

December 2016

www.snsf.ch  
Wildhainweg 3, P.O. Box, CH-3001 Bern

**Careers division**  
**SNSF professorships**  
Telephone +41 (0)31,308 22 22  
E-mail snfprof@snsf.ch

## SNSF professorships

### Guidelines for submitting a proposal (stage 1) via mySNF

#### 1. Evaluation procedure and data

Evaluation comprises two phases: the decision on stage 1 is made in August (communication to applicants between mid-August and mid-September at the latest); applicants invited to submit a proposal for stage 2 must do so at the beginning of October. The interviews take place in January. The earliest possible start of funding is on 1 March.

#### 2. Information and enclosures of the proposal

<b>Requested starting date</b>	Please indicate the desired date (earliest possible start: 1 March of the following year).
<b>Duration of funding</b>	Four years; any shorter duration would need to be justified in writing.
<b>Compulsory documents</b>	
Project description	<p>Research planned by the applicant and the employees. The SNSF has not set any requirements with regard to the structure of the project outline. It should be written according to the standards of the discipline in question. <b>Please refer to the detailed information in the container "Project description" on mySNF.</b></p> <p>The research plan must not exceed 5 pages and 20'000 characters (with spaces); this includes title, footnotes (explanatory notes or comments at the bottom of a page), illustrations, formulae and tables, but not the bibliography (list of sources/references at the end of the document). A minimum of point 10 font size and 1.5 line spacing must be used.</p>
Curriculum vitae	The CV should be written in the same language as the research plan. It should provide detailed information on your research and teaching experience as well as your stays abroad (mobility). Please give precise dates (month, year). Please also indicate any job applications (position on list, if applicable).
Career plan	The career plan should be written in the same language as the research plan. Please describe your current position in detail as well as the scientific and academic levels you hope to achieve and your medium- to long-term career goals (max. 1 page)

Publications list	<p>In your complete publication list, mark the 5 most important publications (full details; avoid abbreviations such as "et al." if possible). Please indicate title and year of publication of your doctoral thesis.</p> <p><b>Structure of the publication list:</b> 1. Peer-reviewed articles (original work), 2. Summary articles, 3. Monographs, 4. Contributions to books, 5. Other relevant publications. The sub-categories "published" and "in press" are permissible in all of the above categories. In the case of publications with several authors (particularly where you are not indicated as the lead author or last author, or if the authors are listed in alphabetical order), we recommend that you describe your own contribution in brief.</p>
Confirmation host institute	<p>Please enclose with the application a written confirmation from a responsible person at the host institute (professor, head of institute) which guarantees that you will benefit from adequate working conditions. With regard to the content of the confirmation, please refer to the Regulations, Art. 4. For the first stage of the evaluation, you can indicate up to two possible places of work and comment on the alternatives (at the second stage, a single place of work must be chosen). It would be of advantage if the responsible persons at the institute consulted with the faculty or the department (ETHZ). Please contact the potential host institute at an early stage (recommended: 6 months before the submission deadline).</p>
<b>Other annexes</b>	<p>Please include any other annexes (justification of work-time percentage under 100%, different duration, etc.).</p> <p>Supporting letters (e.g. letters of recommendation or of collaboration) are not required, but may be included in the application. Such documents should be uploaded in the container "Other annexes".</p>
<b>Personal data</b>	
Function	Position at time of application submission
Academic age (date of doctoral thesis)	<p>Not the biological age-limit, but rather the academic age is relevant: at least 2-9 years' research experience since doctorate by the submission deadline (the date of the viva voce rather than the publication date of the thesis is relevant for the calculation). The period of 9 years serves as a benchmark. A written justification must be provided should this benchmark be exceeded.</p>
Nationality	<p>Persons who are not Swiss nationals must provide a degree from a Swiss higher education institution or must have worked for at least two consecutive years at a Swiss higher education institution by the submission deadline.</p>
<b>Further information</b>	
Keywords	<p>Cite about 10 keywords, preferably in English, which characterise your research project.</p>
National and international cooperation	<p>Name your most important domestic and international research partners and give details of the cooperation in the research plan.</p>

<b>Approximate budget</b>	<p>This refers to the amount requested from the SNSF for the entire duration of the grant. These amounts serve as benchmark for the application for the first stage and are therefore rounded. Please indicate the requested amount for the entire duration.</p> <p>Detailed information must be provided in the application for the second stage of evaluation (the salaries are in line with local norms at the host institution; doctoral students are remunerated according to the SNSF norms).</p>																										
<b>Applicant</b> <b>1. Gross salary*</b>  2. Social security contributions          3. Total salary	<p>CHF 140,000/year</p> <table border="0"> <tr><td>Basel</td><td>14%</td></tr> <tr><td>Berne</td><td>15%</td></tr> <tr><td>EPFL</td><td>16%</td></tr> <tr><td>ETHZ (incl. EAWAG, EMPA, PSI, WSL)</td><td>14%</td></tr> <tr><td>Fribourg</td><td>19%</td></tr> <tr><td>Geneva</td><td>23%</td></tr> <tr><td>Lausanne (incl. CHUV)</td><td>16%</td></tr> <tr><td>Lugano</td><td>14%</td></tr> <tr><td>Lucerne</td><td>16%</td></tr> <tr><td>Neuchâtel</td><td>22%</td></tr> <tr><td>St. Gallen</td><td>14%</td></tr> <tr><td>Zurich</td><td>15%</td></tr> <tr><td>Rest of Switzerland</td><td>16%</td></tr> </table> <p>Total item 1.-2.</p>	Basel	14%	Berne	15%	EPFL	16%	ETHZ (incl. EAWAG, EMPA, PSI, WSL)	14%	Fribourg	19%	Geneva	23%	Lausanne (incl. CHUV)	16%	Lugano	14%	Lucerne	16%	Neuchâtel	22%	St. Gallen	14%	Zurich	15%	Rest of Switzerland	16%
Basel	14%																										
Berne	15%																										
EPFL	16%																										
ETHZ (incl. EAWAG, EMPA, PSI, WSL)	14%																										
Fribourg	19%																										
Geneva	23%																										
Lausanne (incl. CHUV)	16%																										
Lugano	14%																										
Lucerne	16%																										
Neuchâtel	22%																										
St. Gallen	14%																										
Zurich	15%																										
Rest of Switzerland	16%																										
<b>Research funds</b>	<p>Equipment needed for the project that is not available at the host institution; funds needed for employees and applicant (consumables, field expenses, travel, misc.).</p>																										
<b>Publication costs</b>	<p>Please note that funds to cover the costs of OA journal articles and the production of digital book publications resulting from the project must be requested already in the application (see appendix 2, clauses 2.1, 2.4 of the General Implementation Regulations under "Information/documents").</p>																										
<b>Remuneration of doctoral students</b>	<p>CHF 48,915 per person per year</p>																										
<b>Salary ranges of employees</b>	<p>Employees with a doctorate: CHF 80,000 to 105,000  Other employees (employees with a degree who do not intend to do a doctorate; technicians; auxiliary staff):  CHF 40,000 to 105,000</p>																										
<b>Infrastructure costs at the host institute</b>	<p>The envisaged research work incurs expenses for the host institute (maintenance of apparatuses etc.). Such expenses may be refunded to the host institute within certain limits, provided that they can be justified in detail. Regarding overhead, please refer to the Regulations on overhead contributions.</p>																										

\*Regarding salaries in the case of clinical SNSF professorships (distribution SNSF - clinic) see the special information sheet.