

May 2019  
(replaces the guidelines from November 2018)

**Careers division**  
**Mobility fellowships**  
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## Guidelines: Postdoc.Mobility fellowships

**Please read this document attentively. It contains important information about the submission of a Postdoc.Mobility application**

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## 1. Important remarks

### 1.1 Evaluation procedure

The SNSF will be introducing a new feature in the evaluation process for the Postdoc.Mobility call of 1 August 2019. As always, the SNSF will subject all applications to a stringent scientific evaluation procedure and rate them based on pre-defined criteria at its due discretion. Based on assessments by referees and co-referees and the comparison and discussion of applications by the evaluation body, a small share of applications may emerge that are of equal quality and equally worthy of funding. As no further differentiation is possible, decisions for this group of applications will be taken by drawing lots. Applicants who are excluded as a result of this procedure, will be informed accordingly in the rejection letter.

### 1.2 Submission and deadline

Please submit your application via the platform mySNF: mySNF > What would you like to do? > Create a new application > Careers > Postdoc.Mobility.

A funding proposal is regarded as submitted in due time if received by the SNSF by **17:00 Swiss local time** on the submission date (1 February resp. 1 August). If the submission date falls on a Saturday, a Sunday or a holiday recognised under Swiss federal law, the submission date will be moved forward to 17:00 Swiss local time on the next working day.

### 1.3 Language of the application

In mathematics, natural and engineering sciences, biology, medicine, psychology, economics and political sciences, applications have to be submitted **in English**. In all other research areas, applications can be submitted in one of the official Swiss languages. Special rules apply for political sciences (art. 1.16 of the [Implementation Regulations](#)).

### 1.4 Postdoc.Mobility in relation to other funding options offered by the SNSF

A Postdoc.Mobility application may only be submitted for a duration of support for which

- no other financing has been obtained for the planned project from the SNSF or third parties;
- no other career grants of the SNSF have been applied for.

As of the date of approval through to the end of the Postdoc.Mobility fellowship it is not permissible to submit any other applications for project or career funding (with the exception of the return Postdoc.Mobility grants) or within the scope of programmes of the SNSF, nor is it permissible to hold or apply for an SNSF-funded position as an employee in another research project. It is **permissible to apply for funding beyond the expiry date of the Postdoc.Mobility fellowship** (art. 9 of the [Regulations Postdoc.Mobility](#)).

### 1.5 Resubmission

According to art. 10 of the [Postdoc.Mobility Regulations](#) applicants whose application was rejected may apply at the most once more for a Postdoc.Mobility fellowship regardless of the subject matter of the project, provided the personal and formal requirements are met.

## **1.6 Prolongation applications**

### **1.6.1 Prolongation Postdoc.Mobility**

Once a Postdoc.Mobility fellowship has started, it may be extended upon request by a maximum of one year exclusively for the following reasons:

- Interruption of research activity due to maternity, paternity or adoption;
- Inability to work for at least one month without interruption due to illness or accident;
- Services that benefit the general public, particularly military or civilian service.

### **1.6.2 Prolongation Early Postdoc.Mobility**

The funding period of 36 months abroad comprising mobility fellowships for Early Postdoc.Mobility and Postdoc.Mobility may not be exceeded.

Candidates who are Swiss nationals and who are already funded by an Early Postdoc.Mobility fellowship may submit a follow-up application (min. 12 months) as long as they fulfill the requirements according to the Postdoc.Mobility Regulations.

Foreign candidates who are already funded by an Early Postdoc.Mobility fellowship and who therefore do not hold a valid Swiss permanent residence or residence permit anymore may submit a follow-up application (min 12 months) as long as they fulfill the requirements according to the Postdoc.Mobility Regulations. The beginning of the Postdoc.Mobility fellowship must start directly after the end of the Early Postdoc.Mobility fellowship. Exceptions can be considered if the Postdoc.Mobility application is submitted while the Early Postdoc.Mobility fellowship is still ongoing (if your Early Postdoc.Mobility ends on 31 January or 31 July of the same year you are allowed to submit a proposal the day after, on 1 February or 1 August respectively) and the beginning of the Postdoc.Mobility fellowship starts at the latest 6 months after the end of the Early Postdoc.Mobility fellowship. In these cases the candidate must be financed by the host institute after the end of the Early Postdoc.Mobility fellowship (the institute confirms in a letter the duration of its own financing). In other cases the situation must be clarified with the SNSF before the submission of the application.

