



Leaflet *stay on track*

1. Submission deadlines and funding period

Advertisements for the *stay on track* relief options are published regularly. Applications are accepted at any time. Applications received will be reviewed on an ongoing basis. Relief starts after the request is evaluated and approved, and lasts for 6 months. For the option of “temporary release from teaching”, the duration is bound to the following semester. Extensions are not possible. Retroactive applications will not be considered.

2. Clarification of the relief funding options

The *stay on track* contributions aim to provide temporary relief after returning to employment and cannot be used to extend statutory maternity leave.

You must prove that you are fulfilling your employment duties at the University of Basel. *stay on track* can relieve you of these duties for 6 months or one semester in favor of your own research.

Please explain how one of the possible relief options will help you achieve concrete goals in your research career.

3. Application documents

These are a formal requirement that must be met before an application can be processed

1. Cover page (online form)
2. CV
3. Confirmation from the departmental management that the relief option can be implemented. The contract must be valid until at least the end of the relief period.
4. Justification of the selected relief option, if necessary, to supplement to the details provided in the online form. Briefly outline your employment responsibilities. Justify the benefits of the requested relief for the chosen semester.
5. Include a letter of support (max. one A4 page) from an academically qualified person, either internal or external.
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) → stayontrack@unibas.ch

5. Additional questions

Mariafranca Tassielli (coordination office) will be happy to answer any questions you may have about submitting your application that are not addressed in this document:

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