



# Postdoc.Mobility fellowships: Guidelines to submit a proposal via mySNF

Submission deadline: 5 August 2025

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# 1 Important remarks

## 1.1 Evaluation procedure

A detailed description of the evaluation process can be found on the following page:

<https://www.snf.ch/en/6cs2wnfJtcFDL6o/page/evaluation-procedure>

Please note that no interviews will be conducted with applicants for a Postdoc.Mobility fellowship. Also note that applications for a Postdoc.Mobility fellowship are evaluated with this [evaluation form](#). The assessment criteria can be found in the [Regulations on the awarding of mobility fellowships to postdocs \(Postdoc.Mobility Regulations\)](#) (article 18).

## 1.2 Submission and deadline

Please submit your application via the platform mySNF: [www.mySNF.ch](http://www.mySNF.ch) > What would you like to do? > Create a new application > Careers > Postdoc.Mobility. The mySNF platform will be opened for submission three months before the respective submission deadline. If you do not yet have a mySNF user account, please register at [www.mySNF.ch](http://www.mySNF.ch) at least one month before the submission deadline so you can prepare the required information and documents early enough. Your registration will then be processed by the SNSF. Within a few days, you will receive an e-mail confirming the opening of your user account.

A funding proposal is regarded as submitted in due time if received by the SNSF by **17:00:00 Swiss local time** on the submission date (1 February resp. 2 August). 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 17:00:00 Swiss local time on the next working day (except Monday and Friday).

**Please submit your application in time before 17:00:00 Swiss local 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 upload your documents on mySNF. Upload your documents early enough to submit your application on time.

## 1.3 Language of the application

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 (Clause 1.16 of the [General implementation regulations for the Funding Regulations](#)).

## 1.4 Postdoc.Mobility in relation to other funding options offered by the SNSF

A Postdoc.Mobility application may only be submitted for a duration of support for which

- no other financing has been obtained for the planned project from the SNSF or third parties;
- no other career grants of the SNSF have been applied for.

The submission of applications in career and project funding or within the scope of programs of the SNSF is only possible for a duration of support beyond the expiry of the Postdoc.Mobility fellowship (article 16 of the [Postdoc.Mobility Regulations](#)).

### 1.5 Resubmission

Applicants, whose application for a Postdoc.Mobility fellowship was rejected, may apply at the most once more for a Postdoc.Mobility fellowship regardless of the subject matter of the project, provided the personal and formal requirements are met (article 17 of the [Postdoc.Mobility Regulations](#)).

In case of a resubmission, you must create a new application in mySNF. Resubmitted applications don't have to be declared as such and it is not necessary anymore to explain in writing how the reasons for rejection have been addressed in the revision of the project. However, the SNSF expects researchers to revise their rejected project based on the feedback provided.

### 1.6 Follow-up applications

It is not possible to submit a follow-up application of an ongoing Postdoc.Mobility fellowship. However, the SNSF reserves the right to permit extensions for the reasons set out in Clause 5.4 of the [General implementation regulations for the Funding Regulations](#).

### 1.7 Decision

Please note that the decisions are communicated in a letter approx. 5 months after the submission deadlines (mid-June resp. mid-December).

### 1.8 Decision of non-consideration

**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.**

## 2 Personal and application data (to be filled in online in mySNF)

### 2.1 Designated host lab / Institution

The research stay funded under the Postdoc.Mobility fellowship must be conducted at a non-commercial research institution (host institution) abroad.

The place of research must not be the same as the place of education<sup>1</sup> or dissertation and must not be located in the applicant's home country; in exceptional cases a research stay in the applicant's home country (Switzerland excluded) may be approved for scientific reasons.

In principle, the Postdoc.Mobility fellowship is awarded for a continuous stay. However, the fellowship may be split into stays of at least four months each (i.e. in the case of planned interruptions, each partial stay must last at least four months). Moreover, it is permissible to conduct a stay at different host institutions (as of one month) or to conduct part of the fellowship in Switzerland. The stay in Switzerland may not exceed one third of the total duration of the fellowship.