### **1.6.3 Prolongation Advanced Postdoc.Mobility**

Candidates (Swiss nationals or foreigners) who are already funded by an Advanced Postdoc.Mobility fellowship may submit a follow-up application. The funding period of 36 months abroad comprising mobility fellowships for Advanced Postdoc.Mobility and Postdoc.Mobility may not be exceeded. The beginning of the Postdoc.Mobility fellowship must generally start directly after the end of the Advanced Postdoc.Mobility fellowship but at the latest 6 months after the end of the Advanced Postdoc.Mobility fellowship. It is not possible to submit applications for a prolongation and a return phase at the same time.

## **1.7 Decision**

Please note that the decisions are communicated in a letter approx. 5 months after the submission deadlines of 1 February and 1 August.

## **1.8 Decision of non-consideration**

**Please note: Applications must meet the requirements with regard to, for example, the length of the research plan and the other mandatory data. The SNSF may decide not to consider applications that do not meet all of the requirements.**

## 2. Personal and application data

### 2.1 References

Please indicate **two reference persons** (more than two will not be accepted). The indicated persons write a reference letter. The letters are confidential and have to be written in English (in Social Sciences and Humanities letters in French and German will also be accepted). They must bear the official letter head and an original signature of the reference person. You need to request the reference letters via mySNF by using the following link: [Reference letters](#). Once you have received the reference letters, you must upload them to the "Reference letters" container before 1 February or 1 August (**17:00 Swiss local time**). Please specify if any of your reference persons has advised you on how to draft the research plan. Please note that it is possible to re-use the same recommendation letters (as for the rejected Early Postdoc.Mobility, Advanced Postdoc.Mobility or Postdoc.Mobility) for a re-submission. However, new recommendations might be beneficial.

**Please request the reference letters at an early stage so that you are able to submit your full application in good time. In no circumstances will the SNSF accept a delay in submission because the references are not yet available.**

**Additional reference letters attached as a PDF in the container "Other annexes" will not be taken into account and will be deleted.**

### 2.2 Basic data I

#### 2.2.1 Requested starting date

The earliest possible start of the fellowship is 6 months after the respective submission deadline of 1 February and 1 August. The latest possible start of the fellowship is 12 months after the date of the ruling. Fellowships always start on the first day of the month.

#### 2.2.2 Requested duration (months)

The duration of the fellowship is defined in months. Postdoc.Mobility fellowships are awarded in principle for 24 months. The minimum duration is 12 months (see point 1.5 for the prolongations). If you already hold an Early Postdoc.Mobility or Advanced Postdoc.Mobility fellowship, please note that the total duration of 36 months abroad comprising Early Postdoc.Mobility / Advanced Postdoc.Mobility and Postdoc.Mobility fellowships may not be exceeded.

### 2.3 Available or requested funds

The SNSF does not grant any award for research projects that are already being funded by the SNSF or third parties (art. 8.3e of the [Funding Regulations](#)). If you already have corresponding funds at your disposal to cover the living costs during the project (salary or a separate stipend), it is in general not possible to supplement these funds by an SNSF mobility fellowship. In case of questions, please clarify the situation with the SNSF Administrative Offices. If you have requested

or obtained additional funds (salary, fellowship, funds to cover congress costs, research costs, tuition fees etc.), please give detailed information and if possible upload under "Authorisation third party funding" a copy of the decisions. Note that even after you have submitted your application, you must inform the SNSF in case you obtain or request additional funds from other funding bodies while your proposal is being evaluated. Third party funds that exceed CHF 1,250.- per month will be deducted from any granted fellowship monies.

