



## Research Fund of the University of Basel for Excellent Junior Researchers

### Information sheet for application process and submission

**The complete application must be submitted electronically via personalized online form with document upload function by 12-00 pm (noon!) at the latest on the relevant submission date of 01.02. or 01.09\*. The documents will be sent to the Career Advancement office by clicking on the button "submit application".**

**Incomplete or late submissions will not be taken into consideration for reasons of equal treatment.**

<p><b>Grants Tool entry</b> <b>until 15.01. resp. 15.08.</b></p> <p>Here you apply electronically for the departmental confirmation (infrastructure confirmation).</p> <p><b>A</b> As soon as the confirmation is obtained, you will receive an e-mail with a personalized link to an online form for the electronic submission of your application incl. upload function for your documents.</p>	<ul style="list-style-type: none"> <li>• Login with your Unibas login data via <a href="http://grants.unibas.ch/inf2/index.php">http://grants.unibas.ch/inf2/index.php</a> and add a new project under "Forschungsfonds (Excellent Junior Researcher". If no valid access/login exist, please contact <a href="mailto:nachwuchsfoerderung@unibas.ch">nachwuchsfoerderung@unibas.ch</a> and provide name, position, employment address, phone number and department.</li> <li>• You as the applicant are the <i>Principal Investigator</i> (=applicant).</li> <li>• Please check, if your department is correct (where your research will be conducted).</li> <li>• «<i>Submission deadline</i>» = current deadline of the Research Fund (01.02/01.09.*)</li> <li>• Earliest possible start for funding (=«<i>project start date</i>) is 01.06. resp. 01.12.</li> <li>• Budget: click on "<i>Upload Budget</i>" and choose the template <i>University of Basel Forschungsfonds</i>:             <ol style="list-style-type: none"> <li>a. Final funding for doctorate (only own salary possible): 87% employment percentage possible (acc. to current SNSF salary rate, incl. employee and employers' contributions) for max. 12 months;</li> <li>b. Postdocs: max. CHF 80'000 (incl. employee and employers' contributions) for max. 24 months;</li> <li>c. Prospective research projects with employment at UPK/UKBB require an increase of the "employers' contribution" in the budget calculator from 14% <u>to 20%</u>.</li> <li>d. Postdocs applying for the salary of a staff member must, for the duration of the grant,                 <ul style="list-style-type: none"> <li>- be employed at the university/USB/UPK/UKBB/Associated Institute and</li> <li>- if the staff member is a PhD candidate guarantee their financing until graduation (part of the departmental confirmation)!</li> </ul> </li> <li>e. For postdocs: consumable costs essential to the project (medical consumables, reagents and proofreading costs, cf. separate list) are only possible to a limited extent (max. 10% of the requested salary amount, while the total grant amount is max. CHF 80'000, e.g. CHF 7'200 consumables &amp; CHF 72'000 salary costs = CHF 79'200)</li> </ol> </li> </ul>
<p><b>B Application documents</b></p>	<p>The list below is binding and is a formal requirement for the acceptance of the application. The documents may be submitted in German or English (French). Earliest possible start for funding: <b>01.06. resp. 01.12.</b> Fill in the online form and upload all required documents. By clicking on the button "<i>submit application</i>" the complete application will be sent to us electronically (<b>for submission deadlines see above</b>).</p>
<p><b>Online Form</b></p>	<p>After having obtained the departmental confirmation, you will receive an e-mail with a personalized link to an online form for the electronic submission of your application. Please fill in all required fields in the online form. When submitting the application via the button "submit application", a PDF file will be generated from the data in the form, which we will automatically receive electronically together with your uploaded documents. You can save the PDF for your own purposes. The form/the entire application can only be sent/submitted if all required data in the form have been completed and the required files have been uploaded.</p>
<p><b>Reason for application</b></p>	<p>Why are you applying to the Research Fund? (<i>including information of other financial support</i>)</p>
<p><b>Curriculum Vitae</b></p>	<p>CV (including teaching experience, involvement in the university, scientific management, and if relevant family commitments, mobility); the cv format can be freely chosen (according to professional culture of each specialty or according to <a href="#">SNF regulations</a>)</p>
<p><b>Career plan</b></p>	<p>Plans for the future academic career</p>

<b>Publications</b>	List of publications
<b>Degrees/diplomas</b>	Academic degrees/diplomas from BA level onwards, merged into one single PDF file
<b>Project description/ Research plan</b>	<p>a) Summary (max. ½ page)</p> <p>b) Project description, 5 to max. 10 pages (bibliography can be extra), structured and with the following subtitles:</p> <ol style="list-style-type: none"> <li>i. Description of the field of research (state of research and own preliminary work in the research field)</li> <li>ii. Research hypothesis, methods, goals</li> <li>iii. Research plan (including time schedule; if applicable cooperations and partners)</li> <li>iv. Available resources (equipment, office/lab space, if staff members: finances)</li> <li>v. Importance of the project (if the project is a part of a larger study in the same research group, the individual contribution of the applicant must be clearly visible. A postdoc project must differ significantly from the topic of the doctoral thesis)</li> </ol>
<b>Budget</b>	Please comment on your budget in the application and attach the budget from the Grants Tool (print screen or export). Please submit copies of award letters of additional third party funding obtained.
<b>Letters of support, doctoral agreement and further required documentation</b>	<p><b>Letters of support must carry a <u>department's header</u> and be <u>signed</u>.</b></p> <p>The letters of support should be written by persons who know both the applicant and the planned research project well enough to comment on the content. The letters of support may be sent separately in advance by e-mail (PDF) to the Career Advancement Office or uploaded together with the application documents</p> <ul style="list-style-type: none"> <li>• <b>For final funding for the doctorate (PhD thesis)</b> <ol style="list-style-type: none"> <li>i. Two letters of support by professors, one of which has to be by the supervisor including an explanation why funding from the Research Fund is required;</li> <li>ii. Doctoral Agreement (incl. all attachments).</li> </ol> </li> <li>• <b>For postdocs / clinical researchers (residents and senior physicians)</b> <ol style="list-style-type: none"> <li>i. At least two, max. three letters of support, one of which should be from the supervising professor/PI at the University of Basel. The other letter(s) can be from professors/Pis from the University of Basel or from another university in Switzerland or abroad;</li> <li>ii. If applicable: proof of any required approvals (ethical committee, Swiss committee for biological security, animal experiments, etc.);</li> <li>iii. If applicable, confirmation of leave of absence from clinical duties for the required research time (for clinical researchers by the supervisor or the administration of the University Hospital).</li> </ol> </li> </ul>

\* *deviating submission deadlines will be communicated on the website of the [Research Fund for Excellent Junior Researchers](#).*