

## **RULES GOVERNING THE USE OF THE IMPACT COLLABORATION PROGRAMME GRANTS**

The Geneva Science-Policy Interface (hereinafter “the GSPI”) is a structure created by the University of Geneva, the Ecole Polytechnique Fédérale de Lausanne, the University of Zurich, the Graduate Institute of International and Development Studies, the League of European Research Universities, the European Organization for Nuclear Research and the ETH Zürich. The GSPI is administratively attached to the Rectorate of the University of Geneva and aims to facilitate opportunities for collaboration and partnership between Geneva-based international policy and implementation actors, on the one hand, and scientific institutions in Switzerland and beyond on the other hand.

For this purpose, the GSPI has created the Impact Collaboration Programme (ICP) that provides seed funding and in-kind support to build and boost science-policy-practice partnerships so that they can create a foundation of trust, aligned interests and impactful cooperation.

### **Article 1 – Principle**

1. In order to build and boost science-policy-practice partnerships, the GSPI provides to recipients (hereinafter: “the Recipient”) seed funding and in-kind supports (hereinafter “the Grant”) for the implementation of their project (hereinafter: “the Project”) selected through a call for proposals process within the framework of the Impact Collaboration Programme (hereinafter: “the ICP”).
2. These *Rules governing the Use of the Impact Collaboration Programme Grants* (hereinafter: “the Rules”) aim to define and regulate the use of the Grants and Services awarded by their Recipients.
3. A separate document (hereinafter: “the ICP Grant Description”) sets out the funding schemes, the Grants’ description, the open-call and the selection processes and the requirements for the awarding of the Grant.
4. A Grant letter including the Grant conditions is sent to the Recipient by the GSPI and the University of Geneva (hereinafter: “the Grant Letter”). The signature of this Grant Letter by the Recipient shall constitute acceptance of the Grant and these Rules by the Recipient.

### **Article 2 – Legal effects of an award**

1. Following the acceptance of an application, the main applicant becomes the designated official Recipient. He/she represents the other participants of the Project team in their dealings with the GSPI and is fully responsible to the GSPI and shall ensure that the other participants comply with the commitments of these Rules and all applicable commitments deriving from it.
2. Any delegation of the Project implementation to any third-party, in whole or in part, is excluded without prior written authorization of the GSPI.

3. Any transfer of the Grant to any third-party, in whole or in part, is excluded without prior written authorization of the GSPI.
4. The Recipient certifies that all information provided in the application are complete, true and correct. The Recipient shall inform in due time the GSPI of any change of this information.
5. If the Recipient is employed by an entity, he/she certifies that he/she is authorized by this entity to carry out the Project.

### **Article 3 – General Commitments of the Recipient**

1. The Recipient shall comply with the Project description and objectives as defined in the application submitted during the call for proposals.
2. The Recipient shall comply with the deadlines set in the Grant Letter on the basis of the application submitted during the call for proposals.
3. The Recipient shall inform the GSPI of any other funding from third-parties obtained for the same Project.
4. The Grant shall be used in accordance with the terms and conditions defined in these Rules and in the ICP Grant Description.
5. The Recipient undertakes to carry out the Project with due care and according to scientific standards and ethics (as specified in the article 7).

### **Article 4 Release and management of the Grant**

1. 85% of the Grant is paid as a lumpsum upon signature of the Grant Letter and upon indication of financial transfer information (bank account details). The remaining amount of 15% is transferred once the final report is submitted at the end of the Project.
2. The Recipients must arrange for management of the awarded Grant by the administration service of the institution he/she is affiliated to. A maximum of 10% of the Grant can cover overhead costs.
3. Eligible expenditures are limited to the costs directly related to the Project budget. Payments for salaries, travel expenses, per diems and other allocations shall be handled according to the rules in force at the institution where the funds are managed; should any gap exist, University of Geneva regulations shall be applied.
4. Any negative balance at the end of the Project supported by the ICP must be settled by the Recipients. However, any positive balances must be refunded to the GSPI.

### **Article 5 Information about the ICP Projects**

1. The GSPI shall be entitled to enter, or to arrange for the entry of, the information about the ICP projects (information pertaining to Projects and persons, including the use of photos) into databases, reviews or other publications, accessible to the public. No later than two months following the decision to award the Grant, the Recipient must provide GSPI with a summary of the Project in electronic form; the length of said summary must not exceed two

pages. The GSPI shall be entitled to display this document on its website, and to use it, in whole or in part, for any purpose it deems useful.

