

November 2021

Grants for doctoral students in the humanities and social sciences in Switzerland

Guidelines for submitting a proposal via mySNF

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1. Important notes

Applicants requesting a Doc.CH grant wish to write a dissertation in the humanities and social sciences on a subject of their choice at a Swiss higher education institution.

Applications must be submitted via the mySNF platform:

mySNF > What would you like to do? > Create a new application > Careers > Doc.CH

1.1 Recommendations

The **mySNF platform** will be **open** for submissions **3 months before the relevant application deadline**. If you do not yet have a **mySNF user account**, please register early at www.mysnf.ch. Your registration will then be processed by the SNSF. Within a few days, you will receive an email confirming the opening of your user account. We urgently recommend **requesting a mySNF user account at an early stage** and **creating an application in mySNF as soon as possible**. By doing so, you can ensure that you are in a good position to prepare your dossier, including the documents you need to obtain from third parties (e.g. statements by the persons supervising your dissertation, which you need to ask for using a special link, a confirmation from the host institute, etc.). Before submitting your application, please **make sure that it is complete** and contains all the necessary documents and information.

A funding proposal is regarded as submitted in due time if received by the SNSF by **17:00:00 h Swiss local time** on the submission date (March 15 or September 15). 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 h Swiss local time on the next working day.

- ➔ Please **submit your application in time**. The **submission deadline** is **not negotiable**. We therefore recommend that you submit your application early to prevent time pressure.
- ➔ Applications **must meet** the **requirements** with regard to, for example, the supervision of the thesis, 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.

All necessary information on the submission of applications for a Doc.CH grant can be found in mySNF under the help texts in the relevant data containers. Guidelines concerning the most important points are given in the following.

1.2 Structure of the grant and evaluation phases

A Doc.CH grant has a funding period of 2 to 4 years. The grant is composed of two parts: a first part of 2 years and a second part of 1 to 2 years.

SNSF grants for doctoral students are awarded for a maximum of 4 years starting from the actual start date of the dissertation. The actual start date of the dissertation is communicated to the SNSF by the applicants and is decisive for the calculation of the maximum employment duration funded by the SNSF. Consequently, if the actual start of the dissertation took place more than 2 years before the envisaged start of the grant, it is not possible to request a Doc.CH grant. However, in response to a written request giving reasons, the eligibility period of 4 years starting from the actual start date of the dissertation may be extended. Accepted reasons for a delay are set out in Clause 1.11 paragraphs 2-4 of the [General implementation regulations for the Funding Regulations](#). The duration of the extension of the eligibility window has to correspond to the actual duration of the delay.

First part of the grant

The evaluation procedure for the first part consists of two phases:

- First phase: The Doc.CH Evaluation Commissions select the best applications for the second phase.
- Second phase: those persons whose applications were selected in the first assessment phase are generally invited by the responsible Doc.CH Evaluation Commission to a personal interview in Bern, during which they present their research project and career plan.

The interviews will take place in weeks 22 to 25 (submission of application by 15 March) or in weeks 48 to 51 (submission of application by 15 September).

The SNSF subjects all applications for a Doc.CH 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 ranking of all 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.

The negative decisions of the first phase and the decisions of the second phase are sent to all concerned applicants at the same time in the form of an official ruling. Letters containing the rulings are sent to the applicants in the first half of July (submission deadline of 15 March) and in the first half of February (submission deadline of 15 September).

Second part of the grant

After the first 18 months of funding, the grantees submit an application for the second part of the grant. The application must include, in particular, a report on the completed first part of the grant, a justification of the requested duration for the second part and a statement by the supervisor of the dissertation. The signatory of the statement comments, in particular, on the progress made in the dissertation and on its planned completion.

The second part of the grant is awarded if the above-mentioned application is accepted by the Research Council.

Please note: in your Doc.CH grant application, you need to request the entire duration necessary (first and second part of the grant, see also point [2.3.2 – duration](#)).

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

2.1 Designated host institution

You must enter the host institution **in Switzerland** where you will be employed to write a dissertation (this is mandatory). Please indicate dates corresponding to the start and finish of the requested grant (regardless if you will already have been employed in the designated host institution before the foreseen start of the grant).

If a **research stay abroad** is planned pursuant to Article 4 paragraph 2 and Article 9 paragraphs 4-5 of the [Doc.CH Regulations](#) respectively, please additionally enter the host institution abroad. In general, for any research stays planned abroad for a **period of 6 to 12 months**, you indicate

here the host institution abroad as additional host institute. Other places, in Switzerland or abroad, which may be planned for a period shorter than 6 months should not be entered here.

