![Universität Zürich UZH logo]

Application guidelines for the Forschungskredit 2018: Candoc

Valid only for the **application period 2018 (submission deadline 1 February 2018).**

The team at the UZH Grants Office will be glad to help you if you have questions about applying for funding: support@forschung.uzh.ch, phone 044 634 53 89, www.researchers.uzh.ch

1.   General terms

Funding from the Forschungskredit allows the University of Zurich to support junior scholars who would like to carry out a research project at UZH. Primarily salary funds are granted in order to provide researchers with protected research time for their project. There are two types of funding: **Candoc** for PhD candidates and **Postdoc** for postdoctoral researchers and scholars working on their habilitation.

1.1   Individual requirements

Applicants are eligible if they intend to take a PhD degree at UZH. At the time of submitting an application, they must:

• be registered with UZH as a doctoral student, or

• have a binding confirmation from their future PhD supervisor at UZH.

Important: Please take note of the additional information and regulations of the faculties in the annex to the guidelines.

1.2   Outset and duration of funding

The duration of project funding is 24 months at the most; a request to extend funding for a third year may be submitted (see 3.4).

The project must begin on the first day of a given month. Projects can begin on 1 August 2018 at the earliest.

1.3   Expenses covered

PhD candidates can request funding for the following:

• their own salary

• funds for material and travel that are essential for the project but cannot be obtained any other way (see 4.2.5)

Candidates may request a sum of CHF 220,000 at the most. Usually, the amount granted is between CHF 50,000 and 100,000.

2.   Application procedure

2.1   Submission deadline

All applications must be submitted by **1 February 2018, 23:59:59 (CET).**

2.2   Evaluation and decision

Documents must be filled in completely and submitted on time.

After the formal examination has been carried out by the UZH Grants Office, the applications will be evaluated by the respective Faculty's representatives in the UZH Research Committee. Members of the UZH Committee for Academic Career Development as well as members of the Faculty's Research Committees or of the Faculty's Committees for Academic Career Development may be brought in to support the representatives in the application review process.

The following three aspects are considered:

- The applicant's qualification

- The scientific value of the project

- The project's original and innovative qualities

The final decision is made by the UZH Research Committee based on the evaluation of all applications and with special regard to the available means. The budget available to each faculty is determined beforehand based on an allocation formula.

2.3   Notification

After the committee meeting, a provisional list of approved projects will be published on the Forschungskredit's website (approximately begin of June 2018). The binding decision will be communicated to the applicants by the end of June 2018 at the latest.

3.   Information on applying

3.1   Language of application

The application can be written in German or English (for exceptions, see the additional information and regulations of the faculties in the annex).

3.2   Electronic application

Applications are submitted electronically and can be sent in online starting 1 December 2017. The link to the online system will be published on our website:
http://www.researchers.uzh.ch/en/funding/phd/fkcandoc.html

There are three steps to submitting an application:

3.2.1 Registration and naming reference person(s)

Registration is necessary for each application submitted (including applications for extension or revised applications). The following information is required: your faculty, your personal details, your reference persons' contact information. Choose the faculty[1] which the institute, department or clinic belongs to where you will carry out your PhD project (regardless of which faculty you are registered in as doctoral candidate).

As first reference person, you must name the supervisor of your PhD thesis. The letter of reference should voice an opinion on your recent research work and, if possible, discuss your ability to carry out the proposed project. You may, but do not have to, name a second reference person.

After registration, the UZH Grants Office will send an e-mail to all reference persons asking them to submit a letter of reference using the online system by **15 February 2018, 23:59:59 (CET)** at the latest. **Please inform your reference person(s) in advance.**

3.2.2 Editing application

After registration, applicants receive a personal link by e-mail that allows them to edit the application and upload additional documents. Editing is possible until the application is submitted definitively. For changes with regard to the reference persons, please contact the UZH Grants Office by e-mail.

3.2.3 Definitive submission of application

The definitive submission must take place by 1 February 2018, 23:59:59 (CET) at the latest. When submitting your application, you have to confirm that you have taken note of these guidelines, that your application is complete and all information is accurate, and that you have written the application on your own and in compliance with the principles of scientific integrity. Applications that have not been submitted will not be considered. Please complete and finally submit your application as early as possible. An extension of the submission deadline due to server overload is not possible.

