |  |
| **Institute** |  |
| **E-Mail** |  |

**PROPOSAL DETAILS**

|  |  |
| --- | --- |
| **Title** |  |
| **Objectives (max. 100 words)** |  |
| **Planned date / time** |  |
| **Role of Co-Leader #1** |  |
| **Role of Co-Leader #2** |  |
| **If organized with other institutions / agencies / constituencies (apart from the institutions of the co-leaders and SSPH+) please specify** |  |

**Please fill in for WORKSHOP POPOSALS only:**

|  |  |
| --- | --- |
| **Planned venue** |  |
| **Target group** |  |
| **Approx. number of participants** |  |

**BUDGET AND FINANCING**

Please list below all true costs (no in-kind contributions). Salaries of key staff/co-chairs who are funded through grants/projects (Drittmittel) are eligible for the budget. Salaries for staff covered by institutional core funds (e.g. Full or Associate Professors) should not appear in the budget. Honoraria (e.g. for workshop participants) cannot be put on the budget (only travel/accommodation). The budget should itemize all costs only within the categories listed in the table below. Staff costs must include all social security and overheads, but maximum hourly rate is CHF 100. If you ask for an SSPH+ contribution to a larger project, please add the total budget (without details) on the bottom and explain the context and other funding sources in the proposal. Be aware that SSPH+ does not contribute to research or conferences nor fund contributions to on-going, insufficiently funded projects, PhD theses, or publications. However, workshops may be planned during/in parallel to conferences. In such cases, travel/accommodation may qualify for the budget; conference fees do not qualify.

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| --- | --- | --- | --- | --- | --- |
| **Category of Expenses** | **Short specification** | | | | **Amount in CHF** |
| **Salaries (incl. social security, etc)** | **Staff name** | **Function in proposal** | **Person-hours** | **Amount in CHF** |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Travel** | Number of traveling persons: | | Average cost per person: CHF | |  |
| **Accommodation** | Number of traveling persons: | | Average cost per person: CHF | |  |
| **Food, infrastructure, etc.** |  | | | |  |
| **Consumables, PR, material & any other costs** |  | | | |  |
| **Total costs (=requested from SSPH+)** |  | | | |  |

**ENCLOSURE**

|  |  |
| --- | --- |
|  | Proposal content description (max. 2 pages) |

Please email the application form together with the required enclosure to Sandra Nocera at [snocera@ssphplus.ch](mailto:snocera@ssphplus.ch) **by 30 April 2025**! If you have any questions, contact Sandra Nocera. SSPH+ Directorate makes decisions by 20 May 2025.

***THANK YOU FOR YOUR INTEREST IN OUR CALL!***