

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

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- [Overview](#)
- [Document naming conventions and contents](#)
- [Submission procedure](#)
- [Support](#)

## Overview

Each ETH Fellowship application comprises a cover sheet and several attachments that have 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. The required letters of reference should be sent directly to the Office of Research, 10 days before the official deadline.

## 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.** The "Access" is defined as follows: **general documents** will be sent to the ETH Zurich Research Commission **and** external reviewers; **internal documents** will be sent only to the ETH Zurich Research Commission. .

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 - <b>do not upload</b> .
A02_ProjectDescription_ <i>name of applicant</i>	yes	scientific	general	A word template is provided for the detailed project description including summary, research plan and literature list. See guidelines and form for details.
A03_CV_ <i>name of applicant</i> A03_CV_ <i>name of host professor</i>	yes	general	general	Complete CV of the candidate including list of publications and a photo and a brief CV (2p) of the host professor.
A04_CareerGoals_ <i>name of applicant</i>	yes	general	general	Brief outline of the career goals of the candidate (1p).
A05_InvLetter_ <i>name of applicant</i>	yes	general	general	Letter by host professor, stating why the candidate is deemed to be excellent and why he is invited to the host group.

Document name	Required?	Type of information	Access	Contents / Remarks
Z01_Ethical Issues_name of applicant	yes	general	internal	A word template to be filled out, concerning ethical issues and research requiring authorization or notification.
Z02_date of doctoral examination_name of applicant	no	general	internal	<b>If applicable</b> , certification of the planned date of the defense signed by the advisor or department chair.

The following documents have to be supplied once a fellowship 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_name of applicant	yes	general	internal	An excel template is provided for the detailed financial planning - to be supplied by the applicants after project approval.
B02_Final Report_name of applicant	yes	general	internal	A word template is provided for the final report – to be completed 6 weeks after finishing the ETH Postdoctoral Fellowship..

## Submission procedure

### Downloading

Download the necessary templates [here](#). Save the templates on your local disk. Fill out the forms and compose other documents listed in Table 1. Please adhere to the file-naming conventions. 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.docx. This also applies for the template Z01\_Ethical Issues\_name of applicant.docx.

### Login

Use your ETH (nethz) user name and password to login to the [online submission](#) tool. Note, that access is restricted to nethz account owners. If the ETH Fellowship applicant is not yet an ETH employee, he/she will not have a nethz account. In such cases, the electronic submission system must be operated by an employee of the host professorship.

### 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 ETH Fellowship application. A screen shot for entering the basic information 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 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 ETH Fellows salaries as specified in [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 should not exceed CHF 12'000 per year.

## Saving basic information

After entering all necessary data fields, 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.

## Entering persons who submit letters of reference 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 (signed and scanned pdf - no password protection) letters of reference should be sent by the indicated persons directly to [ethfellows@sl.ethz.ch](mailto:ethfellows@sl.ethz.ch) 10 days before the relevant submission deadline. Only two reference letters will be accepted. Additional reference letters will not be taken into account.

Please also **suggest** four names of **potential 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 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 specified address. The Office of Research 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 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 email will be sent to the 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). 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 experience problems with the electronic submission system, please contact the Office of Research (Phone 044 632 20 83 or send an email to [ethfellows@sl.ethz.ch](mailto:ethfellows@sl.ethz.ch)).

# Main page in the web online submission (screen shot 1)

## ETH Fellowship Application

### 1. General information

**1.1 ETH host unit:**   
(institute or independent professorship)

**Cost Center ("Leitzahl"):**   
(of the host professorship)

**Department code:**

YoB = year of Birth

### 1.2 Applicants:

Salutation: Name:	First name:	Position:	YoB:	Email:
<input type="text"/>				

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

<input type="text"/>				
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**ETH Fellowship candidate:**   
PhD obtained from (University):   
on (date, yyyy-mm-dd):

Already employed at ETH?  yes  no  
If yes, since when? (yyyy-mm-dd)

Address of ETH Fellowship candidate (including title and name)

Citizenship:   
Current country of residence:

### 1.3 Title of Project:

### Disciplines:

[Choose](#)

### 1.4 Costs in kCHF:

Salary:   
Other costs:

Salary including social security costs

**Total amount requested:**

**1.5 Requested start date:**   
(yyyy-mm-dd)

Duration (months):

# References & reviewer suggestions (screen shot 2)

## References & Reviewer Suggestions

Type \*:

Salutation \*:

Last name \*:

First name \*:

Email \*:

Affiliation \*:

Please describe the relationship to the Candidate:

[Add to list](#)

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### Existing References & Reviewer Suggestions

There are no references or reviewer suggestions for this proposal!  
*\* to edit or delete an entry in the list, click on the link in the column "Last name".*

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[Back to proposal](#)