

Ambizione, Ambizione-PROSPER/SCORE and Ambizione-Energy

Guidelines for submitting a proposal via mySNF

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1. Submission of proposal

1.1 Contact the administrative office of SNSF

For questions on Ambizione and Ambizione-PROSPER/SCORE: **ambizione@snf.ch**

For questions on Ambizione-Energy: **ambizione.energy@snf.ch**

1.2 Language version of the Ambizione regulations

The Ambizione regulations is available in German, French and English. See the Ambizione or Ambizione-Energy website (under "Documents") or have a look in your Ambizione or Ambizione-Energy application on mySNF under "Information/Documents".

1.3 Submission and next deadlines

Proposals have to be submitted electronically via the web platform mySNF (www.mysnf.ch). Submission must be made no later than 23:59 Swiss time (i.e. UTC + 1) on the day of the deadline.

Next submission deadline for Ambizione and Ambizione-PROSPER/SCORE: **12 February 2016**

Next submission deadline for Ambizione-Energy: **13 November 2015**

1.4 Access to mySNF

All new users have to register first on mySNF (www.mysnf.ch). In the corresponding step during the registration, please make sure to select the correct division and funding instrument:

For Ambizione, Ambizione-PROSPER/SCORE and Ambizione-Energy: **Careers/Ambizione**

1.5 Create a new application on mySNF

Please select the correct division and funding instrument when creating a new application on mySNF:

For Ambizione and Ambizione-PROSPER/SCORE: **Careers/Ambizione**

For Ambizione-Energy: **Careers/Ambizione-Energy**

Before making any entries or uploading files, make sure to read the information in the header of every container.

1.6 Eligible host institutions

All publicly funded research institutions in Switzerland are eligible host institutions, i.e. universities, university hospitals, universities of applied sciences, universities of teacher education, research centres (e.g. PSI, EMPA, EAWAG) or institutes of postgraduate education (e.g. IDHEAP, IDIAP, IHEID).

For **Ambizione-Energy**: Host institutions involved in an inter-university competence centre (Swiss Competence Centres for Energy Research, SCCER) should primarily be considered.

1.7 Earliest possible and latest possible starting date for the grant

For **Ambizione and Ambizione-PROSPER/SCORE**: The earliest possible starting date is September 1st.

For **Ambizione-Energy**: The earliest possible starting date is June 1st.

The start of the grant can be postponed by no more than 12 months after the earliest possible starting date.

1.8 Revision/Resubmission

It is possible to resubmit a revised version of a formerly declined/rejected application, as long as the applicant fulfil the formal conditions/requirements. Please list and comment the changes to the former version of the project, e.g. by adding a paragraph in your cover letter.

1.9 Gross salary of the applicant

The salary of the applicant will be determined by the SNSF in agreement with the host institution. The **average gross salary will be around CHF 105'000 per annum** (e.g. research associate level, junior group leader, scientific collaborator, etc.). The social security contributions of the employer will be covered as well.

Please first select the correct host institution in the container "University". mySNF will add the correct value in all fields labelled "Social security contributions (%)" and calculate the corresponding values for the social security contributions of the employer where required. For a complete list of rates for social security contributions see:

www.snf.ch/SiteCollectionDocuments/allg_doktorierende_e.pdf

In the field "Salary bracket", you may state "not known" or "n/k". Regarding child allowances, they are different in every canton. The applicant should therefore contact the HR department of the host institution or the personnel office of the host institute.

1.10 Budget limit and what may be requested

For **Ambizione and Ambizione-PROSPER/SCORE**: The budget limit is **CHF 600'000 for 3 years**, i.e. an average of CHF 200'000 per annum (including salary of applicant and research funds).

For **Ambizione-Energy**: The budget limit is **CHF 900'000 for 3 years**, i.e. an average of CHF 300'000 per annum (including salary of applicant and research funds).

Please make sure that the budget is as detailed as possible (equipment, consumables, travel, personnel, etc.). The costs of publication in a purely Open Access journal as well as the production costs of scientific book publications that are digital and Open Access must be requested when the project proposal is submitted (see clause 3.5, 3.6 and 5 of the [General Implementation Regulations](#)). Changes in the budget after the submission are not possible.

Research funds for covering expenses for the organisation of scientific conferences or workshops cannot be requested. The Swiss National Science Foundation provides other funding schemes for this purpose.

Research funds may be used to employ personnel (technician, laboratory assistant, supporting assistant, postdoctoral researcher, etc.). There is no restriction on the percentage of occupation as long as the employment is justified in the application and the budget stays below the limit.

Candidates with sufficient experience may apply to appoint a PhD student. The salary scales for doctoral candidates are fixed by the SNSF.

If engagement of a postdoctoral researcher is envisaged, at least half of the salary must be covered by the host institute. The confirmation letter of the host institute must include a commitment (see article 12 of the Ambizione regulations).

