

Mobility fellowships to doctoral students – Doc.Mobility

Guidelines for submitting a new proposal via *mySNF*

Additional binding guidelines can be found on the web pages of the [Research Commissions](#).

Applications must be submitted via the *mySNF* platform:

mySNF > Create new application > Careers > Doc.Mobility

Important: Applications can be submitted until the last day of the deadline (1.3. and 1.9.) before 23.59h CET/CEST. If the submission date falls on a Saturday, a Sunday or a holiday recognized under Swiss federal law, the deadline is extended until the next working day.

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1. General guidelines

1.1 Personal data

Please verify and update your personal data in *mySNF*. The specified email address must be valid for the entire duration of the mobility fellowship.

1.2 Start of funding

[SNSF Research Commissions](#): approx. 2 to 4 months after the submission deadline at the earliest.

SNSF Fellowship Commission: 4 months after the submission deadline at the earliest.

1.3 Duration of funding

The duration is defined in months. Fellowships are awarded for a minimum of 6 months up to a maximum of 18 months.

1.4 Compulsory documents

Research plan

The research plan needs to be structured as follows:

Responsible applicant

Project title

1. Research project (state of general and own research; aims; questions to be answered; hypotheses; importance of the project; methods)
2. Bibliography; Literature; References
3. Schedule of the project
4. Reason for the choice of research institution
5. Relevance for personal career development
6. Planned publications

Points 1 to 6 may not exceed 10 pages (max. 40.000 characters with spaces); a minimal font of 10 and a line spacing of 1.5 must be used; illustrations, formulae and tables included (point 2 "Bibliography; Literature; References" is not included in the 10 page limitation. For publications with several authors it should be avoided to use "*et al.*"). In the fields of psychology, economics, political sciences, mathematics, natural sciences, engineering sciences, biology and medicine the research plan should be written in English. In justified cases, particularly if working in an official Swiss language is more appropriate to the nature of the research topic, applicants in the political sciences may submit the research plan in an official Swiss language upon request. The request must be submitted along with the application. If the request is not justified, the SNSF sets a reasonable deadline by which the applicants must submit an English translation of the research plan.

Curriculum vitae

Please include a well-structured CV. Calendar dates must include both month and year.

Career plan

Please include a description of your professional and scientific career plan. You are asked to confirm your intention to continue your dissertation at your home institution after the mobility fellowship and to obtain your doctorate there.

Publication list

Please include your publication list. Please note that the publication list cannot be updated after the submission of your application.

Copies of diplomas	Please attach a copy of your degree, licentiate or master along with a confirmation of your matriculation as a doctoral student. If the certificate does not bear the date of the first matriculation as doctoral student (start of the doctorate), please include an official document from your university certifying this date.
Confirmation by host institution	<p>The confirmation letter must bear the official letter head of the host institution and an original signature of the head of the institution or host professor (e-mail signature is not sufficient). The confirmation has to state clearly that the necessary infrastructure will be available for the duration of the fellowship. The start and end dates of the fellowship must be mentioned. In case you intend to perform research requiring special authorization or notification, the letter must furthermore guarantee that all legal regulations will be respected. You should clarify as early as possible whether a stay at the host institution is subject to any conditions. For example, some host institutions ask fellowship holders to contribute a sum of money towards the institution's overhead. The SNSF does not cover any overhead costs incurred at host institutions abroad, however. The host institution may also ask for funds to cover the research costs. The SNSF can contribute a maximum of CHF 3,000 per year towards research costs if certain requirements are met. Fellowship holders who bring their own financial contribution for covering living costs should generally receive adequate support from their host institution; this support should encompass, among other things, infrastructure as well as any consumables. In this context, please take note of the "Information set SNSF mobility fellowships", item 11.2 at www.snsf.ch > Funding > Careers > Doc.Mobility > Documents. Please also clarify your status at the host institute. Some host institutes require that fellowship holders are officially employed at the institute. In such cases, a large portion of the fellowship may need to be spent on social security contributions. The amount that ought to be available to the fellowship holders to cover their living costs is therefore reduced.</p>
References	Two references need to be submitted for mobility fellowships. The applicants must ask the referees to submit these confidential references using a special link within mySNF. The referees must upload the signed references by no later than 1 March or 1 September directly via mySNF. Subsequently, you must include the references in your application in mySNF. Applicants do not have access to the references as they are confidential. In no circumstances will the SNSF accept a delay in submission because the references are not yet available.
Residence/work permits	Foreigners must include a copy of their permanent residence, residence or cross-border commuter permit. The permit must be valid at the submission deadline (1 March or 1 September).
Partnership and family confirmations	Applicants who are married and/or have children whom they are obliged to support must attach a copy of the family register.
- Copy of family register	