After the definitive submission, it is not possible to make changes to your application anymore. There is no need to send a hard copy of your application.

3.3 Confirmation of receipt

After your application undergoes a routine assessment, you will receive a confirmation of receipt by e-mail (4 weeks after the submission deadline at the latest).

3.4 Applications for extension

Please refer to the additional information of the faculties (see annex). Applications for extensions can only be submitted for projects that have already been funded by the Forschungskredit. They are processed with all official calls for proposals and must be submitted with the same documents necessary for a first-time application. In your research proposal, you should summarize the results of your research to date and discuss planned research activities.

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[1] Applicants from the following joint institutes, centers or associated institutes choose the faculty indicated in brackets: Centre for Ethics: Ethics Research Institute (Phil.), Institute of Biomedical Ethics and History of Medicine (Med.), Institute for Social Ethics (Theol.) / Department of Biochemistry (Med.) / Department of Molecular Mechanisms of Disease (Vet.) / Epidemiology, Biostatistics and Prevention Institute (Med.) / Institute for Biomedical Engineering (Med.) / Institute of Experimental Immunology (Med.) / Institute of Medical Virology (Med.) / Institute of Molecular Cancer Research (Med.) / Institute of Parasitology (Vet.) / Institute of Pharmacology and Toxicology (Med.) / Institute of Physiology (Med.) / Schweizer Institut für Sucht- und Gesundheitsforschung (Phil.)

4. Application documents

The application is composed of the electronic application form (see section 4.1) and the documents you upload (see section 4.2).

4.1 Filling out the online form

1 Personal details	
Home address:	This is your home address at the time you submit your application. Please enter any changes planned in the coming months, including the date of the change.
Work address (UZH):	Please enter the address of the institution at UZH in which you will work on your PhD thesis (incl. your personal contact details at the UZH, not those of your supervisor or other institute staff).
Correspondence address:	This is the address where you would like to receive your mail.
2 Education and professional situation	
Matriculation:	Please enter the date you enrolled as a PhD candidate.
Completion of degree:	Please give an estimated date of completion (year).
Employment:	If you are employed in order to carry out your PhD project (e.g. UZH or SNSF), please state when the employment began. This information is decisive for determining the correct salary.
Supervisor:	Name of your thesis supervisor
3 Project information	
Name of project:	The name of your project should characterize your proposed area of research clearly and succinctly.
Begin of funding:	Please state when you would like to receive funding (earliest date possible is 1 August 2018).
Duration of funding:	Funding for a first-time application lasts 24 months at the most. Extensions are granted for a maximum of 12 months, making the duration 36 months at the longest.
Summary of research project:	The summary should describe the project and identify the broad problem area concerned (at most 2,500 characters including empty spaces).
Consent by ethics committee/veterinary office:	Status of the application if a consent of the ethics committee and/or the veterinary office is required according to law (see 4.2.6).
4 Finances	
A) Salaries	Salaries for PhD candidates are regulated according to the Swiss National Science Foundation (as of 2018) and based on the fixed employment level of **60**%: PhD 1st year: CHF 47,040 PhD 2nd year: CHF 48,540 PhD 3rd/4th year: CHF 50,040 Benefits paid by the employer will be added automatically to the gross salary (+15%).
B) Funds for material and travel	All requested funds for material and travel must be listed in a **separate** document in accordance with the guidelines (see 4.2.5). Please enter the total amount from the individual categories in the electronic form.
C) Other applications	This indicates whether you have applied for funding elsewhere, e.g. with SNSF, FAN or other foundations. If you have already been awarded funding, please enclose a copy of the confirmation.
5 Comments	Experts can read your comments.

Click on "save and upload documents" in order to go to the page where all documents can be uploaded. Editing of the form is possible as long as the application is not submitted definitively.

4.2 Documents

You can upload the following documents as a PDF file:

- Research proposal (see 4.2.1)
- Resume / CV
- List of published work (see 4.2.2)
- Copies of diplomas (see 4.2.3)
- Confirmation of doctoral studies (see 4.2.4)

If required:

- Budget of requested funds for material and travel (see 4.2.5)
- Consent(s) by ethics committee and / or veterinary office (see 4.2.6)

Previously uploaded documents can be overwritten by newer versions.

