Application guideline

Eligibility

Eligibility for a research grant
- Basic or applied research project
- Applicant must be a permanent employee of a university or other permanent research entity
- Applicant is the principal investigator and therefore responsible for directing the grant and his/her employing institution must agree to manage the grant
- The applicant has to establish why he/she wishes the project to be funded by Velux Stiftung and why his/her project is not eligible for other funding sources. Projects that are eligible to be funded by other sources such as a national governmental funding agency (for example by the Swiss National Foundation, National Institute of Health…) will not go into peer-review and will not be funded. The project application therefore needs to establish a convincing argumentation why no sufficient alternative support can be obtained.

Funding areas
- **Daylight** - Use of daylight and its effects on humans and nature
- **Healthy Ageing**
- **Ophthalmology**, please check the specific extra requirements in the current call for proposals.
- Please check if your project idea complies with the definition of our funding areas.
- Excellent research projects outside the current funding area above but within the foundation’s legal purpose, are not funded neither sent to peer-review.

Funding criteria
- Please refer to the dedicated document.

Exclusion criteria
Project applications that fulfil one or more of the following criteria are not sent out for external peer-review and will not be funded:

- Applications **outside the strategic funding areas**: daylight research, healthy ageing, and ophthalmology. Please make sure you have read the pages on funding areas and know what we do not support within the funding areas.
- Applications that are **eligible to be funded by other sources** such as national governmental funding agencies (for example by the Swiss National Foundation, National Institute of Health…). The project application therefore needs to establish a convincing argumentation why no sufficient alternative support can be obtained. Having too many running grants with a governmental funding agency is not sufficient to bypass this
Applications that **do not meet the formal requirements, do not follow the available templates**, or that do not contain enough details to be thoroughly evaluated by an external expert.

Applications that **do not propose a concrete set of output measures to promote transfer** to relevant target group(s), i.e. do not convincingly show how the project results will contribute to an envisioned outcome.

Applications whose future project results **only contribute incremental progress** in the field of research. With a limited budget the foundation focuses on projects that make a difference.

Applications which have been **previously rejected** are not allowed for resubmission. Newly submitted projects based on the same concept or project idea than rejected ones also fall into this category.

## Requirements

### Project conditions

- **Project length:** 1 – 4 years
- **Height of request:** approx. CHF 50’000 – CHF 100’000/yr., higher amounts are possible depending on project goals
- The foundation does not cover overhead or other indirect costs ([see recommendation of the Association of Swiss Grant-making Foundations](#))
- Covered project costs: Research staff costs (salaries, doctoral students, teaching replacement) and associated research costs (Consumables, equipment, conference and travel costs, publication costs etc.). Equipment costs may be included, but justification (function and necessity) for each item is needed. The foundation does not cover the costs of maternity/paternity leave, sick leave, force majeure like war, natural disaster, epidemics, pandemics, etc.
- **Currency:** use the local currency of the PI's institution for the project budget.

### Collaborations

- The foundation welcomes international and interdisciplinary collaborations.
- The approved amount will be paid out to the PI’s institution which is responsible to distribute the funds to his collaborators and compile the necessary reports.
- In case your project has an interdisciplinary approach that involves several of our funding areas, we ask you to define the main funding area. The main funding area is defined by where your project results will contribute to change.

Please contact us in case of uncertainties - we are happy to answer your questions.

### Exceptional funding

- (Convertible) Loan
- Mezzanine capital
- Equity
Please contact us beforehand, if this is a relevant option for your project.

**Application procedure and evaluation**

**Application procedure**

- You must submit your application on our [online application portal](#).
- For details what is needed to apply through our web portal, see our the [application factsheet](#).
- **Next deadline:** please refer to our website for the latest information

**Evaluation: Peer-review assessment**

- Velux Stiftung will first assess your application’s strategic fit to the foundation’s impact orientation and funding area. We also check if the application fulfils any of the exclusion criteria. Applications which do not pass the initial assessment are rejected without peer-review.
- If the application passes this initial assessment, scientific excellence is evaluated through external peer-review. Please be aware that scientific excellence is necessary but not sufficient to receive funding.
- If your application qualifies for external peer-review, your application documents are sent to at least one independent international expert. The assessment is based on our [funding criteria](#).
- In some cases, we give the applicant the opportunity for a rebuttal/reply.
- All decisions on project applications are taken by the foundation board.

**After approval**

In case of approval: [Funding agreement](#) and project start within six months

**Reporting**

- Scientific and financial interim reports, final scientific and financial report at the end of project, evaluation report two years after the end of the project
- Scientific reports include outcome tables which should be cumulative
  - ➔ Find the templates for interim and final reports (scientific and financial) [here](#)
- Compliance of reports with application is conditional for the next instalment of the grant
- Changes in the project plan or budget must be approved by the foundation in advance

**Payment conditions**

- Separate project account with university
- A maximum amount in CHF is confirmed in the funding contract
• Annual instalments
• Compliance of interim report with budget and application
• Deduction of unused amount from the next yearly instalment. In case the unused, budgeted item is used in the subsequent year the deviation will be balanced.
• 10% of the grant or at least CHF 20’000 will be kept until the final report is approved

**Intellectual Property**
• Remains with applicant
• In case of open use: no consequence
• In case of commercial use: repayment of the grant after deduction of cost possible
• In case of a spin-off: convertible loan or equity is possible

**Communication**
• The PI provides pictures which can be used by the foundation for its communication and are free of third-party rights.
• The foundation must be acknowledged as VELUX STIFTUNG
• For logo and acknowledgement regulation see Download Center

**Legal**
• Only Swiss law is applicable
• Swiss courts are applicable