

How to make my "Scientific Exchanges" budget?

Event		
1.	Decide the form of the event	Online, hybrid or physical
2.	Determine the max. possible event costs based on the duration of the event	Max. CHF 2'500 per half-day
3.	Determine where the funded participants will travel from as well as the duration of their stay and/or which eligible online costs will be requested	The eligible online costs are mentioned in the guidelines: http://www.snf.ch/SiteCollectionDocuments/Guidelines_SE.pdf (Art. 4.2) Allowance of max. CHF 200/overnight stay/per person
4.	Verify with the participants if you need to request additional travel costs and childcare allowance	Travel costs per children according to the list on page 2 and allowance of max. CHF 200/overnight stay
5.	Calculate the travel budget for each funded participant or list the requested online costs	Please find the detailed list for the travel costs on page 2
6.	Complete the data container "Requested funding"	Hybrid and physical events: Make one entry for each requested participant and indicate the composition of the costs in the remark field (details and amount travel and the accommodation costs) Hybrid and online events: Make one entry for each eligible cost position and indicate the details of the online costs in the remarks field
7.	Verify that the total requested amount fits into the allowed range	Min. CHF 2'500 - max. CHF 25'000 (costs for children do not count to the total budget)
8.	Submit the budget	

Visit		
1.	Decide the duration of the visit	Min. 1 month - Max. 6 months
2.	Decide if you want to request additional cost for accompanying children	Travel costs per children according to the list on page 2 and allowance of max. CHF 1'000/month (independent of the number of accompanying children)
3.	Calculate the travel budget	Please find the detailed list on page 2
4.	Calculate the budget for room and board expenses	We accept amounts of up to CHF 3'000 per month (CHF 3'500 for lower-income countries*). For a visit ending and/or starting during a month, the lump sum must be calculated pro rata to the monthly amount (e.g. for a visit lasting 70 days (2 months + 10 days), the contribution will amount to a maximum of $(2 \times 3'000) + (10/30 \times 3'000) = 7'000$). For the calculation, please always consider a month as having 30 days.
5.	Complete the data container "Requested funding"	Make one entry for the guest and indicate the composition of the costs in the remark field (details and amount travel and the accommodation costs)
6.	Verify that the requested amount fits into the range	Min. CHF 2'500 - max. CHF 25'000 (costs for children do not count to the total budget)
7.	Submit the budget	
		* click here to open the list of lower-income countries (this includes the countries listed under "Least Developed Countries", "Other Low Income Countries" and "Lower Middle Income Countries and Territories")

Continent	Region	Max. budget allowed
North America	<i>East</i>	Max. CHF 1'200
	<i>West & center</i>	Max. CHF 1'500
Central America		Max. CHF 1'500
South America		Max. CHF 1'600
Europe		Max. CHF 500
Africa	<i>Maghreb</i>	Max. CHF 700
	<i>Western, central & eastern</i>	Max. CHF 1'200
	<i>Southern</i>	Max. CHF 1'500
Asia	<i>Middle East Caucasus Western Russia</i>	Max. CHF 700
	<i>South and central</i>	Max. CHF 1'200
	<i>Southeast and east</i>	Max. CHF 1'500
Oceania		Max. CHF 2'000