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<sup>1</sup> Higher education institution where an academic degree was awarded.

It is permissible to spend parts of the Postdoc.Mobility fellowship at institutions operating in the practical field (industry, administration, etc; intersectoral mobility) abroad or in Switzerland. The total duration of such stays may not exceed one quarter of the Postdoc.Mobility fellowship.

Recipients of a Postdoc.Mobility fellowship must in principle devote their entire work time (100% work-time percentage) to the research project funded by the SNSF. Applicants who are able to show that they meet the requirements defined in article 6 paragraph 1 letter e of the [Postdoc.Mobility Regulations](#) may request a worktime percentage below 100%, but at least 80%.

When choosing a host institution, please also note the information on research stays in areas of conflict and crisis: [Research in crisis areas](#).

## 2.2 Basic data I

### 2.2.1 Requested starting date

#### Deadline of 5 August 2025

Earliest start on 1 February 2026, latest start on 1 January 2027.

#### Deadline of 3 February 2026

Earliest start on 1 August 2026, latest start on 1 July 2027.

The earliest possible start of the fellowship is 6 months after the submission deadline. The Postdoc.Mobility fellowship must be started no later than 12 months after the date of the ruling. Fellowships always start on the first day of the month.

If you are already at the host institution, the earliest possible start date is 1 January 2026 resp. 1 July 2026.

### 2.2.2 Requested duration

The duration of the fellowship is defined in months. Postdoc.Mobility fellowships are awarded in principle for 24 months. The minimum duration is 12 months.

## 2.3 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 paragraph 3 letter e of the [Funding Regulations](#)). **If you already have corresponding funds at your disposal to cover your living costs during the project or during the expected duration of the fellowship (salary or a separate stipend), it is in general not possible to supplement these funds with an SNSF mobility fellowship.** If you have requested or obtained additional funds (salary, fellowship, funds to cover congress costs, research costs, etc.), please provide detailed information and, if possible, upload a copy of the decisions under “Authorisation third party funding”. 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 to cover your living costs that exceed CHF 15,000 per year will be deducted from any granted fellowship funds. **In case of questions, please contact the SNSF Administrative Offices ([pm@snf.ch](mailto:pm@snf.ch)) in advance.**

Please also inform the SNSF immediately during the evaluation process if you accept another position or receive other funding and therefore wish to withdraw your application.

## 2.4 Requested funding

### 2.4.1 Fellowship basic grant

The fellowship (basic amount) contributes towards the living costs of fellowship holders. The amount of the fellowship is based on the cost of living in the host country and is calculated automatically on the basis of the information provided in mySNF (Requested funding). You will find an updated list of fellowship rates in the document "[Fellowship and travel allowance rates](#)" in mySNF under "Information/documents" or at [Postdoc.Mobility \(snf.ch\)](#) > Documents. The requested basic amount is subsequently checked by the SNSF and, if necessary, adjusted based on the submitted application.

For researchers doing clinical work: The share dedicated to research (at least 80%) is covered by the Postdoc.Mobility fellowship. Any salary for the work-time percentage dedicated to clinical work (up to 20%) must be covered by your employer.

**IMPORTANT:** Please note that some universities have minimum funding requirements. Please make sure to clarify this early enough. 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. Third-party fundings which cover such a financial gap will not be counted as third-party funding according to section 2.4 but must nevertheless be mentioned in the application.

### 2.4.2 Child allowance

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

### 2.4.3 Research funds

Research funds cover research costs and conference costs. Please indicate as precisely as possible the funds you will need for the entire duration of the fellowship and how you intend to use the money. The maximum amount awarded for research funds (conference costs and research costs) is CHF 5,000 per year. **IMPORTANT: Contributions towards research funds (conference costs and research costs) need to be requested in the Postdoc.Mobility application. The conditions are defined in the guidelines. Any requests for coverage of conference costs and research costs at a later stage will not be considered.** Costs will only be covered if they are explicitly designated as eligible costs in the guidelines and the information set "Postdoc.Mobility". Requests to cover costs that are ineligible will not be granted. More information regarding eligible costs can also be found in chapter 11.2 of the [Information set "Postdoc.Mobility"](#) at [Postdoc.Mobility \(snf.ch\)](#) > Documents.