2.2 Statements by the supervisor and co-supervisor

There are two sections in mySNF. The first is called "References". Please enter here the names of the **two persons**, who need to provide a written statement each. The **first person must work at the Swiss higher education institution where the applicant will be employed as a doctoral student (supervisor); as a person authorised to supervise dissertations, he/she must commit to supervising the applicant's dissertation.** The second person must work either at another Swiss higher education institution or abroad. **It is mandatory that these two persons work in two different academic institutions** ; if this is not the case, the SNSF **will not evaluate your application.** The SNSF aims to ensure that the PhD candidates for a Doc.CH grant receive excellent supervision. It is also expected that the PhD supervisors assume their responsibility in the pre-selection of the PhD students they truly want to have under their supervision and to obtain a Doc.CH grant. Therefore, the **PhD supervisors are allowed to support only one Doc.CH candidate per submission deadline.** The **candidates** are responsible for **asking their potential PhD supervisor** whether she/he is **ready to supervise their dissertation** and for **finding one who does not support any other Doc.CH applicants for the same deadline.** If more than one Doc.CH application is submitted with the same PhD supervisor to the same deadline, only the first submitted application will be considered. The other application(s) will not be considered (formal rejection). Applicants who are resubmitting an application are exempt from this rule.

The second section "Reference letters - Statements" is where you have to upload the statements you have requested and obtained.

Two statements **from different persons, written at the applicant's request, have to be submitted to the SNSF along with the application.** You need to request the statements via mySNF using the following link: "[Reference letters – Statements](#)". Once you have received the statements, you will be notified by email and you must upload them yourself to the "Reference letters - Statements" container before 15 March or 15 September (**17:00:00 h Swiss local time**) by clicking on "Add reference letters" in mySNF.

The two persons write the statements according to the following criteria:

- They are confidential and cannot therefore be viewed by the applicant.
- They have to be written in an official Swiss language, preferably in German or French, or in English.
- They must not exceed 2 pages (a min. of point 10 font size and min. 1.5 line spacing).
- They must bear the official letter head and an original signature of the person.
- Every person (supervisor and the second person) must comment on the applicant for a Doc.CH grant by answering the following questions specifically and in detail:
 1. Since when and in what context have you known the applicant?
 2. How do you rate his/her previous **academic performance**?
 3. How do you rate her/his previous academic mobility? All types of mobility should be considered, for example institutional, international, sectoral, disciplinary and intellectual mobility, depending on the situation of the person concerned.
 4. How do you rate the applicant's **own contribution** to the dissertation topic and the **feasibility** of the proposed research project?

Furthermore, the **supervisor** must confirm, in his/her statement, the following 2 additional points:

1. That he/she is committed to supervising the applicant's dissertation;

2. The **actual start date of your dissertation** (a precise date has to be indicated).

Please request the 2 statements at an early stage so that you are able to submit your full application in good time. These statements as well as all other documents have to be submitted along with your application on the submission deadline. In no circumstances will the SNSF accept a delay in submission because the statements are not yet available.

Additional reference letters attached as a PDF in the container "Other annexes" will not be considered and deleted. In rare exceptional cases, an additional statement from a third person may be accepted alongside the 2 confidential statements mentioned above - but only if this person plays a key role in supervising and helping to produce your dissertation. Should this exception apply, the additional statement will not be confidential and the letter must be asked by the candidate directly (not through the mySNF "add reference letter" tool), and must then be uploaded to the "Other annexes" section.

2.3 Basic data I

2.3.1 Requested starting date

At the earliest on 1 September (submission deadline of 15 March) or on 1 March (submission deadline of 15 September).

2.3.2 Duration

Please mention the duration of the grant in months. The grant is awarded for a minimum of 24 months up to a maximum of 48 months.

The **maximum period** of employment funded by the SNSF for doctoral students is **4 years**. The relevant start date for calculating the 4-year period is the actual start date of the dissertation, pursuant to Clause 7.3, paragraph 5 of the [General implementation regulations for the Funding Regulations](#). Consequently, if the actual start of the dissertation took place more than 2 years before the envisaged start of the grant, it is not possible to request a Doc.CH grant. **However, in response to a written request giving reasons, the eligibility period of 4 years starting from the actual start date of the dissertation may be extended.** The following reasons are accepted for a delay: 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 in connection with the applicant's research activities, particularly internships or clinical work and preparatory activities connected to the dissertation, e.g. participation in classes at a doctoral school. The weeks during which the research activity was interrupted, reduced or not increased for an acceptable reason will be considered for the extension. The difference in percentage between the actual work-time percentage and 100% is recognised. If the research work is interrupted, the relevant weeks will be recognised for the extension in full (100%). In other words, the duration of the extension of the eligibility window has to correspond to the actual duration of the delay. In the event of maternity, the relevant period is extended by 18 months per child born after attaining the master. If the applicant can prove that the delay exceeds 18 months, the additional time will be added to the said period (s. Clause 1.11 of the [General implementation regulations for the Funding Regulations](#)). Please upload the request, giving reasons, in the container "Other annexes".

