

3RCC Funding Regulations – Knowledge Transfer Grants

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1 Overview

1.1 Introduction

- a. Knowledge Transfer Grants support short training visits to expert laboratories for Swiss-based personnel, or to Swiss-based groups to invite external experts to their own institution to learn existing, established 3Rs techniques, methods, or technologies. These grants facilitate the practical transfer of knowledge and skills that can be implemented in the applicant's home institution to advance the 3Rs.

1.2 Definitions

- i. The following definitions apply to these regulations:
 - a. **Expert:** The researcher or specialist affiliated with the Expert Institution who possesses expertise in the technique, method, or technology being transferred, and who provides training or guidance to the Grant Recipient during the knowledge transfer.
 - b. **Expert Institution:** The institution (Swiss or international) where the specific 3Rs technique, method, or technology is established and operational
 - c. **Expert Panel:** A panel composed of members of the 3RCC Executive Board, Strategic Board, or Scientific Advisory Board who assess Knowledge Transfer applications
 - d. **Funding Call:** An official announcement to submit proposals for financial support. Calls will be of a specific nature depending on the strategic aim of the funding provided
 - e. **Grant Agreement:** the legal agreement between the 3RCC and the grant recipient outlining the terms and conditions for grant funding.
 - f. **Home Institution:** A recognised nonprofit research institution based in Switzerland where the applicant is based, which administers the Grant on behalf of the Grant Recipient. Recognised research institutions are the public Swiss universities, Swiss Federal Institutes of Technology, Swiss universities of applied sciences and university (associated) hospitals and non-commercial research centres outside the higher education sector
 - g. **Node Coordinator:** Members of the 3RCC Executive Board who are animal welfare officers and/or 3Rs experts at member universities (Nodes) and member organisations. They are in direct contact with students and researchers at the universities and are responsible for implementing the Centre's strategy at the node level
 - h. **Project:** the tasks and activities as described in the funding application in addition to any changes as permitted under these regulations

1.3 Aim

- a. The 3RCC funds Knowledge Transfer Grants to facilitate the acquisition and implementation of established 3Rs techniques, methods, or technologies. Projects should:
 - i. Enable the transfer of practical skills and knowledge from expert laboratories to Swiss-based individuals or groups
 - ii. Promote the implementation of proven 3Rs methods in Swiss research institutions
 - iii. Foster collaboration and networking within the 3Rs research community
 - iv. Have measurable impact on advancing the 3Rs at the applicant's Home Institution

1.4 Duration

- a. The maximum total duration of the knowledge transfer is two months.
- b. The visit may be structured as a single continuous period or divided into multiple shorter trips, provided the total duration does not exceed two months.

1.5 Maximum funding

- a. The maximum funding for a Knowledge Transfer Grant is CHF 10'000.

1.6 Frequency

- a. Knowledge Transfer Grant calls are held annually unless otherwise stated on the Swiss 3RCC website.
- b. Call frequency can be adjusted depending on funds available.

1.7 Project results

- a. Intellectual property
 - i. Knowledge and skills acquired during the Project remain with the Grant Recipient and Home Institution.
 - ii. No intellectual property rights are transferred to the 3RCC through the Knowledge Transfer Grant.
 - iii. It is the responsibility of the Home Institution and the Grant Recipient to agree on the allocation of intellectual property created using knowledge acquired at the Home Institution
- b. Financial benefits

- i. The Project results must not create any direct financial benefits during the Project for any involved parties.
- c. Rights to Project results
 - i. The rights to results gained during work funded by the 3RCC are owned by the Grant Recipient and/or the Home Institution in accordance with the policy of the Home Institution.
- d. Grant recipients are highly recommended to disseminate the acquired knowledge within their institution and the broader Swiss 3Rs community through seminars, workshops, protocol sharing, or other appropriate means.

2 Eligibility

2.1 Requirements for the knowledge transfer proposal

- a. Requirements for grant applications are defined in these Regulations. Further information may be provided in the individual Funding Calls.
- b. Applications must clearly identify the specific technique, method, or technology to be learned and demonstrate that the Expert Institution possesses the necessary expertise.

2.2 Lead Applicant – Knowledge Transfer Grants

- a. Applicants must be natural persons employed by or have a formal institutional relationship with a Swiss Home Institution as defined in section 1.2.
- b. There are no restrictions on career stage. Applications from early-career researchers, technicians, and other research staff are particularly encouraged.
- c. One application per applicant per funding call is permitted.
- d. Previous Knowledge Transfer Grant recipients may apply in subsequent years for different training objectives.

2.3 Geographic preference

- a. Given equal expertise and suitability of Experts and Expert Institutions, preference for funding will be given in the following order:
 - i. Swiss institutions
 - ii. European institutions
 - iii. Worldwide institutions

- b. Applications proposing visits to non-European institutions must provide justification for why comparable expertise cannot be accessed in Switzerland or Europe.

2.4 Eligible Costs - Knowledge Transfer Grants

- a. The following costs are eligible:
 - i. Where the Applicant travels, travel expenses (flights, trains, local transportation), accommodation and per diem costs in accordance with the travel policy of the Home Institution.
 - ii. Where the Expert travels, travel expenses (flights, trains, local transportation), accommodation and per diem costs in accordance with the travel policy of the Expert Institution.
 - iii. Consumables used at either the Home or Expert Institution for the purpose of training.
 - iv. Consumables for implementation at the Home Institution following the knowledge transfer, limited to a maximum of 30% of the total requested budget and requiring justification.
- b. Goods or services should be obtained from Swiss providers whenever possible.

