

Ambizione

Guidelines for submitting a proposal via mySNF

Table of contents

1.	Submission of proposal	2
1.1	Regulations and relevant documents	2
1.2	Personal requirements and extension of the eligibility window	2
1.3	Next deadlines	2
1.4	Parallel submissions	2
1.5	Create a new application on mySNF	2
1.6	Duration of the grant	3
1.7	Earliest and latest possible starting date for the grant	3
1.8	Revised application/resubmission	3
1.9	Gross salary of the applicant	3
1.10	Budget limit for project funds and what may be requested	4
1.11	Data Management Plan	4
1.12	External peer-reviewing	5
1.13	Career plan	5
1.14	Eligible research institutions	5
1.15	Choice of research institution	5
1.16	Written confirmation of the research institution	5
1.17	Letters of collaboration	6
1.18	Evaluation procedure	6
1.19	Evaluation panels	6
2.	Follow-up proposal	6
2.1	Transitional provisions and submission	6
3.	Instructions for CV and major scientific achievements, research output list, net academic age, and statement of mobility	7
3.1	General remarks	7
3.2	CV and major scientific achievements	7
3.3	Research output list	8
3.4	Net academic age	9
3.5	Statement of mobility	10
4.	Instructions for the research plan	11
4.1	General remarks	11
4.2	Structure and content of the research plan	11

1. Submission of proposal

1.1 Regulations and relevant documents

The Ambizione Regulations and relevant documents are available on the SNSF website in [German](#), [French](#) and [English](#) (see section "Documents"). Alternatively, the documents are also accessible in your Ambizione application on mySNF under "Information/Documents". For any questions contact: ambizione@snf.ch

1.2 Personal requirements and extension of the eligibility window

The personal requirements for applicants, including **eligibility windows and a proven record of research activities of at least 12 months**, are governed by article 5 of the Ambizione Regulations. For applicants with PhD, the date of the examination or viva voce/defence of the thesis is the decisive date. For applicants who have completed their medical studies, the date of the medical exam (Staatsexamen or equivalent exam) is relevant. An extension of the eligibility windows is governed by the [General Implementation Regulations for the Funding Regulations](#) (see Clause 1.11).

Professors in permanent or temporary employment are not eligible for Ambizione.

1.3 Next deadlines

There is only one call per year. Proposals have to be submitted electronically via the web platform mySNF (www.mysnf.ch). The application must be submitted **before/no later than 17:00:00 Swiss local time (i.e. UTC + 1)** on the day of the submission deadline:

Submission deadline in 2021: **1 November 2021**

If the submission deadline falls on a Saturday, a Sunday or a holiday recognised under Swiss federal law, the submission deadline will be moved forward to 17:00 Swiss local time on the next working day.

1.4 Parallel submissions

Note that an Ambizione application may only be submitted for a duration of support for which no other project grants (as applicant or co-applicant), Sinergia grants, SPIRIT grants or programmes of the SNSF have been requested, approved or are ongoing. For career funding schemes, parallel applications may only be submitted for Postdoc.Mobility return grant (see article 13 of the Ambizione Regulations).

Parallel submission for an ERC Grant: An application for an ERC Grant does not prevent candidates from also applying for Ambizione. If you are invited for an Ambizione interview, you will be asked for information in order to compare your Ambizione and the ERC project. In case your projects significantly overlap and if you have been or will be awarded a grant from the ERC, the funding granted by the SNSF will be limited to your salary (see article 10 paragraph 5 of the Ambizione Regulations).

1.5 Create a new application on mySNF

All new users have to register first on mySNF (www.mysnf.ch). In the corresponding step during the registration, make sure to select the correct division and funding instrument (**Careers/Ambizione**). Note that it may take several days to process your request for a mySNF account. If you already have a mySNF account, check that the role "grant applicant" is present.

Before making any entries or uploading files, make sure to read all information in this document as well as in the header of every container carefully.

1.6 Duration of the grant

Ambizione grants are awarded for a maximum of four years. The minimum duration of funding is two years. If the maximum duration of the grant is not requested, the applicant must give an explanation for the shorter duration in the cover letter.

