

This legal document forms part of the regulations approved by the Swiss National Science Foundation (SNSF) and the Ecole polytechnique fédérale de Lausanne (EPFL).

REGULATIONS OF THE RESEARCH COMMISSION

Chapter 1: General Provisions

Article 1. Missions

1. The EPFL Research Commission (hereafter: CR) has a dual mission:
2. *Firstly*,
it acts as a Research Commission for the Swiss National Science Foundation (hereafter: SNSF) at EPFL and is consequently governed by the Framework Regulations for the Research Commissions of the SNSF (*Règlement commun des Commissions de recherche du FNS*) dated 20 March 2012, which entered into force on 1 January 2013 (hereafter: SNSF Framework Regulations).
3. *Secondly*,
it acts as an advisory board to the EPFL Direction for matters related to research, either at the request of the EPFL Direction or on its own initiative. The CR aims to promote the quality and image of research at EPFL. It also aims to maintain high levels of ethical standards within the institution.

Chapter 2: Organisation of the CR

Article 2. Members (Art. 5 & 19 of the SNSF Framework Regulations)

1. The CR is comprised of fourteen members whose global competences span all fields of research at EPFL.
2. All members are either full, associate, tenure track assistant, SNSF-funded or adjunct professors.
3. Members act individually; they do not represent their school or institute.
4. Members are bound by professional secrecy. They decline to give an opinion when an assessment or a decision issued by the CR concerns them or a member of their family or laboratory, or if there is any other conflict of interest. In all other cases, article 19 of the SNSF Framework Regulations applies.
5. The EPFL Director of Research Affairs is invited to attend all CR meetings.
6. Depending on the agenda, the CR may invite other experts to attend its meetings.

Article 3. Appointments (Art. 6 & 7 of the SNSF Framework Regulations)

1. The President of the CR is appointed by the EPFL Direction (subject to the approval of the National Research Council of SNSF).
2. CR Members are appointed by the EPFL Direction upon proposal of the CR President, for a four-year term, renewable once.
3. Members of the National Research Council or of the Committee of the SNSF Foundation Council may not be CR members.

Article 4. Evaluation Committees

1. In order to fulfil its mission towards SNSF in the processing of applications for “Doc.Mobility” and “Early Postdoc.Mobility” fellowships, the CR sets up three Evaluation

Committees.

2. These three Committees oversee the following fields:
 - i. Physics and Engineering Science
 - ii. Mathematics, Computer Science, Architecture and Social and Human Science
 - iii. Chemistry, Life Sciences and Environmental Sciences.

Each Committee is made up of at least seven members, at least two of whom are CR members. The Committees' composition is organised based on that of the CR.

3. There are three types of members in each Evaluation Committee:
 - 3.1 The President of the Evaluation Committee organises the evaluation work and Committee meetings and attends the final CR consolidation meeting. The Committee President is a CR member.
 - 3.2 The Vice President of the Evaluation Committee supports the work of the President. The Committee Vice President is a CR member.
 - 3.3 Additional Committee members are CR members or external persons in the sense of article 9 of the SNSF Framework Regulations. External persons may also attend CR meetings if required.
4. The President and Vice President of each Committee are appointed by the CR upon a proposal by the CR President. Additional members of each Committee are appointed by the CR upon a proposal by the Committee President and Vice President, for a four-year term, renewable once. As the need arises, new additional Committee members may be put forward by the President and/or Vice President for appointment by the CR.
5. Committee members evaluate the applications assigned to them as referees or co-referees. All Committee members act individually and not as representatives of their school or institute.
6. Committee members are bound by professional secrecy. They decline to give an opinion when an assessment or a decision issued by the Committee concerns them or a member of their family or laboratory, or if there is any other conflict of interest. In all other cases, article 19 of the SNSF Framework Regulations applies.