Furthermore, in your Doc.CH grant application, you need to request the **entire duration** (first and second part of the grant pursuant to Article 3 of the [Doc.CH Regulations](#)). In principle, **no further application for a supplementary grant to extend the duration of the grant** may be submitted at a later stage (see Article 3, paragraph 5 of the [Doc.CH Regulations](#)). In other words, it is better

to plan a feasible dissertation project with an adequate funding period than an overambitious project with a funding period that is too short (e.g. only 3 years are requested even though 4 years would be permissible under the [Doc.CH Regulations](#) as well as necessary to complete the planned research); dissertation projects whose duration is shorter than the longest permissible funding period pursuant to the [Doc.CH Regulations](#) are not more likely to be approved. In general, we **recommend that applicants in any case request the maximum funding period as of the actual start date of the dissertation**, to avoid the risk of running out of time towards the end. In the unlikely event that you finish your dissertation before the end of the Doc.CH funding period, you would have to return the remaining amount to the SNSF.

2.3.3 Research field and discipline

Doc.CH grants are solely awarded if the principal research field and principal discipline is in the humanities and social sciences (s. "List of disciplines" at www.snsf.ch > Funding > Documents & downloads). If a main field or discipline is outside the humanities and social sciences, the application in question will not be considered by the SNSF. Furthermore, if applicable, please mention as secondary any other research fields and disciplines concerned.

2.4 Use-inspired project

If your application is "[use-inspired](#)", you can declare this here. If you declare that your project is use-inspired, you need to describe in the research plan the broader impact (e.g., on economy, industry, policy or administration) of the planned project and what this impact will consist of. The broader impact will be considered in the evaluation of the application.

You will find more information on this subject on our website, in particular about whether or not your application is use-inspired: www.snsf.ch > The SNSF > Research policies > Use-inspired basic research

2.5 University or research institution

2.5.1 University

Please mention the Swiss university (one of the 10 cantonal universities or one of the two ETHs) where you are matriculated as a doctoral student and employed for the entire duration of the grant.

2.5.2 Universities of applied sciences and universities of teacher education – Universities abroad

At universities of applied sciences (UAS) and universities of teacher education (UTE), the SNSF approves positions for doctoral students if there is a **proven well-documented scientific working relationship with a university in Switzerland**. Furthermore, as a general rule, the SNSF does not approve any positions for doctoral students who are matriculated abroad. Exceptions include the departments of UAS and UTE for which there are no partners at university level in Switzerland. The doctoral student must be **employed at the UAS or UTE in Switzerland**.

If you are matriculated for a doctorate at a Swiss university, but essentially **writing your dissertation at another Swiss institution** or if you are gainfully employed there (e.g. a university of applied sciences), please mention this under "Remarks".

2.6 Requested funding

2.6.1 Salary for doctoral students

The Doc.CH grant comprises the grantee's own salary. It is **mandatory** for Doc.CH applicants to **indicate the requested salary** in this part of their application. The SNSF defines salary ranges for all employee categories in accordance with Clause 7.7, paragraph 1 of the [General implementation regulations for the Funding Regulations](#). Salary ranges, guidelines for employees funded under SNSF grants, and blanket amounts for social security contributions are set out in [Annex 12](#).

Start date doctoral thesis: Indicate when you started or will start working on your dissertation. This date will be used to calculate the maximum employment duration funded by the SNSF.

Delay?: Indicate here whether the start of the doctoral thesis was delayed because of one of the reasons listed.

Start of doctoral thesis: Enter the actual start date of the doctoral thesis that was delayed for the reason already mentioned. The date will be used to calculate the maximum period of employment funded by the SNSF.

Work-time percentage: The chosen work-time percentage must be appropriate and must generally enable the grantee to complete the dissertation within a four-year period. This requires a work quota of 80-100% of a full-time equivalent position, which is to be reserved for the dissertation.

2.6.2 Other costs

The Doc.CH grant also covers any costs linked directly to the realisation of the project. The budget or need for such funding should be detailed as precisely and concretely as possible in order to cover the **entire funding period of the grant**. No further requests for such expenses will be possible during the Doc.CH subsidy. The following costs are imputable:

- **Material of enduring value, equipment**
- **Travel**
- **Conferences and workshops**
- **Additional project costs (incl. consumables)**

In accordance with the provisions of the [General implementation regulations for the Funding Regulations](#), any further costs may be covered by the SNSF in response to a reasoned request from the applicant.

