



Career Toolbox

The Career Toolbox offers you the possibility to apply for a financial grant for a career-promoting measure to optimize your portfolio of competencies.

You can apply for a financial subsidy for a measure – based on your personal potential and specific needs – that can be quickly and easily accessed. The measure can relate to various areas and concern specialist & interdisciplinary, personal, methodological & analytical, or social competencies.

Possibilities

The measure could be:

- ⇒ Coaching sessions (topics relating to career, fundraising, negotiation, leadership, presenting, writing, time management, etc.)¹
- ⇒ Workshops / training sessions
- ⇒ Counselling for academic job applications
- ⇒ Teaching education (e.g. «Hochschuldidaktik»)
- ⇒ Language courses
- ⇒ Copy-editing
- ⇒ Language editing of your cover letter
- ⇒ A subsidy for publishing
- ⇒ Translations
- ⇒ Advanced specialist training
- ⇒ Inviting specialists to a round table
- ⇒ A visit to specialists or to congresses
- ⇒ A research visit
- ⇒ Outsourcing of basic research
- ⇒ Creation of a website
- ⇒ Business portrait shootings

Application and amount of the subsidy

A maximum of 1,000 Swiss francs will be available for each participant. Participants must apply for the desired measure using the «Application Form Career Toolbox» (submitting an evaluation of the costs and the measure's career relevance) by **30 September 2026** at the latest.

Please note that the entitlement will lapse after the end of the submission deadline on 30 September 2026.

As soon as the measure has been approved and implemented, the subsidized amount will be reimbursed after sending in the receipt/s in addition with the form "Account Career Toolbox". **You can make use of this offer until the end of 2027.** An extension is not provided for and must be explicitly agreed upon.

It is possible to apply for more than one measure as long as the maximum amount of the grant is not exceeded and the relevance of the measure is apparent.

The implicit goal is a reflection of your career as well as career goals. Therefore, it is important to identify measures that will benefit your career. You may change them later on in case the planned measure(s) will not be beneficial any more during your career development.

¹ We can provide you with contact details of some approved coaches with whom we have worked in the past.