

# Detailed instructions for the electronic submission of ETH Zurich Postdoctoral Fellowship Applications

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## Overview

Each ETH Fellowship application comprises a cover sheet and several attachments that have to be submitted as separate electronic documents. The cover sheet has to be generated from the web platform, signed, and sent to [ethfellows@sl.ethz.ch](mailto:ethfellows@sl.ethz.ch) due to legal reasons. All other documents must be created using standard text-editing software and uploaded as PDF files into the submission platform by the applicant. Please use the templates provided on the website where necessary.

The required reference letters should be sent directly by the reference persons (for confidentiality reasons) to the Grants Office at the latest 10 days before the submission deadline (no password-protected files).

## Document naming conventions and contents

The following table provides an overview of the documents used in an ETH Fellowship application. Documents for which templates are provided are marked **grey**. **Please do not upload any password-protected documents.**

**Table 1: Document list.** “Access” is defined as follows: **general documents** will be sent to the ETH Zurich Research Commission **and** external reviewers; **internal documents** will be only sent to the ETH Zurich Research Commission.

Document name	Type of information	Access	Contents / Remarks
A01_CoverSheet_ <i>name of applicant</i>	general	general	Application Cover Sheet, (.rtf document in a predefined format generated by the web-based interface). Please sign and send the sheet as a PDF file to the specified address. <b>Do not upload it.</b>
A02_ProjectDescription_ <i>name of applicant</i>	scientific	general	Detailed project description including summary, research plan and literature list. See guidelines and form for details.
A03.1_CV_ <i>name of applicant</i> A03.2_CV_ <i>name of host professor</i>	general	general	Complete CV of the candidate including list of publications and a <b>picture</b> . It is important that all dates at least include month and year. Short CV (2p) of the host professor.
A04_CareerGoals_ <i>name of applicant</i>	general	general	Brief outline of the career goals of the candidate (1p).

Document name	Type of information	Access	Contents / Remarks
A05_InvLetter_ <i>name of applicant</i>	general	general	Letter by host professor, stating why the candidate is considered excellent and why they are invited to the host group.
Z01_Ethical Issues_ <i>name of applicant</i>	general	internal	Information on ethical issues and research requiring authorization or notification.
Z02_ <i>date of doctoral examination_name of applicant</i>	general	internal	<b>If applicable</b> , certification of the planned date of the defense signed by the advisor or department chair.

To monitor and improve the programme, each ETH Fellow is requested to submit a final report within six weeks after completion of their fellowship to the ETH Zurich Grants Office. The relevant request and form will be sent to you in due course.

## Submission procedure

### Downloading

The necessary templates can be downloaded [here](#).

Please do not change the internal structure of the templates and stick to the file naming conventions explained above.

### Login

The submission platform requires an ETH (nethz) login. If you already have one you may complete the electronic submission yourself. Otherwise, ask a member of the host lab to take over this step.

### Entering basic information

Click on the “New proposal” tab at the top of the browser window to enter the basic information for your ETH Fellowship application. An illustrating screenshot is attached at the end of this documentation.

The fields “Address of ETH host professor” and “Address of ETH Fellowship candidate“ will be used in the decision letter to the applicants. They must contain the title, name and full postal address of the applicant. Please use standard rates for ETH Fellows salaries as specified on [www.ethfellows.ethz.ch](http://www.ethfellows.ethz.ch). The costs in the category “Other costs” for individual travel/mobility allowance and for the costs for research contributions must not exceed CHF 12,000 per year.

### Saving basic information

After entering all necessary data fields, click the “Save” button. The proposal will appear in the "My proposals" section with the status "In preparation". The proposal is not yet submitted; you can still change the information (click “Save” after every change). It is also possible to log out and resume the work at a later time by using the “My proposals” link after a new login.

### Entering persons who submit reference letters and give suggestions for reviewers

After saving the basic proposal data, click the “**References & Reviewer Suggestions**” button and enter the information about the two persons you are asking to provide a reference for you. Please identify them as “**References**” in the drop down field. The reference letters (signed and scanned PDF - **no password protection**) should be sent to [ethfellows@sl.ethz.ch](mailto:ethfellows@sl.ethz.ch) by the indicated persons directly and no later than 10 days before the submission deadline (Subject of the e-mail: last name candidate\_first name candidate\_last

name reference). Only two reference letters will be accepted. Additional reference letters will not be taken into account.

