

3RCC Implementation Regulations

3Rs Project Grants

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1 Scope and Purpose

1.1 Application

- a. These Implementation Regulations govern the administration and use of 3Rs Project Grants awarded by the Swiss 3R Competence Centre (3RCC).
- b. These Implementation Regulations apply from the date of grant award through final reporting and closure.
- c. These Implementation Regulations are supplementary to the 3RCC Funding Regulations for 3Rs Project Grants and the individual Grant.

1.2 Purpose

- a. The purpose of these regulations is to:
 - i. Establish clear expectations for grant administration
 - ii. Define the responsibilities of all parties
 - iii. Ensure proper use and accountability of 3RCC funds
 - iv. Promote transparency and good scientific practice
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2 Definitions

- a. The following definitions apply to these regulations:
 - i. **Grant Agreement:** the legal agreement between the 3RCC and the Host Institution outlining the terms and conditions for grant funding
 - ii. **Project:** the entirety of the research activities described in the funding application in addition to any changes permitted under these regulations
 - iii. **Budget:** the budget as submitted in the funding application, including any potential changes based on funding conditions specified in the pertaining individual agreements and/or ongoing changes as permitted under these regulations
 - iv. **Host Institution:** a recognised nonprofit research institution based in Switzerland where the Principal Investigator. 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.
 - v. **Lead Applicant:** the person who submitted the funding application
 - vi. **Principal Investigator (PI):** the person directly responsible for the ongoing activities of the Project
 - vii. **Collaborator:** an individual other than the Principal Investigator who contributes to the execution of the Project, as specified in the Grant Agreement
 - viii. **Milestones:** the specific points of the Project where Deliverables are set to be completed, as defined in the Grant Agreement
 - ix. **Deliverables:** can be the knowledge gained, services, methods, data, quantifiable goods or other outputs as described in the Grant Agreement.

- x. **Grant Portal:** the 3RCC's online platform for grant management, through which applications, approvals, reporting, and other grant administration activities are submitted and processed.
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3 Release of Funds and Start of Project

3.1 Revocation of funding

- a. The requirements for the grant will be checked prior to commencement of the Project.
- b. If, at this time, the requirements for the grant are no longer met, or the circumstances upon which the approval was based have changed significantly, the 3RCC may amend or revoke the approved grant including demanding partial or full repayment of any funds already paid.
- c. In the event that the 3RCC awards a grant for which it has not yet received federal funding, and subsequently fails to secure such funding, the 3RCC retains the right to immediately suspend all payments, cancel the Project, and terminate the Grant Agreement.

3.2 Conditions for fund release

- a. Funds will only be released once:
 - i. The Grant Agreement is fully signed by all parties
 - ii. All ethical and legal approvals and authorisations necessary for the Project are obtained
 - iii. The Data Management Plan has been submitted
 - iv. All other conditions for release of funds as stipulated in the Grant Agreement and these Regulations are met.

3.3 Start of Project

- a. The Project start date is as defined in the Grant Agreement.
- b. Costs incurred from the Project start date as defined in the Grant Agreement are eligible under the grant, provided the Grant Agreement is subsequently fully signed by all parties. Costs incurred prior to the full execution of the Grant Agreement are at the sole risk of the Host Institution.
- c. All necessary approvals and arrangements required for the initial phase of the Project must be confirmed before commencement.

- d. The Host Institution must formally accept the grant award in writing within 30 calendar days of notification by the 3RCC. The Project must commence within one year of the date of formal acceptance. If acceptance is not received within the specified period, the 3RCC reserves the right to revoke the award.
- e. Upon request, the 3RCC may approve a postponement (see Section 5).

3.4 Payment processing

- a. Once the Grant Agreement is fully executed, the Host Institution must submit an invoice to the 3RCC according to the payment schedule specified in the Grant Agreement.
 - b. The Host Institution must deposit the grant amount into a dedicated account established solely for the Project Grant
 - c. The approved grant amount is inclusive of any applicable Swiss and foreign tax obligations (including VAT and WHT).
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4 Use of Funds

4.1 Permitted use

- a. The grant amount may be used only for:
 - i. Expenditure specified to the Budget, and
 - ii. Purposes aligned with the objectives stated in the Project.