Please consider the following when you upload documents:

> Only **PDF files will** be accepted (please no .doc, .jpg, .tiff, etc.)
> There is a limit of 1 MB per document.
> Do not upload password-protected documents, as they cannot be displayed correctly.

4.2.1 Research proposal

The research proposal is the main part of your application and provides a detailed description of your research project. The proposal should identify clearly what your work entails and what methods you will employ.

The entire research proposal should be 10 pages at the most (illustrations, spreadsheets and formulae included, but excluding the bibliography) and must contain a font size of at least 11 points and a single line spacing as a minimum.

Please discuss the following points:

1 Objectives of your project

2 Background information on your project and the current state of research in the area. Please refer to key publications.

3 Planned research activities (experimental approach, methods, data collection, general schedule, possible assistants or cooperation with other institutions)

4 Available resources (infrastructure, personnel, financing)

5 Significance of the expected results of project (acquisition of knowledge, possible applications)

4.2.2 List of published work

If you have not yet published work, please upload the document with the corresponding comment.

4.2.3 Copies of diplomas

Please submit a copy of your Master's or Licentiate certificate incl. transcript of records or final grades (if issued). If you do not have the certificate at the time of submission, please submit the latest transcript of records.

4.2.4 Confirmation of doctoral studies

Applicants must confirm that they aspire to obtain a doctorate at UZH, and submit **one** of the following documents:

- Confirmation of matriculation (doctorate)

- The form "Doctoral student's confirmation" or a confirmation of supervision signed by the PhD supervisor (professor at UZH)

- Admission confirmation to a doctoral program / to a Graduate School at UZH

4.2.5 Budget of requested funds for material and travel

If you request funds for material and travel, please compile a **separate** list according to the following points and enter the total amount from the individual categories in the electronic form.

1. Material of permanent value: Costs for machines and instruments as well as parts to build or upgrade machines and systems.

2. Expendable items, upkeep and renting apparatuses and machines

3. Expenses for fieldwork and travel

4. Varia: costs for services, documentation materials, compensating test persons, etc.

Please note that funding for costs for computers, laptops, books, memberships, subscriptions to scientific journals, publishing costs as well as postage and telephone fees **cannot be requested.**

4.2.6 Consent(s) by ethics committee and/or veterinary office

If you are planning to perform research on humans or to carry out animal experimentation that requires the consent from the responsible ethics committee or the veterinary office according to law, you must submit a copy of this consent with enclosures (application form / form A and B). If the consent is still due, please submit a copy of your application forms and hand in the consent with enclosures (application form / form A and B) by the start date of your project at the latest.

Anhang / Annex

Zusätzliche Informationen und Bestimmungen der Fakultäten /
Additional information and regulations of the faculties

zur Wegleitung zum Forschungskredit / to the Forschungskredit guidelines

Die Theologische Fakultät und die Rechtswissenschaftliche Fakultät haben keine zusätzlichen Informationen und Bestimmung-en erlassen. / The Faculties of Theology (ThF) and Law (RWF) did not define any additional information and guidelines.

A1. Wirtschaftswissenschaftliche Fakultät / Faculty of Economics, Business Administration and Information Technology

About the „Forschungskredit" (FK)

The FK is a competitive and popular funding instrument of the University of Zurich to support young scientists. It was created to lay ground for future careers in research and is therefore focused on excellence in research.

As the number of applications at the WWF has increased significantly in the past years, the volume of requested funds often exceeds the available financial resources. This is an indicator of an active and competitive research climate at our faculty and of established scientific quality.

The WWF considers the FK an award of excellence to support high quality proposals in the areas of Economics, Business Administration, Banking and Finance and Information Technology.

About the WWF policy

Applicants who are interested in applying for the FK should consider the following WWF policies in addition to the general FK guidelines.

1. Both WWF PhD students and postdoctoral researchers are eligible to apply for FK grants. Postdoctoral researchers are expected to have demonstrated their potential for an academic career at the time of application.

2. Permanent faculty members are not permitted to apply for FK grants.

3. Research proposals must be written independently by the candidate and should express the candidate's own research ideas.

