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| **SUPPORT AGREEMENT** | | **This front page has to be limited to one (1) page.** | | | | | | | | |
| **GRS–**or | **KP–** | Please refer to this project number, indicated in the letter of approval, in all correspondence with Gebert Rüf Stiftung. | | | | | | | | |
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| SHORT TITLE | |  | | | | | | | | |
| GRS-AREA OF ACTIVITY | |  | | | | | | | | |
| DURATION OF THE PROJECT: see chart, p. 2 | | PROJECT START = start date of stage no. 1, p. 2 | | | | DD/MM/YYYY | PLANNED PROJECT END = date of project conclusion, p. 2 | | | DD/MM/YYYY |
| AMOUNT OF FUNDING IN CHF | |  | | | | | | | | |
| PROJECT GOALS | |  | | | | | | | | |
| INTENDED IMPACT | |  | | | | | | | | |
| RESPONSIBLE PROJECT MANAGER | |  | | | | | | | | |
| NAME OF INSTITUTION | |  | | | | | | | | |
| BASIS | | * The project application approved by Gebert Rüf Stiftung forms the basis for the support agreement (see art. 6). It is binding as regards content, budget and planning. | | | | | | | | |
| PARTS OF AGREEMENT | | * Part 1 governs project-related agreements (art. 1-5), Part 2 the general provisions (art. 6-28); the appendices govern reporting and legal employment status. | | | | | | | | |
| NOTE ON PAYMENT | | * In accordance with the conditions of project planning and implementation (art. 1) invoices are to be issued in stages. | | | | | | | | |
| OBLIGATION | | * The undersigned party hereby declares that they have taken note of all parts of the support agreement. They undertake to comply with its requirements. | | | | | | | | |
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| SIGNATURE OF PROJECT MANAGER: | | | | |  | | | AUTHORIZED PERSON OF INSTITUTION: | | |
|  | | | PLACE:  NAME: |  | DATE: |  |  |  | | |
| ON BEHALF OF GEBERT RÜF STIFTUNG: | | | | | | |  | | | |
|  | | | Basel  Dr. Pascale Vonmont / Dr. Marco Vencato  CEO/Director / Deputy Director | | DATE: |  |  | |  | |

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| 1 PROJECT PLANNING AND PROJECT IMPLEMENTATION  In the chart below the project stages have numbers and stage names. The first stage («conclusion of contract») and the last («debriefing») are standard stages. The others are content stages, defined by «stage objectives and milestones». They are completed with an interim or final report and by updating the project description on the Gebert Rüf Stiftung website. Only when a stage has been completed, meaning that the «formal objectives» have been achieved, can an invoice be issued for the next stage.  **Content stages**   * The number of stages is to be limited. There are usually 2-3. Please adjust the chart below to your project. * If in the course of a project deviations are foreseeable or arise, Gebert Rüf Stiftung must be informed. See art. 12.   **Standard stages**   * The «conclusion of contract» (stage no. 0) covers the necessary steps for invoicing the first instalment of funding. * The «debriefing» stage (last stage; please replace the no. X with the actual number) covers the steps necessary for the formal conclusion of the project. Subsequent to debriefing, the final instalment of funding can be invoiced. This is a concluding lump-sum payment, which for every project amounts to 10% of the «total amount of funding», but may not exceed CHF 20’000. | | | | | | | | |
| STAGE | | STAGE NAME | | STAGE OBJECTIVES and MILESTONES | FORMAL OBJECTIVES | START OF STAGE | INSTALMENT CHF |
| No. 0 | | Standard stage «conclusion of contract» | |  | 1. Preparatory discussion of agreement 2. Conclusion of support agreement 3. Approval of web presentation 4. Invoice for instalment no.1 | Date of approval letter: |  |
| No. 1 | |  | |  | 1. Approval of 1st interim report *or final report* 2. Approval of updated web presentation 3. Invoice for instalment no. 2 | = date of project start, p. 1 | Instalment no. 1: |
| No. 2 | |  | |  | 1. Approval of 2nd interim report *or final report* 2. Approval of updated web presentation 3. Invoice for instalment no. 3 |  | Instalment no. 2: |
| No. 3 | |  | |  | 1. Approval of 3rd interim report *or final report* 2. Approval of updated web presentation |  | Instalment no. 3: |
| No. X | | Standard stage «debriefing» | |  | 1. Projects in the area of activity «Scien­tain­ment» only: submission of the short YouTube film (see article 4) 2. Final meeting: Project conclusion 3. Invoice for debriefing instalment |  | Instalment X:  *10% of funding amount, but max. CHF 20’000:*  *amount to be ad­justed here* |
| *Please adapt/overwrite the parts in italics and change them to regular type, or delete them.* | | | | | | TOTAL AMOUNT OF FUNDING = sum of instalments | |  |
