
Guidelines for requesting a mobility grant

Mobility grants for doctoral students in research projects funded by the SNSF (mobility grants)

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FONDS NATIONAL SUISSE
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Preamble

What are mobility grants?

In its multi-year programme 2012-2016, the SNSF places an emphasis on the promotion of young researchers and envisages measures to increase the appeal of a scientific career. One such measure involves the promotion of mobility at doctoral level. In career funding, stays abroad by doctoral students are funded via the mobility fellowships "Doc.Mobility". Until now, there was no comparable offer for doctoral students employed in research projects funded by the SNSF.

The mobility grant is awarded for **six to twelve months**. The maximum duration of four years for doctoral studies financed by the SNSF may not be extended by a stay abroad. In administrative terms, the mobility grants for doctoral students are regarded as **supplementary grants for ongoing research projects** and may be entered as such under "**Supplementary grants**" in *mySNF* at any time. They are evaluated by the Administrative Offices within two months. **A limited budget is available each year and is distributed according to the *first come first serve* principle.** In order to ensure the consistent evaluation of applications, the examination is limited to checking whether the requirements and criteria are met (Regulations on the funding of doctoral mobility in research projects supported by the SNSF).

Documentation on mobility grants

The documentation on mobility grants comprises:

- the "Guidelines for requesting a mobility grant", as a reference document for persons who intend to submit an application for a mobility grant.
- the "Regulations on the funding of doctoral mobility in research projects supported by the SNSF (mobility grants)" and the "Funding Regulations of the SNSF", which serve as the legal basis for the SNSF's decision-making.

The documents are available on the SNSF website (www.snf.ch). They may also be downloaded in *mySNF*, the electronic platform used by the applicants and evaluators (www.mysnf.ch). The guidelines for requesting a mobility grant are based on the [Regulations on Mobility Grants](#), the [Funding Regulations](#) of the SNSF and the [General Implementation Regulations](#) for the Funding Regulations. The guidelines are not legally binding; their sole purpose is explanatory and they do not in any circumstances substitute the mentioned regulations.

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1. Points to be clarified before drafting an application

1.1 Eligible schemes

The following funding schemes are eligible for mobility grants: project funding of divisions I-III, interdisciplinary projects, SNSF professorships, PRIMA, Ambizione, ProDoc, MHV, Doc.CH, Sinergia, National Research Programmes, international co-operation programmes.

In project funding, mobility grants may be requested for the Swiss part of lead agency applications. This includes mobility within the lead agency countries. Within international co-operation programmes, mobility grants are available only to doctoral students employed in Switzerland. You may apply for mobility grants only for stays in countries that are not collaborating on the current project.

1.2 Formal requirements

Doctoral students who wish to submit an application for mobility grants must meet the following requirements:

- They are employed in a research project funded by the SNSF, are seeking to obtain a doctorate in connection with their scientific work for the research project and are enrolled as doctoral students.
- They provide written confirmation from their supervisor and, if not the same person, from the grantee of the research project funded by the SNSF stating that he or she supports the planned project from a scientific point of view and guarantees the further employment of the doctoral student in the SNSF-funded project during the stay abroad.
- They provide written confirmation from the host institution stating that the doctoral student will be adequately supervised and granted access to the infrastructure there.

In addition, applicants should note that:

- the stay abroad must take place within the time-frame of the research project funded by the SNSF.
- applications must be submitted no later than three months before the start of the stay abroad.
- the earliest submission date is the first day of operation of the research project funded by the SNSF.
- the latest submission date is nine months before the end of the research project funded by the SNSF.

The application for a mobility grant must be submitted in electronic form (via *mySNF* under the section "Supplementary grants") and in the prescribed file formats and must contain all mandatory data and enclosures (research plan, detailed budget, confirmation by the supervisor and the host institute).

1.3 Eligible costs

The maximum grant per application is CHF 20,000. If the applicant is to be accompanied by his immediate family, a further CHF 5,000 per additional family member may be awarded.

You may apply for grants towards: the costs of the outward and return journey, subsistence costs abroad (accommodation, matriculation and infrastructure fees at higher education institutions abroad - e.g. library fees), as well as conference and workshop fees that cannot be financed via the research project. A detailed budget must be submitted.

The salary must continue to be paid based on the position financed by the SNSF within the research project.

2. Creating the upload documents

2.1 Research Plan

The research plan must be uploaded as a pdf document. It must be compiled in accordance with the requirements set out in the Annex to this document. The research plan must consist of original text that has been written by the doctoral students themselves.

2.2 Confirmation by the host institute

In a letter of confirmation, the host institute gives an assurance that the doctoral student will be supervised appropriately and will have access to the infrastructure.

2.3 Confirmation of supervision for doctoral students

The responsible supervisor in Switzerland (and if not the same person, also the grantee of the project funded by the SNSF) confirms in writing that he/she supports the project from a scientific point of view and guarantees that the doctoral student will remain employed in the SNSF-funded project for the duration of the stay abroad.

3. Creating the online application

3.1 Supplementary grant for current application in *my*SNSF

In the *my*SNSF entry mask, grantees need to access their current SNSF project and select the option "Supplementary grants". Please read the displayed information carefully and confirm that you have taken note of it. Next, please select the appropriate type of supplementary grant.

The data concerning the supplementary grant is to be entered in the *mySNF* entry mask.

4. Examination of applications for mobility grants

4.1 Examination of applications by the Administrative Offices of the SNSF and decision-making

The Administrative Offices of the SNSF check whether the applications for mobility grants meet the formal requirements (Articles 3, 4 and 5 of the Regulations on Mobility Grants). The SNSF only considers the application if all formal requirements are met. Subsequently, the Administrative Offices check whether the criteria are met (Article 7 of the Regulations on Mobility Grants). As the SNSF applies the *first come first serve principle*, it does not request any further documents at a later stage or return documents for revision. No enquiries are made.

The examination of applications for mobility grants will be completed within a period of two months. The grantees of the project funded by the SNSF receive the decision in the form of a ruling sent via postal letter; a copy of the letter is forwarded to the doctoral students by e-mail.

4.2 Contacts between the applicants and the Administrative Offices of the SNSF

Prior to and during the submission of applications, you can address your queries and requests for information to the Administrative Offices of the SNSF by phone or e-mail. The SNSF does not provide you with any information concerning your applications while the examination is in progress and until the decision is communicated in written form.

5. Annex: requirements for the research plan of a mobility grant

Please adopt the chapter headings listed below either word for word or in approximate terms. Please briefly describe the research project at the host institute and how it is linked to the dissertation and the ongoing research project. Please explain how the stay abroad adds value to your dissertation and to your career.

The research plan must be written in the language of the application or in English.

5.1 Structure of research plan

a maximum of 2 DIN A4 pages, at least font 10 and 1.5 line spacing; no additional documents with the research plan

1	Description of the project	
1.1	General description	<i>Please briefly describe the research project that you wish to carry out at the host institute.</i>
1.2	Supervision at the host institute	<i>Please explain who will be supervising you at the host institute, why you have selected the relevant person(s) and how the supervision will be organised.</i>
1.3	Links between the planned project and the dissertation and current research project	<i>Please describe how the research project you are applying for here is scientifically linked to your dissertation and to the ongoing research project.</i>
2	Value added by the stay abroad	
2.1	Value added to the dissertation	<i>Please explain how the stay abroad will add value to your dissertation.</i>
2.2	Significance for your career	<i>Please explain how the stay abroad is significant for your career.</i>