
COPL Short-term Visitors – Terms of Reference

1 Definition

The ETH Centre for Origin and Prevalence of Life offers financial support to those wishing to host visitors on topics relevant to the Centre. Visitors are expected to interact with members of the Centre, including giving a presentation in the COPL seminar programme and participating in other activities of the COPL.

2 Scope of the Short-term Visits

The scope of the Short-term Visits should address core scientific objectives of the COPL:

- Defining the chemical and physical processes that generate the molecular building blocks for life and drive the transition to emergent biological entities.
- Characterising the diversity of planetary environments.
- Quantifying the capability of planetary environments to meet, maintain and diversify conditions for complex life and how life shapes planetary environments.
- Investigating non-standard life and life in extreme environments.

3 Funding and Duration

3.1 Budget

Per Short-term Visit the maximum of CHF 3'000 may be requested.

3.2 Duration

Short-term visits will typically be between 1 and 2 weeks.

4 Eligibility

4.1 Eligible Persons

COPL Members may apply for funding via the Short-term Visitor Programme. COPL visitors may be tenured or non-tenured senior or junior colleagues from external research institutions that are not affiliated with COPL.

4.2 Eligible Cost

The eligible cost for Short-term Visits includes:

- Travel cost limited to a maximum amount of CHF 500.
- Accommodation and a daily allowance for a maximum of 10 days at a combined limit of CHF 250 per day.
- All expenses need to be justified by invoices. Only the expenses for the visitor can be refunded. The cost for persons accompanying the visitor cannot be refunded.

5 Assessment

Applications are assessed by an ad-hoc committee chaired by a Directorate member according to the general COPL Assessment Guidelines.

6 Timeline

Applications will be considered up to twice a year for a visit during the following term.

7 Applications

Applications must be made by COPL Core Members to the COPL Managing Office and include the following:

- Host details;
- Requested funding;
- Available or required office space;
- Visit dates; and
- Visit details including the visitor's profile, purpose of the visit, and plans to engage with COPL members – 1 page maximum.

A dedicated application form will be available to COPL Core Members.

8 Documents

The following documents are relevant for the definition and operations of Short-term Visitors Programme.

- Internal Rules of Procedure of the Centre for Origin and Prevalence of Life
- Terms of Reference (this document)
- Application Form (public to COPL)
- Assessment Guidelines (for internal use)
- Assessment Form (for internal use)
- Award Letter (and condition) (for each successful application)

9 Acronyms

Acronym	Description
COPL	Centre for Origin and Prevalence of Life
MO	COPL Managing Office
SSC	Scientific Steering Committee

10 Document Changes

Date	Author	Change Description
02 Nov. 2023	MB	Issue 1.3 – Updated section 4.2
17 Aug. 2023	MB	Issue 1.2 – Corrected total amount from CHF 5'000 to 3'000.
08 Jun. 2023	MB	Issue 1.1 - Updated maximum amount for travel and per diem.
20 Apr. 2023	MB	Issue 1.0
04 Apr. 2023	MB	Update following the DIR meeting on 03 Apr. 2023
29 Mar. 2023	MB	New document based on SQ's document