## 2.4 Requested funding

### 2.4.1 Fellowship basic grant

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 "Fellowship rates" on mySNF under "Information/documents" or at [www.snsf.ch](http://www.snsf.ch) > Funding > Careers > Postdoc.Mobility > Documents.

### 2.4.2 Child allowance

Fellows with children are entitled to a child allowance of CHF 12,000 per child and per year. Child allowances contributed by third parties are deducted.

### 2.4.3 Research funds

A maximum of CHF 5,000 per year will be approved. This amount includes research and congress costs. Project funds need to be requested in the Postdoc.Mobility application. Supplementary grants during the ongoing fellowship can only be requested in exceptional cases if the additional costs were not foreseeable when the application was submitted.

**Research costs (max. CHF 3'000.-/year):** Please indicate the amount of funding you will need for the entire duration of the grant and how you intend to use the funds as precisely as possible. 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](http://www.snsf.ch) > Funding > Careers > Postdoc.Mobility > Documents.

**Congress costs (max. CHF 2'000.-/year):** Please indicate whether you intend to take part in congresses during the Postdoc.Mobility fellowship and, if this is the case, enter the envisaged budget for these activities for the entire funding period.

### 2.4.4 Registration fees

In general, fellowship holders do not have to pay tuition fees. If a fee is charged, you have to provide a proof (i.e. a written confirmation from the official university office responsible for enrolment fees) that the fee cannot be waived. In such cases, the SNSF may pay a maximum of ¾ 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](http://www.snsf.ch) > Funding > Careers > Advanced Postdoc.Mobility > Documents.

#### 2.4.5 Participation on travel expenses

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 without interruption during his/her stay abroad. For Early Postdoc.Mobility or Advanced Postdoc.Mobility follow-ups, a travel allowance is only approved if there is a change of host university.

#### 2.5 Diplomas / certificates / extension eligibility window

Applications may be submitted by researchers no later than three years after completing their doctorate (PhD, MD-PhD). The date of the examination, respectively the defence of the doctoral thesis is the relevant date (the public defence is with few exceptions held on a different day than the exam and this date therefore not valid here).

Applicants who have completed their medical exam (without MD-PhD) and have done clinical work for at least three years after completing their studies may submit an application no later than eight years after completion of the medical exam. Applicants in medicine without an MD-PHD additionally have to present 3 years of clinical work after their state examination at the date of submission deadline (a FMH diploma is an advantage).

It is permissible to exceed the time window if one or more of the reasons set out in Clause 1.11 paragraph 2 of the [General implementation regulations for the Funding Regulations](#) apply. The reasons for extending the time window must be explained in the application (in the administrative part under the data container "Diplomas / certificates / extension eligibility window").

These regulations concerning the calculations of the eligibility window based on the PhD examination date do **not** apply to holders of an ongoing APM applying for a prolongation with Postdoc.Mobility.

Please make sure not to mention/use the date the certificate was issued in your CV and in the corresponding mask in this data container. The eligibility period is calculated on the basis of the submission deadline for Postdoc.Mobility applications.

### 3. Annexed documents (PDF format required, max. 10 MB per container)

#### 3.1 Research plan

##### A. General remarks

The research plan provides the basis for scientific evaluation, particularly of the quality of the proposed research project, i.e. its scientific relevance, topicality, originality, feasibility, and the suitability of its methods. Together with the CV and the applicant's track record, the research plan also serves as a basis for assessing the researcher's scientific qualifications, particularly his/her expertise with regard to the project.

The SNSF's requirements with regard to the form and content of the research plan help to ensure the comparability of applications. This is an important prerequisite for a comparative evaluation based on the principle of competition and for the equal treatment of all applicants.