2.5 Ineligible costs - Knowledge Transfer Grants

- a. The following costs are ineligible:
 - i. Infrastructure
 - ii. Equipment purchases
 - iii. Salary costs
 - iv. Overhead costs related to the visit
 - v. Administration costs
 - vi. Scientific article publication costs

2.6 Overlapping Grant funding periods

- a. If the lead applicant is a Principal Investigator on a Project Grant or holder of a Doctorate Grant from the 3RCC, the application will only be considered if there is no overlapping funding period between the funded grant and proposed knowledge transfer.
- b. Concurrent applications to different 3RCC funding schemes as the lead applicant are permitted. However, if multiple applications are successful, the lead applicant may only accept funding from one scheme and must withdraw from the other(s).

2.7 Number of applications

- a. Applicants may submit only one application per Support Grant funding call as Lead Applicant.
- b. There is no limit to the number of applications a person can be listed as a co-applicant, including applications in the same call.

3 Application

3.1 Language

- a. The language for all correspondence with the 3RCC is English.

3.2 Process - Knowledge Transfer Grants

- a. Knowledge Transfer Grant applications are submitted as a single-stage process.
- b. Applicants submit a complete application including:
 - i. Description of the technique/method/technology to be learned
 - ii. Justification for the choice of expert laboratory
 - iii. Detailed visit plan and timeline
 - iv. Expected outcomes and implementation plan
 - v. Detailed budget
 - vi. Letter of invitation or agreement from the Expert Institution
- c. Applications are due two months after the call announcement.
- d. Decisions are communicated approximately two months after the application deadline.
- e. To accommodate the application process, funded visits should be planned to commence at least three months after the application deadline.
- f. The Node Coordinator can support applicants in the application process.

3.3 Document submission

- a. All application documents are submitted via the 3RCC funding portal.

3.4 Conflict of Interest

- a. 3RCC expects all applicants to comply with good practice aimed at preventing conflicts of interests in scientific activities.

- b. Applicants must declare any existing collaborations, personal relationships, or other potential conflicts of interest with the Expert Institution or individuals involved.

3.5 Contributions by the Home Institute

- a. A “Letter of Support” from the Home Institution is required with the application to ensure that the Knowledge Transfer has institutional support and that appropriate facilities and resources will be available for implementation following the project.

3.6 Resubmission

- a. Resubmissions of applications are permitted in subsequent funding calls.

4 Assessment

4.1 Criteria for award and evaluation

- a. Applications are evaluated based on their scientific quality, expected impact on the 3Rs, feasibility, and budget efficiency.
- b. The 3Rs impact is weighted higher than other criteria in the evaluation process.
- c. Further evaluation criteria may be provided in the individual Funding Calls.

4.2 Review process – Knowledge Transfer applications

- a. Applications are checked for validity and completeness by the 3RCC.
- b. Each application is reviewed by members of the Expert Panel composed of 3RCC Executive Board, Strategic Board, or Scientific Advisory Board members.
- c. Reviewers from the same institution as the applicant or the Expert Institution are recused from evaluating that application to avoid conflicts of interest.
- d. Applications are assessed according to the criteria outlined in section 4.1, with the 3Rs impact given a double weighting in case of ties.
- e. The Expert Panel meeting produces a ranked list of applications based on the evaluation criteria.
- f. The highest-ranking applications that can be accommodated within the available budget are recommended for funding to the 3RCC Management Team.
- g. The 3RCC’s Management Team approves which proposals will be funded.

4.3 Availability of reviews

- a. All applicants are provided with written feedback from the review process.

- b. The Review Summary document is complete except for the name of the reviewer; the overall score from 1-5; and confidential information.

4.4 Right of appeal

- a. Applicants have no right to any formal appeal process.
- b. Feedback received may be taken into consideration for resubmission in further calls.

5 Legal Framework

5.1 Governing law

- a. These Regulations are governed by the substantive laws of Switzerland.
- b. The exclusive place of jurisdiction is Bern, Switzerland.

5.2 Relationship to other documents

- a. In case of conflicts between documents, the following order of precedence applies:
 - i. The individual Grant Agreement
 - ii. The Appendices to the individual Grant Agreement
 - iii. These Implementation Regulations (url)
 - iv. The Funding Regulations for Knowledge Transfer Grants (url)
 - v. The specific terms of the funding call.

5.3 Language

- a. The authoritative language for all regulations and agreements is English.
- b. In case of discrepancies between language versions, the English version prevails.

5.4 Amendments

- a. The 3RCC may amend these Funding Regulations at any time.
- b. Amendments apply to:
 - i. All new grants awarded after the effective date of the amendment
 - ii. Existing grants, where the changes do not materially disadvantage the Grant Recipient or the Home Institution.

- c. The Grant Recipient and Home Institution will be notified of any amendments affecting existing grants.

5.5 Severability

- a. If any provision of these regulations is found to be invalid or unenforceable, the remaining provisions remain in full force and effect.
- b. Invalid provisions will be replaced with valid provisions that most closely achieve the intended purpose.

5.6 Data protection

- a. Personal data collected in connection with Knowledge Transfer Grants is processed in accordance with Swiss data protection laws.
- b. Data is used solely for purposes of grant administration and evaluation.
- c. The Grant Recipient has the right to access and correct their personal data held by the 3RCC.

5.7 Effective date

- a. These Funding Regulations enter into force on the 6th of November 2025.
- b. They apply to all Knowledge Transfer Grants awarded on or after the effective date.
- c. Grants awarded before the effective date remain governed by the regulations in force at the time of award, unless otherwise specified.

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