#### a) Research costs

**The following costs are eligible:** Costs that are unavoidable for completion of the research project: library fees, photocopies in libraries or archives, transcription costs of interviews, documentation (e.g. access to data, microfilm), expendable items, computing time and cloud computing (excluding general costs for the maintenance and servicing of infrastructure). Travel costs connected to field studies or visits to archives as well as costs for overnight stays (hotels up to three-star category) and meals (if not included in the price of the room) may be claimed in full or according to SNSF flat rates (chapter 11.2 of the [Information set "Postdoc.Mobility"](#)).

**The following costs are ineligible and will not be covered:** Matriculation fees, proofreading, translations, language courses and continuing education, books, subscriptions to journals, stationery, memberships, postage, e-mail, internet and phone charges, photocopies at the host institution, offline storage or media (such as Dropbox, Google Drive, hard disks, memory sticks, ...), material of enduring value (e.g. laptops, printers, digital cameras, standard equipment such as centrifuges, microscopes, etc.), health insurance premiums, overhead contributions and fees connected to visa applications. In addition, publication costs are not covered by the SNSF mobility fellowships. SNSF contributions to the cost of fully open access publications can be applied for via the OA platform (mySNF). For more detailed information, please visit the [SNSF's open access website](#).

## **b) Conference costs**

Please indicate whether you intend to take part in congresses during the Postdoc.Mobility fellowship and enter the envisaged budget for these activities for the entire funding period. Conference costs can be used for registration fees at the conference, outward and return journey, accommodation and meals. The attendance of courses and workshops that are not directly linked to the funded research project (e.g. courses for personal career development) is not covered.

### **2.4.4 Participation on travel expenses**

The SNSF awards fellowship holders a travel allowance according to zones for outward and return journey(s) to the place(s) of research. Family members (spouse/partner, children you are obliged to support) can receive an allowance if they live with the fellowship holder for a minimum of 6 months during their stay abroad. For applicants who are already on site at the time of the application, travel allowance will only be granted for the return journey to Switzerland. You will find an updated list of travel allowance flat rates in the document "[Fellowship and travel allowance rates](#)" in mySNF under "Information/documents" or at [Postdoc.Mobility \(snf.ch\)](#) > Documents. Please enter your travel costs and those of the people accompanying you for the zone(s) relevant to the chosen location(s) of your stay in the first column and add a short description. All other travel expenses, e.g. for visiting a conference, a laboratory or for field work, must be entered under "Research funds".

## **2.5 Research requiring authorisation or notification**

If researchers apply for a Postdoc.Mobility fellowship to conduct a project abroad requiring authorisations and/or notifications, they must commit to acquainting themselves with Swiss laws and ethical guidelines that are relevant to the proposed project and to follow them to the best of their knowledge and ability. Furthermore, they commit to transmitting written confirmation from the host institution concerning compliance with all legal provisions and ethical guidelines in the relevant country (see the information concerning the document "Confirmation host institution" to be submitted).

## **2.6 Diplomas / certificates / extension eligibility window**

Indicate the academic qualification attained.

- Dr./PhD -> PhD (scientific doctorate)
- MD -> Dr. med (medical doctorate)
- State examination -> federal diploma

Applications may be submitted by researchers no later than three years after completing their doctorate (PhD, MD-PhD) or an equivalent qualification\*. The date of the examination or respectively the date of the defence of the doctoral thesis is the relevant date (the public defence is, with few exceptions, held on a different day than the exam and is therefore not relevant here).

Applicants who have completed their medical exam (without MD-PhD) with a doctorate (MD) may submit an application no later than eight years after the state examination. Applicants in medicine without an MD-PhD additionally have to present 3 years of clinical work after their state examination at the date of submission deadline (an FMH diploma is an advantage).