4. Candidates should demonstrate above average performance in their academic work.

5. Applications should meet the expected scientific quality criteria of the candidate's field of study.

6. Applications should demonstrate the candidate's strong connection to the University of Zurich.

7. The WWF considers FK grants to be starting funding for talented young scientists. Proposals from applicants who are already funded from other institutions or external funding sources, such as SNF, will not be not considered.

8. Awarded grants typically support the salary of the recipient for approximately 1 year, subject to the overall resources available and competition for funding in a given year. Consumables and other research expenses are only funded in exceptionally well-justified situations.

9. A candidate may only be awarded an FK grant once. Follow-up applications are not considered.

10. Candidates are required to provide the name of their supervisor as well as a referrer from outside of UZH (mandatory). Candidates may also be asked to submit an additional UZH-external reference letter after the submission deadline.

A2. Medizinische Fakultät / Faculty of Medicine

Financial situation

The Forschungskredit is a successful and popular funding instrument with researchers from the Faculty of Medicine. The number of applications is constantly high and the volume of requested funds has in past years always been exceeding many times over the available financial resources. This indicates an active research community with high scientific quality at the Faculty of Medicine.

The approval of an application is mandatory subject to common scientific quality criteria. In addition, the following specific policy concerning the aims of the funding instruments has to be considered:

PhD students (Candoc)

1. PhD students or prospective PhD students applying for the Forschungskredit should distinguish themselves in above-average performances during their studies and/or in their first scientific work.

2. They have to be accepted by a PhD program of the Life Science Zurich Graduate School or of the Medical Faculty of the University of Zurich at the time of application.

3. As a general rule, mobility between the Master thesis and the PhD thesis is rated positively.

4. The application should include own research ideas of the candidate and has to be written independently by the candidate.

5. Financial support of an application includes the salary of the applicant for at least 1 year. Additional funds for consumables are possible to a limited extent.

Postdocs

1. Postdocs applying for the Forschungskredit should distinguish themselves in above-average performances in their scientific work.

2. As a general rule, they should not have worked longer than 3-5 years at postdoctoral level at the time of submission of a Forschungskredit application.

3. Applications from postdocs working in the same group as for their promotion (MD or PhD) will not be considered, except when mobility is not possible due to family circumstances (the exception has to be motivated in the application).

4. The application should include own research ideas of the candidate and has to be written independently by the candidate.

5. Financial support on an application includes mainly the salary of the applicant for at least 1 year. Additional funds for consumables are possible to a limited extent.

6. Postdocs requesting the salary of a PhD student have to include a letter from the direction of their clinic or institute confirming their status as independent group leader and coverage of the salary for the remaining duration of the PhD thesis.

7. Funds for appointment of technical staff for the realization of a project are not considered.

A3. Vetsuisse-Fakultät / Vetsuisse-Faculty

Since the Forschungskredit aims to encourage young scientists to prepare for a future career as independent researchers, the research proposal has to be written independently by the applicant. Importantly, the application has to be submitted in English.

Applicants from the Vetsuisse-Faculty, University of Zurich (VSF-UZH) should consider the following policy of the VSF-UZH in addition to the "Forschungskredit Guidelines":

The "Forschungskommission" of the VSF-UZH aims to support high quality research proposals in the area of veterinary sciences.

Grant proposals principally cover salaries and, if funding allows, may also cover consumables to some extent. Applicants should note that the awards usually do not exceed CHF 50'000 – 100'000.

Two categories of applicants are possible:

- Talented PhD students with good qualifications, presenting an original project. Veterinary students enrolled in a PhD program will benefit from a slight preference. Candidates doing their PhD in the PhD program of the Graduate School Bern (GCB) have to be registered with the University of Zurich to be eligible for the Forschungskredit (please see: http://www.vet.uzh.ch/de/studium/doktorat/phd.html). Candidates on the level of the classical veterinary thesis (Dr. med. vet.) are typically not considered.

- Postdoctoral fellows, Assistants or Oberassistants (who are not yet principal applicants of a SNSF grant) with good publication records and good potential for an academic career presenting an original project. These applicants can apply for their own salary or for the salary of a doctoral student. Veterinarians with a PhD have a slight preference. Applications from tenured faculty members and from permanent staff are not considered.