|  | | Please fill in or verify the grey areas in all parts of the support agreement. | | PROJECT CONCLUSION = date of project end, p. 1 | |  |

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| 2 QUALITY DEVELOPMENTS AND PROJECT ASSISTANCE  **Self-evaluation**  Once each project phase is complete, project management will conduct a self-evaluation within the framework of the interim report. Likewise, following conclusion of the project the project management will conduct a concluding self-evaluation within the framework of the final report. For further details see «Rules of reporting» (appendix 1 to this agreement).  **External evaluation**  The following additional evaluation levels are possible: Evaluation by the management of Gebert Rüf Stiftung, by the board of trustees, by an advisory board and/or by external experts. Larger projects and programmes may be assisted by means of an integrated evaluation process.  **Project-specific quality development measures**  Which other measures are taken to develop the project quality? Please describe your instruments and methods such as steering committees, external control mechanisms, etc. | | |
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| 3 EFFECTIVENESS  **Intra-scientific communication**  The project management intends to employ the following publication strategy and produce the following publications (including presentations): | | |
| Description of publication strategy: | | |
| Planned publications: | | |
| **Entrepreneurial perspectives: Implementation and application of results, start-up, spin-off, other**  In the spirit of science entrepreneurship, the project management will take the following measures for the implementation or application of partial and project results to ensure that the project gains entrepreneur­ial acceptance: | | |
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| **Only for projects in the programme «BREF – Modellprojekte an Fachhochschulen»: Diffusion der Ergebnisse in der Fachhochschullandschaft Schweiz**  In the spirit of science entrepreneurship, the project management will take the following measures to ensure that the project gains entrepreneur­ial acceptance: | | |
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| 4 NON-SCIENTIFIC COMMUNICATION  Public understanding of science is an integral grant-making objective of Gebert Rüf Stiftung and is therefore an activity that accompanies each individual project: The project management undertakes to regard non-scientific, public communication as part of the scientific project work and to act accordingly. | | |
| **Mention of Gebert Rüf Stiftung**  The project manager undertakes to highlight, in connection with every publication and/or public presentation of the project, the support by Gebert Rüf Stiftung, and to do so in an appropriate form agreed upon in advance and on a case-by-case basis with Gebert Rüf Stiftung. As a rule, at least the lettering or the logo of Gebert Rüf Stiftung must be reproduced.  The basic requirements for fulfilling the obligation to mention this support are available here: grstiftung.ch 🡪 Your project 🡪 Controlling. The necessary graphic and text elements are available there for downloading. Publications or documents, as well as results of presentations, must be delivered to Gebert Rüf Stiftung without delay. | | |
| |  | | --- | | **School visit: project workshop**  The project manager undertakes, prior to completion of the project, to organize and conduct a visit by an upper secondary school class (e.g. Oberstufe Gymnasium) in accordance with the project contractually defined here. School classes needing to make a long journey to reach the venue may apply for additional funding toward travel costs.  Further details can be found in the relevant information sheet, which is available for download from grstiftung.ch: 🡪 Your project 🡪 Controlling | | | |
| |  | | --- | | **Offer: Media training course**  The project manager, or a project team member appointed by him/her, commits to participate in a one-off intensive further training event. There are various media training courses available in German, French and English. These are offered several times a year in cooperation with the Swiss School of Journalism (MAZ) and the Swiss National Science Foundation in Lucerne and Olten. The costs of attending one course per project will be covered by Gebert Rüf Stiftung. Detailed information on the courses with links to providers: grstiftung.ch 🡪 EN 🡪 Your project 🡪 Controlling | | **Public relations – media relations**  Targeted media relations form a part of every project supported. A concrete contribution to solving an actual problem is to be presented in suitable print and mass media. In order to be able to engage profes­sional agents for specific media initiatives, an application may be submitted to Gebert Rüf Stiftung for additional project funds.  The project management shall take the following measures with a view to successful public and media relations to enhance the visibility of the project and its presentation to the extradisciplinary and non-scientific public: | | | |
