

GRADUATE CAMPUS CALL FOR PROJECTS

Create your own event!



Unil

UNIL | Université de Lausanne

Graduate Campus

WHAT IS THE CALL FOR PROJECTS?

It's the possibility for you to create an event that brings together other early career researchers of UNIL, CHUV and Unisanté, no matter what their research domains might be.

What type of event can I organise?

A workshop, a seminar, a roundtable, a conference with speakers from the academic, public or private sectors, a visit to an organisation or company, an exhibition, etc.*

**You'll find a list of the most recent events on [our website](#).*

WITH WHAT GOAL?

Expand professional horizons and improve career perspectives

Develop competences and broaden knowledge, for you as well as for participants

Go beyond disciplinary boundaries to bring the UNIL community together, and encourage networking with other doctoral and postdoctoral researchers

*Explore new topics and contribute to the Graduate Campus and UNIL offer**

**Several workshops created through the Call for Projects are now included in the permanent Graduate Campus programme.*

FOR WHOM?

Early career researchers at the doctoral or postdoctoral level.*

The event must bring together at least ten doctoral and/or postdoctoral researchers from at least two faculties.

It is possible to open the event to other members of the university community (administrative and technical staff, professorial staff, students). However, they may make up no more than 25% of the number of those registered.

**Postdoctoral researchers, maîtres assistant·e·s, premier·ère·s assistant·e·s and senior FNS researchers.*

WE OFFER

A financial contribution of up to CHF 4,000, to cover the costs linked to the event.*

Advice for the organisation of an event (e.g. format, planning, choice of trainers).

The organisation committee manages registrations. You have the possibility to manage registrations via our course platform.

Visibility of your event through our communication channels.

**For example: travel expenses, accommodation, fees for speakers coming from Switzerland or abroad, coffee breaks.*

HOW IT WORKS

BEFORE THE EVENT

Create an organising committee

- From two to three people, at the doctoral or postdoctoral level, from one or more faculties.
- The organising committee decides will take responsibility as contact person with the Graduate Campus.
- A single individual can only take part in one organising committee per year.

Send the application form

Duly completed and signed, no later than 3 months before the event, to graduatecampus@unil.ch.

The organising committee is responsible for the organisation and promotion of the event

Send a description of the event to the Graduate Campus

Including information on the date, the time, the place, and the number of participants. This will enable us to promote your event on our various channels, and (where agreed) to upload to our registration platform.

DURING THE EVENT

The organising committee agrees to provide visibility for the Graduate Campus, depending on the type of event and the format chosen:

- PowerPoint/Keynote or other presentation tool
- Flyers and other advertising material
- Roll-ups
- Logo available

AFTER THE EVENT

The responsible contact person commits to ensuring that the agreed amount will not be exceeded, and sends, at the latest one month after the event:

- An account of all expenses along with original invoices and receipts.
- A summary feedback report (100 to 200 words) by the committee members.
- The list of participants present.
- A report on the participants' evaluation of the event.
 - If you use the Graduate Campus registration platform, you can use the evaluation questionnaire provided.
 - Alternatively, evaluation questionnaires are available on our website.

*Invoices

- All invoices provided by external suppliers (speakers, trainers, catering, etc.) must be addressed to the Graduate Campus.
- All other expenses (food and drink, train tickets, etc.) can only be reimbursed on **presentation of original tickets** accompanied by the standard UNIL expense **claim form (formulaire d'indemnité)**.
- **All invoices must be sent to the Graduate Campus in one single package, along with a summary of all expenses provided in an Excel file.**

THIS INSTRUMENT DOES NOT FUND:



- Activities that target only a narrow research field.
- Translation or interpretation fees or expenses.
- Research or conference participation costs.
- Travel abroad by a member of the organising committee or a participant.
- Travel and accommodation costs for participants from other universities.
- Conference proceedings or similar publications.

APPENDIX: ACCEPTED COSTS

REMUNERATION OF SERVICE PROVIDERS

- The maximum fee is CHF 300 gross per effective hour of intervention, to a limit of CHF 2,000 per day.
- Anyone employed full-time by a Swiss university or third level institution which is a partner in the activity may not be remunerated personally (remuneration is possible on an institutional account).

TRAVEL, ACCOMMODATION AND MEAL EXPENSES

Expenses of any kind can only be reimbursed on the basis of actual costs and on presentation of original receipts.

Eligibility

Travel, accommodation and meal expenses may be covered for speakers, event organisers, and doctoral and postdoctoral researchers taking part in an activity.

Travel conditions and rates

- Reimbursement of actual expenses on presentation of original receipts.
- **For rail travel:** return 2nd-class ticket between the home institution and the event venue.
- **If travel by private car is justified:** reimbursement is authorised and based on the cost of travel by public transport.
- In principle, taxi fares and parking fees are not reimbursed.

APPENDIX: ACCEPTED COSTS

Accommodation and meals, conditions and rates

Benefit	Remarks	Beneficiaries	Maximum per person
Residential seminar	Full board, including room hire, coffee breaks and all hotel costs, per 24 hours	All	200 CHF
Overnight stay and breakfast	For people coming from abroad, maximum 1 night before and 1 night after the activity	Speakers/trainers	200 CHF
Group lunch	Only if the activity lasts for more than 4 hours	All	20 CHF
Group evening meal	Once only, if the activity takes place over at least two consecutive days	All	40 CHF
Group coffee break	Max. 1 break per day	All	7 CHF
Group apéritif	For activities lasting at least 1 day: maximum CHF 15 per day and per person	All	15 CHF

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