

Grants for doctoral students in the humanities and social sciences (HSS) in Switzerland “Doc.CH (HSS)”

Guidelines for submitting a new proposal via mySNF

Applicants requesting a Doc.CH grant wish to write a dissertation in the humanities and social sciences on a subject of their choice at a Swiss university. In addition to the information given below, further details and requirements are published on the websites of the [Research Commissions](#) and on mySNF.

Applications must be submitted via the mySNF platform:

mySNF > What would you like to do? > Create a new application > Careers > Doc.CH

A funding proposal is regarded as submitted in due time if received by the SNSF by **17:00 h Swiss local time** on the submission date (March 10 or September 10). 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.

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.

All necessary information on the submission of applications for a Doc.CH grant can be found in mySNF under the help texts in the relevant data containers. Guidelines concerning the most important points are given in the following.

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Structure of the grant

A Doc.CH grant has a running time of 2 to 4 years. The grant is composed of two parts: a first part of 2 years and a second part of 1 to 2 years.

SNSF grants for doctoral students are awarded for a maximum of 4 years starting from the actual start date of the dissertation. The actual start date of the dissertation is communicated to the SNSF by the applicants and is decisive for the calculation of the maximum employment duration funded by the SNSF. Consequently, if the actual start of the dissertation took place more than 2 years before the envisaged start of the grant, it is not possible to request a Doc.CH grant. However, in response to a written request giving reasons, the eligibility period of 4 years starting from the actual start date of the dissertation may be extended. Accepted reasons for a delay are set out in Clause 1.11 paragraph 2 of the [General Implementation Regulations for the Funding Regulations](#). The duration of the extension of the eligibility window has to correspond to the actual duration of the delay.

First part of the grant

The evaluation procedure for the first part consists of two phases:

- First phase: the SNSF Research Commission at the chosen university selects the best applications from the dossiers submitted to it;
- Second phase: those persons whose applications were selected in the first assessment phase are invited by the Research Council of the SNSF to a personal interview in Berne, during which they present their research project and career plan.

The interviews will take place in weeks 23 to 25 (submission of application by 10 March) or in weeks 49 to 51 (submission of application by 10 September).

Second part of the grant

After the first 18 months of funding, the grantees submit an application for the second part of the grant. The application must include, in particular, a report on the completed first part of the grant, a justification of the requested duration for the second part and a statement by the supervisor and co-supervisor of the dissertation. The signatories of the statement comment, in particular, on the progress made in the dissertation and on its planned completion.

The second part of the grant is awarded if the above-mentioned application is accepted by the Research Council. Within the scope of evaluating the application, the Research Council may invite the grantee for a personal interview.

Please note: in your Doc.CH grant application, you need to request the entire duration necessary (first and second part of the grant, s. also [point 2.1 – duration](#)).

1. Personal data

1.2 Designated host institution

Enter the research institution or the host institution which you envisage for the proposed project. If a research stay abroad is planned pursuant respectively to Article 3 paragraph 2 and Article 4 paragraph 1 letter d of the [Doc.CH Regulations](#), please additionally enter the host institution abroad. In general, for any research stays planned abroad for a period of 6 to 12 months, you indicate here the host institution abroad as additional host institute. Other places which are eventually planned for a period shorter than 6 months should not be entered here.

2. Application data

2.1 Basic data I – Requested starting date

At the earliest on 1 September (submission deadline of 10 March) or on 1 March (submission deadline of 10 September).

2.1 Basic data I – Duration

Please mention the duration of the grant in months. The grant is awarded for a minimum of 24 months up to a maximum of 48 months.