4.2 Adherence to budget

- a. Budget reallocations across different cost categories (e.g., from consumables to personnel) exceeding CHF 10'000.- of the source category's Budget require an amendment to the Grant Agreement.
 - b. Budget reallocations within the same cost category are permitted
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5 Changes to the Project

5.1 No notification required

- a. The following changes do not require notification to the 3RCC:
 - i. Adjustments to the research schedule that do not affect the overall duration of the Project.

- ii. Non-critical Milestone adjustments that do not affect primary outcomes or Deliverables. These should nevertheless be reported in the annual scientific reports.
- iii. Budget reallocations within the same cost category.
- iv. Changes to personnel within roles which are not budgeted for under the Grant Agreement.

5.2 Notification and written approval required

- a. The following changes require notification and prior written approval from the 3RCC:
 - i. Critical Milestone changes that affect primary outcomes or Deliverables
 - ii. Changes to Collaborators other than the Principal Investigator.
 - iii. New hires, changes to- or terminations of personnel within approved roles budgeted for under the Grant Agreement
 - iv. Temporary suspension of the Project (e.g., due to parental leave, illness)
- b. Approval requests must be submitted in writing with:
 - i. Description of the proposed change
 - ii. Brief justification
 - iii. Any budget implications
 - iv. Impact on Milestones and Deliverables.
- c. The 3RCC aims to respond to approval requests within 4 weeks.
- d. No changes requiring approval may be implemented prior to receiving such approval. Costs arising from changes implemented without prior approval may be deemed ineligible under the grant..

5.3 Amendment to the Grant Agreement required

- a. The following changes require an amendment to the Grant Agreement signed by all parties:
 - i. Change of Principal Investigator
 - ii. Change of Host Institution
 - iii. Project extensions (changes to the approved duration)

- iv. Change of approved roles budgeted under the Grant agreement (e.g. a postdoc instead of a lab technician)
 - v. Budget reallocations exceeding CHF 10'000 between cost categories.
 - b. Amendment requests must be submitted in writing via the Grant Portal with:
 - i. Detailed description of the proposed change
 - ii. Rationale for the change
 - iii. Impact on Project objectives, Milestones, and timeline
 - iv. Budget implications.
 - c. The 3RCC aims to review amendment requests and respond within 4 weeks.
 - d. Amendments under 5.3(a)(i) to (iii) require a formal written amendment signed by an authorised representative of each Party.
 - e. Amendments under 5.3(a)(iv) and (v) require written confirmation from both Parties. Confirmation through the Grant Portal by the designated representatives of each Party is sufficient for this purpose.
 - f. No changes requiring an amendment may be implemented prior to completing the amendment process. Costs arising from changes implemented without a completed amendment may be deemed ineligible under the grant.

5.4 Change of Principal Investigator

- a. A change of Principal Investigator requires:
 - i. An amendment to the Grant Agreement signed by all parties
 - ii. Review by the 3RCC
 - iii. Approval of the replacement Principal Investigator before the Project can continue.
- b. The proposed replacement Principal Investigator must meet all eligibility requirements specified in the Funding Regulations.
- c. The 3RCC reserves the right to terminate the Grant Agreement if a suitable replacement Principal Investigator cannot be identified or approved within six (6) months.

5.5 Unforeseen circumstances and force majeure

- a. Neither the Principal Investigator, Host Institution, nor 3RCC shall be liable for failure to perform obligations due to illness, events beyond reasonable control, or force majeure events.
- b. The affected Party must notify the other Party within 30 calendar days of the event
- c. The 3RCC will work together in good faith with all Parties to identify appropriate solutions, which may include:
 - i. Postponement or suspension of the Project
 - ii. Modification of the Project scope or timeline
 - iii. Project cancellation with partial or full refund of the grant amount to the 3RCC.

