

Rules for financial support by the SGM-SSM for scientific travel, meeting or award.

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 Travel grants are specifically dedicated to young researchers presenting their work in a meeting located outside Switzerland.
 - 5.5 To be considered for discussion by the SSM committee, travel grant applications have to be submitted in advance regarding the planned event. The application date should be prior to the SSM Committee meeting and the event date should be after the SSM committee meeting. In that sense, no grant can be allocated after the meeting has taken place.
 - 5.6 Every year the SGM-SSM Committee allocates a maximum amount for funding travel and scientific meeting grants in the budget.
 - 5.7 The SGM-SSM Committee decides upon the requested funding.
 - 5.8 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.
 - 5.9 Applications must be submitted as early as possible to the general secretary of the SGM-SSM.
 - 5.10 Applications shall be processed no earlier than at the next SGM-SSM Committee meeting following the application¹.

Participation in scientific events – SGM-SSM Travel grants

- 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 activity such as:
 - 7.1. A scientific contribution for the relevant scientific event, which the organiser has accepted for oral or poster presentation. In case of time constraint, it is possible to send the application before the official acceptance of the oral or poster presentation. In this circumstance, the approval of the travel grant would be only applied if the oral or poster presentation is accepted.
 - 7.2. A scientific exchange activity compatible with the activities of the SSM
- 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 or scientific exchange;
 - 8.3 A personal budget;
 - 8.4 A supporting letter from the scientific supervisor(s);
 - 8.5 The abstract of the intended scientific contribution or a brief description of the experimental plan.
- 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

A) Deficit guarantee for a scientific meeting

- 10 SGM-SSM can contribute to the costs of a scientific event organized within Switzerland and aiming to participants from all over the country (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 justified deficit. Regardless of the extent of the deficit, the amount eligible for the SSM support cannot exceed the amount agreed initially by the committee.
 - 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

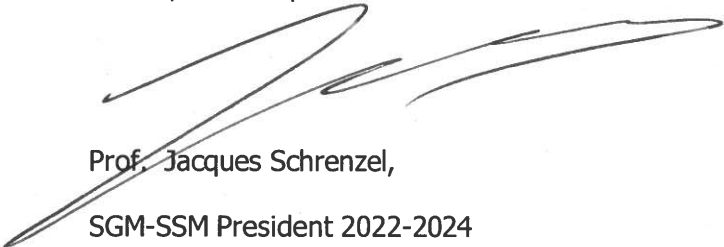
B) Award(s) delivered during a scientific meeting

- 13 As an alternative to a deficit guarantee (Article 10), applicants can seek for the financial support of (an) award(s) delivered during a scientific meeting
- 14 The award should be attributed for the following purpose(s):
- 14.1 Best poster presentation
 - 14.2 Best oral presentation
 - 14.3 Another well-defined scientific contest
- 15 All eligible participants to the award must be evaluated with equity and objectivity.
- 16 For each award (partly) funded by the SGM-SSM, the award should contain "Swiss Society for Microbiology" in its title.
- 17 A short report must be provided at the end of the meeting to acknowledge the award and to be published via the SGM-SSM information channels.⁴

C) Assistance for the organisation of (inter)national events

- 18 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.

Geneva, 25th of September 2023



Prof. Jacques Schrenzel,

SGM-SSM President 2022-2024

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. All the dates are announced on the SSM website event page <https://swissmicrobiology.ch/en/events/year.listevents>

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

³ Approx. 400 words.

⁴ Approx. 400 words.