\* at least three years of research work since obtaining the higher education degree, see article 6 of the [Postdoc.Mobility Regulations](#).

**Doctoral studies for attainment of an MD-PhD degree cannot be funded under a Postdoc.Mobility fellowship.**

It is permissible to exceed the time window if one or more of the reasons set out in Clause 1.11 paragraph 2 of the [General implementation regulations for the Funding Regulations](#) apply. **The reasons for extending the time window must be explained in the application.**

Please make sure not to mention/use the date the certificate was issued in your CV and in the corresponding mask in this data container. The eligibility period is calculated on the basis of the submission deadline for Postdoc.Mobility applications.

## **2.7 General remarks on the project**

If your partner also submits an application for a Postdoc.Mobility fellowship or if they are a grant holder of a mobility grant, please enter their surname and first name in this container (used for the calculation of the travel expenses).

# **3 Annexed documents (PDF format required, max. 10 MB per container)**

## **3.1 Research plan**

### **A. 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 their 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 \(snf.ch\)](https://www.snf.ch/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 (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](#)).

## B. Structure of the research plan

The research plan **must not exceed 8 pages and 30,000 characters (incl. spaces)<sup>2</sup>**; this includes:

- the title
- the summary
- footnotes
- illustrations
- formulae
- tables
- a possible table of contents
- but **not** the bibliography.

The research plan must be uploaded in its final form as a single file and may not include attachments of any kind. No modifications are allowed after submission. **A minimum of point 10 font size** (e.g. Times New Roman, condensed fonts not allowed) and **1.5 line spacing** must be used.

**Please note: Applications must meet all formal requirements (number of pages, characters, etc.). The SNSF does not consider applications that do not meet all the requirements and/or are manifestly inadequate.**

The research plan needs to be structured as follows:

Research plan	
1. <b>Summary of the research plan</b>	<p>Give a summary of the entire research plan. The summary must be structured as follows:</p> <ol style="list-style-type: none"> <li>1. <b>Background:</b> Present the background, past studies, and the rationale of the project.</li> <li>2. <b>Aims:</b> list the overall objectives and specific aims.</li> <li>3. <b>Methods:</b> Mention the methods to be used, including details such as the number of samples or subjects etc.</li> </ol>

<sup>2</sup> Page and character limits must always be respected:

30,000 characters on 8 pages is within the limit

30,000 (or less) characters on **more than 8 pages** is **NOT** within the limit and will **result in a decision of non-consideration**.

**More than 30,000 characters** on less than 8 pages is **NOT** within the limit and will **result in a decision of non-consideration**.



	<p>4. <b>Results:</b> Briefly discuss the expected results.</p> <p>5. <b>Impact:</b> Describe their impact for the field.</p> <p>The summary (max. 1 page) must be written in the language of the research plan. You may use the same summary text as in the administrative parts (basic data II) of your application, but it can absolutely not exceed 1 page in length. The summary is included in the maximum number of pages (8) and characters (30,000 incl. spaces).</p>
<p><b>2. Research project</b></p>	
<p><b>2.1. Current state of research in the field</b></p>	<p>Describe your project in the context of the current state of knowledge in your field. Refer to the most important publications, particularly by other authors. Please describe:</p> <ul style="list-style-type: none"> <li>– Which previous insights provided the starting point and basis for the planned studies.</li> <li>– In which areas is research needed and why.</li> <li>– Which important, relevant research projects are currently ongoing in Switzerland and abroad.</li> </ul>
<p><b>2.2. Current state of own research and professional competences for the project</b></p>	<p>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.</p> <p>Please also describe your further professional competences that are relevant for the implementation of the project (e.g. further methods, languages, IT skills, etc.).</p> <p>Together with the CV this information serves as a basis for assessing your scientific qualifications, particularly your expertise with regard to the project.</p>
<p><b>2.3. Detailed research plan</b></p>	<p>Based on the information provided under 2.1 and 2.2, please specify the approach you are taking and the concrete objectives you aim to achieve in the period of funding. The following points should be addressed:</p> <ul style="list-style-type: none"> <li>– Describe the studies or experiments needed and/or envisaged to reach the set goals. Assess the risks involved and propose alternatives if necessary.</li> <li>– Characterize existing sources and datasets and describe the data collection strategy and possible alternative strategies.</li> <li>– Describe the methods by which the research goals are to be reached and methods that first have to be developed.</li> </ul> <p>Your description should be as detailed as necessary to enable an expert to assess whether your methodology is appropriate and your project is feasible.</p>
<p><b>2.4. Schedule and milestones</b></p>	<p>Please compile a schedule that includes the main tasks (milestones) (e.g. table, Gantt chart, etc.).</p>
<p><b>2.5. Relevance and impact of the research</b></p>	<p>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</p>