5.6 Grant Portability

- a. The grant is awarded to the Principal Investigator. If the Principal Investigator moves to a new institution, the grant may be transferred to the new Host Institution, subject to the conditions in this section.
- b. Transfer of the grant requires:
 - i. A written request from the Principal Investigator explaining the reasons for the move and demonstrating that the Project can be successfully continued at the new institution
 - ii. Confirmation from the new Host Institution that it meets the eligibility requirements specified in the Funding Regulations and agrees to assume all obligations under the Grant Agreement and these Implementation Regulations
 - iii. A written statement from the original Host Institution acknowledging the transfer
 - iv. Prior written approval from the 3RCC and the Host Institution's responsible official (not being the Applicant or PI) at least six (6) months in advance.
- c. Once the 3RCC and the Host Institution have approved the transfer of the Grant to another institution, the original Host Institution must:
 - i. Submit an interim financial report as at the transfer date
 - ii. Transfer the remaining grant funds to the new Host Institution, less any documented committed expenditures

- iii. Take reasonable steps to transfer equipment and other assets purchased with Grant funds for the benefit of the Project.
- d. The 3RCC will evaluate transfer requests on a case-by-case basis, taking into account the feasibility of continuing the Project at the new institution and the potential impact on the Project objectives.
- e. The 3RCC may impose conditions on the transfer or decline the request if the transfer would fundamentally compromise the Project.
- f. The transfer will be formalised through an amendment to the Grant Agreement signed by all Parties, including the new Institution.

5.7 Notification of issues and incidents

- a. The Principal Investigator must notify the 3RCC immediately, and whenever possible at least 30 calendar days in advance, in writing (whereby notification by e-mail is considered sufficient) of the following:
 - i. Conflicts, breaches, or potential breaches of the Grant Agreement, these Implementation Regulations, or the Funding Regulations
 - ii. Any other circumstances that may materially affect the Project's successful completion.
 - b. These notifications are subject to review at the sole discretion of the 3RCC. If the 3RCC determines that the Project is no longer aligned with the strategic goals and objectives of the 3RCC due to the reported issue, and no mutual agreement can be reached, the 3RCC reserves the right to terminate the Agreement.
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6 Duties of the Principal Investigator

6.1 Conduct of the Project

- a. The Principal Investigator must:
 - i. Conduct the research diligently and in accordance with the Project as described in the Grant Agreement
 - ii. Comply with all applicable laws, ethical standards, and institutional regulations of the Host Institution
 - iii. Deliver the Milestones and Deliverables according to the Grant Agreement.

6.2 Personnel

- a. Personnel positions may be specified by role (e.g., doctoral student, postdoc, technician) in the Grant Agreement.

- b. Personnel will be employed by the Host Institution. The Principal Investigator is responsible for recruiting and managing personnel for the Project.

6.3 Standards and good scientific practice

- a. The Principal Investigator and all other personnel involved in the Project shall conduct the planned research with due care and according to the rules of good scientific practice established at the Host Institution.
- b. The Principal Investigator and all other personnel involved in the Project shall comply with the principles applicable in their specific field of research, including all legal provisions and ethical requirements.

6.4 Ethical and legal approvals

- a. The Principal Investigator shall ensure that all ethical and legal approvals and authorisations necessary for the Project (e.g., licenses for animal testing, the use of embryonic stem cells, or for conducting clinical studies) are obtained maintained at necessary stages of the Project according to the Milestones defined in the Grant Agreement.
 - b. Release of funds shall be contingent upon the Principal Investigator ensuring the availability of all required ethical and legal approvals and authorisations at the necessary stages of the Project according to the Milestones defined in the Grant Agreement.
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7 Duties of the Host Institution

7.1 Institutional responsibility

- a. The Host Institution is responsible for administering the grant amount in accordance with:
 - i. These Implementation Regulations
 - ii. The Grant Agreement
 - iii. The Budget
 - iv. Applicable Swiss laws and institutional policies.