1.7 Earliest and latest possible starting date for the grant

For a submission on 1 November 2021, the earliest and latest possible starting dates are 1 September 2022 and 1 September 2023, respectively. Note that the starting date can still be changed after an Ambizione grant has been awarded.

1.8 Revised application/resubmission

Pursuant to article 14 of the Ambizione Regulations, applicants whose application was rejected **may apply at the most a second time** for an Ambizione grant regardless of the subject matter of the project, as long as the applicant still fulfils all personal requirements. In case of a resubmission, 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 **not be longer than 2 pages** (point 10 font size and 1.5 line spacing).

1.9 Gross salary of the applicant

The SNSF awards **Ambizione grants** and **Ambizione project grants**. Pursuant to article 1 paragraph 4 of the Ambizione Regulations, grantees must devote their entire work time (100%) to the planned research. A lower work time percentage of at least 80% is permissible (see article 6 paragraph 2 of the Ambizione Regulations) and should be explained in the cover letter.

Ambizione grant: The grant covers project funds and the full salary of the grantee. An Ambizione grant is not intended to cover just a share of the salary of the applicant. **Make sure to add a corresponding entry/expense in the budget on mySNF.** The salary of the applicant will be determined by the SNSF in agreement with the research institution. The average gross salary will be around CHF 105'000 per annum for a work time percentage of 100% (e.g. research associate level, junior group leader, scientific collaborator, etc.). The social security contributions of the employer will be covered as well. If the applicant would like to insert more accurate figures for the salary, contact in advance the HR department or the personnel office of the research institution.

Please add your salary for the Ambizione grant. In order to determine it, get in touch with the Human Resources of the chosen research institution. Should they not be able to provide you with the necessary details or if it takes too much time to get them, you can enter the average amount of CHF 105'000 a year. If your proposal is considered for the second evaluation phase, we will then contact the research institution for the accurate salary.

The fields labelled "Social security contributions (%)" are automatically calculated according to the selected research institution in the container "University or research institution".

Regarding family/child allowance ("Further social security contributions"), they differ in every canton. Therefore, contact in advance the HR department or the personnel office of the research institution.

For researchers doing clinical work (Ambizione-PROSPER/SCORE): The salary share dedicated to research (at least 80%) is covered by the Ambizione grant. The salary share for the work-time percentage dedicated to clinical work (up to 20%) must be covered by the research institution.

Ambizione project grant: The grant comprises project funds only. The salary of the grantee is fully covered by the research institution.

1.10 Budget limit for project funds and what may be requested

The budget limit for project funds is **CHF 400'000 for 4 years**, i.e. an average of CHF 100'000 per annum (see article 10 and 11 of the Ambizione Regulations). For an Ambizione grant, the salary of the applicant is not included in this maximum amount. The budget should be as detailed as possible (e.g. separate entries are required for equipment, access costs to infrastructure, consumables, travel, personnel, etc.). Costs for **open access publications** are not eligible costs under Ambizione grants and must be applied for separately via mySNF (www.snf.ch/oa). Changes in the budget after the submission of the application are not possible. For more details see articles 9, 10 and 11 of the Ambizione Regulations.

Pursuant to article 9 of the Ambizione Regulations, a **research stay of no more than 12 months** at a Swiss or foreign academic host institution or at an institution of the practical realm (industry, administration, etc.; intersectoral mobility) can be envisaged as part of the Ambizione grant. The mandatory documents for such a stay include a letter of invitation and a detailed budget of the costs.

Research funds may be used to employ personnel (e.g. technician, laboratory assistant, supporting assistant, one PhD student, postdoctoral researcher, etc.). Candidates requesting a PhD position should note that the salary scales for doctoral students is fixed by the SNSF. In such cases, the research institution must confirm the supervisor of the doctoral thesis in writing. Furthermore, the supervisor of the doctoral thesis and the research institution must guarantee the due completion of the doctoral thesis on expiry of the grant or in the event of the project being abandoned prematurely (see paragraph 1.16 below and article 12 of the Ambizione Regulations).

If engagement of a **postdoctoral researcher** is envisaged for the project, the confirmation of the research institution must include a commitment to contribute to at least half of the said researcher's salary (see paragraph 1.16 below and article 12 of the Ambizione Regulations).