The research plan must consist of original text that has been written by the applicant himself/herself. A limited amount of text (or other material, graphs, etc.) by third parties or text published by the applicant himself/herself is permissible in the sections concerning the state of research (2.1) and the state of his/her personal research (2.2) as well as when describing standard methods. The quoted texts must be clearly designated as such (quotation marks or appropriate wording) and a verifiable source must be mentioned nearby and in the bibliography. The SNSF uses a special software to compare texts and analyse suspected cases of plagiarism. A number of universities have made such programs available to their students and employees. We recommend that you contact your institution for further information. For more details see the SNSF dossier on scientific integrity: [www.snsf.ch](http://www.snsf.ch) > The SNSF > Research policies > Scientific integrity.

**The SNSF does not consider applications that do not meet the requirements for the research plan, the formal requirements for applications** (art. 14 of the [Funding Regulations](#)) **and the requirements for research integrity and good scientific practice** (art. 15 of the [Funding Regulations](#)).

## **B. Structure of the research plan**

In **mathematics, natural and engineering sciences, biology, medicine, psychology, economics and political sciences**, applications have to be submitted in **English**. In all other research areas, applications can be submitted in one of the official Swiss languages. Special rules apply for political sciences (art. 1.16 of the [Implementation Regulations](#)).

The research plan must **not exceed 10 pages and 40,000 characters (with spaces)**; this includes the title, the summary, footnotes, illustrations, formulae, tables (as well as a possible table of contents), but not the bibliography. **A minimum of point 10 font size** (e.g. Times New Roman, condensed fonts not allowed) and **1.5 line spacing** must be used. The research plan must not contain any annexed documents.

**Please note: Applications must meet all formal requirements (number of pages, characters, etc.). The SNSF does not consider applications that do not meet all of the requirements and/or are manifestly inadequate.**

The research plan needs to be structured as follows:

### **1. Summary of the research plan**

In your summary, please present the **background and rationale** of the project, list its **overall objectives** and **specific aims**, mention the **methods to be used**, and briefly discuss the **expected results** and their **impact** for the field. The summary (**max. 1 page**) must be written in the **language of the research plan**. You may use the same summary text as in the administrative parts (basic data II) of your application, but it can absolutely not exceed 1 page in length.

### **2. Research plan**

#### **2.1. Current state of research in the field**

Describe your project in the context of the current state of knowledge in your field. Make reference to the most important publications, particularly by other authors. Please describe:

- Which previous insights provided the starting point and basis for the planned studies;
- In which areas research is needed, and why;

- Which important, relevant research projects are currently underway in Switzerland and abroad.

## **2.2. Current state of your own research**

For a **new application**, please present the research work you have already undertaken in the relevant field or in related fields, describe the results obtained so far as well as the relevance of these preliminary undertakings for your project. For a **follow-up proposal** (follow-up of an Early Postdoc.Mobility fellowship or a follow-up of an Advanced Postdoc.Mobility fellowship), please report on the work conducted within the scope of the previous project and the results obtained.

## **2.3. Detailed research plan**

Based on the information provided under 2.1 and 2.2, please specify the approach you are taking and the concrete objectives that you aim to achieve in the period of funding. The following points should be addressed:

- Describe the studies or experiments needed and/or envisaged to reach the set goals. Assess the risks involved and propose alternatives if necessary;
- Characterize existing sources and datasets and describe the data collection strategy and possible alternative strategies;
- Describe the methods by which the research goals are to be reached and methods that first have to be developed.

Your description should be as detailed as necessary to enable an expert to assess whether your methodology is appropriate and your project feasible.

## **2.4. Schedule and milestones**

Please compile a schedule that includes the main tasks (milestones) (e.g. table, Gantt chart, etc.).

## **2.5. Reason for the choice of research institution(s)**

Please describe your choice of the research institution(s).

## **2.6. Relevance and impact of the research**

Please describe the scientific relevance and expected impacts of your project for the discipline and for science as a whole (research and education/teaching). Please mention the form in which you wish to publish your research results (articles in scientific journals, monographs, conference proceedings, etc.). If applicable, please indicate whether and to what extent the proposed project will have a broader impact (outside of the scientific community) and what this impact will be.