The **maximum period** of employment funded by the SNSF for doctoral students is **4 years**. The relevant start date for calculating the 4-year period is the actual start date of the dissertation, pursuant to Clause 7.3, paragraphs 1 and 2 of the [General Implementation Regulations for the Funding Regulations](#). Consequently, if the actual start of the dissertation took place more than 2 years before the envisaged start of the grant, it is not possible to request a Doc.CH grant. **However, in response to a written request giving reasons, the eligibility period of 4 years starting from the actual start date of the dissertation may be extended.** The following reasons are accepted for a delay: maternity, paternity, adoption or parental leave; inability to work due to illness or accident; care duties; services that benefit the general public, particularly military or civilian service; continuing education in connection with the applicant's research activities, particularly internships or clinical work and preparatory activities connected to the dissertation, e.g. participation in classes at a doctoral school. The weeks during which the research activity was interrupted, reduced or not increased for an acceptable reason will be considered for the extension. The difference in percentage between the actual work-time percentage and 100% is recognised. If the research work is interrupted, the relevant weeks will be recognised for the extension in full (100%). In other words, the duration of the extension of the eligibility window has to correspond to the actual duration of the delay. In the event of maternity, the relevant period is extended by 18 months per child born after attaining the diploma (master or equivalent degree). If the applicant can prove that the delay exceeds 18 months, the additional time will be added to the said period (s. Clause 1.11 of the [General Implementation Regulations for the Funding Regulations](#)). Please upload the request giving reasons in the container "Other annexes".

Furthermore, in your Doc.CH grant application, you need to request the **entire duration** (first and second part of the grant pursuant to Article 2 of the [Doc.CH Regulations](#)). In principle, no further application for a supplementary grant to extend the duration of the grant may be submitted at a later stage (see Article 10 paragraph 4 of the [Doc.CH Regulations](#)). In other words, it is better to plan a feasible dissertation project with an adequate funding period than an overambitious project with a funding period that is too short (e.g. only 3 years are requested even though 4 years would be permissible under the [Doc.CH Regulations](#) as well as necessary to complete the planned research);

dissertation projects whose duration is shorter than the longest permissible funding period pursuant to the [Doc.CH Regulations](#) are not more likely to be approved.

2.1 Basic data I – Research field and discipline

Doc.CH grants are solely awarded in the humanities and social sciences as the principal research field and principal discipline (s. “List of disciplines” at www.snsf.ch > Funding > Documents & downloads). If applicable, please mention as secondary any other research fields and disciplines concerned.

2.3 Use-inspired project

If your application is “[use-inspired](#)”, you can declare this here. If you declare an application to be use-inspired, you need to describe in the research plan the broader impact (e.g., on economy, industry, policy or administration) of the planned project and what this impact will consist of. The broader impact will be considered in the evaluation of the application.

You will find more information on this subject on our website, in particular about whether or not your application is use-inspired: www.snsf.ch > The SNSF > Research policies > Use-inspired basic research

2.7 University or research institution

Please mention the Swiss university (one of the 10 cantonal universities or one of the two ETHs) where you are matriculated as a doctoral student and employed for the entire duration of the grant. In principle, you must have **changed your higher education institution at least once** between the bachelor and your matriculation as a doctoral student. In the event of family care duties or if a research stay abroad of at least one semester is planned during the doctoral studies, **an exception may be granted in response to a written request giving reasons. It is mandatory to upload the request for exemption and the confirmation of the host institution abroad on mySNF along with your application for a Doc.CH grant** (s. also points [3.6](#) and [3.10](#)) Furthermore, the planned research stay abroad needs to be included in your **research plan**, in particular under the categories [2.4 “Schedule”](#) and [2.5 “Importance of workplace\(s\)”](#) (s. also [point 3.1](#)).

If you are matriculated for a doctorate at a Swiss university, but essentially **writing your dissertation at another Swiss institution** (e.g. a university of applied sciences), please mention this under “Remarks”.

Universities of applied sciences (UAS) and universities of teacher education (UTE) – Universities abroad

At UAS and UTE, the SNSF approves positions for doctoral students if there is a **proven well-documented scientific working relationship with a university in Switzerland**. As a general rule, the SNSF does not approve any positions for doctoral students enrolled abroad. Exceptions include the departments of UAS and UTE for which there are no partners at university level in Switzerland. The doctoral student must be **employed at the UAS or UTE in Switzerland**. With regard to the evaluation procedure for the 1st phase, **applicants must contact the Administrative Offices of the SNSF before submitting their application** (as soon as possible, but at all events preferably at least 2 months prior to the submission deadline).