7.2 Administrative and overhead support

- a. The Host Institution must:
 - i. Provide necessary administrative support to the Principal Investigator

- ii. Administer the Grant in accordance with these Implementation Regulations and the Grant Agreement
- iii. Provide the basic infrastructure and services committed to in the Letter of Support submitted during the application process as defined in the Funding Regulations

7.3 iv. Ensure that grant funds are used exclusively for direct project costs. Indirect project costs are not eligible under the grant. Financial management

- a. The Host Institution must:
 - i. Maintain clear financial records distinguishing the grant amount from other institutional funds
 - ii. Maintain accurate financial records of all grant expenditures
 - iii. Ensure expenditures comply with the approved budget and eligible cost categories
 - iv. Retain all supporting documentation (receipts, invoices, contracts) for at least 10 years following Project completion
 - v. Make documentation, including financial records and source documentation, available to the 3RCC upon reasonable request.
- b. Standard institutional accounting practices apply, provided they meet or exceed the requirements specified in these regulations.
- c. The separate account established for funds administration of the grant amount must be closed within three months of the Grant Closure (section 12.4).

7.4 Grant administration contact

- a. The Host Institution must designate a contact person responsible for grant administration matters.
- b. This contact person serves as the primary liaison with the 3RCC for administrative and financial questions.

7.5 Insurance, liability

- a. The Host Institution must maintain adequate liability insurance covering all activities conducted under the Grant Agreement.
- b. The Host Institution hereby confirms that it shall procure and maintain adequate coverage for employers' liability and professional liability for all its activities under this Agreement. The Host Institution assumes all liability arising from or related to

the Project conducted under the Grant Agreement. The Host Institution agrees to indemnify, defend, and hold harmless the 3RCC, its officers, directors, employees, and agents from and against any and all claims, damages, losses, liabilities, costs, and expenses (including reasonable attorney's fees) arising out of or in connection with the Project, except to the extent directly caused by the 3RCC. The liability of 3RCC to the Host Institution in connection of this agreement is limited to gross negligence or willful misconduct.

- c. Evidence of insurance coverage must be provided to the 3RCC upon request.

7.6 Monitoring of salaries and employment conditions

- a. The Host Institution must ensure compliance with the provisions established at the Host Institution in respect of salaries, employment conditions, and social security contributions for employees funded by the Project.
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8 Reporting Requirements

8.1 Data Management Plan

- a. A Data Management Plan must be submitted prior to the release of funds according to the template document provided by the Swiss 3RCC.
- b. The Data Management Plan should describe how research data will be managed, stored, and shared during and after the Project.

8.2 Annual reporting

- a. Annual scientific progress reports and financial reports must be submitted through the 3RCC Grant Portal.
- b. The reporting schedule will be specified in the Grant Agreement.
- c. Failure to submit reports by the deadline may result in sanctions as specified in Section 13.

8.3 Scientific report

- a. The scientific report must include:
 - i. Description of the research activities conducted during the reporting period
 - ii. Progress towards Milestones and Deliverables
 - iii. Results and findings
 - iv. Expected or realised 3Rs impact
 - v. Challenges encountered and how they were addressed

- vi. Plans for the next reporting period (for annual reports).
- b. A template for the scientific report is provided by the Swiss 3RCC.

8.4 Financial report

- a. The financial report must include:
 - i. A breakdown of all expenditures by budget category
 - ii. Explanation of any deviations from the approved budget
- b. A financial statement issued or certified by the Host Institution's finance department, confirming expenditure by budget category and the closing balance of the grant account. The 3RCC may, if reasonably necessary and appropriate, request receipts, invoices, or other supporting documentation at any time within 10 years of Project completion.

8.5 Final reports

- a. Final scientific and financial reports must be submitted within three months of the Grant Agreement expiry date
- b. The final scientific report must be completed using the template on the grant platform and includes:
 - i. Comprehensive description of all research activities conducted
 - ii. Achievement of Milestones and Deliverables
 - iii. Overall results and conclusions
 - iv. Realised 3Rs impact
 - v. Publications and dissemination activities
 - vi. Future plans for the research or methods developed.
- c. The final financial report must include:
 - i. Complete breakdown of all expenditures by budget category
 - ii. Explanation of any deviations from the approved budget
 - iii. The closing balance.

8.6 Incomplete or inadequate reports

- a. If submitted reports are incomplete or inadequate, the 3RCC will notify the Principal Investigator and Host Institution.

