

Fellowships for prospective researchers: Guidelines for submitting a new proposal via mySNF

Additional binding guidelines are presented on the web pages of the research commissions and are also available once an application has been created on mySNF.

Duration of Funding

Postdoc-fellowships can be requested for 12 to 36 months.
Candoc-fellowships can be requested for 6 to 24 months.

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; minimum font 10, single line spacing; illustrations, formulae and tables included (point 2 "Bibliography; Literature; References" is not included in the 10 page limitation). In the fields of psychology, economics, mathematics, natural sciences, engineering sciences, biology and medicine the research plan should be written in English.

Curriculum vitae

Please include a well-structured CV. For calendar dates give months and years.

Career Plan

Please include a description of your professional and scientific career plan.

Publication List

Please include your publication list.

Copy of Diplomas

For a **Postdoc-Fellowship** include a copy of your doctoral certificate. If the date of the doctoral exam or viva does not appear on the certificate, please include a document indicating

	<p>the date. If you do not have the certificate at the time of submission, if possible please include a document showing that you are eligible to take the doctoral exam or defend your doctoral thesis. If not send the confirmation as soon as possible. Forward a copy of the doctoral certificate to the SNSF as soon as possible. For a Candoc-Fellowship include a confirmation of your status as a doctoral student.</p>
<p>Confirmation by Host Institution</p>	<p>All proposals require a confirmation by the host institution. The confirmation letter needs 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 is available for the duration of the fellowship.</p>
<p>References</p>	<p>You need to submit two references. These cannot be submitted together with the electronic proposal. Please read the help text on mySNF in the data container "References". The references must not be identical with the author of the invitation letter</p>
<p>Residence/Work Permits</p>	<p>Persons not holding a Swiss passport need to submit a copy of their permits to stay and work in Switzerland. At the time of submission they need to have worked for a minimum of 2 years as a researcher at a Swiss university.</p>
<p>Requested Funding Fellowship (Basic Contribution)</p>	<p>The amount of the fellowship is based on your relationship status, family obligations and cost of living in the host country. You will find a document named "Stipendienansätze" listing fellowship salary levels on our website: www.snf.ch > funding > careers > prospective-researchers > Forms, regulations and directives</p>
<p>Child Allowance</p>	<p>If neither you nor your partner receive a child allowance during the fellowship, the SNSF shall award an annual allowance of up to CHF 9'000 per child. If the child stays in Switzerland, the maximum annual allowance is CHF 3'000 per child.</p>
<p>Research Costs</p>	<p>Max. CHF 3'000/year if there is written proof that the host institution cannot cover the costs. Please indicate clearly the purpose of the requested research funds. For details, see document "Informationsset" (item 9.2). You can find it at: www.snf.ch > funding > careers > prospective-researchers > Forms, regulations and directives The research commission or the fellowships commission shall accept or reject requests for research costs at its discretion.</p>
<p>Conference Costs</p>	<p>Max. CHF 2'000/year. Please indicate clearly what conference you would like to attend and when it is to take place. No conference grants will be awarded if these details are missing. It is possible to receive money for conferences during the fellowship if the proposal is submitted in good time (approx. 3 months in</p>

	<p>advance). The research commission or the fellowships commission shall accept or reject requests for conference costs at its discretion.</p>
<p>University Tuition Fees</p>	<p>As a rule grantees do not have to pay tuition fees. If a fee is charged, you have to produce written proof by the host university that the payment cannot be waived. In such cases, the SNSF can pay a maximum of $\frac{3}{4}$ of the fee, up to CHF 15,000 per year.</p>
<p>Travel Allowance</p>	<p>The SNSF awards a travel allowance for one return journey to the host institution. Family members can receive a travel allowance if they live with the grantee for a minimum of 6 months during his/her stay abroad.</p>

November 2011