Personnel salaries may be different for every institution. The applicant should therefore contact in advance the HR department or the personnel office of the research institution for the corresponding salary standards. For more details on salary scales for doctoral candidates and salary ranges in general see:

[Annex 12 of the General implementation regulations for the Funding Regulations](#)

1.11 Data Management Plan

The proposal must include a [Data Management Plan](#) (DMP) set up according to the requirements issued by the SNSF. The aim of a DMP is to plan the lifecycle of data. It offers a long-term perspective by outlining how data will be generated, collected, documented, shared and preserved. The DMP is an integral part of the grant proposal. **The proposal can only be submitted once the DMP has been completed.** The [content of the DMP](#) is directly entered in the mySNF submission form. It is not possible to upload a DMP as a separate PDF file. Applicants must enter a DMP that is understandable, suits their project and meets the standards set by their research community. **At this stage, the DMP is considered a draft and is excluded from the evaluation process.** However, the definitive DMP must be provided by the end of the project at the latest.

1.12 External peer-reviewing

A list of potential external reviewers is not accepted. The applicant is entitled to submit together with the funding proposal a list with the names and addresses of **persons who are not to be asked** for an external review (exclusion list). The SNSF may abide by this list if the applicant provides a valid reason for the requested exclusion and if a sufficient number of other experts is available.

1.13 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 and 1.5 line spacing)**. The career plan should be written in the same language as the research plan.

The past career achievements should be described briefly, while more emphasis should be put on the medium and long-term career goals while also considering teaching priorities. Describe in detail which scientific priorities you would like to focus on after the planned funding period and which specific career steps you are aiming for. Outline specifically, which past and future activities will help you to achieve your career goals and specify how the specific topic of the proposed project will impact your scientific career development.

1.14 Eligible research institutions

All publicly funded research institutions in Switzerland are eligible, i.e. universities, university hospitals, universities of applied sciences, universities of teacher education, research centres (e.g. PSI, EMPA, EAWAG) or institutes of postgraduate education (e.g. IDIAP, IHEID).

1.15 Choice of research institution

The suitability of the chosen research institution and the mobility are assessment criteria (see articles 9 and 15 of the Ambizione Regulations). Justify the choice of the research institution in the document "Statement of Mobility" (see paragraph 3.5) as well as briefly in the cover letter. In particular for the following cases, the choice must be carefully motivated:

- At the time of the submission deadline the applicant has already spent more than one year at his/her present Swiss research institution.
- The applicant has already spent more than one year as postdoctoral researcher in the past at the selected research institution.
- The applicant would like to return to the research institution where he/she received his/her PhD or completed his/her medical exam.
- The applicant would like to join the research institution of his/her PhD advisor.

1.16 Written confirmation of the research institution

Applicants must contact as soon as possible the research institution to ask for the written confirmation of the research institution. The written confirmation of the research institution consists of two separate letters:

1. Detailed confirmation of the research institution signed by the contact person (leader of the research group) mentioned in the application and the head of the institute/department. This letter refers to the obligations which are stated in the Ambizione Regulations, in particular article 8 and article 12.
2. General confirmation of the vice rectorate for research (or equivalent).

The directorate of the institute/department must forward the detailed confirmation of the research institution (point 1) to the vice-rectorate for research in order to receive the general confirmation (point 2). Then, the contact person at the research institution must send both confirmations to the applicant for a timely submission of the application.

Both confirmations must follow the text template provided by the SNSF and be written on paper using the official letterhead of the research institution. They must be added to the application and will only be regarded as complete if all the points relevant to the application are addressed. The text template is available in [German](#), [French](#) and [English](#).

1.17 Letters of collaboration

According to the [San Francisco Declaration on Research Assessment \(DORA\)](#) signed by the SNSF, applications are evaluated based on the quality of past and ongoing research activities. Following this principle, the SNSF does not rely on third party opinions. However, to allow to evaluate the feasibility of the project, each collaborator may write a letter of collaboration which limits itself to a statement about the collaboration and refrains from highlighting the qualifications of the applicant or the merits of the project. Letters of collaboration are uploaded under "Other annexes".