## **2.7. Relevance for personal career development**

Please describe the relevance of your project for your personal career development.

## **3. Bibliography**

List the sources of all concluded and/or ongoing work referred to in the research plan. Give the full reference, especially the title, source and full author list. Do not use "et al." to shorten the author list (exception: the author list can be shortened if a publication involves large international consortia with over 50 authors. In this case, a link to the complete reference has to be included. The use of "et al" is authorized if the names of the authors are mentioned in the body text of the research plan. The bibliography is not included in the maximum number of pages (10) and characters (40'000) count.

### **C. Revised application (resubmission)**

If this application is a revised version of a rejected application, please upload in the container "Research plan" **a separate document** providing a **point-for-point** response to the critique raised in the rejection letter and a comment on significant changes or additions in the research plan, if applicable. This **statement** must be written in the same language as the research plan and must **not be longer than 2 pages**. A revised Early Postdoc.Mobility proposal submitted as a Postdoc.Mobility proposal is not considered a re-submission and hence does not require a point-by-point reply.

## **3.2 CV and major scientific achievements**

### **A. General remarks**

The SNSF has signed the [San Francisco Declaration on Research Assessment \(DORA\)](#), which recommends funders to be explicit about the criteria used in evaluating the scientific productivity of applicants.

The scientific quality, value and impact of the **entire research output** is taken into consideration (including datasets, software, prototypes) in addition to research publications. In this context, the scientific content of a paper is much more important than publication metrics or the name of the journal in which it was published. Within the scope of this evaluation, the scientific discipline, academic age and personal situation (e.g. career breaks, care duties) of the applicants will be considered.

In order to comply with the DORA, the SNSF requests a standardised set of information from all applicants, i.e. the "**CV and major scientific achievements**" and the "**Research output list**".

The document "**CV and major scientific achievements**" must be written in the same language as the research plan, and must be structured as specified below. The document can be sent out for peer-reviewing. **Proposals that lack the relevant information will not be considered for evaluation.**

### **B. CV and major scientific achievements**

The **CV (max. 3 pages, min. of point 10 font size)** and a **short statement of major scientific achievements (max. 1 page, min. of point 10 font size)** must be **assembled in one document** and be written in the **same language as the research plan**. The document is used to assess the following criteria:

- Eligibility of the applicant for Postdoc.Mobility;
- Scientific qualification of the applicant, based on past achievements;
- Ability of the applicant to conduct original research of high scientific quality and impact under his/her own responsibility.

**The CV must be structured as follows (if you have nothing to be listed in on category please indicate this by "N/A"). Additional points can be added, if relevant to the proposal. It is important that all dates (from/until) include month and year.**

1. Personal information, including the researcher ID (if applicable) (e.g. OrcID, ResearcherID, Google Scholar ID)

2. Education: **Please mention the day of your PhD viva voce/defence and the name of the PhD advisor/s. For applicants who have completed their medical exam, the date of the medical exam (examen d'Etat or Staatsexamen or equivalent) and the date of the MD thesis must be mentioned as well as the name of the advisor/s**
3. Employment history including current position/s **with the name/s of the advisor/s**
4. Institutional responsibilities
5. Approved research projects
6. Supervision of junior researchers (summary information, the names of the junior researchers should be indicated)
7. Teaching activities (summary information)
8. Memberships in panels, boards, etc., and individual scientific reviewing activities
9. Active memberships in scientific societies, fellowships in renowned academies
10. Organisation of conferences
11. Prizes, awards, fellowships
12. Personal skills (e.g. language skills, digital competences)
13. Career breaks (provide justification for events that might have influenced or delayed research and publication activities such as long absences due to illness, family commitments, etc.)

In the section "**Major scientific achievements**" (**max. 1 page to be attached to the CV**) the applicant describes his/her most important scientific achievements.