2.7 Data management plan (DMP)

Please describe how you plan to make the research data Findable, Accessible, Interoperable and Reusable ([FAIR data principles](#)) in the following sections. Each of the four topics should be addressed with a level of detail appropriate to the project and research field. Sub-questions and help texts are available for each issue. The "questions you might want to consider" will help you to complete the form. However, depending on the project and research field, you may not need to address each of these questions in your DMP.

Complete the DMP form **in the same language as your research plan**.

The information provided in this template is **not part of the scientific evaluation** and will not be shared with external reviewers. Note, however, that the final version of the DMP will be published on [P3](#) (public database of the SNSF) at the end of the project.

[Detailed guidelines](#) are available about the DMP. Furthermore, answers to a set of [frequently asked questions \(FAQs\)](#) about open research data (ORD) are also available.

2.8 Diplomas/certificates/extension eligibility period

On mySNF, please indicate your bachelor and master in chronological order. Please note that, at the time of the submission deadline, you must hold master degree from a Swiss higher education institution that entitles you to start doctoral studies in the humanities and social sciences at a Swiss university. Applicants with an equivalent foreign master degree are also entitled to submit an application if they have Swiss nationality or if, at the time of the submission deadline, they are matriculated at the relevant higher education institution in Switzerland (in this case please attach the confirmation of your registration: see [point 3.11.3](#)). The master degree course must comprise between **90 and 120 ECTS credits** (1 ½ to 2 years of full-time study). A Masters of Advanced Studies - MAS (at least 60 ECTS credits or 1 year of full-time study) and other postgraduate certificates do not allow you access to doctoral studies and are as such not sufficient to apply for a Doc.CH grant. On this, please read [point 3.5](#).

In addition, applicants have acquired the degree **no more than three years** prior to the submission deadline. The date on the certificate is the relevant date. **This eligibility period can be extended** in case of valid reasons according to the list under "Request for extension of the eligibility period". The precise periods are calculated on the basis of the submission deadline for Doc.CH applications. The following reasons are accepted for a delay: 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 in connection with the applicant's research activities, particularly internships or clinical work and preparatory activities connected to the dissertation, e.g. participation in classes at a doctoral school. The weeks during which the research activity was interrupted, reduced or not increased for an acceptable reason will be considered for the extension. The difference in percentage between the actual work-time percentage and 100% is recognised. If the research work is interrupted, the relevant weeks will be recognised for the extension in full (100%). In other words, the duration of the extension of the eligibility window has to correspond to the actual duration of the delay. In the event of maternity, the relevant period is extended by 18 months per child born after attaining the master degree. If the applicant can prove that the delay exceeds 18 months, the additional time will be added to the said period (s. Clause 1.11 of the [General Implementation Regulations for the Funding Regulations](#)). Please describe briefly your request for the extension of the eligibility period in the container "Description (max. 2'000 characters)".

Important:

- Please do not request here for an **extension of the eligibility period after the start date of your dissertation**, but solely under "Requested funding"/"Salary for doctoral students" (s. [point 2.6.1](#)).
- **If you are not a Swiss national and have a master's degree from another country, you need to submit together with your application a confirmation stating that you are matriculated as a doctoral student at the relevant higher education institution in Switzerland.** You need to upload this confirmation to the section "Other annexes". Should it be the case that you are not a Swiss national and do not have a Swiss master's degree, **your application will not be evaluated by the SNSF unless you are matriculated as a doctoral student at a Swiss higher education institution by the submission deadline.**

3. Annexed documents - mandatory documents that need to be uploaded on mySNF along with the application (PDF format required, upload limit 10 MB per category)

3.1 Research plan

3.1.1 General remarks

The research plan provides the basis for scientific evaluation, particularly of the quality of the proposed research project, i.e. its scientific relevance, topicality, originality, feasibility, and the suitability of its methods. Together with the CV and the applicant's track record, the research plan also serves as a basis for assessing the researcher's scientific qualifications, particularly his/her expertise with regard to the project.

The SNSF's requirements with regard to the form and content of the research plan help to ensure the comparability of applications. This is an important prerequisite for a comparative evaluation based on the principle of competition and for the equal treatment of all applicants.

