



Leaflet *stay on track*

1. Submission deadlines and funding period

The advertisement to apply for the *stay on track* relief options is published each semester. An application is possible at any time. The applications received will be reviewed each year following the dates 01.04. and 01.10. The funding period generally corresponds to the University semester:

Submission by 1 April for funding for the following autumn semester (from 01 August - 31 January)

Submission by October 1 for funding for the following spring semester (from February 1 - July 31)

2. Clarification of the relief funding options

The contributions from *stay on track* aim at a temporary relief after the return to employment (and cannot be used as an extension of the statutory maternity leave).

You must show how you fulfil duties in the context of your employment at the University of Basel, from which you can be specifically relieved for one semester to the benefit of your own research through *stay on track*.

Please explain to what concrete goals of your research career can be achieved through one of the possible relief options.

3. Application documents

These are a formal requirement before the application can be processed

1. Cover page (online form) Give web link here
2. CV
3. Confirmation from the departmental management that the relief option can be implemented (contract must have a duration until at least the end of the relief period).
4. Justification of the selected relief option (if necessary as a supplement to the details given in the online form). Briefly outline your tasks as part of your employment. Justify the benefits of the requested relief for the chosen semester.
5. Letter of support (max. one A4 page) issued by an internal or external academically qualified person
6. Applicant's career plan
Outline your career plan taking into account the following points:
 - Current status of your university/scientific career
 - Importance of the relief measure for your research and career goals

4. Submission of the documents

The complete application, including a reference letter, must be submitted as a pdf file (all documents in the above order) by 01.04 or 01.10 → stayontrack@unibas.ch

5. Additional questions

Mariafranca Tassielli will be happy to answer any questions you may have in connection with submitting your application that are not clarified in this document:

stayontrack@unibas.ch and by telephone on +41 61 207 12 87 (Tue - Fri morning, Tue and Thu afternoon).