All these items are intended for evaluators to specifically assess the scientific quality and relevance of the research output. If possible, the documents/sources of the various achievements should be made available to the evaluators via a direct open access web-link.

### 3.3 Research output list

#### A. General remarks

The SNSF has signed the [San Francisco Declaration on Research Assessment \(DORA\)](#), which recommends funders to be explicit about the criteria used in evaluating the scientific productivity of applicants.

The scientific quality, value and impact of the **entire research output** is taken into consideration (including datasets, software, prototypes) in addition to research publications. In this context, the scientific content of a paper is much more important than publication metrics or the name of the journal in which it was published. Within the scope of this evaluation, the scientific discipline, academic age and personal situation (e.g. career breaks, care duties) of the applicants will be considered.

In order to comply with the DORA, the SNSF requests a standardised set of information from all applicants, i.e. the "**CV and major scientific achievements**" and the "**Research output list**".

The document "**Research output list**" must be written in the same language as the research plan, and must be structured as specified below. This document can be sent out for peer-reviewing. **Proposals that lack the relevant information will not be considered for evaluation.**

#### B. Research output list

The research output list is used in the evaluation process to assess the scientific productivity and qualification of an applicant with regard to the proposed project and his/her ability to successfully

conduct and document a research project. Both aspects are also taken into account in the evaluation of the feasibility of the proposed research project.

Depending on the research field, the applicant's position in the list of authors may give an indication on his/her contribution to the scientific work (see also: Swiss Academies of Arts and Sciences: [Integrity in scientific research, Principles and procedures](#)). The research output of an applicant is used, among others, as a measure of his/her scientific independence. The total number of publications or the number of publications per year is not considered to be the only indicator of performance.

Please separate your publications **resulting from your PhD/medical exam (or prior) and from your postdoctoral time** and **highlight the 5 most important contributions**. For all publications listed from your postdoctoral time, please give a very short comment on your contribution; in particular for publications with several authors, where the applicant is not first or last author, or for disciplines where the authors are in alphabetical order.

The applicant's name in the list of authors and the publication year must be clearly visible (e.g. boldfaced or underlined). Give the full reference, especially the title, source and full author list. **Do not use "et al." to shorten the list of authors**, unless the research project was conducted by a large international collaboration with more than 50 authors and a direct link to the full publication is given.

All these items are intended for evaluators to specifically assess the scientific quality and relevance of the research output. In order to support the principle of open electronic access to scientific knowledge nationally and internationally, please **provide a direct internet link for each publication**, if applicable. **All publications attached as a PDF in the container "Other annexes" will not be taken into account and will be deleted.**

**The research output list should be structured as follows (if you have nothing to be listed in on category please indicate this by "N/A"). Under points 1 - 4 only "published", "in press" or "accepted" publications can be listed. Submitted but not yet accepted/published publications can be listed under point 10, unpublished work under point 11:**

1. Publications in peer-reviewed scientific journals
2. Peer-reviewed books/monograph (incl. published doctoral thesis)
3. Peer-reviewed conference proceedings
4. Contributions to books
5. Patents and licenses
6. Contributions to conferences (oral presentation or poster)
7. Outreach activities (e.g. public engagement in science, technology and knowledge transfer activities, scientific art performances, etc.)
8. General contributions to science (e.g. spokesperson for experiments, leader of expeditions, founder of networks and training programmes, etc.)
9. Other artefacts with documented use (e.g. maps, methods, prototype demos, software, databases, design, arXiv-articles, contributions to big data collaborations, etc.)
10. Submitted but not yet accepted/published publications.

11. Unpublished work (publications in preparation or thesis work (MSc, PhD)...; must be made available to the SNSF on request)

**Please note that the research output list cannot be updated after the submission of your application.**

### 3.4 Career plan

No form or template is provided by the SNSF. The career plan must not exceed **one page** (a minimum of point 10 font size). The past career achievements should be described briefly, while more emphasis should be put on the medium and long-term career goals. The career plan must be written in the same language as the research plan. Swiss nationals living abroad as well as foreigners must confirm in writing their intention to pursue an academic career in Switzerland after the end of the mobility fellowship.