The research plan must consist of original text that has been written by the applicant himself/herself. A limited amount of text (or other material, graphs, etc.) by third parties or text published by the applicant himself/herself is permissible in the sections concerning the "*State of research in the field*" and "*Your own contribution to the chosen topic and eventually the state of your research*" (s. [points 2.1 and 2.2](#) below) as well as when describing standard methods. The quoted texts must be clearly designated as such (quotation marks or appropriate wording) and a verifiable source must be mentioned nearby and in the bibliography. The SNSF uses a special software to compare texts and analyse suspected cases of plagiarism. A number of universities have made such programs available to their students and employees. We recommend that you contact your institution for further information. For more details see the SNSF dossier on scientific integrity:

www.snsf.ch > The SNSF > Research policies > Scientific integrity

In **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](#)).

3.1.2 Structure of the research plan

The research plan must **not exceed 8 pages and 30'000 characters (with spaces)**¹; this includes the title, the summary, footnotes (notes or explanatory comments), illustrations, formulae, tables (as well as a possible table of contents), but not the bibliography (list of sources/literature at the bottom of the document, point 3 at the bottom of the document). A minimum of **point 10 font size**

¹ Page and character limits must always be respected:

30,000 characters on 8 pages is within the limit

29,000 characters on 9 pages is **NOT** within the limit and will result in a **decision of non-consideration**

31,000 characters on 7 pages is **NOT** within the limit and will result in a **decision of non-consideration**

(e.g. Times New Roman; condensed/compressed fonts not allowed) and **1.5 line spacing** must be used. The research plan must not contain any annexed documents.

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

The research plan needs to be structured as follows:

1. Summary of the research plan

In your summary, please present the **background and rationale** of the project, list its **overall objectives** and **specific aims**, mention the **methods to be used**, and briefly discuss the **expected results** and their **impact** for the field. The summary (**max. ½ page**) must be written in the **language of the research plan**.

2. Research plan

2.1 State of research in the field

Describe your project in the context of the current state of knowledge in your field. Make reference to the most important publications, particularly by other authors. Please describe:

- Which previous insights provided the starting point and basis for the planned studies;
- In which areas research is needed, and why;
- Which important, relevant research projects are currently underway in Switzerland and abroad.

2.2 Your own contribution to the chosen topic and eventually the state of your research

Please describe:

- Your personal contribution to the chosen topic;
- Where applicable, the thematic link between your master thesis and your dissertation;
- In case you have already started work on your dissertation, please state how far you have progressed.

2.3 Objectives, data and methods

Please mention your goals, the data to be used and the methods envisaged for achieving the objectives.

2.4 Relevance and impact of the project

Scientific relevance

Please describe the 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 papers, etc.).

Broader impact

If you have submitted your application in use-inspired research, please indicate whether and to what extent the proposed project will have a broader impact and what this impact will be. The following points should be addressed:

- Define the need for research as perceived by practitioners/industry. Are there any knowledge gaps? What innovations and improvements are expected?
- To what degree can the expected research results be put into practice?
- In which spheres outside science could the implementation of the research results entail changes and what is the nature of these changes?

2.5 Schedule

Please mention the principal stages in the project up to the completion of your doctoral thesis. The planned stages and, if applicable, the envisaged host institutes in Switzerland or abroad should be clearly designated in the schedule.

2.6 Importance of workplace(s)

Please give reasons for your choice of dissertation supervisors and place of work. Please give details of the envisaged supervision and, if applicable, of your integration into a doctoral school or doctoral programme.

If you plan to do part of your dissertation at another host institution in Switzerland or abroad, you must include a corresponding request giving reasons in this part of the research plan.

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 (8) and characters (30'000) count.

3.1.3 Revised applications (resubmissions)

If this application is a revised version of a rejected application, please upload in the container "Research plan" **a separate document** providing a **point-for-point** response to the critique raised in the rejection letter and a comment on significant changes or additions in the research plan, if applicable. This statement must be written in the same language as the research plan and must **not be longer than 2 pages.**

Repeated submission: restriction: Applicants whose application has been rejected may **apply** at the most **a second time** for a Doc.CH grant, regardless of the subject matter of the project, provided the personal and formal requirements are met.

3.2 CV and research output list

3.2.1 General remarks

The SNSF has signed the [San Francisco Declaration on Research Assessment \(DORA\)](#), which recommends funders to be explicit about the criteria used in evaluating the scientific productivity of applicants.

The scientific quality, value and impact of the **entire research output** is taken into consideration (including datasets, software, prototypes) in addition to research publications. In this context, the scientific content of a paper is much more important than publication metrics or the name of the journal in which it was published. Furthermore, within the scope of this evaluation, the scientific discipline, academic age and personal situation (e.g. career breaks, care duties) of the applicants will be considered.

