

Guidelines to submit of a mobility funding " Mobi.Doc " proposal

By mobility funding, we mean the Mobi.doc mobility grants and fellowships, which are intended to enable doctoral candidates to carry out a research stay abroad in order to increase their scientific knowledge, develop their scientific network and progress in their doctoral work.

Please submit your application online via the Optimy platform : <https://mobidoc-submission.unil.ch/>
The Optimy platform will be opened for submission three months before the respective application deadline.

A funding proposal is regarded as submitted in due time if received by UNIL by **23:59** Swiss time on the submission date (**1 March resp. 1 September**). If the submission date falls on a Saturday, a Sunday or a holiday recognised under Swiss federal law, the submission date will be moved forward to 23:59 Swiss local time on the next working day.

Please note: applications must meet the requirements with regard to, for example, the length of the research plan and the other mandatory data. The expertise Research Commission (CxR) may decide not to consider applications that do not meet all of the requirements.

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1. General guidelines

1.1. General remarks

There are two types of funding for doctoral candidates registered at UNIL, the mobility grant for living expenses and the mobility fellowship for personal maintenance.

1.2. Personal data

Please mention your personal data in *Optimy*. The specified email address must be valid for the entire duration of the mobility fellowship.

1.3. Requested starting date

The decision is communicated to the candidate approximately 10 weeks after the submission deadline.

The earliest possible start of the fellowship is 4 months after the respective submission deadline and **for applications submitted by 1 March 2024, the start of the stay must be no later than 01.01.2025.** Fellowships always start on the first day of the month.

The CxR can ask the possibility to the candidate to postpone the starting date of the fellowship.

1.4. Requested duration

The Mobi.Doc funding is awarded for a period of six months.

1.5 Available or requested funds

The CxR does not fund doctoral candidates already supported by the SNSF and the research stay must not take place in an institution with which the doctoral candidate is co-supervising his/her thesis (Art 5 Directive 3.9 Mobi.Doc).

You must also inform the CxR, even during the processing time of your application, if you have received or requested additional funds from other sources (congress costs, research costs, registration fees, etc.).

1.6 Requested funding

1.6.1 Basic grant

Two types of funding are possible for any doctoral candidates at UNIL : the mobility fellowship to cover the personal maintenance and the mobility grant to contribute to the living expenses.

The amount of the funding is based on marital status, family obligations and on the cost of living in the host country. You will find an update list of fellowship rate under *Informations/Documents* of the *Optimy* platform: <https://mobidoc-submission.unil.ch/fr/>

1.6.2 Child allowance

For a mobility grant, the allowances contractually provided are paid. For a mobility fellowship a child allowance of CHF 500.-- per child and per year will be paid. Child allowances contributed by third parties are deducted.

1.6.3 Travel costs

The CxR awards a Mobi.Doc funding holders a travel allowance according to zones for one return journey to the place of research.

1.6.4 Other costs

Other cost cover research costs and conference costs. The maximum total amount awarded is CHF 1'500.--, provided that written proof means that the host institution cannot pay for such benefits. Costs will only be covered if they are explicitly designated

1.7 Research requiring authorisation or notification

Researchers who apply for a fellowship for a project requiring authorisations and notifications must respect the legal provisions and ethical guidelines of the relevant country and host institution. The letter from the host institute must confirm compliance with all of these provisions (see the information concerning the upload document "Confirmation host institution").

1.7 References, Reference letters

The confidential reference letters should be requested by the applicant from the referees via the Optimy platform.

The applicant is not able to view these letters as they are confidential.

Two reference letters must be entered (additional letters will not be accepted and will not be taken into consideration). They will be supported by :

- a local scientific person who agrees to take responsibility for supervising the achievement of the planned program. This scientific personality is normally the thesis supervisor;
- a scientific person from your host institute. The reference letters should include an assessment of your scientific potential, they should contain indications of your personality and character.

