



## How to apply for SystemsX.ch funds/support for an event

As part of its mission, SystemsX.ch aims to support activities relevant to the promotion of Systems Biology in Switzerland. SystemsX.ch is particularly interested in positioning Switzerland as a world leader in the systems approach to biological research. One way to do this is to support educational and networking activities (i.e. conferences and workshops) with a clear Systems Biology agenda. Scientists organizing or participating in the organization of such events are thus eligible to apply for support from SystemsX.ch.

SystemsX.ch is interested in (co-)supporting and promoting events, workshops, or courses in topics relevant to Systems Biology; provided that the SystemsX.ch community is a significant participant or stakeholder. Applications should be submitted to the SystemsX.ch Management Office (MO) electronically according to the points listed below.

### Application in two steps

**First step: Letter of Intent** (approx. 9 months prior to the event)

Early in the planning stage a one-page summary of the concept should be submitted to the MO of SystemsX.ch. The application needs to include the following information:

***Contact person, aim and type of the event, planned date, duration, location, relation to Systems Biology and/or SystemsX.ch, draft budget (approx. amount requested)***

Once the MO has received the request it will be assessed within the responsible SystemsX.ch committee (Scientific Executive Board or Education Board).

Only if the SystemsX.ch committee agrees to contribute to the event, the second step follows. You will be notified as soon as possible by the MO.

**Second step: Details** (upon receipt with permission to proceed; approx. 4-6 months prior to the event)

In order to make a final decision whether the event will be supported or not, SystemsX.ch requires a formal and more detailed application.

This application needs to include the following information:

1. Name of contact person
2. Name, concept and type of event, date, duration, and location of event
3. Relevance of event to Systems Biology / target audience
4. Outline of schedule (incl. invited lecturers, workshop topics, etc.)
5. Detailed budget (expenses and income, including a list of additional funds being received, fees etc). Which items in the budget would be funded by SystemsX.ch?
6. Co-organizers, co-sponsors.

After the MO receives your detailed request, it will be assessed a second time within the SystemsX.ch committee. You will then be notified as soon as possible about the decision.

If you need any assistance in preparing the documentation or need clarity about its contents, please contact the MO.