



# Research guide: Information on the awarding, selection, control and evaluation of research projects at the Federal Food Safety and Veterinary Office

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For general questions about research at the Federal Food Safety and Veterinary Office, please consult the FSVO Research Concept 2021–2024. You can find this on our [website](#).

The Research Concept provides information on the intended direction of research for the period 2021 to 2024. It defines a large number of specific scientific topics and questions concerning the FSVO or other federal offices.

The Research Concept also sets out the financial framework and the main players in research and their roles. Key national and international partners are also listed.

Finally, the Research Concept outlines the research processes within the FSVO, including quality assurance, project implementation and communication.

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# 1 Awarding of research projects

## 1.1 General information on award procedures at the FSVO

The FSVO has two different procedures for awarding research projects: research mandates and research grants (subsidies).

### Research mandates:

In this situation, the FSVO has a concrete need for knowledge in a specific research topic. The FSVO describes this need in the form of a pre-proposal, estimates the implementation costs and then selects the correct procurement procedure (by direct award, invitation or public call for tenders).

Depending on the procurement procedure, researchers are either contacted directly (direct award or invitation) or can obtain information via the public call for tenders on [www.simap.ch](http://www.simap.ch).

“Research mandates” are the main procedure used by the FSVO since 2021.

### Research grants (subsidies):

The research institution is active in topics which concern the FSVO and would like to benefit from funding. The researchers submit an application, whereby the FSVO can cover a maximum of 50% of the project costs. More information on the topic you will find [here](#) (only available in French).

The FSVO has only limited funds for such subsidies.

## 2 Selection of projects, process depending on award procedure

The selection process for research projects differs depending on the award procedure:

### 2.1 Selection of research projects: Research mandates

Where several tenders were collected for a project (invitation procedure, publication on SIMAP), the best tender is chosen by a selection committee. The committee bases its decision on the award criteria communicated with the specifications. It may call on external experts to assist with the scientific criteria.

### 2.2 Selection of research projects: Research grants/subsidy

For information: the FSVO has no funds available for 2024 and 2025.

Research projects developed in consultation with the FSVO or based on clearly defined questions undergo a thematic, content and scientific review.

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

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). About the FSVO > Research > Initiating research projects.

The following assessment criteria are applied during the project review:

- Thematic assessment criteria
  - Consistency with FSVO research priorities and its clearly defined questions
  - 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.)
- Appropriateness of resource planning (staff, funding, time)
- Cost/benefit ratio
- 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).

In most cases, the earliest project start is possible approximately nine months after submission of the pre-proposal.

### 3 Control and evaluation of research projects

**The following clarifications apply to both research mandates and research grants (subsidies):**

Throughout the course of a project, the contractor 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 a final report electronically, in English, and a 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). About the FSVO > Research > Research mandates and support for research project.

After receipt of the final report, a final assessment of the research project is conducted and it is checked whether the implementation goals have been achieved. Depending on the research topic, researchers may be asked to present their results to the FSVO as part of knowledge transfer and to be available for further questions. The FSVO may initiate further measures or activities if necessary. Dissertations and publications resulting from the research project are to be made available to the FSVO.

The FSVO has adopted a policy of open access to the results of work financed by public funds. The costs of these publications are included in the contracts. The FSVO also supports the policy of open access to the project data. Research institutions are advised to make the data available to the scientific community in an appropriate form, subject to compliance with Swiss data protection regulations.

## 4 Contacts

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

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