2.10 Requested funding

Salary for doctoral students

The Doc.CH grant comprises the grantee's own salary. The SNSF defines salary ranges for all employee categories in accordance with Clause 7.5, paragraph 1 of the [General Implementation Regulations for the Funding Regulations](#). Salary ranges, guidelines for employees funded under SNSF grants, and blanket amounts for social security contributions are set out in [Annex 12](#).

Start date doctoral thesis: Indicate when you started or will start working on your dissertation. This date will be used to calculate the maximum employment duration funded by the SNSF.

Delay?: Indicate here whether the start of the doctoral thesis was delayed because of one of the listed reasons.

Start of doctoral thesis: Enter the actual start date of the doctoral thesis that was delayed for the reason already mentioned. The date will be used to calculate the maximum period of employment funded by the SNSF.

Other costs

The Doc.CH grant also covers any costs linked directly to the realisation of the project. The budget or need for such funding should be detailed as precisely and concretely as possible in order to cover the **entire running time of the grant**, i.e. to avoid any lack of coverage for the period of the grant:

- **Material of enduring value, equipment**
- **Travel**
- **Conferences and workshops**
- **Additional project costs (incl. consumables)**

2.11 Data management plan (DMP)

Please describe how you plan to make the research data Findable, Accessible, Interoperable and Reusable ([FAIR data principles](#)) in the following sections. Each of the four topics should be addressed with a level of detail appropriate to the project and research field. Sub-questions and help texts are available for each issue. The "questions you might want to consider" will help you to complete the form. However, depending on the project and research field, you may not need to address each of these questions in your DMP.

Complete the DMP form **in the same language as your research plan**.

The information provided in this template is **not part of the scientific evaluation** and will not be shared with external reviewers. Note, however, that the final version of the DMP will be published on [P3](#) (public database of the SNSF) at the end of the project.

[Detailed guidelines](#) are available about the DMP. Furthermore, answers to a set of [frequently asked questions \(FAQs\)](#) about open research data (ORD) are also available.

2.14 Diplomas/certificates/extension eligibility period

At the time of the submission deadline, you have a degree (master or similar degree) from a Swiss higher education institution which entitles you to start doctoral studies in the humanities and social sciences at a Swiss university. Applicants with a foreign degree are also entitled to submit an application if they have Swiss nationality. The degree course (master's or similar) must comprise **90 or 120 ECTS credits** (1 ½ or 2 years of full-time study). The Masters of Advanced Studies - MAS (at least 60 ECTS credits or 1 year of full-time study) and other postgraduate certificates do not allow you access to doctoral studies and are as such not sufficient to apply for a Doc.CH grant.

In addition, applicants have acquired the degree **no more than two years** prior to the submission deadline. The date on the certificate is the relevant date. **This eligibility period can be extended** in case of valid reasons according to the list under “Request for extension of the eligibility period”. The precise periods are calculated on the basis of the submission deadline for Doc.CH applications. The following reasons are accepted for a delay: maternity, paternity, adoption or parental leave; inability to work due to illness or accident; care duties; services that benefit the general public, particularly military or civilian service; continuing education in connection with the applicant’s research activities, particularly internships or clinical work and preparatory activities connected to the dissertation, e.g. participation in classes at a doctoral school. The weeks during which the research activity was interrupted, reduced or not increased for an acceptable reason will be considered for the extension. The difference in percentage between the actual work-time percentage and 100% is recognised. If the research work is interrupted, the relevant weeks will be recognised for the extension in full (100%). In other words, the duration of the extension of the eligibility window has to correspond to the actual duration of the delay. In the event of maternity, the relevant period is extended by 18 months per child born after attaining the degree (master or equivalent degree). If the applicant can prove that the delay exceeds 18 months, the additional time will be added to the said period (s. Clause 1.11 of the [General Implementation Regulations for the Funding Regulations](#)). Please describe briefly your request for the extension of the eligibility period in the container “Description (max. 2'000 characters)”. Furthermore, please upload the request giving reasons as a separate document in the container “Other annexes”.