In order to comply with the DORA, the SNSF requests a standardised set of the following 3 documents from all applicants, i.e. the "**CV and major scientific achievements**", the "**Research output list**" and the "**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 "Statement of mobility" the provided form must be used and uploaded in the container "**Statement of mobility**". This form must be filled in in English or in the language of the research plan. The documents can

be made available to experts. **Proposals that lack the relevant information will not be considered for evaluation.**

Addressed to researchers in general, the information requested below are relatively extensive. **Applicants for a Doc.CH grant** may take into consideration **only the points which apply to their specific situation** as researchers at the beginning of their career. Accordingly, points for which no information may be given at this stage do not need to be mentioned.

3.2.2 CV and major scientific achievements

The **CV (maximum 3 pages, minimum font size 10 points)** and a **short statement of major scientific achievements (maximum 1 page, minimum font size 10 points)** should be **assembled in one document** and be written in the **same language as the research plan**.

The CV must be structured as follows (if you have nothing to be listed in one category please indicate "N/A"). It is important that all dates (from/until) at least include **month and year**. Additional points can be added, if relevant to the proposal.

1. Personal information, including the researcher ID, if applicable (e.g. OrcID, ResearcherID, Google Scholar ID)
2. Education: Please mention **all the degrees** (bachelor, master, etc., with the name of the higher education institution and, if applicable, with the **name of the supervisor**). The **date** on the certificate is the relevant date. If you are already enrolled for a doctorate, please indicate the precise date of your matriculation, so that the starting date on which you became a doctoral student is known. Furthermore, the name of the doctoral supervisor must be mentioned
3. Employment history including current position/s with the **name/s of the advisor/s**
4. Institutional responsibilities
5. Approved research projects
6. Supervision of junior researchers (summary information, the names of the supervised researchers should be indicated)
7. Teaching activities (summary information)
8. Memberships in commissions, etc., and individual scientific reviewing activities
9. Active memberships in scientific societies, fellowships in renowned academies
10. Organisation of conferences
11. Prizes, awards, fellowships
12. Personal skills (e.g. language skills, digital competences)
13. Career breaks (provide justification for events that might have influenced or delayed research and publication activities such as long absences due to illness, family commitments, etc.)

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

3.2.3 Research output list

The SNSF has signed the [San Francisco Declaration on Research Assessment \(DORA\)](#) 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, in particular your master thesis
- Your scientific qualifications
- Expertise required for the submitted proposal
- Your own contribution to the project

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

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 (s. also: [Swiss Academies of Arts and Sciences: Integrity in scientific research, Principles and procedures](#)). The total number of publications or the number of publications per year is not considered to be the only indicator of performance.

The applicant's name in the list of authors and the publication year must be clearly visible (e.g. boldfaced or underlined). Give the full reference, especially the title, source and full author list. **Do not use "et al."** to shorten the list of authors, unless the research project was conducted by a large international collaboration with more than 50 authors and a direct link to the full publication is given.

All these items are intended for evaluators to specifically assess the scientific quality and relevance of the research output. In order to support the principle of open electronic access to scientific knowledge nationally and internationally, **please provide a direct internet link for each publication, if applicable. All publications attached as a PDF in the container "Other annexes" will not be taken into account and will be deleted.**

The research output list should be **structured as follows** (if applicable). Under points 1 - 4 **only "accepted", "in press" and "published"** publications can be listed. Submitted, but not yet accepted/published work can be listed under point 10, unpublished work under point 11. If you have nothing to be listed in a specific category, which is absolutely possible for researchers at an early stage of their career, please indicate this by "N/A". Please **emphasise your master thesis**.

1. Publications in peer-reviewed scientific journals
2. Peer-reviewed books/monographs
3. Peer-reviewed conference proceedings
4. Contributions to books
5. Patents and licenses
6. Contributions to conferences (oral presentation 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, arXiv-articles, contributions to big data collaborations, etc.)
10. Submitted but not yet accepted/published work
11. Unpublished work (publications in preparation, master thesis,...; must be available to the SNSF on request)

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

3.3 Statement of mobility

Mobility is aimed at broadening the scientific experience of the grantee. Mobility is an assessment criterion for Doc.CH grants, and the applicant must therefore include an explanatory statement on this subject in the application. When assessing the applicant's development (retrospective mobility) and the measures planned under the grant (prospective mobility), the SNSF takes into account different types of mobility.

If **no change of higher education institution** took place between **obtainment of the bachelor's degree** and **matriculation as a doctoral student**, the applicant needs **to show how he or she intends to include mobility in the Doc.CH grant period**. The necessary mobility under a Doc.CH grant may be achieved as follows:

- a. stay at a non-commercial research institution (host institution) in Switzerland or abroad;
- b. other types of mobility, particularly short visits or international collaborations.

