

# SNSF Swiss Postdoctoral Fellowships

## Checklist for the Call 2024

This checklist can be used as a supporting document for the preparation of your SNSF Swiss Postdoctoral Fellowships (SPF) application and to verify your eligibility and other requirements. The checklist can be used as additional guidance but does not replace the call document, guidelines, and instructions on mySNF.

**Submission deadline: 2 December 2024 17:00:00 Swiss local time**

For further information on SPF, please visit the [SPF website](#).

### Preparation

#### Documents

Are you working with the current documents for SPF 2024? This includes the [Call document](#), [Guidelines for submitting a proposal via mySNF](#), and the [Research plan template](#). All the documents are also available on the [SPF website](#).

Have you read the information about the new [CV format](#)?

#### General

Have you requested a [mySNF](#) user account early enough? Approx. a month before the submission deadline of 2 December 2024 is recommended.

Have you contacted the host institute(s) early enough to obtain the required confirmation(s) in time?

Have you contacted the designated supervisor early enough to obtain the required letter of support in time?

### Eligibility check

#### PhD defence

Do you have a PhD or successfully defended your PhD thesis?

#### Eligibility period

Is your PhD defense within 8 years of the submission deadline of 2 December 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.

**Mobility rule**

Have you lived, worked, or studied for less than 12 months during the last 3 years in Switzerland before the submission deadline of 2 December 2024?

**Further restrictions**

For a re-submission, if your evaluation score is lower than 6.3, have you involved a different host institution? Exception: This restriction does not apply if your application was rejected under SPF 2021 and/or SPF 2022. For more information see [FAQ](#).

Did you avoid submitting other applications for SNSF career grants for the same funding period (exception only for Postdoc.Mobility return grant)?

If you can tick each box here, you are most probably eligible (but read the call document for details, especially regarding the mobility and eligibility rules). 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.

**Research plan**

Have you used the current [template](#) for the research plan?

Is your research plan not longer than 10 pages including references? No annexes are allowed.

Have you respected the 11-point font size and the font type?

Are all margins at least 15 mm?

Are your figures understandable and readable?

Have you properly introduced and defined abbreviations, if any?

Have you avoided the use of hyperlinks? Please keep in mind that all relevant information should be included in the proposal.

**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 to date and publicly accessible?

**Academic age**

Have you indicated the date of your PhD defence to calculate the gross academic age?

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

**Education and employment**

Have you indicated the supervisors of your PhD and previous and current academic employments?

Is the information in your CV identical to the information given on mySNF (e.g., date of PhD defence)?

**Major achievements**

Have you included up to three of your major achievements containing up to ten works in total?

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

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