Important: Please do not request here for an **extension of the eligibility period after the start date of your dissertation**, but solely under “Requested funding”/“Salary for doctoral students” (s. [point 2.10](#)).

3. Annexed documents - mandatory documents that need to be uploaded on mySNF along with the application (PDF format required, upload limit 10 MB)

3.1 Research plan

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 section concerning the “state of research and own contribution to the chosen topic” (s. [point 2.1](#) below) 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 > The SNSF > Research policies > Scientific integrity

In **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 (Clause 1.16 of the [General Implementation Regulations for the Funding Regulations](#)).

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

Structure of the research plan

The research plan must **not exceed 8 pages and 30'000 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 (point 3 at the bottom of the document). 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. ½ page**) must be written in the **language of the research plan**.

2. Research plan

2.1 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 Your own contribution to the chosen topic and eventually the state of your research

Please describe:

- Your personal contribution to the chosen topic;
- Where applicable, the thematic link between your master thesis and your dissertation;
- In case you have already started work on your dissertation, please state how far you have progressed.

2.3 Objectives, data and methods

Please mention your goals, the data to be used and the methods envisaged for achieving the objectives.

2.4 Relevance and impact of the project

Scientific relevance

Please describe the 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 papers, etc.).

Broader impact

If you have submitted your application in use-inspired research, please indicate whether and to what extent the proposed project will have a broader impact and what this impact will be. The following points should be addressed:

- Define the need for research as perceived by practitioners/industry. Are there any knowledge gaps? What innovations and improvements are expected?
- To what degree can the expected research results be put into practice?
- In which spheres outside science could the implementation of the research results entail changes and what is the nature of these changes?

2.5 Schedule

Please mention the principal stages in the project through to the completion of your doctoral thesis.

2.6 Importance of workplace(s)

Please give reasons for your choice of dissertation supervisors and place of work. Please give details of the envisaged supervision and, if applicable, of your integration into a doctoral school or doctoral programme.

If you plan to do part of your dissertation at a host institution abroad, you must upload a corresponding request giving reasons in the container "Other annexes".

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 bibliography is not included in the maximum number of pages (8) and characters (30'000) count.

Revised applications (resubmissions)

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**.

3.2 CV and research output list

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. Furthermore, 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**”. Addressed to researchers in general, the information requested below are relatively extensive. **Applicants for a Doc.CH grant** may take into consideration **only the points which apply to their specific situation** as researchers at the beginning of their career. Accordingly, points for which no information may be given at this stage do not need to be mentioned.

These two documents must be written in the same language as the research plan, and must be structured as specified below. The documents can be sent out for peer-reviewing. **Proposals that lack the relevant information will not be considered for evaluation.**

CV with photo and major scientific achievements

The **CV with photo (maximum 3 pages)** and a **short statement of major scientific achievements (maximum 1 page)** should 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 a Doc.CH grant;
- scientific qualifications of the applicant, based on past achievements;
- ability of the applicant to conduct original research of high scientific quality and impact.

The **CV must not exceed 3 pages** (minimum font size 10 points) and must be structured as follows (if applicable). It is important that all dates at least include **month and year**. Additional points can be added, if relevant to the proposal.

1. Personal information, including the researcher ID (e.g. OrcID, ResearcherID, Google Scholar ID)
2. Education: Please mention all the degrees (bachelor, master, etc., if applicable with the name of the supervisor). The date on the certificate is the relevant date. If you are already enrolled for a doctorate, please indicate the precise date of your matriculation, so that the starting date on which you became a doctoral student is known. Furthermore, the name of the doctoral supervisor must be mentioned
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 supervised researchers should be indicated)
7. Teaching activities (summary information)
8. Memberships in commissions, 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. 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**” (**maximum 1 page to be attached to the CV**) the applicant describes his/her most important scientific achievements. In addition to scientific publications, any other relevant information, such as a knowledge transfer event, a software, database, prototype, etc. may be provided here. Please describe for each achievement your specific contribution and the overall impact of the work.

