![Swiss National Science Foundation]

Postdoc.Mobility

Checklist for the Call of 1 February 2024

This checklist can be used as a supporting document for the preparation of your Postdoc.Mobility application and to verify your eligibility and other requirements. **The checklist can be used as additional guidance but does not replace the guidelines, regulations, and instructions on mySNF.**

Submission deadline: 1 February 2024 17:00:00 Swiss local time.
Please submit your application in time. The submission deadline is not negotiable.
Due to the large number of applications submitted shortly before the deadline, be aware that it might take time to load your documents on mySNF. Upload your documents early enough to submit your application on time.

For further information on Postdoc.Mobility, please visit the Postdoc.Mobility website.

Preparation

Documents

Are you working with the current documents for Postdoc.Mobility February 2024? This includes the Regulations, and the Guidelines for submitting a proposal via mySNF. All the documents are also available on the Postdoc.Mobility website.
Have you read the information about the new CV format?

General

Have you requested a mySNF user account early enough? Approx. one month before the submission deadline of 1 February 2024 is recommended.
Have you contacted the host institute(s) early enough to obtain the required confirmation(s) in time?
Have you contacted your two reference persons early enough to obtain the required reference letters in time?

Eligibility check

In sections with round bullet points ( ): If you can tick at least one box per section, you are most probably eligible (but read the guidelines and regulations for details, especially regarding the eligibility rules). In sections with square bullet points ( ) all conditions need to be fulfilled.

SNSF

Important notice: The SNSF will perform the eligibility assessment only after the submission deadline based on the whole dossier. Thus, a pre-eligibility check before the call deadline cannot be made.

PhD defense

Do you have a PhD/MD-PhD or successfully defended your PhD thesis?

Did you complete your medical studies in human, dental, veterinary, social, or preventive medicine with a doctorate (MD)?

Will you complete your doctorate within the next 9 months and before the start of the fellowship?

Be aware that doctoral studies for attainment of an MD-PhD degree cannot be funded under a Postdoc.Mobility fellowship.

Eligibility period

Did your PhD defense take place within 3 years prior to the submission deadline of 1 February 2024?

If not, do one or more reasons set out in Clause 1.11 of the General implementation regulations for the Funding Regulations apply? The reasons for extending the eligibility period must be outlined in the application.

If you have finished your medical training but do not have an MD-PhD, is your state examination (or equivalent) within 8 years of the submission deadline of 1 February 2024?

Return grants (previous points do not apply):

Are you grantee of an ongoing Postdoc.Mobility fellowship?

Nationality (does not apply to Return grants)

Are you a Swiss national, married to a Swiss national or co-habit with a Swiss national in a registered partnership? In the latter two cases, please provide a proof of your marriage/registered partnership and of the nationality of your spouse/partner. Non-Swiss nationals must provide evidence of at least two years of activity at a research institution in Switzerland.

Do you hold a Swiss permanent residence, residence, or cross-border commuter permit that is valid or has expired no more than 6 months ago? Regarding validity of the permit please refer to the relevant law and to chapter 3.7 of the Postdoc.Mobility guidelines. Non-Swiss nationals must provide evidence of at least two years of activity at a research institution in Switzerland.

Further restrictions

Did you avoid submitting other applications for SNSF career grants for the same funding period? Exceptions only for Return grants, for which it is possible to submit a parallel application for Ambizione, Swiss Postdoctoral Fellowships and SNSF Starting Grants.

Do you not have more than one rejected application to the funding scheme that you are applying to (Postdoc.Mobility OR Return grants)?

Is the chosen place of research different from the place of education (institution where an academic degree was awarded) or dissertation?

Research plan

Have you structured your research plan according to the guidelines?

Is your research plan not longer than 8 pages (without bibliography)? No annexes are allowed.

Is your research plan not longer than 30'000 characters (with spaces)?

Have you respected the 10-point font size, the 1.5 line spacing and the font type?

Have you cited your works correctly using the full reference?

Did you avoid using *et al*. to shorten the authors list of your cited works (exception: more than 50 authors)?

Did you avoid using abbreviations to shorten the authors last names in the bibliography?

In case of a resubmission, did you upload a point-for-point response of maximum 2 pages in a separate document? Even if the resubmission is a new project and the critics of the last submission are not relevant for the resubmission, please upload a document with a corresponding comment.

CV and major achievements

Have you registered on the SNF Portal and created a CV according to the pre-defined format? A SWITCH edu-ID and ORCID ID are required for the first connection, and it may take a few days for these to be issued.

Is your ORCID profile up do date and publicly accessible?

Academic age

Have you indicated the date of your PhD defense (or your state examination if you have a medical degree) to calculate the gross academic age? If you have not defended your PhD yet, write the expected date of your defense to get your academic age of 0.

If applicable, have you indicated all the eventual deductions from the gross academic age?

Education and employment

Have you indicated the supervisor(s) of your PhD and previous and current academic degrees (if applicable)?

Have you indicated the supervisor(s) of your current and previous employments such as post-doctoral positions, etc.?

Is the information in your CV identical to the information given on mySNF (e.g., date of PhD defense)? Please be aware that the date of the PhD defense is the relevant date. Not the date of issue of the diploma.

Major achievements

Have you included up to three of your major achievements containing up to ten works in total? Be aware that you can cite manuscripts in preparation. The major achievements need to be written in a narrative form and not as a list.

Have you not mentioned any additional work in the text or added any additional links in addition to the maximum 10 works allowed?

Have you cited your works correctly using the full reference including the DOI (if applicable)?

Did you avoid using *et al*. to shorten the authors list of your cited works (exception: more than 20 authors)?

Did you avoid using abbreviations to shorten the authors last names?

Further documents

Have you uploaded a copy of your doctorate degree (PhD and/or MD) with grades (if applicable) and a copy of your master's degree (resp. licentiate) with grades?

If you are a medical researcher, have you additionally uploaded a copy of the state examination (or equivalent degree)?

If the doctoral or state examination certificate does not bear the date of the thesis defense or the exam, have you additionally uploaded a document certifying the date?

If you do not have the certificate at the time of submission, have you uploaded an official document confirming that you have successfully defended your thesis or passed your exam and showing the date?

If the defense has not yet taken place at the time of submission deadline, have you uploaded a document confirming that you are eligible to take the doctoral exam or defend your doctoral thesis within 9 months of the deadline, or a corresponding confirmation from your supervisor?

Have you uploaded a confirmation from the host that contains all the information required according to the guidelines (point 3.5)?

If you will conduct a project that requires authorizations and/or notifications, have you uploaded the relevant authorization or does the confirmation of the host include a statement that the research meets all legal provisions and ethical guidelines?