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| |  | | --- | | **«Elevator pitch» video**  If your project submission included an «elevator pitch» video, you consent to its publication at grstiftung.ch | | ☐ yes ☐ no | | | |
| **Only projects in the area of activity «Scientainment»**  Before concluding the project, the project team shall produce a short film of 2-5 minutes suitable for YouTube. The films will be published on YouTube and elsewhere. | | |
| 5 INCOME FROM COMMERCIAL EXPLOITATION – REPAYMENT TO GEBERT RÜF STIFTUNG  The following regulation has to be adapted (insert names etc.): | | |
| The rights to the project results rest with the [university XY]. The latter will grant to [any company to be formed on the basis of the project results] / [company xy] the necessary rights for commercial exploita­tion at appropriate conditions.  The project manager will personally do everything to ensure that, in the case of later considerable commercial success, the funding re­cei­ved will be repaid to Gebert Rüf Stiftung. With this declaration the [university XY] is not incurring any financial liability. We therefore ask the involved legal offices of the university to stay relaxed.  **This paragraph is not of a legal nature but represents a principle of civil society based on the personality of the founder of Gebert Rüf Stiftung: People who realize economic success usual­ly have been supported in many ways during their early career. They therefore have a moral duty to invest a part of their wealth in the form of donations or their own philan­thropic activi­ties. Making an endowment to Gebert Rüf Stiftung is an obvious and effective way for alumni to become philanthropically active.** | | |

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| I. FUNDAMENTALS 6 SUPPORT BY GEBERT RÜF STIFTUNG Gebert Rüf Stiftung only supports projects that have been approved by the board of trustees. For this reason, the support is applicable exclusively to the submitted and approved project request, provided no subsequent written agreements are made. The budget approved with the request is, as a whole and in its individual budget items, i.e. with respect to the use of the funds, authoritative for funding purposes. 7 PROJECT-RELATED AGREEMENTS For every supported project, project-related agreements, which are contained in the first part and in the appendices of this agreement, shall be made between Gebert Rüf Stiftung and the project manager. The project manager undertakes to adhere to the project-related agreements and to actively expedite their implementation.  II. PROJECT PLANNING AND PREPARATION  8 USE OF THE SUPPORT CONTRIBUTIONS  The support contributions granted must be used exclusively to cover the expenditure for the approved project. The contributions must be used properly within the scope of the project. In accordance with the practices of SwissFoundations (swissfoundations.ch), the association of Swiss grant-making foundations, Gebert Rüf Stiftung does not assume a proportion of university overheads:  grstiftung.ch 🡪 Your project 🡪 Submission 9 PARTIAL FUNDING BY GEBERT RÜF STIFTUNG Project managers whose projects are partially financed by Gebert Rüf Stiftung must provide written proof of the residual financing before the project begins. Gebert Rüf Stiftung reserves the right to delay payment of the support contributions until after full verification of the residual financing. 10 REQUESTS BY LEGAL ENTITIESRequests by legal entities must always be signed by authorized signatories. III. PROJECT REALIZATION 11 COMMENCEMENT AND SCHEDULING OF THE PROJECTThe project work must begin within a short period of time following payment of the first support contribution. The project manager is obliged to promptly inform Gebert Rüf Stiftung of any delay of more than 30 days in the commencement of the project, as well as of deviations from the content or time guidelines of the project plan. Gebert Rüf Stiftung may agree to the postponement of the commencement of the project work or to a change in the schedule, provided there are objective reasons and no additional costs arise. Gebert Rüf Stiftung reserves the right, in the event of delays without sufficient cause, to reduce the support funds or to withdraw completely from the support agreement.12 SUBSEQUENT PROJECT CHANGES Project changes with respect to content focus, division into stages, and use of funds must be approved by Gebert Rüf Stiftung. 