

Instructions on the 120% Care Grant

General information and principles

On 18 February 2020, the University Executive Board approved the regulations on the 120% Care Grant for postdocs and on 29 June 2021 decided to extend it to other categories of persons: Assistant lecturers with tenure track, lecturers in a limited qualification phase or in the first five years of a permanent position and assistant professors with and without tenure track.

The Care Grant allows junior researchers with care responsibilities who are employed 80%-100% (see section 7 of the 120% Care Grant Regulations) to temporarily reduce their employment level to at least 60%.

In order to take over tasks that cannot be performed due to the reduction in the level of employment, a support person is employed. The institute makes the points freed up through the reduction available for employing the support person (20% of the person who reduces), and the University Executive Board contributes matching funds to the same extent.

Persons entitled to submit an application (Art. 1 and 3 of the Regulations on the 120% care grant)

Any persons who can prove that they provide the majority of care to close family members are entitled to submit an application. Close family members constitute: own children, children who live in the same household, married couples or registered partners or partners who live in the same household, parents, parents-in-law, parents of the registered partners, parents of partners who live in the same household, grandparents, grandchildren and siblings (see subsection C.2 of the information leaflet on reconciling work and family life issued by the HR Office of the Canton of Bern on January 1, 2018; only available in French and German).

People in the following employment categories are entitled to submit an application:

- Postdoctoral researchers with care responsibilities who have a level of employment of between 80% and 100% pursuant to the Postdoc Regulations and at least 50% Protected Research Time (PRT) and a Postdoc Agreement.
- Postdoctoral researchers with clinical duties in the medical and veterinary fields who have care responsibilities and have a level of employment of between 80% and 100% pursuant to the Postdoc Regulations and at least 20% PRT (Section 7(2) of the Postdoc Regulations) and a Postdoc Agreement.

Teaching and research assistants I (AssistentIn I) and senior teaching research assistants (OberassistentIn), employed before 1 August 2019, with care responsibilities,

provided that they have the same employment conditions as postdoctoral researchers, i.e. a level of employment of between 80% and 100%, at least 50% PRT and a Postdoc Agreement.

- Assistant physicians with care responsibilities, provided that they have the same employment conditions as postdoctoral researchers with clinical duties in the medical and veterinary fields, i.e. a level of employment of between 80% and 100%, at least 20% PRT and a Postdoc Agreement.
- Assistant lecturers with tenure track as well as lecturers who have an employment rate of 80 to 100%, who are in a temporary qualification phase or in the first five years of a permanent position and whose qualification goals are documented by means of a letter of confirmation by the responsible evaluation commission in the case of assistant lectureships with tenure track or by the responsible organizational unit in the case of lectureships.
- Assistant professors with and without tenure track who have an employment level of 80 to 100% and whose qualification goals are documented by a letter of confirmation from the responsible evaluation commission in the case of assistant professorships with tenure track or from the responsible organizational unit in the case of assistant professorships without tenure track. Please note that a reduction in the degree of employment of assistant professors with tenure track must be approved by the university management. A corresponding request should be sent via the Dean's Office to the Human Resources Department, Professorships Division.

Persons who are financed by the Swiss National Science Foundation (SNSF) are not entitled to submit an application, as they are eligible to apply for a "[flexibility grant](#)" from the SNSF as a support measure aimed at reconciling work and care duties.

Support person (Art. 4 of the Regulations on the 120% Care Grant)

The support person performs duties which in the respective academic context are directly required for the applicants' academic career. The activities for which a support person is employed must be specified in the postdoctoral agreement for postdocs and assistants employed before 1 August 2019 or in a separate letter of confirmation for assistant lecturers, lecturers and assistant professors.

The possible duties which the support person performs are varied and diverse and depend on the respective academic context, e.g. lab work, data collection and data analysis, source-based research, transcription, teaching and supporting students. The duties can either be linked to the applicants' research project or include teaching activities or other duties which the applicant is unable to perform due to her/his reduced level of employment. When evaluating the applications, it will be ensured that the institutes do not misuse the grant to finance general institute duties.

Depending on the need, the work can also be divided among more than one support person. The need must be justified.

Procedure (Art. 5 and 6 of the Regulations on the 120% Care Grant)

The Vice Rectorate Research announces the funding four times a year. The deadlines for submitting applications (1 March, 1 June, 1 September, 1 December) are communicated via the website of the Vice-Rectorate Research. The conditions for setting deadlines are based on the practice of the SNSF, i.e. if the last day of the deadline is a Saturday, Sunday or a holiday recognized by federal law, the deadline is postponed to 17.00h Swiss local time on the next working day (cf. General Implementation Regulations of the SNSF, section 1.15).

Applications are assessed by a committee appointed specifically for this purpose. The committee makes a final assessment of the applications within one month.

Submitting an application (Art. 7 of the Regulations on the 120% Care Grant)

In addition to the application form completed by the applicant, the following documents must be enclosed:

1. Postdoc agreement for postdocs and assistants with employment before 1 August 2019 or separate letter of confirmation for assistant lecturers, lecturers and assistant professors. The separate letter of confirmation must contain the following information:

- Objective of the appointment (qualification goals)
- Period of the appointment
- Structure, milestones of the appointment
- General conditions of employment (e.g. existing support by staff in projects or in teaching, protected research time, teaching obligations, etc.)

2. A letter from the institute/center, which must contain the following details:

- The duration of the reduction in the level of employment, the scope of the reduced job percentage and the level of employment of the employed support person
- Types of duties to be performed by the support person
- Job title of the support person (lab technician, PhD student, associate lecturer, research assistant, etc.)
- Confirmation of the institutes' own funds

It is recommended to ask the secretariat of the respective institute for information on the use of personnel points according to the qualification of the support person **before submitting** the application. The university's internal page on „[Qualifikationsfunktionen](#)“ (German only) provides an overview of the various employment options, and a [form supplied by Human Resources](#) (German only) provides an overview of the corresponding personnel points for 100% employment on page 3.

Financing (Art. 8 of the Regulations on the 120% Care Grant)

A maximum of 20% are granted per application for a maximum of 12 months. The basis for calculating the 20% is the salary of the applicant.

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It is possible to claim a 120% Care Grant twice for 12 months each. A new application is required for this.

The prerequisite is that the responsible organizational unit contributes matching funds to the same extent, which are freed up by the reduction of the applicant.