

# the **cogito** foundation

## **Rules and Regulations for Applicants and Grantees**

### **1. GENERAL**

- Within the scope of the foundation's goals, the cogito foundation offers funding for research projects, scholarships, fellowships, congresses and publication costs to individuals. Grants awarded do not constitute a legal relationship between the cogito foundation and any collaborators funded by the grant. There is no legal claim to a grant.

### **2. APPLICATIONS**

- Applications have to be sent electronically as single pdf-document to **info@cogitofoundation.ch**. The deadlines are **May 1** and **October 1** (1pm CET) for decisions by end of June or beginning December. The proposal must include the official cover page and be structured as stated in the guidelines. Applicants need to sign the proposal on the last page and to confirm that they have read and understood the present rules and regulations. As regards content, the proposal should be adequately in detail. The project's organisation and the total funding must be clearly stated.
- Projects will be approved for a maximum period of 3 years. For projects with a longer timeline, a subsequent proposal for extension needs to be submitted.
- Infrastructure needs to be provided by the applicant.
- By submitting a proposal, the applicant accepts the present rules and regulations of the cogito foundation and agrees to the proposal being reviewed by the council or by experts of the cogito foundation. At the same time, if desired, the applicant agrees to present the project or any of its results to the council or at a congress organized by the cogito foundation.

### **3. DECISION ABOUT THE APPLICATION**

- The decision of the cogito foundation's council is final and need not be accounted for. The cogito foundation is under no obligation to pay any costs associated with the preparation or submission of the proposal. Awarding a grant does not obligate the cogito foundation in any way to fund subsequent projects or any projects other than the one applied for and stated in the decision of the council.

#### **4. OBLIGATIONS OF THE GRANTEE**

- If selected for funding the applicant becomes the grantee. The grantee is bound to use the funds as intended in the application and as approved by the foundation's council.
- The cogito foundation will reimburse funds for expenditures not exceeding the amount granted and only as stated and substantiated in the final report. Reported salary costs may not exceed the amounts as foreseen in the pay scale of the related institution (universities, governmental or private research institutes). In general, for applicants and grantees from education and research institutes under public law the standardized salaries including social contributions apply. Social insurance contributions, taxes and possible inflation surcharges need to be budgeted and included in the application. The cogito foundation will not accept any belated requests.
- It is at the grantee's discretion how research is conducted provided that it be in the scope of the approved project. However, grantee is obliged to request approval from the secretary of cogito foundation before making major amendments with regard to content, terms and expenditures. A request for grant increase can only be made by a new application.
- The grantee is obliged to allow inspection by the members of the foundation's council at an agreed time.
- The cogito foundation reserves the right to report on the project in their publications after consultation with the grantee. Therefore, grantees (project leaders) are required to deliver to the secretary of the cogito foundation materials such as photographs, charts, graphics and descriptions at appropriate time intervals. Such materials should be generally comprehensible and apt for publication.

#### **5. PAYMENT OF FUNDS**

- Grantees will be informed by letter in what way and to what extent funds will be granted. Grantees must administer the funds on a separate account.
- The cogito foundation's council is at any time entitled to inspection of grantee's documents which report expenditure of the funds.
- Funds which are not used up are to be returned to the cogito foundation at the termination of the project. A transfer of unused funds to a new application is not possible.

#### **6. LIABILITY**

- Grantee is liable for the professional implementation of the project according to the scientific state of the art.

- The cogito foundation does not assume any liability or accept any obligation with regard to the use of equipment or materials which were purchased/obtained by the funds or developed in the funded project.
- The cogito foundation does not assume any liability or accept any obligation with regard to publication and implementation of outcomes of the funded project.

## 7. REPORTING AND ACCOUNTING

- It is the grantee's duty to submit a report to the cogito foundation at the termination of relevant project phases and with every billing notice, but at least at annual intervals and at the termination of the project; the reports are to be submitted without extra request by the cogito foundation.
- The **status report** is a brief report about the current state of the research project and the accrued expenses.
- The **annual report** contains the status of the research and the most important interim results. Accrued costs are to be listed separately.
- The **final report** documents the complete research activities and includes detailed results and a summary. Final reports are to be sent in triplicate to the secretary of the cogito foundation. The total costs are to be listed separately.
- Requests for installments and requests for extensions of the credit period are always to be submitted separately from reports and by separate mail.

## 8. MUTUAL TRUST

- In case of the improper use of the granted funds or any violation of the present rules and regulations, the cogito foundation is entitled to block accounts, to claim back paid funds and, if need be, to take further necessary measures.
- The cogito foundation on the other hand is bound to not misuse the right of inspection and to maintain the highest degree of discretion with regard to the projects when communicating with a third party.

## 9. FINAL CLAUSE

- These rules and regulations were approved and put into force at the council's meeting of January 21, 2002 and revised in their meetings on June 21, 2013 and June 30, 2017.

the cogito foundation

Prof. Dr. Christof Aegerter, *President* Dr. Irene Aegerter, *Vice-President*