Universität Basel

Vizerektorat
Forschung

Nikolaus und Bertha Burckhardt-Bürgin-Foundation: Short Time Travel Grants
Guidelines for Submission of Application

Enquiries regarding the preparation and submission of applications should be sent by e-mail to the Career Advancement Office (nachwuchsfoerderung@unibas.ch).

A. General Requirements

The «Short Time Travel Grants» (STTG) of the Nikolaus und Bertha Burckhardt-Bürgin-Foundation are aimed at doctoral students and postdoctoral researchers from all faculties at the university as well as associated institutes who wish to enhance their academic career during a short stay at a research institution abroad (in justified exceptional cases also in Switzerland). In the mobility statement to be submitted (see below), the added value of the short stay for the realization of the research project after returning to the University of Basel should be made clear.

Applications are evaluated by the members of the Board of the Nikolaus and Bertha Burckhardt-Bürgin Foundation and external experts. The evaluation process is competitive and is based on the following criteria:

- Person: training, research output, career potential
- Project: research project, research question and methodology, originality
- Mobility benefit: choice and quality of host institution, local involvement, return for Basel

You can apply for financial support (no salary) for a short stay of min. 4 to max. 20 weeks for research purposes of the following kind:

- Scientific research stays at universities or research institutions
- Field studies and research trips
- Stays in collections, archives or laboratories etc.
- Summer and winter schools (with a focus on research)

Applications for congress and conference participation will not be considered, as these can be (partially) reimbursed via the University of Basel's travel fund.

Applications can be submitted electronically by 12:00 noon on 15 February and 15 September. The earliest possible start of the short stay is 1 July or 1 January. The STTG cover travel costs (actual), accommodation and meal costs (flat rate) and any fees in connection with the stay (actual). There is a cost ceiling of CHF 5000 per application. The acquisition of matching funds is possible and should be declared at the time of application.

It is possible to submit multiple applications, but first-time applications will be given priority. Multiple submissions are understood to be several applications by the same person, but not for the same host institution. If the application is rejected, it cannot be resubmitted.

All insurances such as travel and health insurance during the short stay are the responsibility of the applicant.

B. Submission of application and documents

The documents can be written in German or English. Incomplete applications or applications submitted after the deadline will not be considered for reasons of equal treatment.

Once you have registered on the homepage, you will receive a link to the electronic form. Fill it out and upload the required documents. You can save the form at any time and amend it if necessary. Once the form has been submitted, no further changes can be made.

Information in the electronic form	**To do:**
Applicant, address of correspondence	Please enter your contact details in the form.
Subject area /Institute	Please indicate at which department/institute of the University of Basel you are doing your doctorate or are employed as a postdoc.
Duration of stay	Funding starts at the earliest on 1 July or 1 January. Duration min. 4 to max. 20 weeks.
Location/host institute	Please indicate the host institute or the location of the stay abroad.
Letter of support	Please indicate who wrote your letter of support (see below).
Project title	Please enter the project title of your doctoral thesis or postdoc project.
Financial requirements	Please enter the actual travel costs, a flat rate for accommodation and meals appropriate to the location and duration of the stay, and any fees incurred in connection with the stay. The maximum amount of CHF 5000 must not be exceeded. Please also indicate whether you will acquire or have already acquired matching funds and if so, please indicate the amount.
Documents (PDF-Format necessary, total max. 10MB)	
CV (max. 2 pages)	Short CV in the usual formats without a list of publications (please refer to the research database UNIverse or ORCID etc.).
Mobility-Statement (1 page)	Please explain why you are seeking the short stay, what it will do for your current research project and your career, and what you will bring back to the University of Basel.
Description of project (1 page)	Brief description of your research project at the University of Basel (dissertation; postdoc project; habilitation).

Confirmation host institute (1 page)	Please enclose a confirmation or invitation from the host institution. This is not necessary if you are carrying out field research or similar without institutional involvement.
Letter of support (1 page)	Please upload a letter of support from your supervisor (PhD) or your supervisor (postdoc). The added value of the short stay for the person and the project should be mentioned.
detailed budget of financial requirements (1 page)	Please upload a budget including details of travel costs (train instead of flight), accommodation and meals as well as fees and any matching funds requested for your stay abroad.
Confirmation of matriculation	For doctoral students: Please upload a current confirmation of matriculation.
Diploma/degree transcript	Please upload your last university degree certificate (incl. grade sheet).

C. Approval of funds and final report

The funds will be paid directly into the applicant's account after approval by the Nikolaus and Bertha Burckhardt-Bürgin Foundation and before the start of the stay.

Once a grant has been awarded, applicants are obliged to write a short final report within a maximum of 4 weeks of their return. A template will be sent out by the Career Advancement Office. The most important receipts for travel and accommodation costs should be attached to the report if possible.

Adopted by the Foundation Board on 23 September 2024.
Updated on November 18, 2026 (change to start date).