Personnel salaries may be different for every institution. The applicant should therefore contact the HR department of the host institution or the personnel office of the host institute for the corresponding salary standards.

For more details on salary scales for doctoral candidates and salary ranges in general see:

www.snf.ch/SiteCollectionDocuments/allg_doktorierende_e.pdf

1.11 List of potential external reviewers

A list of potential external reviewers is required. Please give three names for the assessment of the project. Please mention only persons who do not have any potential conflict of interests. You may also specify persons who are explicitly not to be contacted. In such cases, please mention your reason for the exclusion.

1.12 Relevant date of PhD/MD for fulfilling personal requirements

For applicants with PhD, the date of the examination or viva voce/defence is the decisive date. For applicants with MD, the date of the medical licence (Staatsexamen or equivalent exam) is relevant (see paragraph 1.13). Please make sure NOT to mention/use the date the certificate was issued in your CV and in the corresponding data container on mySNF.

1.13 CV, career plan and publication list

No forms or templates are provided by the SNSF. The **CV** should be written in the same language as the research plan. It should clearly show any changes of institutions of the applicant (place and host/contact person), because the occupational career is relevant in the evaluation (mobility). All dates should include month and year. Please mention the **day of your PhD viva voce/defence and the name of the PhD advisor** in the CV as well. For applicants with **MD, the date of the medical licence (Staatsexamen or equivalent exam) and the date of the MD thesis** should be mentioned (see paragraph 1.12). The publication list does not belong and should not be included in the CV.

The **career plan** should not exceed one page. The occupational career of the applicant should be described briefly, as well as the medium and long-term goals.

Regarding the **publication list**, please separate your publications resulting from your MD/PhD (or prior) and from your postdoctoral time into two sections and highlight the 5 most important. 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 publication list should be structured as follows: 1. Peer-reviewed articles (original work), 2. Review articles, 3. Monographs, 4. Contributions to books, 5. Other relevant publications. Applicants whose research is use-inspired should also list patents and other forms of output that are recognised in their field. The sub-categories "published" and "in press" are permissible in all five of the above categories.

1.14 Choice of host institution

Mobility is an important evaluation criterion (see article 7 of the Ambizione regulations). In general, it is advisable to justify the choice of the host institution. In particular for the following cases, the choice should be carefully motivated (e.g. in the cover letter) and will be assessed based on the rationale:

- At the time of the submission deadline the applicant has already spent more than 2 years at her/his present Swiss host institution.
- The applicant has already spent more than 2 years as postdoctoral researcher in the past at the selected host institution.
- The applicant would like to return to the host institution where she/he got her/his PhD or MD.
- The applicant would like to join the host institution of her/his PhD or MD advisor.

1.15 Confirmation letter of the host institute

No form is provided for the confirmation letter of the host institute. Usually, the contact person at the host institute should sign or co-sign the letter. Additional letters, e.g. from the head of the institute or the dean of the faculty, are not compulsory and may be uploaded in the container "Other annexes".

The following points should be addressed in the confirmation letter of the host institute (see article 4 and 12 of the Ambizione regulations):

- Integration of the applicant, provided workplace, access to infrastructure
- Adequate support in the funding of research expenses (e.g. material, equipment, personnel, travel, etc.)
- Statement on the project and its autonomy
- Scientific independence of the applicant
- Order of authorship for publications resulting from the project (e.g. first author, corresponding author, last author, etc.)
- If the salary for a PhD student is included in the budget, the supervisor of the dissertation and the host institute must confirm that they guarantee the due completion of the doctoral thesis upon expiry of the grant or in the event of the project being prematurely abandoned.

For **Ambizione-Energy**: If the host institute, in which the applicant wishes to carry out his/her research project, is linked to an inter-university competence centre (Swiss Competence Centres for Energy Research, SCCER), written confirmation from the directors of the SCCER is also required.

1.16 Reference/support letters

The submission of reference/support letters is not required. However, applicants are free to include reference/support letters to their application. The documents should be uploaded in the container

"Other annexes". Reference/support letters forwarded to the SNSF by mail or by e-mail will not be considered.

1.17 Evaluation procedure

The evaluation procedure takes place in two phases. In phase 1, the National Research Council of the SNSF makes an initial selection based on the documents submitted. Only applications selected for phase 2 are peer-reviewed. All candidates selected for phase 2 are invited to an interview to present their research project and career plan.

For **Ambizione and Ambizione-PROSPER/SCORE**: Applicants not considered for phase 2 will receive the decision around the end of May/beginning of June. Candidates invited to phase 2 will be informed about the outcome around mid-May. The interviews are held in June (in 2016 probably between June 6 and June 17). The candidates will be informed about the final decision by the end of August.

