



SGM-SSM

SWISS SOCIETY FOR MICROBIOLOGY
SOCIÉTÉ SUISSE DE MICROBIOLOGIE
SOCIETÀ SVIZZERA DI MICROBIOLOGIA
SCHWEIZERISCHE GESELLSCHAFT FÜR MIKROBIOLOGIE

Rules for SGM-SSM Travel and Scientific Meeting Grants

General conditions

- 1 The Swiss Society for Microbiology SGM-SSM can provide funding for activities related to the dissemination of scientific results by its members.
- 2 This document governs:
 - 2.1 The purpose and amount of funding;
 - 2.2 The eligibility criteria;
 - 2.3 The formal requirements in order to apply for funding;
 - 2.4 The payment conditions.
- 3 Grants can be provided for:
 - 3.1 The participation in scientific events;
 - 3.2 The organisation of scientific events compatible with the purpose of SGM-SSM.
- 4 Entitlement
 - 4.1 Regular members of SGM-SSM with the "Student/Trainee" status as per the definition of the Swiss Academy of Natural Sciences (SCNAT), i.e. entitlement to funding is valid up to five years after the last degree (MSc or PhD), can apply for funding for the participation in a scientific event.
 - 4.2 Regular members of SGM-SSM can apply for funding for the organisation of a scientific event if they are involved as responsible organisers
 - 4.3 The member must have paid at least one annual contribution since joining the SGM-SSM.
- 5 General rules
 - 5.1 These rules describe the general conditions which must be fulfilled in order to apply for funding and receive payment thereof, without prejudice to any decisions of the SGM-SSM Committee.
 - 5.2 No claims can be made for funding.
 - 5.3 The SGM-SSM shall be mentioned as the funding organisation (presentations, programme booklets, etc.)
 - 5.4 Applications have to be submitted prior to the scientific event and applications concerning past events will not be considered.
 - 5.5 Every year the SGM-SSM Committee allocates a maximum amount for funding travel and scientific meeting grants in the budget.
 - 5.6 The SGM-SSM Committee decides upon the requested funding.
 - 5.7 The SGM-SSM Committee takes its decision upon granting and the amount of financial support within the framework of its regular meetings. The Committee is under no obligation to justify its decisions.
 - 5.8 Applications must be submitted as early as possible to the general secretary of the SGM-SSM.
 - 5.9 Applications shall be processed no earlier than at the next SGM-SSM Committee meeting following the application¹.

Participation in scientific events

- 6 The SGM-SSM travel grant can be used to cover part of the travelling, accommodation and registration costs.
- 7 The applicant must have prepared a scientific contribution for the relevant scientific event, which the organiser has accepted for oral or poster presentation.
- 8 The application consists of:
 - 8.1 A written application from the requesting party to the SGM-SSM Committee;
 - 8.2 A short programme of the event;
 - 8.3 A personal budget;
 - 8.4 A supporting letter from the scientific supervisor(s);
 - 8.5 The abstract of the intended scientific contribution.
- 9 Conditions for payment of the approved travel grant are:
 - 9.1 An agreement from the scientific event organiser that the contribution has been accepted for presentation²;
 - 9.2 Prior to payment the person to whom the funding is allocated must prepare a short personal report about the event, to be published via the SGM-SSM information channels (SGM-SSM website, SGM-SSM Newsletter, and the Info)³;
 - 9.3 The short report containing also a photo of the event must be submitted to the general secretary of SGM-SSM within 30 days from the end of the scientific event or the final decision on awarding the travel grant (no reminder will be provided).

Organisation of scientific events

- 10 SGM-SSM can contribute to the costs of a scientific event (excluding costs for social events) if a deficit is foreseen and finally demonstrated.
- 11 The application must provide information on:
 - 11.1 The (typically preliminary) programme;
 - 11.2 The detailed budget;
 - 11.3 The anticipated benefits of the event for the participants.
- 12 Conditions for payment of the approved scientific meeting grant are:
 - 12.1 The scientific event must have made a deficit that is at least equal to or larger than the offered SGM-SSM scientific meeting grant
 - 12.2 The submission of a well-documented final account demonstrating the deficit made
 - 12.3 The submission of a short report of the scientific event that will be published via the SGM-SSM information channels.⁴

Assistance for the organisation of (inter)national events

- 13 The Board can support its members in the organisation of inter(national) scientific events by seeking funding from third parties, namely if the events take place within the framework of the Swiss Academies or the FEMS. For such events, it is important to submit the application early.

Lausanne, 10th December 2017



Prof. Dr. Gilbert Greub,
Directeur de l'Institut de Microbiologie de l'Université de Lausanne
& SGM-SSM President 2016-2018

Applications must be sent to:

Mrs. Nathalie Mermoud, General Secretary SGM-SSM, secretary@swissmicrobiology.ch

¹ SGM-SSM committee meetings generally take place four times a year in February/March, May/June, August/September and November/December.

² The corresponding evidence is to be enclosed with the application or handed in on time.

³ Approx. 400 words.

⁴ Approx. 400 words.