



**SystemsX.ch**  
The Swiss Initiative in Systems Biology

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## How to apply for SystemsX.ch funds or 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 benefit for systems biology. 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 procedure listed below.

### Application for event funding

In order to make a final decision whether the event will be supported or not, SystemsX.ch needs a formal and detailed application approx. 6 months prior to the event. This application includes the following information as a minimum:

1. Name of contact person
2. Name, concept and type of event, target audience, date, duration and location of event
3. Relevance of the event to systems biology
4. Outline of schedule (incl. invited/confirmed lecturers, workshop topics, etc.)
5. Detailed budget (expenses and income including a list of additional funds received, fees etc.)
6. Co-organizers, co-sponsors

Once the MO has received the application, the responsible SystemsX.ch committee (Scientific Executive Board or Education Advisory Board) will assess it and make a decision.

For SystemsX.ch-sponsored events, it is mandatory to state SystemsX.ch as sponsor and present the logo of SystemsX.ch accordingly. In addition, after the event has taken place, a short summary of the event is requested, which might be published by a SystemsX.ch communication tool. Further conditions related to SystemsX.ch funding depend on the character of event and will be agreed on individually.

After the event, a final accounting (spent and unused funds) has to be sent to SystemsX.ch. Please note that unspent funds have to be returned to SystemsX.ch.

If you need any assistance in preparing the documentation or need clarity about its contents, please contact the MO ([admin@systemsx.ch](mailto:admin@systemsx.ch)).