New applications from previous awardees (including direct follow-up applications to ongoing projects) will only be considered under special circumstances. The applicant must provide a detailed and convincing statement why he/she should again be considered for the award, including a description of the results of the previously supported research project. Failure to mention a previous Forschungskredit award will lead to exclusion of the current application at any stage of the evaluation process.

A4. Philosophische Fakultät / Faculty of Arts

Gesuchstellerinnen und Gesuchsteller aus der Philosophischen Fakultät beachten bitte, dass die Philosophische Fakultät bei der Beurteilung der Gesuche auch auf folgende formale Aspekte Wert legt:

- Informieren Sie den entsprechenden Lehrstuhl bzw. das Seminar oder Institut über Ihr Gesuch. Achten Sie bei den Empfehlungsschreiben Ihres Gesuches darauf, dass eine allfällige Unterstützung des Lehrstuhls, Seminars bzw. Instituts deutlich wird. Dies ist sowohl inhaltlich wichtig als auch praktisch, vor allem, wenn Sie für Ihr Forschungsvorhaben wissenschaftliche Infrastruktur wie Labore nutzen wollen oder einen Arbeitsplatz am Lehrstuhl, Seminar bzw. Institut benötigen. Da die Universität Zürich fallweise sehr enge Raumverhältnisse hat, muss dies mit den Lehrstuhlinhabern/ Lehrstuhlinhaberinnen bzw. Seminar- oder Institutsleitern/ Seminar- oder Instituts-leiterinnen vorgängig abgesprochen sein.

- Idealerweise wird eine Dissertation innerhalb von drei Jahren durchgeführt. Sollte dieser Zeitraum in Ihrem Fall bereits überschritten sein, machen Sie dazu einige klärende Ausführungen.

- Die Dissertation wird typischerweise als Einstieg in eine akademische Karriere betrachtet (und solche fördert der Forschungskredit) und kurz nach dem Lizentiats- oder Masterabschluss begonnen. Liegt zwischen dem letzten universitären Abschluss und dem Beginn Ihrer Dissertation ein längerer Zeitraum, erklären Sie kurz, wie diese Zeit und Ihr Dissertationsvorhaben zusammenhängen. Dies ist auch deshalb relevant, weil die Qualifizierung des Gesuchstellers/der Gesuchstellerin in Relation zum Lebensalter beurteilt werden muss.

- Der Forschungskredit steht in erster Linie für Personalmittel zur Verfügung. Sachmittel werden nur in sehr begrenztem Umfang bewilligt.

- Der Bezug der Antragsstellerin/des Antragsstellers zur Universität Zürich muss eindeutig und sichtbar sein.

- Eine gleichzeitige Einreichung des Projekts beim Forschungskredit und bei doc.mobility bzw. early postdoc.mobility wird nicht empfohlen, da sich die Zielsetzungen der beiden Nachwuchsförderungsinstrumente unterscheiden.

A5. Mathematisch-naturwissenschaftliche Fakultät / Faculty of Science

Candoc

1. The application must include own research ideas of the applicant and has to be written independently by herself/himself. Applicants must be accepted by one of the UZH PhD programs in order to apply.

2. Financial support of an application may include the salary of the applicant plus funds for consumables (on a limited scale). The allocation of funds will prioritize salaries over other requested funds.

3. PhD students will be supported from the FK for a maximum duration of 2 years. Proposals from applicants who have already obtained 2 years of funding will not be considered.

4. Teaching requirements according to the ordinance for obtaining a doctoral degree ('Promotionsverordnung') as well as regulations of the PhD candidate's graduate school apply.

Postdoc

1. Postdocs applying for the Forschungskredit should distinguish themselves by above average performances in their scientific work. The application must include own research ideas of the applicant and has to be written independently by herself/himself.

2. Postdocs should not have worked longer than 5 years (full time equivalent) at the postdoctoral level at the time of submission of a Forschungskredit application. Applicants who obtained their PhD at UZH and wish to continue working as a postdoc in the same research group must explain why a change of institution or of research group within UZH is not possible.

3. Financial support of an application may include the salary of the applicant plus funds for consumables (on a limited scale). The allocation of funds will prioritize salaries over other requested funds.

4. Funds for appointment of technical staff for the realization of a project will not be considered.

5. Postdocs will be supported from the FK for a maximum duration of 2 years. Proposals from applicants who have already obtained 2 years of postdoc funding from the FK will not be considered.