Article 5. Organisation of Work

1. EPFL provides a secretarial office (hereafter: the Office) to support CR activities, as well as the necessary personnel.
2. The CR decides independently on procedures for completing tasks.
3. Minutes of each meeting of the CR and Evaluation Committees are drawn up by the Office Head (for the CR) or by the Office (for Evaluation Committees). A copy of the minutes is forwarded to the members of the EPFL Direction and, for all tasks performed as an SNSF CR, to the SNSF.
4. The Office establishes an annual report for the SNSF and the EPFL Direction.

Chapter 3: Tasks with respect to SNSF

Article 6. "Doc.Mobility" and "Early Postdoc.Mobility" Fellowships (Art. 10 of the SNSF Framework Regulations)

1. The CR provides potential applicants with all the necessary information, in particular through its website and advice given by its members and the Office Head.
2. The CR awards "Doc.Mobility" and "Early Postdoc.Mobility" fellowships in accordance with article 10 of the SNSF Framework Regulations and with the *National Research Council Regulations of 20 March 2012 on the awarding of mobility fellowships to doctoral students (Doc.Mobility)* and *on the awarding of mobility fellowships to postdocs starting their careers*

1st February 2013 EPFL / 8th May 2013 SNSF, status as at 10th September 2018

(Early Postdoc.Mobility).

3. Anyone meeting the formal requirements of the SNSF Regulations for “Doc.Mobility” and “Early Postdoc.Mobility” fellowships may apply within the deadline set by the SNSF.
4. After discussion with the SNSF Scientific Secretariat, the CR shall not consider applications that do not meet the formal criteria and, without any scientific assessment of the application, notifies dismissal to the candidates.
5. The Office Head forwards all eligible applications to the CR President and provides the members of the CR and Evaluation Committees with any necessary documents to help them make a decision.
6. In agreement with the CR President, each Evaluation Committee President assigns applications to individual assessors (Evaluation Committee members), with at least two assessors per application (a referee and co-referee), taking into account their fields of expertise and avoiding any conflict of interest. Assessors are requested to confirm that they have no conflict of interest for each application assigned to them.
7. Evaluation Committee members are responsible for evaluating each application assigned to them – except those raising a conflict of interest – based on the assessment criteria set in the relevant SNSF regulations.
8. Referees provide a written evaluation of applications on mySNF and issue recommendations, including a grade for the application.
9. The Office, in cooperation with the Evaluation Committee President, organises a Committee meeting. On that occasion referees and co-referees present their evaluations for each application. Each application is discussed within the Evaluation Committee and assessed in comparison with other applications in the same session. Based on this the Committee establishes a homogeneous ranking by comparing the various applicants, and draws up a list of the most deserving applications. Minutes describing the strengths and weaknesses of each application are drawn up by the Office, which forwards a copy to the CR. The Evaluation Committee thus helps the CR to make its decision.
10. The Office Head organises a CR meeting. On that occasion, the CR acquaints itself with the opinions of the President and Vice President of each Evaluation Committee, discusses each application in comparison with other applications, and then establishes a final ranking, taking into account the Evaluation Committees’ recommendations. The final ranking is established by the plenary CR assembly and fellowships are awarded taking into account budget availabilities.
11. Decisions are made by a simple majority of CR members present, provided that at least half of CR members are in attendance. In case of emergency, decisions may be taken electronically. A decision is then considered as adopted once a majority of CR members has approved it.
12. All CR decisions must be formally notified to the applicant in writing. All decision letters are signed by the CR President.
13. The Office Head draws up minutes detailing the main reasons for acceptance or rejection of each application and forwards a copy to the SNSF.
14. Applications are managed by the Office in cooperation with the SNSF.
15. Fellowship holders are required to submit a scientific report to the SNSF, via the mySNF platform, within six weeks of completing their fellowship. The content of the report is checked by a CR member or an Evaluation Committee member. Approval – or not – is notified to the fellowship holder by email.

Article 7. “Doc.CH (HSS)” Grants (Art. 11 of the SNSF Framework Regulations)

1. The CR provides potential applicants with all the necessary information, in particular through its website and advice given by its members and the Office Head.

