

## Question & Answers

### final application documents on approved RTD projects

Do we, as PI's or Co-PIs have to take care of getting a signed commitment letter by our rector?

No, PIs and CoPIs are to provide their commitment via the signature of the "Guidelines for PIs and Co-PIs of RTD Project".

The commitment from your institution on your "own contributions" will have to be approved and signed by the rectors on a per institution basis using another dedicated formular. The latter will be processed by the management office of Nano-Tera.ch based on your budgeted data and submitted to the rector with the consolidation of all data concerning a given institute.

To whom should we send these requested updates for final application on approved RTD projects?

Please send an electronic copy of all documents to: [admin@nano-tera.ch](mailto:admin@nano-tera.ch)

and one hard copy with signatures by surface mail to :

Nano-Tera.ch  
EPFL / AA  
INF 332 – Station 14  
CH – 1015 Lausanne

Has a decree by an official institution been made out for this project?

Not yet. An initial approval of selected projects was communicated to the PIs by the SNSF including conditional requirements for budget cuts. Further instructions concerning the submission of the revised final budget form applications and guideline document to be signed by PI's and CoPIs were communicated to the PIs by the management office of Nano-Tera.ch. These documents are also available on our website at [www.nano-tera.ch/call](http://www.nano-tera.ch/call).

When can we count for the kick-off of our project with correlated fund transfer?

Several final approval steps by different body of authorities are yet required after your delivery for the requested updates concerning your application on RTD projects. For indication and without commitment, this could take up to an estimated 1 to 2 months.

What affiliation should we declare for a Co-PI from IMT of University Neuchâtel who is now at EPFL?

Documents have to be updated with present valid affiliation. That is at EPFL for the former member of the IMT/UniNE.

Will there be a formal contract binding the partners on a RTD project or will the signed document on “Guidelines for PIs and Co-PIs of RTD Projects” serve as a binding document?

In the frame of Nano-Tera.ch, it is indeed this document that will be officially binding the partners to their RTD projects via their signature.

Please note, that the PI and his hosting institute are however free to define complementary contractual relationships such as for example to cover issues related to intellectual property. Towards any such additional contractual binding agreement, it is of course advised to you legal council to ask for a copy of the Nano-Tera.ch Ordinary Partnership contract.

Is the requested bank information on the front of the new 'RTD\_project budget details\_final' form for the individual partner labs, eg: EPFL-LTCM, or for the university, eg: EPFL?

Upon the instructions we will receive in the forms for the requested distribution of financing on each RTD project, payments will be made accordingly and directly to the institutions of the PIs and CoPIs. Hence, it's the bank information of that institution for which the detailed budget form is filled that is required (please recall that this detailed budget form is to be filled by every institution and project).

To open a project account with our bookkeeping department, we should know from which institution(s) the funding comes from (SNSF or/and others)?

The payment for the financing of selected projects comes from Nano-Tera.ch hosted at EPFL. Would you need detailed account number references please contact our project controller: Michelle Xu at [michelle.xu@nano-tera.ch](mailto:michelle.xu@nano-tera.ch).