Please request the reference letters early enough so that you can submit your full application on time. A late submission due to missing reference letters will in no case be accepted.

2. Annexed documents (PDF format required, upload limit 10 MB)

They **must** be attached to the application form in the following order.

2.1. Research plan

A. General remarks

The research plan provides the basis for scientific evaluation, particularly of the quality of the proposed research project. Ensure the quality, originality and feasibility of the project. Explain your choices, your project and your career. The evaluator will only be able to judge the information you give them; it is up to you to write an understandable text and not up to the evaluators to find the information.

Together with the CV and the applicant's track record, the research plan also serves as a basis for assessing the researcher's scientific qualifications, particularly his/her expertise with regard to the project.

In order to carry out a comparative evaluation based on the principle of competition and for the equal treatment of all applicants, the research plan must consist of original text that has been written by the applicant himself/herself. A limited amount of text (or other material, graphs, etc.) by third parties or text published by the applicant himself/herself is permissible in the sections concerning the state of research (2.1) and the state of his/her personal research (2.2) as well as when describing standard methods. The quoted texts must be clearly designated as such (quotation marks or appropriate wording) and a verifiable source must be mentioned nearby and in the bibliography.

In mathematics, natural and engineering sciences, biology, medicine, psychology, economics and political sciences, applications have to be submitted **in English**. In all other research areas, applications can be submitted in one of the official Swiss languages.

B. Structure of the research plan

The research plan must **not exceed 8 pages and 32'000 characters (with spaces)**; this includes the title, the summary, footnotes, illustrations, formulae, tables (as well as a possible table of contents), but not the bibliography. A minimum of **point 10 font size** (e.g. Times New Roman; condensed fonts not allowed) and **1.5 line spacing** must be used. The research plan must not contain any annexed documents.

Please note: Applications must meet all formal requirements (number of pages, characters, etc.). The CxR does not consider applications that do not meet all of the requirements and/or are manifestly inadequate.

The research plan needs to be structured as follows:

<p>1. Summary of the research plan</p>	<p>In your summary, please present the background and rationale of the project, list its overall objectives and specific aims, mention the methods to be used, and briefly discuss the expected results and their impact for the field. The summary (max. 1 page) must be written in the language of the research plan.</p>
<p>2. Research plan</p>	

<p>2.1. Current state of research in the field</p>	<p>Describe your project in the context of the current state of knowledge in your field. Make reference to the most important publications, particularly by other authors. Please describe:</p> <ul style="list-style-type: none"> • Which previous insights provided the starting point and basis for the planned studies; • In which areas research is needed, and why; • Which important, relevant research projects are currently underway in Switzerland and abroad.
<p>2.2. Current state of your own research</p>	<p>Please present the research work you have already undertaken in the relevant field or in related fields, describe the results obtained so far as well as the relevance of these preliminary undertakings for your project. Please report also on the work conducted within the scope of the previous fellowship and the results obtained.</p>
<p>2.3. Detailed research plan</p>	<p>Based on the information provided under 2.1 and 2.2, please specify the approach you are taking and the concrete objectives that you aim to achieve in the period of funding. The following points should be addressed:</p> <ul style="list-style-type: none"> • describe the studies or experiments needed and/or envisaged to reach the set goals. Assess the risks involved and propose alternatives if necessary; • characterize existing sources and datasets and describe the data collection strategy and possible alternative strategies; • describe the methods by which the research goals are to be reached and methods that first have to be developed. <p>Your description should be as detailed as necessary to enable an expert to assess whether your methodology is appropriate and your project feasible.</p>
<p>2.4. Schedule and milestones</p>	<p>Please compile a schedule that includes the main tasks and most important interim goals (e.g. table, Gantt chart, etc.).</p>
<p>2.5 Reason for the choice of research</p>	<p>Please describe your choice of the research institution.</p>
<p>2.6. Relevance and impact</p>	<p>Please describe the scientific relevance and expected impacts of your project for the discipline and for science as a whole (research and education/teaching). Please mention the form in which you wish to publish your research results (articles in scientific journals, monographs, conference proceedings, etc.).</p> <p>If applicable, please indicate whether and to what extent the proposed project will have a broader impact and what this impact will be.</p>