- Copy of partnership certificate	Applicants who are in a registered partnership must attach a copy of the partnership certificate if they wish to claim the higher rate.
- Confirmation for cohabiting persons	Unmarried cohabiting applicants must fill in, sign and attach the "Confirmation of partnership by cohabiting partners" (available under "Information/documents" in the <i>mySNF</i> application) if they wish to claim the higher rate.
Other annexes	You have the possibility to attach other documents relevant to the application in PDF format. This concerns, in particular, any requests for exceptions to be granted in accordance with the Regulations (Art. 1 para. 2, Art. 3, Art. 5 lit. a).
1.5 Requested funding	
Requested Funding	For definitively granted third party funds (salary or stipend), you are asked to state the source institution, their intended purpose and the expected net amount (i.e. gross amount adjusted by expected taxes and other deductions). If you already have substantial funds at your disposal to support your project (salary or a separate stipend), you can apply for a SNSF mobility fellowship only if these third party funds do not exceed 2/3 of the basic SNSF grant (in all other cases you are asked to clarify the situation with the responsible Research Commission or the SNSF Fellowship commission, respectively). Third party funds that exceed CHF 15,000 per year will be deducted from any granted fellowship monies.
Fellowship (basic contribution)	The amount of the fellowship is based on your relationship status, family obligations and cost of living in the host country. Please refer to the document named "Stipendienansätze" or "Montants des bourses" listing fellowship amounts on <i>mySNF</i> under "Information/documents" or at www.snsf.ch > Funding > Careers > Doc.Mobility > Documents.
Child allowance	If neither you nor your partner receive a child allowance during the fellowship, the SNSF shall award an annual allowance of up to CHF 12'000 per child. If the child stays in Switzerland, the maximum annual allowance is CHF 3'000 per child.
Research costs	A maximum of CHF 3000 a year may be approved if there is written proof that the host institution cannot cover the costs. Please state as precisely as possible how much funding you need for the entire duration of the grant and how you intend to use it. During an ongoing fellowship, funds to cover research costs can only be claimed in exceptional cases. You will find more information about eligible research costs in chapter 11.2 of the information set for SNSF mobility fellowships at www.snsf.ch > Funding > Careers > Doc.Mobility > Documents.
Conference costs	A maximum of CHF 2000 is approved per year. Please state as precisely as possible how much funding you need for the entire duration of the grant and how you intend to use it. During an ongoing fellowship, funds to cover conference costs can only be claimed in exceptional cases. Applications must be submitted no later than 2 months before the conference takes place. You will find more information about conference costs in chapter 11.2 of the information set for SNSF mobility fellowships at www.snsf.ch >

University tuition fees

Funding > Careers > Doc.Mobility > Documents.

As a rule fellowship holders do not have to pay tuition fees. If a fee is charged, you have to produce written confirmation from the host university that the payment cannot be waived. In such cases, the SNSF may pay a maximum of $\frac{3}{4}$ of the fee, or up to CHF 15,000 per year. Please state as precisely as possible the funding you will need for the entire duration of the grant. During an ongoing fellowship, funds to cover tuition fees can only be claimed in exceptional cases. You will find more information about tuition fees in chapter 11.2 of the information set for SNSF mobility fellowships at www.snsf.ch > Funding > Careers > Doc.Mobility > Documents.

Travel allowance

The responsible Research Commission or the Fellowship Commission can accept or reject requests for research and conference costs and university tuition fees at its own discretion.

The SNSF awards a travel allowance for one return journey to the host institution. Family members can receive an allowance if they live with the grantee for a minimum of 6 months during his/her stay abroad.

