Detailed instructions for the electronic submission of an application to the NOMIS Foundation ETH Fellowship Programme

September 2023

Overview

Each NOMIS-ETH Fellowship application comprises an individual signed cover sheet (with date) and several attachments that must be uploaded as a single electronic document via the online ETH job platform "ETH Zurich Job Board" (https://jobs.ethz.ch/site/index). All other documents must be created using standard text-editing software and uploaded as a single PDF file 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 Managing Office of the Centre for Origin and Prevalence of Life Office (e-mail: copl.management@sympa.ethz.ch) 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 NOMIS-ETH Fellowship application. Documents for which templates are provided are marked grey. **Please do not upload any password-protected documents.**

Table 1: Document list.

Document Name	Type of information	Access	Contents/Remarks
Cover_Letter_name_of_applicant	general	general	Signed cover letter
A02_Project_Description_name_of_applicant	scientific	general	Detailed project description including summary, research plan, midterm research vision, list of reference letters to be expected, and literature list. See template for details
A03_CV_name_of_applicant	general	general	Complete CV of the candidate including list of publications and a picture. It is important that all dates at least include month and year.

A04_Invitation_Letter_name_of_applicant	general	general	Letter by host professor, stating why the candidate is considered excellent and why they are invited to the host groups. In addition, The ETH professor must commit to providing the allowance and any additional support required beyond the fellowship allowance to carry out the research project as well as resources for the fourth year, provide the candidate successfully passes the review process.
Z01_Ethical_Issues_name_of_applicant	general	internal	Information on ethical issues and research requiring authorization and notification.
Z02_Code_of_Conduct_name_of_applicant	general	internal	Signed Code of conduct of the NOMIS foundation

To monitor and improve the programme, each NOMIS-ETH Fellow is requested to submit a final report within three weeks after completion of their fellowship to the ETH Zurich Centre for Origin and Prevalence of Life Office. The relevant request and form will be sent to you in due course.

Submission procedure

The necessary templates can be downloaded from https://copl.ethz.ch/opportunities/nomis-eth-fellowships/nomis-fellowship-call-2023.html#downloads

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

The application should be submitted here: https://jobs.ethz.ch/site/index

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.

Incomplete applications will not be processed.

Support

If you experience problems with the electronic submission system, please contact the Managing Office of the Centre for Origin and Prevalence of Life by e-mail to copl.management@sympa.ethz.ch . Please note that, outside office hours, no support can be provided for problems with the electronic submission.