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.

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 (s. also: [Swiss Academies of Arts and Sciences: Integrity in scientific research, Principles and procedures](#)). The total number of publications or the number of publications per year is not considered to be the only indicator of performance.

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 applicable). Under points 1 - 4 **only "published", "in press" or "accepted"** publications can be listed. Unpublished work can be listed under point 10 :

1. Publications in peer-reviewed scientific journals
2. Peer-reviewed books/monographs
3. Peer-reviewed conference proceedings
4. Contributions to books
5. Patents and licenses
6. Oral contributions to conferences
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. Unpublished work

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

3.3 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 after completing the doctorate.

3.4 Copy diplomas (with the diploma thesis and the assessment of the diploma thesis)

Please attach a copy of your diploma, licentiate or master's degree as well as any other academic degrees you may have (e.g. bachelor's). In addition, an overview of the marks obtained (academic record) must be enclosed with each degree.

Please also upload the entire diploma thesis (Master or equivalent). If an electronic version of the diploma thesis is available, you may indicate the corresponding link instead.

The grade of the master or equivalent degree must be excellent. If this grade is not visible on the certificate in question, please include a corresponding document certifying the grade.

In addition, you must submit the **assessment** of your master thesis or equivalent degree along **with the corresponding report(s)**. You are **responsible for taking the necessary steps** (e.g. with regard to the faculty and/or the professors concerned) in order to obtain this assessment along with the corresponding report(s). If these documents cannot be submitted despite the steps you have taken, please enclose documents (attestation, correspondence with responsible persons/offices,...) **proving** that no assessment and/or report has been compiled concerning your master thesis or equivalent degree. Along with the other data to be provided, these documents must be added to the application by the submission deadline.

3.5 Official certificate

Please attach, if necessary, any confirmations that are necessary for the completion of the project (e.g. for experiments requiring authorisation or notification, approval by ethics commission, etc.).

3.6 Confirmation by host institution

Please include a written confirmation from the responsible office at the host institute in Switzerland that you will be integrated into the research institution and assured of a workplace and access to the infrastructure required to successfully complete your research work during the approved funding period. If applicable, the letter must also confirm your integration into a doctoral school or doctoral programme.

If you additionally plan to spend time at a research institution abroad, please also attach a letter of invitation from the host institution abroad. In this letter, the host institution confirms, in particular, that it can guarantee integration and supervision.

3.7 Letter of support *supervisor and co-supervisor*

Please include two letters of support (letters of recommendation) from different persons written in response to a request from you. These two letters must under all circumstances be transmitted with the application by the submission deadline along with the other necessary data.

The first person must work at the Swiss university at which you are matriculated for a doctorate (supervisor); as a person authorised to supervise dissertations, he or she must undertake to supervise your dissertation.

The second person must work either at **another Swiss university or abroad**.

In their respective letters, the two persons particularly comment on your scientific qualifications, on your own contribution to the dissertation topic and on the feasibility of the proposed research project. These letters attest the support that the supervisor and co-supervisor engage to provide; therefore they are not confidential. Furthermore, your supervisor needs to confirm in his/her letter the **actual**

start date of your dissertation (a precise date has to be indicated). **The letters must bear a letterhead and an original signature (e-mails are not accepted).**

Please note that any **supplementary attached letters of support and/or reference letters** which are not from your supervisor and co-supervisor **will not be taken into account and will be deleted.**

3.8 Curriculum vitae and publication list *supervisor and co-supervisor*

Please enclose the curriculum vitae and the publication list of the supervisor and the co-supervisor of the dissertation (a single document for each person). The publication list should not exceed **5 pages**. The two persons in question must have compiled these documents themselves and given you prior approval to include them in your application.