### 3.5 Copy diplomas

The candidates must hold a PhD at the submission deadline. Please upload a copy of your doctoral certificate, your license and master (with the grades). Medical doctors must include a copy of the state examination. If the certificate does not bear the date of the doctoral exam, respectively the “Viva Voce”, please include a document certifying the date. If you have not received your doctoral certificate yet, please upload an official letter confirming that you have successfully passed the doctoral exam, respectively the “Viva Voce”, and mentioning at which date it took place.

### 3.6 Confirmation host institution

Please enclose a confirmation from each host institution with the application. No form or template is provided by the SNSF. The confirmation letters must bear the official letter head of the host institution and an original signature of the head of the institution or host professor (no e-mail). The confirmation has to state clearly that the necessary infrastructure is available for the duration of the fellowship. The start and end dates of the fellowship must be mentioned.

**Research requiring authorisations or notifications:** if you submit a proposal for a project requiring authorisations or notifications, the letter must confirm compliance with the legal provisions and ethical guidelines of the relevant country and host institution. If the letter cannot provide such confirmation by the time the fellowship application is submitted, a second letter from the host institute indicating that the authorisations have been obtained must be provided by the time the funds are released at the latest. In any case, the fellowship can only be released for payment once the SNSF is in possession of such confirmation from the host institute.

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 5,000 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](http://www.snsf.ch) > Funding > Careers > Postdoc.Mobility > Documents. **Please also clarify your status at the host institution. Some host institutes, especially in France, demand that fellowship holders be officially employed at the institution and that the SNSF directly transfers the fellowship to the host institution.** In such cases, it is possible that a large portion of the fellowship is spent on taxes and on social security contributions. The amount that ought to be available to the fellowship holders to cover their living costs is therefore reduced. Another solution, which may enable to keep the fellowship's amount unchanged, would be that the beneficiary of the fellowship considers with the host institution the possibilities of signing a "hosting agreement for volunteer researchers" ("convention d'accueil pour chercheur/chercheuse bénévole", similar status as for Researchers Emeritus).

Some host institutes, **especially in the USA**, also require minimum rates for their researchers, which may depend on the academic age after the PhD. Please clarify this with the responsible offices at the host institute as early as possible. The fellowship rates defined by the SNSF are binding for the year of approval. **If the host institution increases the financial requirements, the SNSF will not be able to adjust the fellowship accordingly.** In such a case, the SNSF expects the host institution to cover any financial gap.

### 3.7 Partnership and family confirmations

Higher rates are allocated for grantees accompanied for at least six months without interruption by spouses or partners who do not pursue any paid employment. For childless, unmarried couples, the higher rate applies only if they have a stable partnership at the time of the submission deadline.

If you claim the higher amount and are married or living in a registered partnership, please upload the corresponding document. If you are not married or living in a registered partnership, please fill in the form "Confirmation of partnership by cohabiting partners" under "Information/documents", sign it and scan it as a PDF.

If you have children that you are obliged to support, please upload the family register.

### 3.8 Swiss passport or residence permit

If you are not a Swiss citizen and not married to or living in a registered partnership with a Swiss, please enclose your valid Swiss cross-border commuter, residence or permanent residence permit. Candidates who are not Swiss nationals must at the time of the submission deadline additionally provide evidence of at least two years of activity at a research institution in Switzerland.

Swiss citizens must upload a copy of the valid Swiss passport or the valid Swiss identity card.

For follow-up applications of an Early Postdoc.Mobility (see also point 1.5.2) and follow-ups of an Advanced Postdoc.Mobility: No copy of permit or passport/identity card is required.

### 3.9 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 Postdoc.Mobility Regulations (art. 5). The requests for exceptions must be written in the same

language as the research plan. **Please note that all publications attached as a PDF in the container "Other annexes" will not be taken into account and will be deleted.**