University
of Basel

Vice President's Office
for Research

Doc.Mobility@unibas: Application Guidelines

Please send all inquiries in connection with the preparation and submission of applications by e-mail to the Career Advancement Office (nachwuchsfoerderung@unibas.ch).

A.   General provisions

Doc.Mobility@unibas grants are aimed at all doctoral students at the University of Basel who wish to improve their scientific profile at a research institute abroad. These mobility grants enable a research stay abroad in order to deepen scientific knowledge and advance the doctoral thesis.

All doctoral students of the University of Basel who at the time of the application deadline have been enrolled at the university for at least 2 semesters and who do not already have funding from the Swiss National Science Foundation are eligible to apply. Enrollment at the University of Basel is also mandatory during the stay abroad.

Doc.Mobility@unibas includes a contribution to cover the costs of living, a lump sum for travel expenses and a possible contribution towards conference costs. The funding period is usually 6 months. If the project abroad requires a longer contribution period, this can be requested by providing a corresponding justification in the application and confirmation from the main supervisor in the recommendation letter (maximum of 12 months in total).

As a rule, doctoral students generally work at least 80% for the approved research project during the research stay abroad. A lower workload may be permitted upon a justified request, particularly in the case of persons with family responsibilities.

Applicants whose applications have been rejected may submit a maximum of one further application for a Doc.Mobility@unibas grant, regardless of the thematic focus of the project, provided the personal and formal requirements are met.

B.   Application and documents

Calls for applications are usually launched once a year or rather according to the financial possibilities. As a rule, two dates per year are offered for the submission of applications. The submission deadlines can be found in the call for applications.

Applications that have not been submitted on time will not be considered. The receipt of the application will be confirmed by e-mail within two weeks of the deadline.

The modalities of <u>electronic submission</u> are listed in a separate information sheet.

- **Applicant, correspondence address, institute**

Please enter your contact details and institute affiliation in the form.

- **Cover letter**

Upload a cover letter outlining your motivation for going abroad.

- **Mobility**

The earliest possible start is 3 to 4 months after the submission deadline. The latest start of funding is 12 months after the date of the decision. The start date is always the 1st day of the month. Please indicate the planned duration of the mobility grant in months. Mobility grants are typically awarded for 6 months, though exceptions may apply (see section A above).

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- **Letters of reference**

Two letters of reference must be provided. One letter of reference should be written by the main supervisor at the University of Basel. The choice of the second reference person is at the discretion of the applicant (usually a professor in the research field).

- **Project / Research Plan**

The research plan is the basis for the scientific evaluation, in particular the assessment of the scientific quality of the planned research project, i.e. its scientific significance, topicality, originality, feasibility and suitability of the chosen methods. Together with the CV and the scientific performance record of the applicants, the research plan also serves to assess the scientific qualification of the researchers, in particular their expertise with regard to the research project.

The research plan must consist of original text written by the applicants themselves. Only in the chapters on the state of research in the field (2.1) and on the state of their own research (2.2) as well as in the description of standard methods, texts (or other materials, graphics etc.) of third parties or own published texts are permitted to a small extent. The cited texts must be clearly marked as quotations (quotation marks and closing signs or appropriate wording) and a verifiable source must be indicated near the passages taken over and in the bibliography.

Structure of the research plan

- max. 10 pages (excl. bibliography), minimum font size 10, line spacing 1.5.
- Structure as follows:
    1. ***Summary of the research plan*** (max. 1 page)
    2. ***Research plan***
        2.1 ***State of research in the field*** (describe your project in the context of the current state of knowledge/research in your field).
        2.2 ***State of your own research*** (describe your own research work in the field of the project or in related fields, its results to date and the relevance of this preliminary work for the current project).
        2.3 ***Detailed research plan*** (Based on the information provided under points 2.1 and 2.2, indicate which research approaches you are pursuing and which concrete goals you intend to achieve during the application period). The scope and level of detail of the information provided should enable the experts to assess the appropriateness of the methodological approach and the feasibility of your research project.
        2.4 ***Schedule and milestones*** (schedule with the most important milestones).
        2.5 ***Justification of the choice of host institute***(s)
        2.6 ***Significance of the research work*** (Describe the scientific significance and the potential impact of this project on the field and science in general. Indicate in which form you would like to publish the research results, e.g. articles in scientific journals, monographs, conference proceedings, etc.).
        2.7 ***Career plan*** (importance of the project for your personal career development).
    3. ***Bibliography***

- **Curriculum vitae**

The CV (max. 3 pages, min. font size 10) as well as a short explanation of the major scientific achievements (max. 1 page) should be compiled in one document and written in the same language as the research plan (see above). All dates must be given in years and months. Other items relevant to the application may be added.