- b. A deadline of one month will be provided to submit revised or supplementary information.
 - c. Failure to submit adequate reports may result in sanctions as specified in Section 13.
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9 Monitoring and Compliance

9.1 Monitoring activities

- a. The 3RCC may conduct monitoring activities including:
 - i. Review of financial and scientific reports
 - ii. Requests for additional information or documentation
 - iii. Site visits or interviews with the Principal Investigator (in exceptional cases)
 - iv. Follow-up surveys on implementation and impact.
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10 Project Results

10.1 Financial benefits

Output, products, or prototypes developed with grant funds must not be used to generate commercial revenue during the duration of the Project.

10.2 Rights to Project results

- a. The rights to results gained during research work funded by the 3RCC are owned by the Principal Investigator and/or the Host Institution in accordance with the Host Institution's internal rules on ownership and protection of intellectual property.
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11 Acknowledgment and Publication

11.1 Open access to publications

- a. All peer-reviewed scientific publications resulting from the Project must be made openly accessible.
- b. At the time of publication, the Principal Investigator must ensure that a machine-readable electronic copy of either the published version, or the final peer-reviewed manuscript accepted for publication is deposited in a publicly available repository.

- c. Publications must be made available under a Creative Commons Attribution (CC BY) license, or equivalent, permitting unrestricted reuse, redistribution, and adaptation, provided proper attribution is given.
- d. For monographs, books, and book chapters, an embargo period of a maximum of twelve months is permitted. For pre-registration articles an embargo period of maximum 24 months is permitted. For journal articles with research data, immediate open access is required.
- e. Metadata of deposited publications must be open and include:
 - i. Author(s), title, date of publication, and publication venue
 - ii. 3RCC funding acknowledgment with grant ID
 - iii. Licensing terms
 - iv. Persistent identifiers (e.g., DOI).

11.2 Open Research Data

- a. The Principal Investigator is expected to make research data underlying publications publicly accessible on a repository complying with the FAIR Data Principles (Findable, Accessible, Interoperable, Reusable), unless there are legitimate restrictions of legal, ethical, confidentiality, or intellectual property nature.
- b. Data should be made available as soon as the related publication is available, following the principle of "as open as possible, as closed as necessary."
- c. The Data Management Plan (see Section 8.1) must describe how research data will be managed, stored, and shared during and after the Project, including any restrictions on data sharing.
- d. The final report must include an updated Data Management Plan describing the final disposition of research data and confirming deposit in appropriate repositories

11.3 Acknowledgment requirement

- a. The 3RCC must be acknowledged in any publications, presentations, or other dissemination materials that result directly from the research activities funded by the grant.
- b. The following acknowledgment text must be used:

"This work was supported by a 3Rs Project Grant from the Swiss 3R Competence Centre (3RCC)[Grant ID: PG-YYYY-XXX]."

- c. The Host Institution must inform the 3RCC of any publications that result directly from research activities funded by the grant.

11.4 Publicity and communication

- a. The 3RCC may publicise funded Project Grants through:
 - i. Website announcements
 - ii. Annual reports
 - iii. Social media
 - iv. Other communication channels.
 - b. The Principal Investigator and Host Institution consent to such publicity unless, at the time of notification of a successful grant application, they notify the 3RCC of objections in writing.
 - c. The Principal Investigator may be invited to contribute to 3RCC communication activities (blog posts, interviews, case studies) on a voluntary basis.
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12 Completion and Unspent Funds

12.1 Project completion

- a. The Project is considered complete at the deadline of the final report.

12.2 Unspent funds and debit balance

- a. All unspent funds must be reported in the final financial report.
- b. Unspent funds of greater than CHF 50 must be returned to the 3RCC.
- c. The 3RCC will provide banking details or, upon request, invoice the Host Institution for the unspent amount.
- d. The Host Institution is responsible for settlement of any debit balance

12.3 Unused grant

- a. If the approved Project cannot be conducted and the grant will not be used, the Host Institution must:
 - i. Notify the 3RCC immediately in writing
 - ii. Return all funds within one month
 - iii. Provide a brief explanation of the circumstances.

