



# Research guide

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In 2018 the FSVO will again launch calls for tenders for targeted research projects. The calls will be published on [www.simap.ch](http://www.simap.ch). Free research projects can be submitted to a limited extent; the relevant conditions can be found on our website. The deadline for submitting proposals for free research projects is 1 June 2018.

**Federal Food Safety and Veterinary Office**  
Research Management Secretariat  
CH-3003 Bern

# 1 Introduction

*The FSVO actively promotes the health of humans and animals, provides leadership in the field of tension between different expectations and delivers competent and efficient performance.*

In order to achieve these strategic objectives and to find answers to relevant questions, the FSVO both conducts research itself and also commissions research projects. As the competent authority, the FSVO supports research projects within the following areas of activity:

- Food safety
- Nutrition
- Animal health and veterinary public health
- Animal welfare
- Alternatives to animal experiments<sup>1</sup>.

**The objective is to establish scientifically sound knowledge** that is needed to fulfil the tasks and goals of the Office. Besides clearly defined questions, the research also addresses topics within a framework of priorities. Priorities are reviewed, knowledge is updated and research needs are adapted on an annual basis. The inclusion and continuous adaptation of these topics is determined by the strategic orientation of the Office, the state of knowledge and the needs of enforcement, politics and society.

**The FSVO primarily finances commissioned research**, and to a minor extent partially subsidises research projects. Research projects may be conducted either in-house or at external research units.

**The purpose of FSVO knowledge management is:**

- i) to promote FSVO-relevant and implementation-oriented research and thus help strengthen shared interests between researchers (service providers) and the FSVO (service recipient);
- ii) to promote networking and cooperation with other Federal Offices on research issues related to the FSVO's area of activity;
- iii) to ensure that research resources are used effectively to fulfil the tasks of the Office. In doing so, it takes account as far as possible of the promotion of young researchers.

## 2 Selection, control and evaluation of research projects

### Selection of research projects:

Research projects submitted in consultation with the FSVO or based on clearly defined questions undergo a thematic, content and scientific review. The thematic and content review takes place in-house, while the scientific review is carried out by established external or internal experts.

Research projects are selected on the basis of the pre-proposals submitted to the FSVO. These pre-proposals undergo an initial thematic review by the Office. Applicants whose submissions are assessed positively are invited to submit a full project proposal. These proposals are reviewed in-house in more depth on the basis of technical criteria, objectives for implementation of expected results are determined, and financial feasibility is clarified.

Based on this assessment, the FSVO executive board decides which projects will be funded, provided that the external scientific review is also positive.

Pre-proposals must be submitted using the current forms, which can be downloaded from the FSVO website: [www.blv.admin.ch](http://www.blv.admin.ch) > *The FSVO* > *Mandate* > *Research* > *Submitting a research application*.

The following assessment criteria are applied during the project review:

- Thematic assessment criteria

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<sup>1</sup> The research field of alternatives to animal experiments is largely covered by the 3R Research Foundation Switzerland. The FSVO and Interpharma fund this research in equal parts.

- Consistency with FSVO research priorities and its clearly defined questions or specific research proposal
- Relevance and importance of the expected results for the FSVO
- Opportunities for the FSVO to implement and disseminate the expected results
- Assessment of complementarity with other projects
- Quality of the application (completeness, clarity, etc.)
- Opportunities for technology and knowledge transfer to the FSVO
- Scientific assessment criteria
  - Scientific standard of the project
  - Originality of the research plan
  - Suitability of the procedure
  - Feasibility
  - Aptitude of the institute to carry out the project (preliminary work)
  - Appropriateness of resource planning (staff, funding, time)
  - Cost/benefit ratio

In most cases, the earliest start of a project is realistically around nine months after pre-proposal submission.

#### **Control and evaluation of research projects:**

Throughout the course of a project, the applicant must deliver an annual standardised interim report providing information on:

- Project progress
- Achievement of targets (timetable, research plan, finances)
- Further procedure / any measures or proposed changes
- Publications and presentations

The interim report is assessed by the supporting experts at the FSVO. The next tranche of funding is released if the report is approved. Otherwise, the interim report serves as a basis for deciding whether to alter, continue or terminate the research project.

As specified in the contract, or not later than two months after completion of the project, the researchers usually submit the final report electronically, in English, in the form of the data sheet. In the data sheet, the main results and findings of the project are summarised on a maximum of 1 ½ pages. The form is available on the FSVO website: [www.blv.admin.ch](http://www.blv.admin.ch) *The FSVO > Mandate > Research > Completion of a research project.*

At the annual implementation meeting a final assessment is conducted of the research project and whether the implementation goals have been achieved. The meeting also considers whether the FSVO should initiate further measures or activities.

Dissertations and publications resulting from the research project are to be made available to the FSVO.

### 3 Research documentation

#### FSVO website:

After completion of the project, the researchers summarise the main results and findings on the data sheet. In the research area of the FSVO website, projects are arranged by area of activity and topic with their number, title and managers. Data sheets can be consulted via the link to the ARAMIS research database.

Projects that have not yet been completed are listed by individual topic (e.g. Animal) under > *Publications and research* > *Ongoing research projects* with their number, title, managers and a link to the ARAMIS database.

#### ARAMIS:

The FSVO uses the ARAMIS<sup>2</sup> database provided by the federal government as an information and project management system for FSVO research. All research applications submitted to the FSVO are shown in ARAMIS. As soon as a project is classified in ARAMIS as “approved”, the scientifically relevant data, such as a brief description and the objectives of the project, its managers and contact person, can be viewed on the internet at [www.aramis.admin.ch](http://www.aramis.admin.ch).

#### Electronic multi-annual research report of the FSVO:

The FSVO publishes a multi-annual report on its research activities at the end of a research period. The multi-annual report provides information on the focus and priorities of research, the use of financial resources, selected projects, research projects carried out in general, and the resulting implementation. The research report is aimed at funding providers (politicians, especially members of the corresponding parliamentary committees), FSVO customers (enforcement authorities, researchers/institutions and industry associations), other federal offices, journalists and interested members of the public. The report is now only available electronically (*The FSVO > Research*).

### 4 Information on document templates

The current document templates listed below are available on the [FSVO website](#):

- Application form for a research project/pre-proposal: *The FSVO > Mandate > Research > Submitting a research application*
- Template for drawing up a data sheet; sample text/template: *The FSVO > Mandate > Research > Completion of a research project*

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<sup>2</sup> Under the name ARAMIS (Administration Research Actions Management Information System), the federal government has set up a computer-assisted information system for research, development and evaluation projects that are wholly or partly funded by or carried out by the Confederation. ARAMIS is a database that serves the following purposes:

- Creation of transparency with regard to the flow of funds and the coordination of scientific content in the area of research and development
- Procurement of data for the R&D statistics of the Federal Statistical Office
- Support for the survey carried out by the financial administration
- Planning and control in the area of research and development
- Project management tool

## 5 Contacts

If you have any questions, please contact the following individuals depending on the topic concerned:

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