



Nikolaus and Bertha Burckhardt-Bürgin Foundation (NBB)

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 submission date of 01.02.** 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>Grants Tool entry until 15.01. Here you apply electronically for the departmental confirmation (infrastructure confirmation).</p> <p>A 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"> • Login via http://grants.unibas.ch/inf2/index.php, and add a new project under "Forschungsfonds (Excellent Junior Researcher)". In case you do not have access, please contact nachwuchsfoerderung@unibas.ch and provide name, position, employment address, phone number and department. • You as the applicant are the <i>Principal Investigator</i> (=applicant). • Please check, if your department is correct (where your research will be conducted). • «<i>Submission deadline</i>» = current deadline (01.02.) • Earliest possible start for funding (=«<i>project start date</i>») is 01.06. • Please indicate in the "comment" field that you are applying for a contribution by the Burckhardt-Bürgin Foundation towards final funding for your PhD thesis. • Budget: click on "<i>Upload Budget</i>" and choose the template <i>University of Basel Forschungsfonds</i>: Contribution towards final funding for PhD thesis for max. 12 months (own salary): Please change the "employment percentage" to 87%. This corresponds to the SNSF approach for doctoral students (including employee and employer contributions). Due to its limited funds, the foundation usually can offer smaller contribution towards finishing a PhD thesis. Applying for other third party funding is recommended.
<p>B Application documents</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: 01.06. 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 (for the submission deadline see above).</p>
<p>Online Form</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. In the form, please choose "Nikolaus und Bertha Burckhardt-Bürgin-Stiftung" at the top. 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>Reasons for application</p>	<p>Why are you applying to the Nikolaus and Bertha Burckhardt-Bürgin Foundation? (including information of other financial support)</p>
<p>Curriculum Vitae</p>	<p>CV (including teaching experience, involvement in the university, scientific management, and if relevant family commitments, mobility)</p>
<p>Career plan</p>	<p>Plans for the future academic career</p>
<p>Publications</p>	<p>List of publications</p>
<p>Degrees/diplomas</p>	<p>Copies of your academic degrees/diplomas from BA level onwards</p>
<p>Project description/ Research plan</p>	<p>a) Summary (max. ½ page) 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"> Description of the field of research (state of research and own preliminary work in the research field) Research hypothesis, methods, goals Research plan (including time schedule; if applicable cooperations and partners) Available resources (equipment, office/lab space, if staff members: finances) Importance of the project



Budget	Please comment on your budget in the application and attach the budget from the Grants Tool. Please submit copies of award letters of additional third party funding obtained.
Letters of support and further documentation <i>(Letters of support may be sent separately <u>in advance</u> by e-mail (PDF) to the Career Advancement Office, or uploaded together with the application documents)</i>	<ul style="list-style-type: none">• Two letters of support from professors are required, one of which by the first supervisor, including reasons why funding from the Burckhardt Bürgin Foundation is required. Letters of support must carry a <u>department's header</u> and be <u>duly signed</u>.• If the project requires an ethical approval/authorisation for animal experiments etc., proof that the necessary authorisations (ethics committee, Swiss Commission for Biosafety, animal experiments etc.) have been obtained must be uploaded.