Structure of the curriculum vitae:

1. Information about the person, including Researcher ID if available (e.g. OrcID, ResearcherID, Google Scholar ID).
2. Education: In addition to the detailed information about your education, please indicate the beginning of your doctoral studies and the name of your supervisor. Applicants with a medical degree must provide the date of the state exam (or equivalent) and the MD.
3. Previous employment and current position(s) with the name of the supervisor(s)
4. Institutional responsibilities (committees, etc.)
5. Teaching activities (summary) and supervision of students
6. Activity in panels, boards, organization of conferences and individual scientific activities
7. Prizes, awards, scholarships
8. Active membership in scientific societies
9. Personal skills (e.g. languages, digital skills)
10. Career breaks

In the section "**Major Scientific Achievements**" (max. 1 page, attached to the CV) the applicant describes scientific achievements that provide relevant information on the academic profile in addition to scientific publications, such as knowledge transfer activities, software, databases, prototypes, etc. The specific contribution of the applicant and the impact of this work must be described here.

- **Publication list**

The list of publications should be structured as follows, if applicable. Only publications that have been published, are in print or accepted may be listed under items 1- 4. Unpublished works may be listed under point 10:

1. Monographs
2. Publications in scientific journals (divided into peer-reviewed and non-peer-reviewed)
3. Conference contributions (divided into peer-reviewed and non-peer-reviewed)
4. Contributions to books
5. Patents and licenses
6. Contributions to international conferences (e.g. oral presentations, posters)
7. Public relations (e.g. public commitment to science, technology and knowledge transfer, scientific art, etc.)
8. General contributions to science (e.g. speaker of an international experiment, leader of an international expedition, founder of an international network or training program, etc.)
9. Other applicable results (e.g. maps, methods, prototypes, software, databases, design, arXiv articles, contributions to big data collaborations, etc.)
10. Unpublished work

- **Career plan**

The career plan must not exceed one page (min. font size 10). Briefly describe past professional achievements, but focus on medium and long-term career goals. Please also confirm your intention to continue your doctoral studies at the University of Basel after your stay abroad in order to earn your doctorate there.

- **Copies of diplomas**

Upload a copy of your bachelor and master diploma (including grade sheet). Medical students are required to attach a copy of their state examination (or equivalent).

- **<u>Confirmation by host institute</u>**

Please enclose with your application the confirmation of each host institute abroad. The letters must include an official letterhead from the host institute and an original signature of the head of the institute or the responsible professor at the host institute (no e-mail). In the letter(s) it must be clearly stated that the infrastructure necessary for the implementation of the project will be available for the entire duration of the research stay. The start and end dates of the funding period must be mentioned.

- **<u>Family</u>**
- Doctoral students who wish to spend their stay abroad with their family (partner without income) can apply for a family allowance: They will receive CHF 10'000 for their partner and CHF 5'000 for each child, plus a travel allowance for each person. Please upload the relevant proof (see separate document titled "Confirmation for Families"). **<u>Confirmation of matriculation</u>**

Please upload the confirmation of matriculation as a doctoral student (usually "Overview of enrollment" from Student Services). If this document does not show the date of the first matriculation as a doctoral student (start of the doctorate), please attach an additional official document from the university.

- **<u>Ethical approval</u>**

If you submit a project that is subject to approval and reporting requirements, the host institute can state in the letter of confirmation that all legal and ethical regulations in the host institute's country have been met. If the confirmation is not yet available at the time of submission, the confirmation must be submitted in a second letter at the latest before the grant is released. The contribution can only be released if the respective confirmation is available.

- **<u>Further documents</u>**

You have the possibility to upload other documents relevant to the project in PDF format. This applies in particular to any requests for exceptions.

C.   Allocation of funds

The principles of the allocation of funds are regulated in the Doc.Mobility@unibas guidelines. The decision on the allocation of funds will be communicated to the applicants in writing. There is no legal entitlement to a funding contribution.

If the funds awarded are not used for the stated purpose, they must be refunded. Funds not used after the end of the project cannot be used for any other purpose and shall be returned to Doc.Mobility@unibas.

D.   Reporting

Doctoral students who have received funding are obliged to submit a report. The modalities and deadlines set out in the grant award letter and/or the declaration of acceptance are binding.