Frequently Asked Questions (FAQ)
ETH Zurich Doc.Mobility Fellowship programme

July 2022

Before the application
Submitting your application
During the evaluation of your application
After the decision

Before the application

How do I apply?

You must apply using the online web form. An ETH Zurich username and password (nethz login) is needed to login to the online submission tool. Please have a look at the guidelines

Who can be a host?

The host must hold a contract (lasting at least for the duration of the ETH Doc.Mobility fellowship) at the host institution and be able to provide the necessary guidance and access to the required infrastructure as outlined in the proposed research project or technique to be learned. The host institution must be a not-for-profit organisation. Typically, these are tertiary education facilities, or a government or private research institute abroad. The host must be contacted before the application and must provide an invitation letter.

Can I stay at more than one host research institution abroad?

Yes, in justified cases, the stay abroad can take place at more than one research institution. Justifications include field work or other project-specific scientific reasons.

Can I apply if I am enrolled at ETH Zurich but do not receive a doctoral salary from ETH Zurich?

If you are enrolled at ETH Zurich and receive a doctoral salary from one of the following ETH Domain Institutions: Eawag, WSL, Empa and PSI, or are employed at one of the following joint ETH/UZH institutions: Institute of Neuroinformatics (INI) or Institute for Biomedical Engineering (IBT), you can apply for a ETH Doc.Mob Fellowship. The doctoral salary must be a minimum of CHF 47,040 p.a. (i.e. the minimum standard ETH doctoral salary) and your supervisor has to be affiliated with ETH Zurich. You must be employed at these eligible institutions at the time of the submission deadline and continue to do so during your ETH Doc.Mobility stay abroad. Applicants should contact the Grants Office before applying to confirm eligibility.

Doctoral students who are funded through SNSF projects are not eligible as they can apply for mobility grants at the SNSF directly.
The following funding schemes are eligible for SNSF mobility grants: project funding of divisions I-III, interdisciplinary projects, SNSF professorships, Eccellenza, Ambizione, PRIMA, Doc.CH, Sinergia, National Research Programmes, international co-operation programmes. Please refer to the SNSF website for the latest details on SNSF mobility grants.

What expenses are covered?

Below are the eligible cost categories and some guide values. There are maxima for specific categories. The maximum for the fellowship is CHF 20,000.

<table>
<thead>
<tr>
<th>Cost Category</th>
<th>Guide values (CHF)</th>
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<tbody>
<tr>
<td>Living costs/accommodation</td>
<td>8,100 (1,350/month fixed lump sum)</td>
</tr>
<tr>
<td>Travel (economy)*</td>
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<tr>
<td>Research - consumables, lab animals, machine time, field expenses, analyses*</td>
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<tr>
<td>Research – minor equipment incl. software*</td>
<td>3,000 (max.)</td>
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<tr>
<td>Research - reimbursement for study participants*</td>
<td></td>
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<tr>
<td>Open Access publication costs (unless taken over by the ETH Library) *</td>
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<tr>
<td>Conference attendance with presentation (fees, travel, accommodation)*</td>
<td>2,000 (max.)</td>
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<tr>
<td>Matriculation fee (if not waived)*</td>
<td>7,500 (max.)</td>
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<tr>
<td>Child support</td>
<td></td>
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<tr>
<td></td>
<td>3,000 for 1 child</td>
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<td></td>
<td>4,500 for 2 children</td>
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<td>2,000 for accompanying parent of the child/children</td>
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</table>

For co-funding reference purposes include:

- ETH Zurich doctoral salary per annum
- Additional support received from doctoral ETH supervisor for this fellowship abroad
- Any other additional support applied for or received for this project abroad

*Receipts are required for reimbursement and must be submitted when claiming the expenses and for the financial report at the end of the fellowship.

1 The fellowship includes a fixed rate for living and accommodation expenses of CHF 1,350 per month (i.e., it will automatically be CHF 8,100 in total for the six months). There is no need to provide estimates for accommodation and other daily living expenses. Daily travel/commuting costs are part of the daily living expenses.

2 Only one return ticket in economy class will be covered in the travel category (e.g., by train, bus, flight). In the exceptional justified case that the project abroad has been split, two return tickets will be covered. Travel with a private vehicle can be covered if it is cheaper (will be calculated based on a km rate applied to distance travelled, ETH Zurich Regulations concerning Business Expenses).

3 Requires a statement from the host institute that the matriculation fees are not being waived, i.e., a matriculation invoice alone is not enough. The confirmation must be submitted together with the application to be considered for funding.

Note, the last expense claim must be submitted no later than two weeks after the fellowship. Unused funds expire at the end of the fellowship and will be returned to the Grants Office.
What expenses are not covered?

Following costs are examples of items that will not be covered: any visa applications fees, materials of enduring value (e.g., laptops, printers, powerbanks), books, subscription journals, stationary, memberships, postal charges, e-mail/internet, fax & phone charges, photocopies within the host institute.

Can I use the ETH Doc.Mob fellowship for a stay abroad after my doctoral examination?

No, the full six months of the fellowship must be completed before the doctoral examination.

Submitting your application

Can I still make changes after I have submitted the application?

Modifications cannot be made once the application has been submitted.

During the evaluation of your application

Will there be evaluation interviews of the applicants?

Interviews of the applicants are not part of the evaluation process.

Is it possible to update my application after the submission, e.g., if a paper has been accepted?

No, modifications will not be accepted after the submission deadline.

After the decision

Is it possible to start sooner/later than indicated in the application?

Yes, this is possible. In order to receive the awarded funds, an e-mail must be sent to the Grants Office with the start and end date of the fellowship.

The fellowship can be started at the earliest after receipt of the decision letter and must be started no later than twelve months after the submission deadline. A later start must be requested from the Grants Office and can only be accepted in exceptional cases. The ETH Doc.Mobility fellowship always starts on the first day of a month.

Do I have to provide a final report?

Yes, a final report including a report on the use of funds must be emailed to the Grants Office together with the copies of the receipts within two weeks after the completion of the fellowship. We will send you the relevant reporting request and report template shortly before your fellowship ends.

Can I use unspent money after my fellowship?

No, money granted for the Doc.Mob fellowship is only intended and valid for the duration of the fellowship abroad and cannot be used after the fellowship has ended.