

Detailed Instructions for the electronic submission of PIONEER FELLOWSHIP APPLICATIONS

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Overview

Each Pioneer Fellowship application comprises a cover sheet and several attachments to be supplied as separate electronic documents. The cover sheet contains basic information that must be entered via a web-based interface. After entering the basic information, the cover sheet can be generated within this interface. For legal reasons, a signed hardcopy of the cover sheet must be sent to the address specified therein. All other documents must be created using standard text-editing software, converted into PDF format and subsequently uploaded from the applicant's local disk. Templates of documents that require standardized formats are provided in the file-download area.

Document naming conventions and contents

The following table provides an overview of the documents used in Pioneer Fellowship applications. Documents for which templates are provided are **marked grey**. Please adhere to the file-naming conventions described below.

Document name	Required?	Type of information	Access	Contents / Remarks
A01_CoverSheet_ <i>name of applicant</i>	yes (printed and signed)	general	general	Application Cover Sheet, (.rtf document in a predefined format generated by the web-based interface). Please print and sign, and submit the document - do not upload.
A02_Costs_ <i>name of applicant</i>	yes	scientific	general	Excel sheet with financial requirements (personnel costs, material costs etc.). See template for details.
A03_ProjectDescription_ <i>name of applicant</i>	yes	scientific	general	Detailed project description including abstract and R&I/R&D idea. See guidelines and template for details.
A04_ShortProjectSummary_ <i>name of applicant</i>	yes	scientific	general	Short project summary giving an overview on the planned activities, the market situation and the innovation potential - should not contain confidential information.
A05_CVs_ <i>name of applicant</i>	yes	general	general	Complete CV of the applicant/s including career goals and a list of publications. Plus a short CV (2pp max) of the host professor. Please use the following naming convention, if supplied in two files: A05_CV_ <i>name of applicant</i> , A05_CV_ <i>name of host professor</i> .
A06_SupportLetter_ <i>name of applicant</i>	yes	general	general	Letter of support by host professor, stating why and how the applicants is being supported and how the host professor evaluates the presented project idea.
A07_xxxx_ <i>name of applicant</i>	no	general/ scientific (*)	internal	Other documents (e. g. reprints, additional information etc.). All document names must begin with A07_*(*) depending on content.

The following documents have to be supplied once a grant application is approved. Detailed information will be given in the decision letter sent to the applicants.				
Document name	Required?	Type of information	Access	Contents / Remarks
B01_BudgetForm.xls	yes	general	internal	Excel sheet with detailed financial planning to be supplied by the applicants after project approval.
B03_ProjectSlide.ppt	yes	General	Internal	Power Point Slide to be filled out after project approval (together with the budget form) describing the funded project briefly - should not contain confidential information.
B04_Final Presentation	yes	General	Internal	Power Point Template to present the final results from the Pioneer Fellowship

Submission procedure

Downloading

Download the templates from the relevant section on the webpage: http://www.vpf.ethz.ch/pioneergrants_help/download. Save the templates on your local disk. Fill out the forms and compose other documents listed in Table 1. You may use text-editing programs other than MS Word to complete the project description document. However, the structure of the detailed project information must follow the format specified in template A02_ProjectDescription_name of applicant.doc.

Login

Enter www.pioneerfellowships.ethz.ch in your browser's address field and follow the "online submission" link. Use your ETH (nethz) user name and password to login to the system. Note, that access is restricted to nethz account owners.

Entering basic information

Click the "New proposal" link in the navigation sidebar on the left side of the browser window to enter the basic information for your Pioneer Fellowship application.

The fields "Address of ETH host professor" and "Address of Pioneer Fellowship candidate" will be used in the decision letter to the applicants. They must contain the titles, names and full postal addresses of the applicants. It is preferable to choose the "disciplines" field from the predefined list (this will assure compatibility with the ETH Research Database). Nevertheless, if absolutely necessary, you can also enter the disciplines directly. Please use standard rates for Pioneer Fellows salaries as specified in www.pioneerfellowships.ethz.ch. The total cost in the category "salary" and "other costs" should not exceed 150 kCHF in total.

Saving basic information

After entering all necessary records, click the "Save" button to store them. At this point, the proposal appears in the "My proposals" list with an "In preparation" status. 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.

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 his/her 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 hardcopy of this page to the address specified in the document. ETH transfer must receive the signed hardcopy no later than seven days after the submission deadline.

Document upload

Important: All documents **must be converted to Adobe PDF** (Portable Document Format) prior to uploading and the name of the Fellowship applicant should be added to the file names 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 email will be sent to the mail addresses of the Pioneer Fellowship applicant and the ETH host professor as specified in 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 pioneerfellowships@sl.ethz.ch. The system administrator can change the status back to “In preparation” or delete the proposal.

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 need further support, please contact ETH transfer (phone 044 632 26 92 or send an email to pioneerfellowships@sl.ethz.ch).