Université de Neuchâtel
Service académique

GRADUATE CAMPUS

POSTDOC-INITIATED ACTIVITIES FUND

Principles and Conditions of Participation

Objectives

- **Support** events and activities organized by UniNE postdocs for the postdoctoral community.
- **Strengthen** the postdoctoral community through networking, well-being, and integration activities, while promoting career development within or beyond academia and enhancing the societal impact of postdoctoral research.
- **Increase** the visibility of postdoctoral researchers within the University.

Eligibility

Applicants must:

- Hold a doctoral degree and be employed by the University of Neuchâtel under a fixed-term research contract that remains active throughout the duration of the proposed activity.
- Serve as the principal organizer or be a member of the organizing committee.
- Joint applications are permitted (e.g., two or three co-organizers).

Eligible Activities

1. **Scientific Activities**

- Seminars, workshops, symposia, reading groups, and discussion groups.
- Postdoc Days (flash presentations, poster sessions, roundtable discussions).

2. **Career Development**

- Networking events with former postdocs, industry representatives, and professionals from the non-academic sector.
- Creation of resources or tools that facilitate knowledge sharing, skills transfer, or career reflection, provided they do not duplicate existing offerings.

3. **Community and Well-being**

- Events that promote interfaculty networking among postdocs.
- Integration activities for newly arrived postdoctoral researchers.

- Activities related to mental health, work-life balance, diversity, and inclusion, including social events, sports activities, support groups, family events, and similar initiatives.

4. **Visibility and Outreach**

- Science outreach and public engagement activities (science cafés, school visits, etc.).
- Science communication projects (exhibitions, podcasts, public lecture series, etc.).

Non-Eligible Activities

- Purely social or recreational activities without a scientific, career development, community-building, or outreach component.
- Individual research projects.
- The purchase of durable equipment.

Eligible expenses

Costs Covered

- Logistics: room rental (if not provided by the University), technical equipment.
- Speakers and contributors: travel expenses, accommodation, honoraria, or reimbursements.
- Communication: printing, posters, website development, and other communication materials.
- Catering (subject to a funding cap).

Costs Not Covered

- Purchase of durable equipment (computers, cameras, etc.).
- Personal expenses that are not directly related to the event (private meals, travel unrelated to the activity).
- Salaries or salary supplements.

Funding Amounts

Level 1 Projects :Up to CHF 1'500

Level 2 Projects : Up to CHF 5'000

For projects requiring funding beyond these amounts, please contact the Head of the Graduate Campus at **graduate.campus@unine.ch**.

Application Procedure

Calls for Proposals

This fund is being launched as a pilot initiative, and its relevance and long-term sustainability will be evaluated through two funding rounds.

Application deadlines:

- 1 December
- 1 March

Application File

Applications must include:

- An event description (1–2 pages), including objectives, content, target audience, expected number of participants, format, and a provisional programme.
- An impact statement, describing:
    - the role of the organizers and benefits for their career development;
    - benefits for the postdoctoral community;
    - benefits for society, where applicable.
- A detailed budget.
- A timeline.
- Information on any support or collaboration from another institutional entity (department, institute, association, etc.).

Evaluation Criteria

Relevance

- Is the event clearly intended for the postdoctoral community?
- Does it address an identified need (training, networking, well-being, visibility)?
- Does the project complement, rather than duplicate, existing initiatives?

Impact

- Number and diversity of postdocs reached (faculties, disciplines).
- Potential for long-term sustainability (recurring event, establishment of a network).
- Societal impact (for outreach activities).
- Impact on the organizers.

Quality and Clarity

- Clearly defined objectives and a coherent programme.
- Relevant speakers/contributors and an appropriate format.

Feasibility and Budget

- Realistic budget and justified expenses.
- Credible timeline and adequate logistical support.

Equity

- Promotion of diversity and inclusion (gender, disciplines, nationalities).

Sustainability

- Encouragement of environmentally responsible practices.

Obligation of Grant Recipients

Recipients are required to provide:

- **An activity report** (2–5 pages) including:
    - a description of the activity, its content, and implementation;
    - number of participants;
    - evaluation and participant feedback;
    - photographs (where applicable);
    - measurable impact;
    - deliverables produced.

- A **financial report** with supporting documentation.
  Acknowledgement of the **Graduate Campus** support in all communications related to the funded activity.