For **Ambizione- Energy**: Applicants not considered for phase 2 will receive the decision around the end of February. Candidates invited to phase 2 will be informed about the outcome around the beginning of February. The interviews are usually held around the end of March. The candidates will be informed about the final decision around mid-May.

2. Follow-up proposal

2.1 Submission

Follow-up proposals are generally not approved. Prior to the submission of a follow-up proposal, grantees should contact the administrative offices of the SNSF.

For **Ambizione and Ambizione-PROSPER/SCORE**: See article 2 paragraph 3 of the Ambizione regulations.

For **Ambizione-Energy**: See also article 8 of the implementation regulations Ambizione-Energy.

Follow-up proposals have to be submitted electronically via the web platform mySNF (www.mysnf.ch) by simply creating a new application (see paragraph 1.5). In the container "Follow-up proposal of" just add an entry and select from the drop-down list the number of your running grant. Follow-up proposals must be submitted at least six months prior to expiry of the running grant.

2.2 Budget limit and what may be requested

Follow-up proposals must include a detailed budget. The budget should be independent from the total balance expected at the end of the ongoing grant period. It is not possible to ask for new equipment or to appoint a new PhD student.

For **Ambizione and Ambizione-PROSPER/SCORE**: The budget limit is CHF 200'000 per annum.

For **Ambizione-Energy**: The budget limit is CHF 300'000 per annum.

2.3 List of potential external reviewers

A list of potential external reviewers is not required for follow-up proposals (container "Proposed external reviewers").

2.4 Research plan

The general requirements for the research plan should be observed for follow-up proposals (see paragraph 3).

2.5 Career plan

A new/updated career plan is required for follow-up proposals. It must include details of the expected career situation at the end of the follow-up proposal.

2.6 Confirmation letter of the host institute

A new/updated confirmation letter of the host institute is required for follow-up proposals.

3. Requirements for the research plan

3.1 General remarks

The scientific part of the application must be divided into three sections (1. Summary; 2. Research plan; 3. Bibliography). For the **summary**, no more than **1 page** should be used. The **research plan** must not exceed **10 pages** (without bibliography).

For **Ambizione and Ambizione-PROSPER/SCORE**: In psychology, economics, political sciences, mathematics, natural sciences, engineering sciences, life sciences, clinical medicine, social and preventive medicine, health care and supply sciences, the scientific part of the application should be written in **English**. In other disciplines, it is permissible to write the application in one of the official languages of Switzerland. An English translation must be enclosed if requested by the SNSF.

For **Ambizione-Energy**: In all disciplines, the application must be submitted in **English**.

3.2 Structure of the research plan

Please adopt the chapter headings listed below either word for word or in approximate terms. Please submit a detailed research plan (especially in chapter 2.3). This will facilitate the assessment of the scientific content. The research plan must specify the research topic and the methods to be used. **A minimal font of 10 and a line spacing of 1.5 must be used.**

1. Summary	The summary (maximum 1 page) should characterise the application and place the planned project in a wider scientific context.
2. Research Plan	The research plan must not exceed 10 pages , including illustrations, formulae and tables, but without references/bibliographies. In general, the research plan should not contain any annexed documents.
2.1 State of research	Making reference to the most important publications, particularly by other authors, please explain: <ul style="list-style-type: none">- 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 State of personal research	For a new application , please present the research work you have already undertaken in the relevant field or in related fields and mention the corresponding publications. For a follow-up proposal , please report on the work conducted in 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: <ul style="list-style-type: none">- Studies or experiments needed and/or envisaged to reach the set goals- Methods by which the research goals are to be reached (applicant and collaborators)- Methods that first have to be developed- Data situation / collection of data- Explain the planned work of personnel and justify the employment

2.4 Schedule and milestones	As far as this is possible, please compile a schedule that includes the most important interim goals. This plan should also indicate the main tasks with which the persons funded by the SNSF/involved in the project are to be entrusted.
2.5 Relevance and impact	<p>Please describe the scientific relevance and impact you expect your research in the proposed project to have for the discipline and for science as a whole (research and education/teaching). In addition, please mention the form in which you wish to make your research results public (articles in science journals, monographs, conference proceedings, etc.). If applicable, please indicate whether and to what extent the proposed project will have a broader impact (e.g. economy, industry, policy or administration) and what this impact will be.</p> <p>For Ambizione-Energy: The added value for energy research should be explained.</p>
3. Bibliography	<p>The research plan must be written in accordance with the rules of good scientific practice and sources must be cited correctly. The research plan must consist of original text that has been written by the applicants themselves. A limited amount of text (or other material, graphs, etc.) by third parties or text published by the applicants themselves is permissible in the sections concerning the state of research 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.</p> <p>See also the SNSF dossier on scientific integrity: www.snsf.ch > The SNSF > Research policies > Scientific integrity</p>

26.11.2015