	what extent the proposed project will have a broader impact (outside of the scientific community) and what this impact will be.
<b>2.6. Relevance for personal career development, including mentoring from the host</b>	<ul style="list-style-type: none"> <li>– Briefly explain how this Postdoc.Mobility fellowship would allow you to develop your profile as a researcher as compared with your research achievements and training to date.</li> <li>– Mentoring: Describe the planned training activities (scientific aspects, management/organisation, horizontal and key transferrable skills, etc.). Address the two-way transfer of knowledge between the researcher and host organisation.</li> </ul>
<b>3. Bibliography</b>	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 use of "et al" is authorized if the names of the authors are mentioned in the body text of the research plan. The bibliography is not included in the maximum number of pages (8) and characters count (30,000 incl. spaces).

### 3.2 CV and major achievements

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, the academic age and the personal situation (incl. career breaks, care duties, etc.) of the applicants will be considered.

To comply with the DORA principles, the SNSF defined a new structure for the CV and requests a standardised set of information from all applicants. **Specifically, applicants will have to compile their CV according to a template on the SNSF Portal and subsequently upload a PDF in the data container “CV and major achievements” in mySNF.**

For applications for a Postdoc.Mobility grant, the following information in particular is mandatory in the CV:

- Date of defence of your doctoral thesis (PhD), university/place and **supervisor**.
- Applicants with medical training: Date of state examination (or equivalent degree) and date of doctorate in medicine (MD), university/place and **supervisor**.
- Other degrees (e.g., MSc, BA etc.): Date, university/place and **supervisor** (if applicable).
- Previous employment(s) and current position(s) with **name of supervisor**.
- In case you did not have a supervisor for a specific degree or employment, please write N/A.

Regarding the major achievements, please provide a direct link to each work (e.g. DOI) and make sure that all works are **publicly accessible** for the scientific evaluation. An ORCID ID will be required and

communicated to the evaluators. **Therefore, make sure that the publicly accessible content of your ORCID profile is up-to-date.**

Your achievements **should serve as a general description of your most important scientific contributions to date** and do not need to be linked or of direct relevance to the research outlined in your current application. Competences that are relevant for the project should be stated primarily in the research plan.

For more details on the new CV format see: [Your curriculum vitae – all about the CV format](#).

**The SNSF portal can be accessed under [portal.snf.ch](https://portal.snf.ch).**

This information is intended for evaluators to specifically assess the scientific quality and relevance of the research output. The CV must be written in the language of the research plan. The document is sent out for scientific evaluation. **Please note that the CV cannot be updated after the submission of your application.**

### 3.3 Statement of mobility

Mobility is recognised as a necessary factor for a successful scientific or academic career. 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 alternative career paths into account:

- **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.
- **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.
- **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.
- **Disciplinary:** move across research fields different from your core discipline.
- **Intellectual:** sharing of your knowledge beyond academia (e.g. science communicator, contributions to the standing of science in society, translation into practice).

Please use [this form \(Statement of Mobility\)](#), comment (in the language of the research plan) on each of these dimensions where applicable, and consider the following points:

- Address all dimensions prospectively and retrospectively.
- 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.

**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 applicant's mobility will be assessed based on the statement of mobility provided. The mobility performed by the end of the grant will be assessed regarding the aim of the respective funding

scheme. The statement of mobility will be rated on the background of the research plan, the CV, and the choice of the research institution.

