

Detailed instructions for the electronic submission of ETH Zurich Postdoctoral Fellowship Applications

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Overview

Each ETH Fellowship application comprises a cover sheet and several attachments that have to be submitted as separate electronic documents. The cover sheet has to be generated from the web platform, signed, and sent to ethfellows@sl.ethz.ch due to legal reasons. All other documents must be created using standard text-editing software and uploaded as PDF files into the submission platform 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 Grants Office at the latest 10 days 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 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 type of information and access categories are needed for administrative reasons only.

Document name	Type of information	Access	Contents / Remarks
A01_CoverSheet_ <i>name of applicant</i>	general	general	Application Cover Sheet, (.rtf document in a predefined format generated by the web-based interface). Please sign and send the sheet as a PDF file to the Grants Office. Do not upload it.
A02_ProjectDescription_ <i>name of applicant</i>	scientific	general	Detailed project description including summary, research plan and literature list. See template for details.
A03.1_CV_ <i>name of applicant</i> A03.2_CV_ <i>name of host professor</i>	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. Short CV (2p) of the host professor.
A04_CareerGoals_ <i>name of applicant</i>	general	general	Brief outline of the career goals of the candidate (1p).
A05_InvLetter_ <i>name of applicant</i>	general	general	Letter by host professor, stating why the candidate is considered excellent and why they are invited to the host group.
Z01_Ethical Issues_ <i>name of applicant</i>	general	internal	Information on ethical issues and research requiring authorization or notification.

Document name	Type of information	Access	Contents / Remarks
<i>Z02_date of doctoral examination_name of applicant</i>	general	internal	If applicable , certification of the planned date of the defense signed by the advisor or department chair.

To monitor and improve the programme, each ETH Fellow is requested to submit a final report within six weeks after completion of their fellowship to the ETH Zurich Grants Office. The relevant request and form will be sent to you in due course.

Submission procedure

Downloading

The necessary templates can be downloaded [here](#).

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

Login

The submission platform requires an ETH (nethz) login. If you already have one you may complete the electronic submission yourself. Otherwise, ask a member of the host lab to enter the requested information for you.

Entering basic information

Click on the “New proposal” tab at the top of the browser window to enter the basic information for your ETH Fellowship application.

Field 1.1: Please enter the name of your potential host professor’s laboratory or group under “ETH host unit”. The responsibility centre (Verantwortungsbereich, Leitzahl) is a five-digit number through which all financial matters of your host group will be handled. You can select the department code from a drop-down list.

Field 1.2: The field “Address of ETH host professor” will be used in the decision letter to the applicants. They must contain the title, name and full postal address of the applicant.

Field 1.4: Please use standard rates for ETH Fellows salaries as specified on www.ethfellows.ethz.ch. The costs in the category “Other costs” for individual travel/mobility allowance and for research costs are set at CHF 12’000 per year. This is for administrative reasons and regardless of how your individual budgeting is.

Saving basic information

After entering all necessary data fields, click the “Save” button. The proposal will appear in the "My proposals" section with the status "In preparation". 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 reference letters

After saving the basic proposal data, click the “**References**” button and enter the information on the two persons providing a reference letter. You must contact these two people directly and ask them to send the reference letters (signed and scanned pdf - no password protection) to ethfellows@sl.ethz.ch no later than 10 days before the submission deadline. The letters must be sent directly by the reference persons for confidential reasons. (Subject of the e-mail: last name candidate_first name candidate_last name reference). Only two reference letters will be accepted. Additional reference letters will not be taken into account.

Creating the Cover Sheet

Use the “Create Coversheet” button to generate the proposal's cover page. Send a signed copy of this page to ethfellows@sl.ethz.ch. The Grants Office must receive the signed copy **no later than seven days after the submission deadline**. Once you have submitted your application, you will not be able to generate the cover sheet and will need to contact the Grants Office.

Document upload

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.

Click “Attachments” and upload all documents with the “Add Attachment” button. 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 e-mail will be sent to the e-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.

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 Grants Office (send an e-mail to ethfellows@sl.ethz.ch). Outside office hours, no support can be provided for problems with electronic submission.