3.9 Cover letter

If you so wish, you may include a cover letter containing any comments you deem necessary. The cover letter will be forwarded to the experts of the SNSF during the evaluation procedure. For this reason, please do not include any confidential information in it.

3.10 Other annexes

Under "Other annexes", all mandatory documents need to be uploaded, in particular **any requests for exemption** which have to be submitted with your Doc.CH application. **Important: The SNSF will not consider applications that do not contain all the necessary requests for exemption.**

- *Article 1, paragraph 3 of the [Doc.CH Regulations](#)*: The **work-time percentage** is generally 100% and the grantees must devote all their work-time to the dissertation. In response to a written request giving reasons, the work-time percentage may be reduced by at most 20%.

- *Article 3, paragraph 2 of the [Doc.CH Regulations](#)*: Part of the dissertation may be produced at a **host institution abroad** if a corresponding request giving reasons is made in writing.

- *Article 4, paragraph 1, letter d of the [Doc.CH Regulations](#)*: The applicants have generally changed their higher education institution* at least once between obtaining their **bachelor degree** and their **matriculation as doctoral students**. **In the event of family care duties** or if **a research stay abroad of at least one semester is planned during the doctoral studies**, an exception may be granted in response to a written request giving reasons (s. also [point 2.5](#) of the research plan). Please take note that the SNSF does not consider applications which do not include a research stay abroad of at least one semester, although it would be necessary in order to fulfil the mobility requirement.

* The change must be certified by means of the degrees obtained (bachelor, master) and to be obtained (doctorate). Any other mobility does not formally count, e.g. an Erasmus stay or further education degree (specialisation); however, they must be mentioned elsewhere in the dossier, notably in the CV.

Request for extension of the eligibility period:

- *Clause 1.11 of the [General Implementation Regulations for the Funding Regulations](#)*:

If the **actual start of the dissertation took place more than 2 years** before the envisaged start of the grant, it is not possible to request a Doc.CH grant. However, in response to a written request giving reasons, the eligibility period of 4 years starting from the actual start date of the dissertation

may be extended (s. also [point 2.1](#)). Please indicate in your request for exemption in particular the activities/events from the matriculation as a doctoral student until the actual start of the dissertation. Finally, please include a **confirmation of your matriculation**. This confirmation must have been recently issued by the responsible office at your university (e.g. matriculation office) and must specify the exact **starting date** of your matriculation so that the date on which you became a doctoral student is known; it must not be merely a confirmation of a past or ongoing semester. Please also specify, if necessary in a separate document, the **funding source** for your doctorate and the corresponding **work-time percentage**.

- *Article 4, paragraph 1, letter b of the [Doc.CH Regulations](#):*

If you have acquired the **degree** (master or similar degree) **more than 2 years** prior to the submission deadline, the eligibility period may be extended in response to a written request giving reasons (s. also [point 2.14](#)).

On receiving the application, the SNSF may ask for additional documents to be submitted (e.g. doctor's certificate, confirmation of maternity leave, military service etc.) if they are of relevance for the evaluation.

The documents concerning requests for exemption will be forwarded to the experts of the SNSF during the evaluation procedure. Therefore, please make sure that they do not contain any confidential information.

If you are **already matriculated as a doctoral student**, please include a confirmation of your matriculation. This confirmation must have been recently issued by the responsible office at your university (e.g. matriculation office) and must specify the exact **starting date** of your matriculation so that the date on which you became a doctoral student is known; it must not be merely a confirmation of a past or ongoing semester). Please also specify, if necessary in a separate document, the **funding source** for your doctorate and the corresponding **work-time percentage**.

Please note that all publications attached as a PDF in the container "Other annexes" will not be taken into account and will be deleted. The SNSF supports the principle of open electronic access to scientific knowledge nationally and internationally. Therefore, please provide in your **"Research output list"** a direct internet link for each publication, if applicable.

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