

## How to submit an application for an ETH Zurich Postdoctoral Fellowship programme

July 2022

The steps required to submit an application in the web-based ETH Zurich grant application system [eResearch](#) are outlined below.

Please note that you can interrupt the processing of the application at any time and resume the work at a later time, provided you do so before the submission deadline. You can find instructions on how to do this at the bottom of the page.

Submitting an application:

1. Download the required Project Description template [from the website](#).
2. Fill in the Project Description template and complete all other required documents. The documents **must be converted into a PDF file prior to submission (no password protection)**.
3. Please register on eResearch and set a password to create an account. ETH Zurich employees have to register with their ETH email address (username@ethz.ch) and set a password as well. This step only needs to be done when using eResearch for the first time. Having registered once, you can log in with your eResearch login details.
4. Click on “My Applications” in the navigation bar on the left to start a new application. (Alternatively, you can open a new application in the section “New Grant Application” on the homepage.)
5. Then click on “New Application”. You will be directed to a page where all open calls are available for selection. Select the funding instrument and click on “Apply”. You will now be in the edit mode of the newly opened application form. Please note the **reference number of the application** in the upper left corner.
6. Fill in all mandatory fields and upload the required attachments (marked with a red dot) by navigating from page to page using the “Next” and “Previous” buttons. Be sure you save the information you entered by clicking “Save”. As soon as all mandatory fields of a page are filled in, the icon in the sidebar on the left will turn green.
7. Add the host professor on the “Participants” page. This triggers an automatic e-mail to the respective person with a request to upload the required documents. Only if both you and your host professor have uploaded all required documents and filled in all mandatory fields, the icon in the sidebar of the “Participants” page will turn green.
8. Add the two reference providers on the “References” page. You must contact the persons yourself and request that the reference letters be sent directly to the Grants Office ([ethfellows@sl.ethz.ch](mailto:ethfellows@sl.ethz.ch)) 10 days before the deadline at the latest.

9. Once you have completed the application form, click on "Validation Summary" on the left. The "Validation Summary" page will then list all mandatory fields that have not yet been filled in. Please note that the host professor must also have uploaded their attachments and made their entries before the submission deadline in order for the application to be successfully validated and submitted.
10. Fill in the missing fields and validate again. After successful validation, exit the edit mode by clicking "Save And Close".
11. Submit the application form by clicking on the "Submit" button at the bottom right of the application summary page. Please scroll down if you cannot see the button. Changes are no longer possible after the application has been submitted. If you have submitted an application in error, please contact [eresearch-support@ethz.ch](mailto:eresearch-support@ethz.ch).
12. Create a PDF file of your application for your personal records. To do this, click on "View/print" in the grey "PDF the application" box on the right side of the same page.

To interrupt the processing of the application, you must:

1. Exit the edit mode of the application by clicking "Save and Close" and then log out on the left side of the page.
2. To continue working on an existing application, log in to the platform with your eResearch login details, go to "My Applications" on the left side of the page, and then select the respective application by clicking on the title or on the "View details" icon on the right.
3. Click "Edit" on the right side of the application summary page to enter the edit mode. Now proceed to edit your application.

For **technical support** in completing the online application form, please contact [eresearch-support@ethz.ch](mailto:eresearch-support@ethz.ch).