Support letters highlighting the qualifications of the applicant or the merits of the project, which are uploaded in the application or forwarded to the SNSF by mail/email, will be discarded.

1.18 Evaluation procedure

The evaluation procedure takes place in two phases. In phase 1, the National Research Council of the SNSF makes an initial selection based on the documents submitted. Applications selected for phase 2 are peer-reviewed. All candidates selected for phase 2 are generally invited to an interview to present their research project and career plan. Applicants rejected in phase 1 as well as applicants selected for phase 2 will receive the decision around mid-May. The interviews are held in June. These candidates will be informed about the final decision around the end of August.

The SNSF subjects all applications for an Ambizione grant to a stringent scientific evaluation procedure and rates them based on pre-defined criteria at its due discretion. Based on assessments by referees and co-referees and the comparison and discussion of applications by the evaluation body, a small share of applications may emerge that are of equal quality and equally worthy of funding. As no further differentiation is possible, decisions for this group of applications will be reached by drawing lots according to Article 23 paragraph 5 of the [Organisational Regulations of the National Research Council](#). Applicants affected by this procedure are informed accordingly in the decision letter. The letter includes a justification for applicants who are excluded as a result of the procedure.

1.19 Evaluation panels

The lists of active members for the different Ambizione evaluation commissions are available on the SNSF website (see paragraph 1.1). Depending on the number of applications submitted for a specific call in each domain, the evaluation commissions may be split into sub-panels.

2. Follow-up proposal

2.1 Transitional provisions and submission

Ambizione grants that have been approved or are ongoing on the entry into force of the Ambizione Regulations of 14 June 2016 may be extended by the SNSF, generally by a maximum of 12 months.

A follow-up proposal is only considered in the following exceptional cases (see article 22 of the Ambizione Regulations):

- In the event of clinical activities (Ambizione-PROSPER/SCORE)
- In the case of an interruption or reduction of the employment level due to maternity or family care duties during the grant period;

Prior to the submission of a follow-up proposal, the grantee should contact the Administrative Offices of the SNSF. Follow-up proposals have to be submitted electronically via the web platform mySNF (www.mysnf.ch) by simply creating a new application. In the container "Follow-up proposal of" just add an entry and select from the drop-down list the number of your running grant. Follow-up proposals must be submitted at least six months prior to expiry of the running grant.

3. Instructions for CV and major scientific achievements, research output list, net academic age, and statement of mobility

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, and 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 DORA, the SNSF requests a standardised set of information from all applicants, i.e. "**CV and major scientific achievements**", "**Research output list**", "**Net academic age**", and "**Statement of mobility**". The first two documents must be written in the same language as the research plan and must be structured as specified below. For the "**Net academic age**" and the "**Statement of mobility**" the provided forms must be used. **Proposals that lack the relevant information will not be considered for evaluation.**

3.2 CV and major scientific achievements

The **CV** and a **short statement of major scientific achievements** must be **assembled in one document** and be written in the same language as the research plan. The **CV must not exceed 3 pages** (minimum font size 10 points) and must be structured as follows. It is important that **all dates at least include month and year**. Additional points can be added, if relevant:

1. Personal information, including the researcher ID (e.g. OrcID, ResearcherID, Google Scholar ID, language skills).
2. Education: Mention the **day of your PhD viva voce/defence and the name of the PhD advisor/s**. For applicants who have **completed their medical studies, the date of the medical exam (Staatsexamen or equivalent exam) and the date of the MD thesis** must be mentioned. If applicable, add separate sections on clinical education and scientific education and quantify the corresponding periods in months and years. Continuing education in connection with the applicant's research activities should also be listed (e.g. internships, postgraduate studies, clinical work, residency/board certificate for physicians, training in clinical psychotherapy, etc.)

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 at graduate and postgraduate level (summary information, the names of the junior 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. Career breaks (provide justification)

In the section "**Major scientific achievements**" (**maximum 1 page to be attached to the CV**) the applicant describes his/her most important scientific achievements. For each achievement the specific contribution and the overall impact of the work must be described.

3.3 Research output list

The SNSF has signed the DORA declaration and is continuously striving to improve the way in which the research output is evaluated. Your research output is evaluated in the context of your net academic age and takes into account your CV and major scientific achievements.

