

**Valid as of 1.01.2021**

**Careers division**  
**Mobility fellowships**  
fellowships@snsf.ch

## Guidelines: Doc.Mobility follow-up-applications

Only applications for a follow-up of an **ongoing Doc.Mobility fellowship** can be submitted. The total duration of the scholarship including extension may not exceed 18 months. To submit an application, **fellowship holders must contact the SNSF in advance**, approximately 2 to 3 months before the end of the fellowship ([fellowships@snsf.ch](mailto:fellowships@snsf.ch)).

Scholarship holders will be informed by e-mail as soon as the follow-up application is opened on mySNF. They have one month to complete and submit their application.

Applications must only be submitted via the mySNF platform.

In the case of an award, the follow-up must start immediately after the end of the initial fellowship.

The release of funds can be made at the earliest one month before the start of the extension.

**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.**

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## 1. General guidelines

### 1.1 Personal data

Please verify and update your personal data in mySNF. The specified email address must be valid for the entire duration of the mobility fellowship.

### 1.2 Basic data I – Starting date

The continuation generally starts immediately upon expiry of the initial fellowship, but at the earliest one month after submission of the application for continuation.

Fellowships always start on the first day of the month.

### 1.3 Basic data I - Duration

Indicate the duration of the continuation in months. The total duration of the fellowship including continuation may not exceed 18 months.

### 1.4 Continuation of

Please select the number of the ongoing Doc.Mobility fellowship.

### 1.5 Available or requested funds

The SNSF does not grant any award for research projects that are already being funded by the SNSF or third parties (article 8 of the [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 SNSF Administrative Offices.

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 must inform the SNSF in case you obtain or request additional funds from other funding bodies while your proposal is being evaluated. Third party funds (net amount received) that exceed CHF 15'000 per year will be deducted from any granted fellowship monies.

**Applicants remain obliged to inform the SNSF throughout the duration of the fellowship if they are, or become, supported by third party funds.**

### 1.6 Requested funding

#### 1.6.1 Fellowship basic grant

The amount of the fellowship is based on your relationship status, family obligations and cost of living in the host country. Please refer to the document "Fellowship rates" on mySNF under "Information/documents" or at [www.snsf.ch](http://www.snsf.ch) > Funding > Careers > Doc.Mobility > Documents. Please note that some universities have minimum funding requirements. Please make sure that you inform yourself early enough.

### 1.6.2 Child allowance

Fellows with children are entitled to a child allowance of CHF 12,000 per child and per year. Child allowances contributed by third parties are deducted.

### 1.6.3 Research costs

Research costs 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 fellowship 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 [www.snsf.ch](http://www.snsf.ch) > Funding > Careers > Doc.Mobility > Documents.

**IMPORTANT: The maximum amount for the sum of research costs (1.6.3) and conference costs (1.6.4) is CHF 4,000 per year.**

### 1.6.4 Conference 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 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 [www.snsf.ch](http://www.snsf.ch) > Funding > Careers > Doc.Mobility > Documents.

**IMPORTANT: The maximum amount for the sum of research costs (1.6.3) and conference costs (1.6.4) is CHF 4,000 per year.**

### 1.6.5 Registration fees

In general, fellowship holders do not have to pay tuition fees. If a fee is charged, you have to provide a proof (i.e. a written confirmation from the official university office responsible for enrolment fees) that the fee 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 [www.snsf.ch](http://www.snsf.ch) > Funding > Careers > Doc.Mobility > Documents. Registration fees within the context of an LL.M cannot be covered.

**The SNSF can accept or reject requests for research and conference costs and registration fees at its own discretion.**

### 1.6.6 Participation on travel expenses

A travel allowance is only granted if there is a change of host university.

## 1.7 Research requiring authorisation or notification

Researchers who apply for a fellowship for a project requiring authorisations and notifications must respect the legal provisions and ethical guidelines of the relevant country and host institution. The letter from the host institute must confirm compliance with all of these provisions (see the information concerning the upload document "Confirmation host institution").

Only the sections "Fellowships for a research stay abroad" and "Awareness of the relevant regulations" are relevant for you. You don't have to pay attention to any of the other sections. They concern provisions on authorisations and notifications that are specific to Switzerland.

## 1.8 References, Reference letters

One reference letter from your host professor is required (more than one will not be accepted).

The applicants must ask the reference person to submit a confidential reference letter using a special link within mySNF. The referees must upload the signed references directly via mySNF before the submission of the application. Subsequently, the applicants must include the references in their application in mySNF. Applicants do not have access to the references as they are confidential.

**Please note: Additional reference letters attached as a PDF in the container "Other annexes" will not be taken into account and will be deleted.**

## 2. Annexed documents (PDF format required, upload limit 10 MB)

### 2.1 Research plan

#### 2.1.1 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 sections concerning the state of research (2.1) and the state of his/her personal research (2.2) 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](http://www.snsf.ch) > The SNSF > Research policies > Scientific integrity

In **mathematics, natural and engineering sciences, biology, medicine, 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 (1.16 of the [General implementation 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](#)).

#### 2.1.2 Structure of the research plan

The research plan must **not exceed 10 pages and 40'000 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. 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. 1 page) must be written in the language of the research plan.