Regulations of the Research Commission

LEX 3.3.1

1st February 2013 EPFL / 8th May 2013 SNSF, status as at 10th September 2018

2. The CR selects the best applications for the second stage of evaluation of “Doc.CH (HSS)” grants in accordance with article 11 of the SNSF Framework Regulations and with the *National Research Council Regulations of 20 March 2012 on the awarding of grants to doctoral students in the humanities and social sciences (HSS) in Switzerland "Doc.CH (HSS)"*.
3. Anyone meeting the formal requirements of the SNSF Regulations for “Doc.CH (HSS)” grants may apply within the deadline set by the SNSF.
4. After discussion with the SNSF Scientific Secretariat, the CR shall not consider applications that do not meet the formal criteria and, without any scientific assessment of the application, notifies dismissal to the candidates.
5. The Office Head forwards all eligible applications to the CR President and provides the members of the CR and external persons in the sense of article 9 of the SNSF Framework Regulations with any necessary documents to help them make a decision.
6. The CR President assigns applications to individual assessors, with at least two assessors per application (a referee and co-referee), taking into account their fields of expertise and avoiding any conflict of interest. Assessors are requested to confirm that they have no conflict of interest for each application assigned to them.
7. CR members and external persons are responsible for evaluating each application assigned to them – except those raising a conflict of interest – based on the assessment criteria set in the relevant SNSF regulations.
8. Referees provide a written evaluation of applications on mySNF and issue recommendations, including a grade for the application.
9. The Office Head organises a CR meeting. On that occasion, each application is discussed in comparison with other applications in the same session, and the referees and co-referees present their evaluations for each application. On that basis, the CR establishes a final ranking of applications, and then recommends the best applications to the SNSF National Research Council for the second phase of evaluation.
10. Decisions are made by a simple majority of CR members present, provided that at least half of CR members are in attendance. In case of emergency, decisions may be taken electronically. A decision is then considered as adopted once a majority of CR members has approved it.
11. Negative decisions made by the CR must be formally notified to the applicant in writing. All decision letters are signed by the CR President.
12. The Office Head draws up minutes detailing the main reasons for recommendations for the second phase or for rejection and forwards a copy to the SNSF.

Article 8. Other Tasks (Art. 13 of the SNSF Framework Regulations)

1. The CR, in cooperation with the Office of Research Affairs, informs EPFL researchers of the various incentive measures offered by the SNSF.
2. Once a year the CR organises an information session for EPFL researchers interested in “Doc.CH (HSS)” grants and “Doc.Mobility” and “Early Postdoc.Mobility” fellowships.

Chapter 4: Tasks with respect to EPFL

Article 9. Advisory Tasks

1. The EPFL Direction may seek advice from the CR on the following items:
 - overall EPFL research policy
 - creation of platforms, research centres and interfaculty research projects
 - research projects, particularly when financially supported by EPFL

Regulations of the Research Commission

LEX 3.3.1

1st February 2013 EPFL / 8th May 2013 SNSF, status as at 10th September 2018

- equipment projects related to EPFL research
 - research proposals submitted to the SNSF or to similar granting institutions, at the request of the Director of Research Affairs.
- ² The CR may be consulted regarding ethical rules in science through its President.

Article 10. Research Awards

The CR organises, according to the specific regulations of each prize, processes for awarding research distinctions within EPFL competence.

Article 11. Miscellaneous Tasks

Upon request, the CR may advise other groups within EPFL or the ETH Board on matters related to research.

Chapter 5: Final Provisions

Article 12. Promulgation

- ¹. The present Regulations cancel and replace those of 1st February 2013.
- ². They entered into force on 10th September 2018 for aspects related to EPFL, and as from approval by the SNSF for tasks related to the latter.

Signed on

On behalf of the EPFL Direction

Andreas Mortensen, Vice President VPR

Approved by the SNSF

Signed on

On behalf of the Swiss National Science Foundation