13 REPORTING The project manager is obligated to report regularly to Gebert Rüf Stiftung on the progress of the project. The report shall contain in particular a financial and content-related account of each completed project stage and include a self-evaluation. Gebert Rüf Stiftung reserves the right to request receipts for the expenditure, or to examine or have examined those in the possession of the project manager. The «Project-related Agreements» (part 1 of this document) and the «Rules of Reporting» (appendix 1 of this agreement) prescribe the project stages after which and the form in which reports are to be made. The project manager is further obliged to independently inform Gebert Rüf Stiftung on an ongoing basis of what the project in question triggers by way of other financial contributions, plans as regards content and conceptual synergies. A final report is to be submitted immediately following the project’s conclusion. Gebert Rüf Stiftung may unilaterally change the nature of the reporting, provided that it assumes the resulting additional costs. 14 PUBLIC RELATIONS BY GEBERT RÜF STIFTUNG Approved projects are published on grstiftung.ch. This web presentation shall include the following information: project manager, title of project, budget, duration, abstract, reco­gni­tion, results, publications and links. The project manager is obliged to develop a web presentation of his/her project before this agreement is entered into and to bring this presentation up to date at the end of each project stage: See appendix 1 of this support agreement (Rules of reporting). 15 PAYMENT OF THE SUPPORT SUMS Support sums are disbursed only into project accounts set up for the purpose. Payments are not made automatically, but are to be invoiced by the project manager for each stage. Entitlement to grant instalments or parts of grant instalments lapses 12 months after the end of the project (date: approval of the final report or approval of the final web presentation text by the controlling unit of the foundation office of Gebert Rüf Stiftung). The relevant amounts will accrue back to the foundation assets. IV. PROJECT TERMINATION16 END OF PROJECT The project ordinarily ends with the agreed end of the support and the conclusion of the project, as soon as the project manager has submitted the final report. The right to terminate for other reasons is reserved. 17 PREMATURE TERMINATION OF THE PROJECT Gebert Rüf Stiftung reviews the reports on the completed project stages. It reserves the right to discontinue its payments for the project at any time, on the basis of the interim reports, particularly if:   * the project is not feasible; * the project cannot be carried out with the approved funds; * the project described in the interim report does not correspond to the approved project in essential points; * the conditions for support are not adhered to.   Other important reasons also justify premature termination, e. g. failure to mention relevant facts in the project proposal or application (interests of third parties, etc.). The project manager will be given the opportunity to comment before the decision on the premature termination. Gebert Rüf Stiftung may, at its own expense, consult outside experts for assessment. 18 UNCLAIMED FUNDS Support contributions that have been disbursed but are not used are to be refunded to Gebert Rüf Stiftung without delay upon conclusion of the project stage for which they have been allot­ted or upon conclusion of the project. V. RIGHTS AND OBLIGATIONS OF THE PARTIES TO THIS AGREEMENT19 INTELLECTUAL PROPERTY In the absence of a separate agreement, Gebert Rüf Stiftung makes no claim to intangible property rights arising from the project (copyrights, patent rights, etc.). 20 DEMAND FOR THE RETURN OF PROJECT CONTRIBUTIONS The board of trustees may – maintaining the principle of proportionality – revoke its support for the project and/or demand the return of the support contributions should the project manager violate the contractually stipulated provisions. A demand for the return of support funds may be made up to two years after the end of the project. VI TAXES AND SOCIAL INSURANCE21 VALUE ADDED TAX According to the Swiss Value Added Tax Law, the project contributions paid out by Gebert Rüf Stiftung are not subject to Value Added Tax in the case of the contribution recipient, because Gebert Rüf Stiftung does not expect, other than being mentioned, any immediate consideration for its support. 