### 3.4 Copy of diploma(s)

At the time of the submission deadline, the applicants must have a doctorate (PhD, MD-PhD) or must have completed their education in human, dental, veterinary, social or preventive medicine with a doctorate (MD) or must complete their doctorate within the following nine months. Applicants without a doctorate (PhD or MD) are also eligible if they have conducted research work for at least three years after their higher education degree, which may be deemed to be equivalent to a doctorate.

Please upload:

- A copy of your doctorate (PhD and/or MD) with grades (if applicable).
- A copy of your master's degree (resp. licentiate) with grades.
- Medical researchers: additionally upload a copy of your **state examination** (or equivalent degree).
- If the doctoral or state examination certificate does not bear the date of the thesis defence or the exam: please include a document certifying the date.
- If you do not have the certificate at the time of submission: please include an official document confirming that you have successfully defended your thesis or passed your exam, showing the date.
- If the defence has not yet taken place at the time of submission: please include a document confirming that you are eligible to take the doctoral exam or defend your doctoral thesis, or a corresponding confirmation from your supervisor. Please note that you must have completed your doctorate within nine months of the submission deadline; the exam or the thesis defence must have been successfully completed by the time you start the fellowship.

### 3.5 Confirmation letter from host institution and support letter from mentor

The SNSF requires both a confirmation letter from the host institution and a support letter from the mentor. The two letters may be issued by the same person, but both documents (a confirmation letter and a support letter) must be uploaded separately.

#### 3.5.1 Instructions for the confirmation letter from each host institution

Please enclose a confirmation letter from each host institution with the application. A confirmation letter from the host institute must be uploaded for a stay of 1 month or more. No form or template is provided by the SNSF, but the letters must be written according to the following criteria:

- The confirmation letters must bear the official letter head of the host institution and an original signature (please do not use a digital signature from a certification service provider) of the head of the institution or host professor (no e-mail).
- The start and end dates of the fellowship must be mentioned.
- The confirmation has to state clearly that the necessary infrastructure is available for the full duration of the research stay.
- 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 funds can only be released for payment once the SNSF is in possession of such confirmation from the host institute.

- If there is a gap between the SNSF fellowship amount and any minimum requirement of the host institution, the SNSF expects this gap to be covered by the host institution. This must be confirmed in the letter.

### **3.5.2 Instructions for the support letter from the mentor at the host institution**

The proposed mentor(s) should have sufficient expertise in supervising the proposed research, and have the time, resources, knowledge, experience, expertise, and commitment to offer the postdoctoral researcher appropriate support and provide for the necessary progress and review procedures, as well as the necessary feedback mechanisms. The SNSF Postdoc Mobility scheme aims to provide a period of further training to successful applicants who will acquire more in-depth knowledge, increase their scientific independence and enhance their research profile and so be more competitive for a career in research in an academic or extra-academic setting. The support letter from the mentor should outline how they will guide, support, direct, advise and supervise the fellow and what supporting resources they will make available that are needed for the research.

Please enclose a support letter from the mentor at the host institution with the application. A support letter must be uploaded for each stay of 6 months or more.

- The mentor at the host institution must confirm their willingness to support the applicant for their future career path.
- The SNSF requires the mentor at the host institution to comment on the following aspects:
  - How will the research project be supported scientifically?
  - How will the applicant's scientific independence be ensured and promoted?
  - How will the continuous intellectual development and continuing education of the applicant be facilitated?
  - What resources needed for the research will the mentor make available to the applicant should they receive a fellowship?

### **With regard to the host institution, the following assessment criteria are applied:**

- Suitability and added value of the research institution in supporting the research project scientifically and ensuring and promoting the independence of the applicant, as well as facilitating their continual intellectual development and continuing education.
- The coherence of mobility measures in case the fellowship stays are split into two parts or more.

The confirmation letter of the host institution, the support letter from the mentor as well as your justification in the section "Choice of research institution" in the document "Statement of mobility" are used by the evaluators to assess these criteria.

