



Regulations About the Contribution to Travel Expenses by the Swiss Academy of Humanities and Social Sciences (SAHS)

Based on art. 27, letter i in the bylaws and on the regulations of financing of the Swiss Academy of Humanities and Social Sciences (SAHS), dated 11th December 2015, the board of directors decrees the following regulations about contributions:

1. Policy

- 1.1 Based on art. 9, paragraph 3 of the federal law regarding promotion and innovation (Federal Act on the Promotion of Research and Innovation, RIPA) dated 14th December 2012 (version of 1st January 2018), the SAHS promotes the international co-operation within the field of the humanities and social sciences.
- 1.2 In order to encourage the communication and exchange of results within the international context, the SAHS offers to young academics, to committee members of member organisations and to people who are representing Swiss organisations in international umbrella organisations, reimbursement of travel expenses. Requests can be submitted by presenting a substantiated application.

2. Applicants

- 2.1 According to the regulations for subvention (see art. 5.1), all individuals irrespective of a membership of one of the member organisations of the SAHS can apply for financial support.
- 2.2 A majority of the applicants' scientific work has to be carried out in Switzerland. Neither the applicants' nationality nor the domicile is of importance.

3. Handling of applications

- 3.1 The general secretariat verifies whether all documents required are on hand. If necessary, the applicant is asked to send on the missing papers.

- 3.2 Owing to the finances available, the general secretariat verifies whether attention can be paid to the application, whether it has to be put on hold or whether it has to be rejected.
- 3.3 During the first half of the year, at most 60 % of the amount budgeted for the entire year may be used for subsidies.
- 3.4 The money is put on hold by the SAHS until receipt of the final account and the relevant proofs.
- 3.5 The SAHS cannot consider additional applications if it has already granted contributions.
- 3.6 Applicants can submit a request for travel expenses every two years. Having received a contribution to the active participation in a conference, a new application can be submitted to the SAHS only the year after next. The relevant date is the last conference for which the applicant received a financial contribution to his/her travel expenses by the SAHS. Exempt from this two-year regulation are applicants mentioned under art. 5.1.2 and 5.1.3.
- 3.7 Having received a negative decision, a substantiated appeal (in writing) can only be handed to the SAHS general secretariat within 30 days.

4. Policy for granting financial contribution

- 4.1 Financially supported are only participations in conferences of high quality.
- 4.2 The contributions paid by the SAHS are of a subsidiary character. Appropriate contributions provided by the applicants are expected.
- 4.3 The SAHS grants lump-sums in the form of global credits.

5. Rules for subvention and refunding

5.1 General terms for subvention are:

- 5.1.1 Active participation of young academics (postgraduates or postdocs) in a scientific conference which takes place abroad (e.g. giving a lecture, presenting a poster, chairing a discussion or being involved in similar activities). In general, young academics are applicants who have not passed the age of 38 at the time of their applying for a subsidy. However, young academics are also young scientists above the age of 38 but not occupying a permanent position within the academic career.

- 5.1.2 Active participation of committee members of member organisations in a conference which takes place abroad, in order to maintain international contacts of the organisation they represent.
- 5.1.3 Representing a Swiss scientific association (scientific organisation, commission etc.) at an international conference, either individually or as a member of a delegation.

5.2 Chargeable costs:

- 5.2.1 Travel expenses, if the most economic but reasonable means of transportation is chosen. Fees for local transportation (public transport, taxis etc.) are not covered.
- 5.2.2 Costs for lodging are reimbursed to young academics only. The SAHS does not refund more than CHF 150.00 per day. All other expenses arising in participating in a conference are not covered.

5.3 Reasons for exclusion:

Not subsidised are:

- Travel expenses for attending meetings held in Switzerland;
- Expenses for attending lecture tours;
- Participation in summer schools or further education;
- Travel expenses for educational trips;
- Applications which do not correspond to the regulation of time mentioned under 3.6.

5.4 Application

For each application the following documents have to be enclosed with:

- form «Travel Expenses»;
- detailed budget/financial plan, showing especially the personal contributions as well as further applied for or received subsidies;
- conference programme;
- documents confirming the active participation in the conference (confirmation of participation, invitation etc.);
- applicant's curriculum vitae

Applications must be submitted to the SAHS latest two months prior to the date the conference takes place.

6. Revocation of earlier regulations

With this regulation taking effect, all previous SAHS regulations about the contribution to travel expenses are repealed.

7. Taking effect

This regulation comes into effect after discharge by the board of directors on 14th September 2007. It was defined by the standing committee on 8th August 2008 and partially revised on 9th December 2011 and 12th December 2014.

Berne, 12th December 2014



The President
Prof. Dr. Heinz Gutscher



The Secretary General
Dr. Markus Zürcher