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**Careers division**  
**Mobility fellowships**

## Mobility fellowships to doctoral students – Doc.Mobility

### Guidelines for submitting a follow-up 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* > What would you like to do? > Create a 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

**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.**

<b>1.1 Personal data</b>	Please verify and update your personal data in <i>mySNF</i> . The specified email address must be valid for the entire duration of the mobility fellowship.
<b>1.2 Start of funding</b>	<p><a href="#">SNSF Research Commissions</a>: approx. 2 to 4 months after the submission deadline at the earliest. (Determined by the respective Research Commission).</p> <p>SNSF Fellowship Commission: 4 months after the submission deadline at the earliest.</p> <p>Follow-ups generally start immediately upon expiry of the initial fellowship.</p>
<b>1.3 Duration of funding</b>	The duration is defined in months. The overall duration (first fellowship + follow-up) must not exceed the maximum period of 18 months.
<b>1.4 mySNF Data container „Continuation of“</b>	Please specify the proposal number of the running fellowship.
<b>1.5 Compulsory documents</b>	
Research plan	<p>The research plan needs to be structured as follows:</p> <p>Responsible applicant Project title</p> <ol style="list-style-type: none"><li>1. Research project for the duration of the continuation and report covering the work accomplished so far (state of general and own research, highlighting progress achieved since the last proposal; aims; questions to be answered; hypotheses;</li><li>2. importance of the project; methods)</li><li>3. Bibliography; Literature; References</li><li>4. Schedule of the project</li><li>5. Reason for the choice of research institution</li><li>6. Relevance for personal career development</li><li>7. Planned publications</li></ol> <p>The research plan includes max. 10 pages and 40.000 characters (including spaces); footnotes, illustrations, formulae and tables included. A minimal font size of 10 and a line spacing of 1.5 must be used. Point 2 "Bibliography; Literature; References" is not included in the 10 page limitation. For publications with several authors using "et al." should be avoided.</p> <p><b>Please note: Applications must meet the requirements (number of pages, characters, etc.). The SNSF may decide not to consider applications that do not meet all of the requirements.</b></p> <p>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</p>

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 an updated 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 updated 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 matriculation as a doctoral student. It is not necessary to attach a copy of the degree for follow-up applications.

Confirmation by host institution

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](http://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.

References

One reference letter from your host professor is required. From now on, the reference letter must be requested via mySNF. The provider of the reference can directly upload the confidential

	reference letter, which must be signed, via mySNF no later than March 1 <sup>st</sup> or September 1 <sup>st</sup> , respectively. The letter will be attached to the application by the candidate. Since this letter is confidential, it is not visible to the candidate.
Residence/work permits	Not necessary for follow-up proposals.
Partnership and family confirmations	
- Copy of family register	Applicants who are married and/or have children for whom they are obliged to support must attach a copy of the 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).
<b>1.6 Requested funding</b>	
Requested Funding	<p>The SNSF does not grant any award for research projects that are already being funded by the SNSF or third parties (Art. 8 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 responsible Research Commission or the Fellowship Commission.</p> <p>If you have requested additional funds (salary, fellowship, funds to cover congress costs, research costs, tuition fees etc.) or if you have already obtained additional funds (to cover congress costs, research costs, tuition fees etc.), please give detailed information. Note that even after you have submitted your application, you are required to 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 15,000 per year will be deducted from any granted fellowship monies.</p> <p>Applicants remain obliged to inform the SNSF throughout the duration of the fellowship if they are, or become, supported by third party funds.</p>
Fellowship (basic contribution)	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" or "Montants des bourses" listing fellowship salary levels on <i>mySNF</i> under "Information/documents" or at <a href="http://www.snsf.ch">www.snsf.ch</a> > Funding > Careers > Doc.Mobility > Documents. Please note that some universities have minimum funding requirements. Please make sure that you inform yourself early enough.

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 <a href="http://www.snsf.ch">www.snsf.ch</a> > 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 <a href="http://www.snsf.ch">www.snsf.ch</a> > Funding > Careers > Doc.Mobility > Documents.
University tuition fees	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 <a href="http://www.snsf.ch">www.snsf.ch</a> > Funding > Careers > Doc.Mobility > Documents.  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.
Travel allowance	For follow-up proposals, a travel allowance is only awarded in the event that there is a change of host university.

## 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.

### 2.2 SNSF RC of the University of Bern

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

Please clearly differentiate between the following in your list:

- (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)
- (2) submitted but not yet definitively accepted articles (including articles under revision)
- (3) not yet published work (please exercise the greatest restraint in listing it)
- (4) conference papers

### 2.3 SNSF RC of the University of Fribourg

References

In addition to the professor supervising you at the host institution, the supervisor of your dissertation at the University of Fribourg must also provide a letter of recommendation.

### 2.4 SNSF RC of the University of Geneva

The applicants must send their CVs to the Research Commission in advance by e-mail ([corec@unige.ch](mailto:corec@unige.ch) or [marie-anne.berazategui@unige.ch](mailto:marie-anne.berazategui@unige.ch)).

### 2.5 SNSF RC of EPF Lausanne

Confirmation host institution

The invitation letter of the foreign host institution must guarantee personal supervision of the fellowship holders.

### 2.6 SNSF RC of the University of Neuchâtel

The applicants must contact the Research Commission in advance by e-mail ([tricycle@unine.ch](mailto:tricycle@unine.ch)).

**2.7 SNSF RC of the  
University of St. Gallen**

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.

**2.8 SNSF RC of ETH Zurich**

General information

Follow-up applications will only be granted in exceptional cases; they may be submitted by the regular submission deadline (1. March and 1. September), explicitly justifying the need for an extension and may only be awarded up to the maximum duration of 18 months. Prospective applicants must first contact the Office of Research of the ETH Zurich before submitting a request for extension.

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).

**2.9 SNSF Fellowship  
Commission**

Cover letter

Please explain in a covering letter how your doctorate has been funded and why your current financing is not continued or what are the reasons for your application for a scholarship Doc.Mobility.