Journal-based metrics, such as Journal Impact Factors (JIF) are not appropriate surrogates to evaluate the quality of your research output. Therefore, do not indicate journal-based metrics in your application. Your research output is evaluated based on defined criteria, namely:

- Scientific quality of your research output
- Research output at all career stages
- Productivity
- Scientific independence
- Impact in the field
- Expertise required for the submitted proposal

Members of the SNSF evaluation bodies and external peer reviewers may support their expert judgement for your productivity or your impact in the field with article counts or number of citations, respectively. All 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](#)).

Separate your publications **resulting from your PhD/medical exam (or prior) and from your postdoctoral time** and **highlight the 5 most important**. For all publications listed from your postdoctoral time, give a very short comment on your contribution; in particular for publications with several authors, where the applicant is not first or last author, or for disciplines where the authors are in alphabetical order.

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 and **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. In order to support the principle of open electronic access to scientific knowledge nationally and internationally, **provide a direct internet link for each publication**, if applicable.

Candidates in **Humanities and Social Sciences** must expose the status of their PhD thesis publication. They have to state whether their PhD thesis monograph is published or submitted. Otherwise, specify when the publication is expected and upload a corresponding contract/agreement with the publisher in the container "Other annexes".

Under points 1-4 only "published", "in press" or "accepted" publications can be listed (for "submitted" publications refer to point 11; "forthcoming" publications or publications "in preparation" cannot be listed). All entries in every section should be numbered. **Important: Do not change the order of authors, in particular for publications with shared first authorship. Ensure that all required categories below are listed and indicate "none" in case of absence of items in a given category.** The research output list should be structured as follows (if applicable):

1. Publications in international peer-reviewed scientific journals (only published, in press, or accepted articles; for submitted publications refer to point 11)
2. Peer-reviewed books/monographs
3. Peer-reviewed conference proceedings
4. Contributions to books
5. Patents and licenses
6. Oral contributions to conferences (talk or poster)
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, contributions to big data collaborations, etc.)
10. Preprints (e.g. arXiv, bioRxiv, EarthArXiv, etc.).
11. Manuscripts/monographs which are submitted, however, not accessible: If a manuscript/monography is not accessible via a repository for preprints, specify the journal/publisher where it has been submitted and upload the proof of submission, as well as the file in the container "Other annexes".

3.4 Net academic age

Applications submitted to SNSF career instruments are to be assessed according to the evaluation criteria listed in the specific regulations. One of the criteria refers to the applicant's previous scientific achievements. These achievements are assessed in relation to the applicant's net academic age. The net academic age is defined as the period from the date of the thesis defence or equivalent qualification or from the medical degree until the submission deadline, minus all non-academic activities, calculated in full-time equivalents (FTE). Consequently, the net academic age indicates how much time you could devote to research and academic teaching since your relevant degree. However, the net academic age cannot be used to assess your eligibility (the personal requirements are stipulated by article 5 of the Ambizione Regulations).

The net academic age and detailed information including non-academic activities must be listed in a separate document. Please use the [form provided](#) to calculate and substantiate your net academic age. **The form can be filled either in the language of the research plan or in English. Only use Adobe Acrobat Reader/Adobe Acrobat to open, edit and save the form, or to print the document and save your input in a new pdf file.**

The following non-academic activities can be listed: 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; non-academic employments (e.g. industry, government) or clinical activity; unemployment; other (please specify).

For each non-academic activity, please provide a brief description and specify the time period (from - to) as well as the duration in FTE. All entries must also be visible in the CV.

3.5 Statement of mobility

Mobility is recognised as a necessary factor for a successful scientific or academic career. As stated in the regulations of each funding scheme, applicants who do not have the expected physical mobility record at the time of the submission deadline will have the **possibility to perform their mobility during the funded period**. In order to assess the applicant's past and planned mobility concept, a **statement of mobility** is required.