Please also **suggest** four names of **potential external reviewers** for the assessment of your application. Please mention only persons who do not have potential conflicts of interests with you.

To suggest the names of the reviewers please identify them as “**Reviewer Suggestions**” in the drop down field and then enter the information on the suggested reviewers, as precisely as possible, in order to allow us to efficiently contact them.

## Delegating access

You can delegate the rights to edit and submit a proposal to any owner of a valid nethz account by using the “Delegation” button. The person to whom the rights are delegated can access the proposal through their own “My proposals” list. The access rights can be revoked at any time by the original creator of the proposal.

## Creating the Cover Sheet

Use the “Create Coversheet” button to generate the proposal's leading page. Send a signed copy of this page to [ethfellows@sl.ethz.ch](mailto:ethfellows@sl.ethz.ch). The Grants Office must receive the signed copy **no later than seven days after the submission deadline**.

## Document upload

**Important: All documents must be converted to PDF files (no password protection) prior to uploading and your name should be added as indicated in the overview table above. Please note that the size of a single PDF file may not exceed 5 MB.**

Click “Attachments” and upload all documents with the “Add Attachment” button. For every file uploaded, specify the Type and Access according to Table 1. The “Description” field can be used to provide further information on the file contents. You do not have to **upload** the cover sheet. It will be generated by the software once the proposal has been submitted.

## Submitting the application

Make sure that all required documents have been uploaded and that the cover sheet has been generated. **Incomplete applications will not be processed.** Use the “Save & Submit” button to submit the complete application. A confirmation e-mail will be sent to the e-mail addresses of the applicant and the ETH host professor as specified in field 1.2 of the cover sheet. The proposal status will change to “submitted”. At this point, you will no longer be able to edit the documents or create a cover sheet. If you have submitted an application in error, please contact [ethfellows@sl.ethz.ch](mailto:ethfellows@sl.ethz.ch).

Depending on the results of the internal and external reviews of the proposal, the proposal status may assume other values, such as “rejected” or “approved”. However, only the signed decision letter sent to the applicants contains binding information on the proposal's status.

## Support

If you experience problems with the electronic submission system, please contact the Grants Office (send an e-mail to [ethfellows@sl.ethz.ch](mailto:ethfellows@sl.ethz.ch)).

# Main page in the web online submission system

ETH Fellows Document download ETH Zürich Vice President Research

**New Proposal** | My Proposals

1. General information

1.1. ETH host unit:   
(Institute or independent professorship)

Responsibility centre:   
(of the professorship)

Department code:

1.2. Applicants:

Salutation:	<input type="text"/>	Name:	<input type="text"/>	First name:	<input type="text"/>	Position:	<input type="text"/>	Date of birth:	<input type="text"/>	Email:	<input type="text"/>
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ETH host professor:

Address of ETH host professor:  
(including title and name)

ETH Fellowship candidate

PhD obtained from (University):  Country of University:

on (date):

Already employed at ETH?  yes  no

If yes, since when?

Citizenship:

Dual Citizenship (if any):

Current country of residence:

Address of ETH Fellowship candidate:  
(including title and name)

1.3. Title of Project:

Main Disciplines:

Disciplines:

1.4. Costs in kCHF

Salary:

Other costs:

Total amount requested:

1.5. Requested start date:  Duration (months):

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## Responsibility Center or Leitzahl

PhD on: Please enter the date on which you received your doctorate or the expected date on which you will defend it (The decisive date is the date of the examination or viva voce).

# References & reviewer suggestions

**ETH Fellows** Document download | ETH Zürich Research | Vice President

New Proposal | My Proposals

Proposal

Proposal ID: 3981

Proposal | Attachments | **Reviewer suggestions** | Delegate

Type	Salutation	Gender	Last name	First name	Email	Affiliation
No records found.						

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New Proposal | My Proposals

Proposal

Proposal ID: 3981

Proposal | Attachments | **Reviewer suggestions** | Delegate

Type: \*

Salutation: \*

Gender: \*  Male  Female

Last name: \*

First name: \*

Email: \*

Affiliation: \*

Please describe the relationship to the Candidate:

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