#### **Article 6 – Duty of Information**

1. The Recipient shall communicate to the GSPI all relevant facts related to the Project implementation. In particular, he/she must at all times:
  - Respond to queries and provide all necessary information to the GSPI;
  - Inform the GSPI of any problems that may arise during the implementation of the Project or any circumstances that could change or influence the implementation of the Project and/or the funding.

#### **Article 7 – Compliance with Laws and Good Scientific Practice**

1. The Recipient shall comply with all applicable laws including but not limited to ethics and principles of scientific integrity.
2. The Recipient shall use good scientific practice while implementing the Project.
3. In particular, the Recipient shall ensure the good quality of their research data, its complete description, identification, preservation and eventual dissemination. A Data Management Plan is recommended or required depending on the Project. Research data that have been selected by the Recipient for dissemination shall be made available as widely as possible.

#### **Article 8 – MEL Plan and Reporting**

1. The Recipient shall provide to the GSPI intermediate and final reports in accordance with the Monitoring, Evaluation and Learning Plan (MEL) adopted during an initial meeting with the GSPI executive team.
2. The MEL plan sets up an evaluation baseline and corresponding evaluative criteria and a reporting timeline.
3. The MEL plan includes a mid-term report, a final report, due two months after the end of the Project, as well as the participation of the Project Recipient in a learning workshop convened and facilitated by the GSPI two months after the end of the Project.
4. The Recipient must give a detailed accounting with regard to the use of the Grant.
5. The Recipients must permit the GSPI to consult the documents relevant to the use of the Grant and must provide it with the information it requests.

#### **Article 9 – Results of the Project**

1. The intellectual property rights related to the results arising from the Project (hereinafter: “the Results”) are owned by the Recipient or, as the case may be, by their employer or other contributors.
2. During the implementation of the Project and after its completion, the Recipient shall inform the GSPI without delay in writing about any commercial use or acquisition of patents or similar proprietary rights arising from the Project.
3. The Results must not create any pecuniary benefits for commercially oriented institutions involved in the Project.

#### **Article 10 – Publication and Accessibility of the Results**

1. During the implementation of the Project and after its completion, the Recipient shall make available to the public in an appropriate manner the Results obtained with the support of the GSPI.
2. The GSPI may release the Recipient from this obligation should a presentation or publication not be advisable for confidentiality reason, particularly in relation to the acquisition of patents or due to a contractual commitment to observe confidentiality. In that case, the Recipient shall obtain the prior written approval of the GSPI.
3. Any presentation or publication of the Results arising from the Project shall adequately mention the scientific contribution of all participants involved in the implementation of the Project.
4. The Recipient shall mention the financial support of the GSPI as follows: “This Project has benefited from support by the Geneva Science-Policy Interface”.
5. The Recipient must provide the GSPI with copies of any publications resulting from the Project supported by the ICP. They must also inform the GSPI of other information concerning the practical uses and utility of their research.

#### **Article 11 – Amendment to the Grant decision**

1. If the commitments made in the application are no longer met by the Recipient, if the circumstances on which approval is based have considerably changed or in case of any misuse of the Grant or breaches of the provisions of the ICP Grant Description, the Grant Letter, these Rules, or any other provisions of applicable law by the Recipient, the GSPI may take all the appropriate measures including but not limited to:
  - if the Grant has not yet been transferred, it may suspend, reduce or withhold the Grant;
  - if the Grant has already been transferred, it may suspend, reduce or demand partial or full repayment of the Grant.
2. Prior to taking such measures, the GSPI will hear the Recipient.

#### **Article 12 - Cost-neutral extension**

1. The Recipient can place a request with the ICP for the cost-neutral extension of a Grant or Project if the Project has been delayed for unforeseeable reasons and money could therefore not be spent. Such a cost-neutral extension must be applied for in written form.
2. Extension can be granted for a maximum of 6 months.

#### **Article 13 – Governing Law and Place of Jurisdiction**

1. These Rules are governed by Swiss Law.
2. The place of jurisdiction is Geneva, Switzerland.

#### **Article 14 – Approval, modification and entry into force of these Rules**

1. These Rules were approved by the GSPI on 16.04.2020 and the University of Geneva on 23.04.2020
2. These Rules will enter into force on 27.4.2020

3. These Rules are applicable to the selected projects at the time when they enter into force.
4. These Rules may be changed at any time. In that case, the GSPI shall inform the Recipients of current Projects in written form.
5. These Rules are published on the GSPI website.