The concept of academic mobility encompasses five dimensions, taking into account alternative career paths:

1. **Institutional:** collaborations with or move to an institution that provides the infrastructure and expertise beneficial to your career as a researcher. Show the added value to your career trajectory so far and to the proposed research.
2. **International:** describe the lasting effects of a stay abroad (including several short-term stays over a certain time period), international collaborations and your involvement in international networks.
3. **Sectorial:** experience in the private sector or other areas that offer practical experience valuable for the proposed research, particularly in applied research and according to the career goal in this area.
4. **Disciplinary:** move across research fields different from your core discipline.
5. **Intellectual:** sharing of your knowledge beyond academia (e.g. science communicator, contributions to the standing of science in society, translation into practice).

Please use the [form provided](#), comment on each of these dimensions where applicable, and consider the following points:

- Address all dimensions prospectively and retrospectively. The ultimate goal is to present your past mobility and your planned mobility during the funding period.
- Your statement can, but does not have to contain information for all dimensions.
- To guarantee fair and equal treatment, a statement will be required by all candidates, meaning that also candidates fulfilling physical mobility expectations by the submission deadline according to the respective regulations will have to comment on their academic mobility.
- If it was not possible to perform physical mobility before the submission deadline, please comment on the reasons why and elaborate on the measures you will take in order to close the gap.
- Comment on the choice of your research institution with regard to its suitability to provide scientific support for your project as well as the possibilities to develop your intellectual background and your scientific independence.
- Explain how your mobility will contribute to meet your career goals.

The applicant's mobility will be assessed based on the statement provided. The mobility performed by the end of the grant will be assessed regarding the aim of the respective funding scheme and regarding the applicant's personal career goal. The statement will be rated on the background of the research plan, the CV, the choice of the research institution and the career plan. **The form can be filled either in the language of the research plan or in English. Only use Adobe Acrobat**

Reader/Adobe Acrobat to open, edit and save the form, or to print the document and save your input in a new pdf file.

4. Instructions for the research plan

4.1 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 research output, 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 policy on 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 (preferably in German or French; for Italian please contact the Administrative Offices of SNSF first). An English translation must be enclosed if requested by the SNSF.

Special rules apply for political sciences. Researchers will still be able to submit proposals in an official Swiss language should this be justified for scientific reasons, particularly if working in a specific language is appropriate to the nature of the research topic.

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](#)).

4.2 Structure and content of the research plan

The research plan must **not exceed 15 pages A4 paper size and 60'000 characters (with spaces)**. This includes the **title or title/cover page**, possible **table of contents**, **summary**, **footnotes** (explanatory notes or comments at the bottom of a page), **illustrations**, **formulae**, **tables**, but not the bibliography (list of sources/references at the end of the document). Note that a cover/title page or a table of contents is not required. 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 may not contain any annexed documents and must be uploaded as a single file. **The research plan needs to be structured as follows:**

Research Plan	
1. Summary	In the summary (maximum 1 page), 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.
2. Proposed Research	
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. Describe: <ul style="list-style-type: none"> - 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 personal research	For a new application , 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. For a follow-up proposal , report on the work conducted within the scope of the previous project and the results obtained.
2.3 Detailed research plan	Based on the information provided under 2.1 and 2.2, 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: <ul style="list-style-type: none"> - describe the studies or experiments needed and/or envisaged to reach the set goals. Assess the risks involved and propose alternatives if necessary; - characterise existing sources and datasets and describe the data collection strategy and possible alternative strategies; - methods by which the research goals are to be reached (applicant and collaborations) and methods that first have to be developed; - explain the role and the planned work of each member of the research team (incl. applicant, personnel and collaborations). <p>Your description should be as detailed as necessary to enable an expert to assess whether your methodology is appropriate and your project feasible. Refer to the work described here in the budget you submit via mySNF.</p>
2.4 Schedule and milestones	Compile a schedule that includes the most important milestones (e.g. table, Gantt chart, etc.). This plan should also indicate the main tasks with which the persons funded by the SNSF/involved in the project are to be entrusted.
2.5 Relevance and impact	Describe the scientific relevance and expected impacts of your project for the discipline and for science as a whole (research and education/teaching). Mention the form in which you wish to publish your research results (articles in scientific journals, monographs, conference proceedings, etc.) Indicate whether and to what extent the proposed project will have a broader impact and what this impact will be.

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 (15) and characters (60'000) count.
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31.08.2021