2. Supplementary guidelines of the SNSF Research Commissions

If you submit your application to one of the SNSF Research Commissions listed below, you must consider the following points in addition to the general guidelines when submitting your application via *mySNF*.

2.1 SNSF RC of the University of Basel

Confirmation host institution

The invitation letter of the foreign host institution must guarantee personal supervision of the fellowship holders. There must be a personal contact partner for research issues and the fellowship holder must be closely integrated into the research activities of the guest institution.

Copy diplomas

In addition to the requested copies, please submit a certificate with the grades of your master and doctoral studies.

2.2 SNSF RC of the University of Bern

References

The SNSF Research Commission of the University of Bern will obtain references by a standardized questionnaire. The two reference persons have to upload the completed questionnaire via *mySNF*. The applicant has to invite the reference person via *mySNF*. Please follow the instructions on *mySNF*.

Please contact the secretariat (schmutz@fk.unibe.ch) at an early stage (prior to the submission) to request the relevant questionnaire to forward to the reference persons. You can also get further information on our website www.fk.unibe.ch (Dokumente) where you are able to download the relevant questionnaire.

A reference person cannot be identical with the author of the confirmation letter from the host institution. Doctoral students (Doc.Mobility) must list their primary supervisor as the first reference person.

Please note that the Research Commission assumes that the two listed reference persons are informed about the research project and about the application.

Curriculum vitae

Please ensure that your CV includes a recent passport photograph.

Confirmation host institution

As a specification of the criteria mentioned by the SNSF, please note that this letter must be written and (co-)signed by a person who is responsible for the project in scientific terms (generally the supervisor).

Publication list and unpublished work	<p>Please clearly differentiate between the following in your list:</p> <p>(1) published or definitively accepted publications (with full mention of where they are published incl. page numbers, or with DOI number for articles published electronically, or with a definitive statement from the journal that the article has been accepted)</p> <p>(2) submitted but not yet definitively accepted articles (including articles under revision)</p> <p>(3) not yet published work (please exercise the greatest restraint in listing it)</p> <p>(4) conference papers</p>
2.3 SNSF RC of the University of Geneva	<p>The applicants must send their CVs to the Research Commission in advance by e-mail (corec@unige.ch or marie-anne.berazategui@unige.ch).</p>
Copy diplomas	<p>In addition to the requested copies, please submit a certificate with the grades of your master and doctoral studies.</p>
References	<p>Please provide two references in the following order: 1. official PhD supervisor, 2. other reference.</p>
2.4 SNSF RC of EPF Lausanne	
Confirmation host institution	<p>The invitation letter of the foreign host institution must guarantee personal supervision of the fellowship holders.</p>
2.5 SNSF RC of the University of Neuchâtel	<p>The applicants must send their CVs to the Research Commission in advance by e-mail (tricycle@unine.ch).</p>
2.6 SNSF RC of the University of St.Gallen	
Confirmation host institution	<p>The invitation letter of the foreign host institution must guarantee personal supervision of the fellowship holders. There must be a personal contact partner for research issues and the fellowship holder must be closely integrated into the research activities of the guest institution.</p>
Copy diplomas	<p>In addition to the requested copies, please submit a confirmation of passing the preliminary study (colloquium on the research proposal) and a certificate with the grades of your doctoral studies.</p>
2.7 SNSF RC of ETH Zurich	
References	<p>Please provide two references in the following order: 1. official PhD supervisor, 2. other reference.</p>
Confirmation host institution	<p>Please enclose an invitation letter of the foreign host institution. „Doc.Mobility“-Fellowships are awarded for a period of 6-12 months if the stay provides an added value to the project; funding will be granted accordingly. If the planned duration is up to 18 months, the ETH Zurich Commission expects the host institution to finance the fellow beyond the first year.</p>

Publication list and unpublished work

In addition to your publication list, please upload your most important publications in PDF format under "Other annexes" (no more than three publications). Name the documents as follows: Pub_Description1; Pub_Description2, etc. (e.g. Pub_Nature411.pdf).

Copy diplomas

In addition to the requested copies, please include copies of all intermediate and final grade certificates.

January 2016