22 SOCIAL INSURANCE The project manager acknowledges that signing the project agreement does not effect a relationship with Gebert Rüf Stiftung that is subject to labour law (neither in terms of civil law nor in terms of social insur­ance law). It is the project manager’s responsibility that the legal social insurance provisions be carried out by his/her employer or by the employers of those working on the project (specifically, by the institution(s) in which the project is embedded). The project manager shall give Gebert Rüf Stiftung, in the form of appendix 2 of this agreement («Employer’s Declaration»), the appropriate confirmation of the legal social insurance arrangements on the part of the employer. These arrangements specifically include the categories AHV/IV, BVG and UVG.  Self-employed project managers shall provide proof that their AHV contributions are settled directly with the relevant AHV compensation fund. Correspondingly, the same applies to self-employed project members.  Project managers who are neither in an employment relationship nor self-employed are obliged to obtain an employment contract with the institution in which the project is to be embedded. The project manager may then produce the necessary confirmation of the legal social insurance arrangements of his/her employer in the form of appendix 2 of this agreement.  VII FINAL CLAUSES  23 NO FORFEITURE  If one party omits in an individual case to enforce a contractual right or to assert a claim in response to a breach of contract, such omission cannot be considered a general waiving of such rights.  24 FINAL PROVISION  This agreement, including this provision, can be changed only by written agreement. It replaces all previous agreements and arrangements.  25 ASSIGNMENT  The transfer of this agreement or of individual rights therein requires the written consent of the other party.  26 SEVERABILITY  Should a part of this agreement prove to be invalid, the validity and enforceability of the other provisions of this agreement shall not be affected. Insofar as possible, the parties shall replace the invalid provision with an equivalent valid provision.  27 JURISDICTION AND APPLICABLE LAW  This agreement is subject to Swiss law. The exclusive place of jurisdiction is Basel-Stadt. |

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| REPORTING: INTERIM AND FINAL REPORTS Standardized reporting to the board of trustees fulfils an important function when it comes to evaluating the effectiveness of Gebert Rüf Stiftung in its support efforts. It is regulated as follows:   * Interim and final reports have the same form. * Interim and final reports are not research reports, but represent a distinct form of reporting for the purposes of Gebert Rüf Stiftung's grant-making strategy. They are characterized by briefness and a focus on effectiveness. * A single interim or final report consists of a maximum of two A4 pages. Single copies of research reports, publications and media articles connected to the project should be attached to the report. * See the relevant instruction sheets for formal requirements with regard to preparing interim and final reports. Instruction sheets: grstiftung.ch 🡪 Your project 🡪 Controlling, here under the headings «Interim report» and «Project conclusion and debriefing» * Please observe the section numbering specified in the instruction sheets and use only text in your reports (no illustrations or graphics). * Gebert Rüf Stiftung will expect your first report after the first project stage is completed. For further information, see the planning table under art. 1 of this agreement («Project Planning and Project Implementation»). |

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| CONFIRMATION The undersigned employer confirms that it is in a legal employment relationship with the project manager as the contribution recipient and with all project members and has fulfilled all associated obligations under tax, social insurance and accident insurance law, as well as any other legal obligations.  In particular, this includes, in addition to the payment of wages, the deduction of social insurance contributions. The costs of any liability for inadequate social insurance, which is incumbent on the em­ployer, shall be borne by the employer. | | | |
| LOCATION |  | DATE |  |
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| PROJECT MANAGER |  | | |
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| PROJECT MEMBER |  | | |
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| PROJECT MEMBER |  | | |
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| RESPONSIBLE PAYROLL OFFICE |  | | |