## **2. Research plan**

### **2.1. Current 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. Current state of your own research**

Please present the research work you have already undertaken in the relevant field or in related fields, describe the results obtained so far as well as the relevance of these preliminary undertakings for your project. Please report also on the work conducted within the scope of the previous fellowship 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:

- describe the studies or experiments needed and/or envisaged to reach the set goals. Assess the risks involved and propose alternatives if necessary;
- characterize existing sources and datasets and describe the data collection strategy and possible alternative strategies;
- describe the methods by which the research goals are to be reached and methods that first have to be developed.

Your description should be as detailed as necessary to enable an expert to assess whether your methodology is appropriate and your project feasible.

### **2.4. Schedule and milestones**

Please compile a schedule that includes the main tasks and most important interim goals (e.g. table, Gantt chart, etc.).

### **2.5. Reason for the choice of research institution(s)**

Please describe your choice of the research institution(s).

### **2.6. Relevance and impact**

Please describe the scientific relevance and 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 proceedings, etc.).

If applicable, please indicate whether and to what extent the proposed project will have a broader impact and what this impact will be.

### 2.7. Relevance for personal career development

Please describe the relevance of your project for your personal career development.

## 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 (10) and characters (40'000) count.

### 2.1.3 Revised application (resubmission)

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**.

## 2.2 Curriculum vitae and major scientific achievements

### 2.2.1 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. 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.Mobility fellowship** 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.

The document "CV and major scientific achievements" must be written in the same language as the research plan, and must be structured as specified below. The document can be sent out for peer-reviewing.

**Proposals that lack the relevant information will not be considered for evaluation.**

### 2.2.2 CV and major scientific achievements

The **CV (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 CV and major scientific achievements are used to assess the following criteria:

- eligibility of the applicant for Doc.Mobility;
- 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: In addition to the detailed information about your education, please mention the **start of your doctorate and the name of your PhD advisor/s**. For applicants who have completed their medical exam, the date of the medical exam (Staatsexamen or equivalent exam) and the date of the MD thesis should 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 students/junior researchers (summary information, the names of the supervised researchers should be indicated)
7. Teaching activities (summary information)
8. Memberships in panels, boards, 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. Personal skills (e.g. language skills, digital competences)
13. 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.

## 2.3 Research output list

### 2.3.1 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, during its evaluation procedure, the SNSF takes into account the scientific discipline, academic age and personal situation (e.g. career breaks, child care duties).

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.Mobility fellowship** 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.

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

### 2.3.2 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 (see 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. Contributions to international conferences (e.g. oral or poster presentations)
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 (must be made available to the SNSF on request)

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

## 2.4 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. In addition, you must confirm your intention to continue your dissertation at your home institution after the mobility fellowship and to obtain your doctorate there. Swiss nationals domiciled abroad and foreign nationals must declare in writing that they intend to pursue a scientific career in Switzerland.

## 2.5 Confirmation host institution

Please enclose a confirmation from each host institution with the application. The confirmation letters 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 is available for the duration of the fellowship. The start and end dates of the fellowship must be mentioned.**

**Research requiring authorisations or notifications:** if you submit a proposal for a project requiring authorisations or notifications, the letter must confirm **compliance with the legal provisions and ethical guidelines of the relevant country and host institution**. If the letter cannot provide such confirmation by the time the fellowship application is submitted, a second letter from the host institute indicating that the authorisations have been obtained must be provided by the time the funds are released at the latest. In any case, the fellowship can only be released for payment once the SNSF is in possession of such confirmation from the host institute.

**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 institution. Some host institutes, especially in France, demand that fellowship holders be officially employed at the institution and that the SNSF directly transfers the fellowship to the host institution.** In such cases, it is possible that a large portion of the fellowship is spent on taxes and on social security contributions. The amount that ought to be available to the fellowship holders to cover their living costs is therefore reduced. Another solution, which may enable to keep the fellowship's amount unchanged, would be that the beneficiary of the fellowship considers with the host institution the possibilities of signing a "hosting agreement for volunteer researchers" ("convention d'accueil pour chercheur/chercheuse bénévole", similar status as for Researchers Emeritus). In some cases, it can be useful to obtain the status of visiting researcher. Usually a proof of a sufficient accident, illness and civil responsibility insurance coverage needs to be provided. Please take note that generally the SNSF cannot sign any agreements and cannot be considered as a home institution or an employer.

Some host institutes, **especially in the USA**, also require minimum rates for their researchers, which may depend on the academic age after the PhD. Please clarify this with the responsible offices at the host institute as early as possible. The fellowship rates defined by the SNSF are binding for the year of approval. **If the**

**host institution increases the financial requirements, the SNSF will not be able to adjust the fellowship accordingly.** In such a case, the SNSF expects the host institution to cover any financial gap.

## 2.6 Partnership and family confirmations

Higher rates are allocated for grantees accompanied for at least six months without interruption by spouses or partners who do not pursue any paid employment. For childless, unmarried couples, the higher rate applies only if they have a stable partnership at the time of the submission deadline.

Applicants who are married or in a registered partnership must attach a copy of the family register or the partnership certificate if they wish to claim the higher rate. If you are not married or living in a registered partnership, please fill in the form "Confirmation of partnership by cohabiting partners" under "Information/documents", sign it and scan it as a PDF if you wish to claim the higher rate.

If you have children that you are obliged to support, please upload the family register.

## 2.7 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, Art. 5 lit. a). 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. Additional reference letters and annexes to the research plan will also be deleted.