Plans for a stay at a host institution abroad may be included in the application and the stay may be applied for under the "[Mobility grants in projects](#)" funding scheme during the grant period. The mobility grant is awarded once for a period of 6 to 12 months.

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 [this form](#). **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.**

Please comment (in the language of the research plan or in English) 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.
- If no physical mobility is possible prior to the submission deadline and if, in particular, no change of institution took place between obtainment of the bachelor degree and matriculation as a doctoral student, please state the reasons for this and specify what action you plan to take to address the lack of mobility.
- Please explain your choice of host institution(s) in terms of the scientific supervision you could expect to receive there, as well as the options available to you there to increase your academic knowledge.
- Explain how your mobility will contribute to meeting your career goals.

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 and regarding the applicant's personal career goal. The statement of mobility will be rated on the background of the research plan, the CV, the choice of the research institution and the career plan.

3.4 Career plan

No form or template is provided by the SNSF. The career plan must not exceed **one page** (a minimum of point 10 font size and 1.5 line spacing). The career plan must 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 after completing the doctorate, be it in academia or in other domains (private sector, public administration, etc.). Please describe in detail which specific career steps you are aiming for and, if applicable, on which scientific priorities you would like to focus after the planned funding period. Outline specifically which past and future activities will help you to achieve your career goals and describe how the specific topic of the proposed project will impact your career development.

3.5 Copy diplomas

Please attach a copy of your diploma, licentiate or master's degree, bachelor's degree as well as any other academic degrees you may have. In addition, an overview of the marks obtained (academic record) must be enclosed with each degree.

The master degree course must comprise between **90 and 120 ECTS credits** (1 ½ to 2 years of full-time study). ECTS must appear on one single diploma (cumulating credits from several different diplomas is not possible). If the degree presented is not assessed according to the Bologna ECTS credit system, it is up to each candidate to provide proof of equivalence. This proof can take the form of a certificate from the matriculation office of your host university in Switzerland explicitly confirming the equivalence of your degree to a Swiss Master's degree of 90-120 ECTS credits, or a recommendation for the recognition of diplomas from a foreign university established by swiss-universities (Swiss ENIC). Obtaining these documents can take some time, so be sure to start the application process early enough to be able to submit your complete application in time. The certificate of matriculation for the doctorate alone will not be accepted as proof of equivalence.

3.6 Diploma thesis and assessment of the diploma thesis

Please also upload the entire master thesis. If an electronic version of the diploma thesis is available, you may indicate the corresponding link instead.

According to Article 5 paragraph 1 litt. c of the [Doc.CH Regulations](#), candidates must present a positive assessment of their master thesis and have a good or excellent diploma grade. Therefore, you must submit the **assessment** of your master thesis along **with the corresponding report(s)**. This is a separate document from your grade transcript: the required evaluation is normally an essay written by one or two experts (supervisors) with qualitative arguments about the master thesis. You are **responsible for taking the necessary steps** (e.g. with regard to the faculty and/or the professors concerned) in order to obtain this assessment along with the corresponding report(s). If these documents cannot be submitted despite the steps you have taken, please enclose

documents (attestation, correspondence with responsible persons/offices,...) **proving** that no assessment and/or report has been compiled concerning your master thesis. Along with the other data to be provided, these documents must be added to the application by the submission deadline.

3.7 Official certificates

Please attach, if necessary, any confirmations that are necessary for the completion of the project (e.g. for experiments requiring authorisation or notification, approval by ethics commission, etc.).

3.8 Confirmation by host institution

Host institute in Switzerland where you will write the doctoral thesis. Please include a written confirmation from the responsible office at the host institute in Switzerland that you will be integrated into the research institution and assured of a workplace and access to the infrastructure required to successfully complete your research work during the approved funding period. If applicable, the letter must also confirm your integration into a doctoral school or doctoral programme. Please note that a copy of the matriculation certificate is not sufficient as confirmation of the host institution.

Host institute at another place in Switzerland or abroad, in case you plan to conduct part of your research at another place than where your chosen main institute for the dissertation is located. If you additionally plan to spend time at another research institution in Switzerland or abroad, please also attach a letter of invitation from the host institution. In this letter, the host institution confirms, in particular, that it can guarantee integration and supervision.

Plans for a **stay at a host institution abroad** may be included in the application and the stay may be applied for under the funding scheme "[Mobility grants in projects](#)" during the grant period. The mobility grant is awarded once for a period of 6 to 12 months. If your grant has a duration of 6 to 12 months, the **financial resources** needed for the planned stay abroad need not be requested in the Doc.CH application. This request can be submitted later on while the Doc.CH grant is ongoing - as an application for a supplementary grant within the scope of "[Mobility grants in projects](#)".