The place of research must not be the same as the place of education or dissertation and must not be located in the applicant's home country; in exceptional cases, a research stay in the applicant's home country (Switzerland excluded) may be approved for scientific reasons.

You should clarify as early as possible whether a stay at the host institution is subject to any conditions. For example, some host institutions abroad ask fellowship holders to contribute a sum of money towards the institution's overhead. However, the SNSF does not cover any overhead costs incurred at host institutions abroad. The host institution may also ask for funds to cover the research costs. The SNSF can contribute a maximum of CHF 5,000 per year towards research costs if certain requirements are met (see chapter Research funds). 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 chapter 11.2 the [Information set "Postdoc.Mobility"](#) at [Postdoc.Mobility \(snf.ch\)](#) > Documents. **Please also clarify your status at the host institution. Some host institutes, especially in France, but also in other countries, 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 the fellowship's amount to remain unchanged, would be that the beneficiary of the fellowship considers the possibility of signing a "hosting agreement for volunteer researchers" with the host institution ("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 rates accordingly.** In such a case, the SNSF expects the host institution to cover any financial gap.

### 3.6 Family register, child(ren)'s birth certificate(s)

If you have children that you are obliged to support, please upload the family register or the birth certificate(s).

### 3.7 Swiss passport or residence permit

#### 3.7.1 Foreign applicants

If you are not a Swiss citizen,

- please enclose a copy of your Swiss cross-border commuter permit (G), residence permit (B), short-term residence permit (L) or permanent residence permit (C) (front and back), please note the conditions below.
- You must at the time of the submission deadline additionally provide evidence of at least two years of activity at a research institution in Switzerland.
- If you are married to or living in a registered partnership with a Swiss citizen, no permit is required.

**You can submit an application if you, on the day of the official submission deadline:**

- are resident in Switzerland and the B/C/L permit is valid according to the period of validity shown on the permit,
- are resident in Switzerland and the B/C/L permit has been expired for a maximum of 6 months according to the period of validity shown on the permit,
- are resident in Switzerland, the B/C/L permit has been expired for more than 6 months, but you have applied to the competent authority for an extension of the permit. In this case, please upload the corresponding confirmation and/or a current confirmation of residence and/or a copy of your employment contract in addition to the permit,
- have been resident abroad for a maximum of 6 months and the B/C/L permit has therefore expired for a maximum of 6 months. In this case, please upload a confirmation of deregistration to the municipality showing the date of your deregistration,
- are resident abroad and have applied to maintain your permanent residence permit (C). In that case, please upload a copy of the maintenance in addition to the permit,
- are employed in Switzerland and the G permit is valid,
- have not been employed in Switzerland for a maximum of 6 months and the cross-border commuter permit (G) has therefore expired for a maximum of 6 months (the G permit loses its validity when the employment contract expires, regardless of the date on the G permit).

**You cannot submit an application if you, on the day of the submission deadline:**

- have been resident abroad for more than 6 months (regardless of the validity date on the permit, with the exception of the maintenance of the permanent residence permit (C)),
- are resident abroad (regardless of the duration) and the B/C/L permit has expired for more than 6 months according to the validity date on the permit,
- have not been employed in Switzerland for more than 6 months and your cross-border commuter permit (G) has therefore been expired for more than 6 months (the G permit loses its validity when the employment contract expires, regardless of the date on the G permit).

**Please note that:**

- all other conditions must also be met,
- the permit generally expires when you deregister,
- the departure from Switzerland must be reported to the competent authority.

### **3.7.2 Swiss applicants**

If you are a Swiss citizen,

- please upload a copy of your valid Swiss passport or Swiss identity card.

### **3.8 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 [Postdoc.Mobility Regulations](#) (articles 5 and 6). The requests for exceptions must be written in the same language as the research plan. **Please note that all publications attached as a PDF in the container “Other annexes”, as well as reference letters, career plans, and annexes to the research plan will not be taken into account and will be deleted.**

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