University of Basel

Vice President's Office
for Research

University of Basel Research Fund Junior Researchers: Information Sheet for Application Process and Submission

Submission deadlines: 01.02. and 01.09., each no later than 12:00 o'clock (noon).
The complete application must be submitted electronically via the personalized online form, including the upload of all required documents. The application documents are transmitted to the Career Advancement Office by clicking the "Submit Application" button. Incomplete applications or applications submitted after the deadline will not be considered, in order to ensure equal treatment of all applicants.

1. Eligibility Requirements

Before submitting your application, please verify that you meet the eligibility requirements specified in the Application Guidelines and the current call for applications.

2. Application Submission Procedure

Step	What must be done?
A. Grants Tool **until 15.01. and 15.08.**	• Log in using your University of Basel credentials at grants.unibas.ch/inf2/index.php.* • Create a new project under «Forschungsfonds (Excellent Junior Researcher)». • The applicant must be designated as the Principal Investigator (PI). • Verify that the assignment to the department or research unit is correct. • Enter the current Research Fund deadline as the «Submission deadline»: February 1 or September 1. • Earliest possible funding start date: June 1 or December 1, respectively. • Latest possible funding start date: the beginning of the final month of the following semester (July 1 or January 1, respectively). • Upload the budget template «University of Basel Forschungsfonds». See «3. Budget and Scope of Funding» below. • Request the departmental confirmation (infrastructure confirmation).
B. Personalized Online Form **until 01.02. and 01.09.**	• Once the departmental confirmation has been issued, you will receive a personalized link to the online application form by email. Check the email address registered in the Grants Tool regularly. • Complete all fields in the application form and upload the required documents. See «4. Application Documents» below. • Submit the complete application by clicking «Submit Application». • Upon submission, a PDF containing the information entered in the form will automatically be generated. This PDF can be saved for your own records.

3. Budget and Scope of Funding

a) Doctoral Students

For funding to complete a doctorate, applicants may only request funding for their own salary. An employment rate of 87% is permitted, in accordance with the applicable Swiss National Science Foundation (SNSF) salary rates, including both employee and employer social security contributions, for a maximum period of 12 months.

* If no valid access/login exists, please contact nachwuchsfoerderung@unibas.ch and provide name, position, employment address, phone number and department.

b) Postdoctoral Researchers

- The maximum funding amount is CHF 80,000, including employee and employer contributions as well as consumables, for a maximum funding period of 24 months.
- Consumables may only be requested to a limited extent, for example, medical consumables, reagents, or proofreading costs, in accordance with a separate list. These expenses may not exceed 10% of the requested salary contribution. The total funding amount remains limited to CHF 80,000 (e.g., CHF 7,200 for consumables + CHF 72,000 for salary = CHF 79,200).
- Postdoctoral researchers requesting salary funding for research staff must themselves hold a position at the University of Basel, a Basel university hospital, or an associated institute throughout the entire funding period.
- If a doctoral student is to be funded through the project, continued financing of their position until completion of the doctorate must be guaranteed. This guarantee must be included in the departmental confirmation.

c) Assistant Physicians and Senior Physicians

- The maximum funding amount is CHF 80,000, including employee and employer contributions as well as consumables, for a maximum funding period of 24 months.
- Consumables may only be requested to a limited extent, for example, medical consumables, reagents, or proofreading costs, in accordance with a separate list. These expenses may not exceed 10% of the requested salary contribution. The total funding amount remains limited to CHF 80,000 (e.g., CHF 7,200 for consumables + CHF 72,000 for salary = CHF 79,200).
- For applicants employed at UPK or UKBB, the «employers' contribution» in the budget calculator must be increased from 14% to 20%.
- For research stays abroad, prepare your budget based on the current SNSF Postdoc.Mobility fellowship rates. The total amount calculated this way can be entered under the category «Auslandaufenthalt (Medizin)».
- On the application page, under «Comments» specify the location of your planned research stay abroad and indicate whether you have budgeted any additional expenses beyond the standard country-specific allowance (e.g., family allowances or travel allowances).

4. Application Documents

The following list of required documents is mandatory. Documents may be written in German or English. The application can only be submitted once all mandatory fields have been completed and all required documents have been uploaded.

Dokument	Requirement
Reason for application (max. 1 page)	Explain why you are applying for funding from the Research Fund. Where applicable, indicate any additional third-party funding that you have applied for or have already been awarded.
Curriculum Vitae (max. 3 pages)	Submit a CV including information on: Teaching activities, Participation in university governance and administrative responsibilities, family responsibilities, where applicable, academic mobility. The format is flexible and may follow the conventions of your academic discipline or the guidelines of the SNSF.
Career Plan (max. 1 Seite)	Describe your plans for your future academic career.
Publications	Provide a list of your scientific publications. References or links to UNIverse, ORCID, or comparable academic profiles may also be included.
Degrees / Diplomas	Provide copies of your academic degrees and corresponding transcripts, beginning with your Bachelor's degree. All documents must be combined into a single PDF file.

Project Description / Research Plan (max. 20'000 characters)	a) Summary, maximum length ½ page. b) Project description, maximum length: 20'000 characters, including spaces and figures, but excluding the bibliography. Organize the project description using subheadings covering the following points: - Research Background and Context: Current state of research and your own previous research and preliminary work. - Research Questions, Methods, and Objectives: Description of the research questions, methodology, and objectives. - Research Plan: Including a timeline and, where applicable, research staff and collaborators. - Available Resources: Equipment, facilities, and space, as well as financial resources (if personnel are involved). - Significance of the Project: If the project is part of a larger study conducted by a research group, your own research contribution must be clearly identifiable. In addition, a postdoctoral research project must differ significantly from your doctoral dissertation. *Please draft the proposal in such a way that it can be understood by university faculty members outside your immediate field of expertise.*
Budget (max. 1–2 pages, including a screenshot or export from the Grants Too)	Explain and justify the proposed budget in your application. Include the budget generated in the Grants Tool as a screenshot or exported document. Award letters confirming any additional funding already granted must also be attached.
Reference Letters and Additional Confirmation Documents	**Letters of support must be written on the institution's official letterhead and must be signed.** The letters should assess the applicant's academic qualifications and the significance of the research project for the next step in their career or for the completion of their dissertation. References may be sent separately in advance by e-mail (PDF) to the Career Advancement Office (nachwuchsfoerderung@unibas.ch) or uploaded along with the application documents **a) Doctoral Students** - Two letters of support from professors. One letter must be written by the primary doctoral supervisor and must explain why funding from the Research Fund is being requested. - Doctoral Agreement (including all appendices and meeting records.) **a) Postdoctoral Researchers and** **b) Assistant Physicians and Senior Physicians** At least two and no more than three reference letters. One letter must be written by the applicant's supervising professor or Principal Investigator (PI) at the University of Basel. Additional letters may be written by professors or PIs at the University of Basel or at another university in Switzerland or abroad. - If applicable: Proof that the necessary approvals have been obtained, (e.g., from an ethics committee, the committee for biological security, or an animal research permit). - 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).

5. Contact

For questions regarding application submission, please contact the Early-Career Researcher Support Office: nachwuchsfoerderung@unibas.ch