12.4 Grant closure

- a. The Grant is formally closed when:
 - i. Final reports have been submitted, reviewed and approved
 - ii. Any required unspent funds have been returned
 - iii. All outstanding issues have been resolved.
 - b. The 3RCC will issue a written confirmation of grant closure.
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13 Sanctions and Termination

13.1 Grounds for sanctions

- a. The 3RCC may impose sanctions in cases of significant:
 - i. Failure to comply with these Implementation Regulations
 - ii. Failure to comply with the Funding Regulations
 - iii. Breach of the Grant Agreement
 - iv. Misuse of the grant amount
 - v. Scientific misconduct
 - vi. Failure to submit required reports within specified deadlines
 - vii. Provision of false or misleading information.

13.2 Types of sanctions

- a. Sanctions may include:
 - i. Written warning
 - ii. Requirement to return the grant amount (partial or full)
 - iii. Suspension of grant payments
 - iv. Termination of the Grant Agreement with immediate effect
 - v. Exclusion from future 3RCC funding opportunities

13.3 Procedure

- a. Before imposing sanctions according to 13.2 (a), the 3RCC will:

- i. Notify the Principal Investigator and Host Institution in writing of the alleged breach
 - ii. Provide an opportunity to respond in a period determined by the 3RCC
 - iii. Consider all explanations and evidence provided.
- b. The 3RCC will issue a written decision explaining:
 - i. The findings
 - ii. The sanctions imposed, if any
 - iii. The basis for the decision
 - iv. Any remedial actions required.

13.4 Immediate termination

- a. In cases of a serious breach of the Grant Agreement, these Implementation Regulations or the Funding Regulations, serious misconduct, fraud, or illegal activities, the 3RCC may immediately:
 - i. Terminate the Grant Agreement with immediate effect without prior warning and without observing the procedure according to 13.3
 - ii. Demand immediate return of the full grant amount, insofar as it has not been used in accordance with the Grant Agreement, including appendices, these Implementation Regulations or the Funding Regulations
 - iii. Suspend any grant payments
 - iv. Claim damages

13.5 Termination upon update of regulations

- a. On update of these Implementation Regulations or the Funding Regulations, the 3RCC will notify the Host Institution of the update.
 - b. The Host Institution will have 30 calendar days from receipt of the notification to lodge any objection to the update.
 - c. If no mutual agreement can be reached within a further 30 calendar days to resolve the situation, either the 3RCC or the Host Institution reserve the right to terminate the Agreement.
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14 Legal Framework

14.1 Governing law

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

14.2 Grant Agreement structure

- a. The individual Grant Agreement is executed by two parties:
 - i. The Swiss 3R Competence Centre (3RCC)
 - ii. An authorised signatory of the Host Institution
- b. The signatory for the Host Institution cannot be the same person as the Principal Investigator.
- c. The Grant Agreement specifies the project-specific details including grant amount, Project duration, Milestones, Deliverables, and approved budget.

14.3 Relationship with 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
 - iv. The Funding Regulations for 3Rs Project Grants

14.4 Language

- a. The authoritative language for all 3RCC regulations and pertaining agreements is English.
- b. In case of discrepancies between language versions, the English version prevails.

14.5 Amendments

- a. The 3RCC may amend these Implementation 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 Principal Investigator or the Host Institution and any objections by the relevant Host Institution have been resolved.

- c. The Principal Investigator and Host Institution will be notified of any amendments affecting existing grants.

14.6 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.

14.7 Data protection

- a. Personal data collected in connection with 3Rs Project Grants is processed in accordance with Swiss data protection laws.
- b. Data is used solely for purposes of grant administration, monitoring, evaluation, and communication about 3RCC activities.
- c. The Host Institute and any individual has the right to access and correct their personal data held by the 3RCC.

14.8 Effective date

- a. These Implementation Regulations enter into force on the 1st of February 2026.
- b. They apply to all 3Rs Project Grants with agreements completed on or after the effective date.
- c. Grants awarded before the effective date, including Open Call and Targeted Call grants, will be notified of these Implementation Regulations and invited to confirm acceptance. If no objection is received within 30 calendar days of notification, the Host Institution and Principal Investigator are deemed to have accepted these Implementation Regulations, which shall apply to the grant from that date forward.

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