Important note: Please contact the host institute(s) as early as possible to obtain the required confirmations. All confirmations, incl. confirmation from a host institute abroad (if applicable), must be uploaded to mySNF.

3.9 Curriculum vitae and research output list supervisor and co-supervisor

Please enclose the curriculum vitae and the research output list of the supervisor and the co-supervisor of the dissertation (**a single document for each person**). This document containing the curriculum vitae as well as the research output list should not exceed **3 pages**. In principle, the publications which are relevant to your research project should be mentioned in the research output lists of your supervisor and co-supervisor. If possible, a link to a website where all publications are listed should be indicated at the beginning of the document (publications, etc.). The two persons in question must have compiled these documents themselves and given you prior approval to include them in your application.

3.10 Cover letter

If you so wish, you may include a cover letter containing any comments you deem necessary. The cover letter will be forwarded to the experts of the SNSF during the evaluation procedure. For this reason, please do not include any confidential information in it.

3.11 Other annexes

Under "Other annexes", all mandatory documents need to be uploaded, in particular **any requests for exemption** which have to be submitted with your Doc.CH application. **Important: The SNSF will not consider applications that do not include all the necessary requests for exemption.**

3.11.1 Request to reduce the work-time percentage of 100%

Article 6, paragraphs 1-2 of the [Doc.CH Regulations](#): Applicants must be prepared to carry out their research activities on a full-time basis (100%). Where there is good cause, the applicant's working hours may be reduced, but - except during very short periods - should never fall below 80%. Working hours corresponding to less than 100% may be applied for if one of the two following reasons is provided in the application: care duties or fulfilment of activities that serve to qualify them for a scientific career (e.g. teaching, training or continuing education in their field).

3.11.2 Request to extend the eligibility period

a) Clause 1.11 of the [General implementation regulations for the Funding Regulations](#):

If the **actual start of the dissertation was more than 2 years** before the envisaged start of the grant, it is not possible to request a Doc.CH grant. However, in response to a written request giving reasons, the eligibility period of 4 years starting from the actual start date of the dissertation may be extended (s. also [point 2.3.2](#)). Please indicate in your request for exemption in particular the activities/events from the matriculation as a doctoral student until the actual start of the dissertation. Finally, please include a **confirmation of your matriculation**. This confirmation must have been recently issued by the responsible office at your university (e.g. matriculation office) and must specify the exact **starting date** of your matriculation so that the date on which you became a doctoral student is known; it must not be merely a confirmation of a past or ongoing semester. **Please also specify, if necessary in a separate document, the funding source for your doctorate and the corresponding work-time percentage.**

b) Article 5, paragraph 1, letter b of the [Doc.CH Regulations](#):

If you have acquired the **degree** (master or equivalent degree) **more than 3 years** prior to the submission deadline, the eligibility period may be extended in response to a written request giving reasons (s. also [point 2.8](#)). In addition to the explanation given in the data container « Diplomas/certificates/extension eligibility period », you have the possibility to provide further information through a more detailed document, if your situation demands it.

On receiving the application, the SNSF may ask for additional documents to be submitted (e.g. doctor's certificate, confirmation of maternity leave, military service etc.) if they are of relevance for the evaluation.

The documents concerning requests for exemption will be forwarded to the experts of the SNSF during the evaluation procedure. Therefore, please make sure that they do not contain any confidential information.

3.11.3 Already matriculated as a doctoral student?

If you are already matriculated as a doctoral student, please include a confirmation of your matriculation.

b) If you are not a Swiss national and have a **foreign master's degree**, you need to **enclose a confirmation** with your application stating that you are **matriculated as a doctoral student at the relevant higher education institution**. **Should it be the case that you are not a Swiss**

national and do not have a Swiss master's degree, your application will not be evaluated by the SNSF unless you are matriculated as a doctoral student at a Swiss higher education institution by the submission deadline.

a) and b)

The confirmation of matriculation must have been recently issued by the responsible office at your university (e.g. matriculation office) and must specify the exact **starting date** of your matriculation so that the date on which you became a doctoral student is known; it must not be merely a confirmation of a past or ongoing semester). **Please also specify, if necessary in a separate document, the funding source for your doctorate and the corresponding work-time percentage.**

3.11.4 Other documents?

Please note that additional reference letters and publications attached as a **PDF** in the container "Other annexes" **will not be taken into account and will be deleted**. In rare exceptional cases, an additional statement - alongside the two required confidential statements - may be accepted, but only if they meet the conditions set out in the "[Statements](#)" section.