<p>2.7. Relevance for personal career development</p>	<p>Please describe the relevance of your project for your personal career development.</p>
<p>3. Bibliography</p>	<p>List the sources of all concluded and/or ongoing work referred to in the research plan. Give the full reference, especially the title, source and full author list. Do not use "et al." to shorten the author list. (Exception: the author list can be shortened if a publication involves large international consortia with over 50 authors. In this case, a link to the complete reference has to be included). The bibliography is not included in the maximum number of pages (8) and characters (32'000) count.</p>

C. REVISED APPLICATION (RESUBMISSION)

If this application is a revised version of a rejected application, please upload in the container "Research plan" **a separate document** providing a **point-for-point** response to the critique raised in the rejection letter and a comment on significant changes or additions in the research plan, if applicable. This **statement** must be written in the same language as the research plan and must **not be longer than 2 pages**.

2.2 Curriculum vitae and major scientific achievements

The document "CV and major scientific achievements" must be written in the same language as the research plan, and must be structured as specified below. The document can be sent out for peer-reviewing.

2.2.1 CV and major scientific achievements

The **CV (maximum 3 pages)** and a **short statement of major scientific achievements (maximum 1 page)** should be **assembled in one document** and be written in the **same language as the research plan**. The CV and major scientific achievements are used to assess the following criteria:

- compliance with the eligibility conditions for Mobi.Doc mobility funding;
- scientific qualification of the applicant, according to the results obtained to date;
- ability to carry out original research of high impact and scientific quality.

The **CV must not exceed 3 pages** (minimum font size 10 points) and must be structured as follows (if applicable). It is important that **all dates at least include month and year**. Additional points can be added, if relevant to the proposal.

1. Personal information, including the researcher ID (if applicable) (e.g. OrcID, ResearcherID, Google Scholar ID);
2. Education : In addition to detailed information about your education, please mention **the starting date of your doctorate and the name of your thesis supervisor**. For applicants with medical education who have completed their state examination (or equivalent), the date of this examination

- must also be mentioned;
3. Employment history including current position/s with the name/s of the advisor/s
 4. Institutional responsibilities
 5. Approved research projects
 6. Supervision of junior researchers (summary information, the names of the junior researchers should be indicated)
 7. Teaching activities (summary information)
 8. Memberships in panels, boards, etc., and individual scientific reviewing activities
 9. Active memberships in scientific societies, fellowships in renowned academies
 10. Organisation of conferences
 11. Prizes, awards, fellowships
 12. Personal skills (e.g. language skills, digital competences)
 13. Career breaks (provide justification for events that might have influenced or delayed research and publication activities such as long absences due to illness, family commitments, etc.)

In the section "**Major scientific achievements**" (**max. 1 page to be attached to the CV**) the applicant describes his/her most important scientific achievements. This document can be provided in the form of a list or text, where you give more information on your scientific publications or other relevant information can also be described here, e.g. knowledge transfer activities, software, databases, prototypes, etc. For each achievement the specific contribution and the overall impact of the work must be described.

Evaluators use all these indications to assess, among other things, the scientific quality and the importance of the research results. As far as possible, the documents/sources of the various services should be accessible to experts and via a direct open access link.

2.3 Research output list

This means considering the scientific quality, the value and influence/impact **of all research results** (including data sets, software, prototypes). In addition, the CxR carries out the evaluation in the context of the scientific discipline, academic age and personal situation (e.g. career breaks, family responsibilities).

The information requested below corresponds to points formulated in a relatively exhaustive manner, as it is addressed to researchers in general.

The document "Research output list" must be written in the same language as the research plan, and must be structured as specified below. The document can be sent out for peer-reviewing.

2.3.1 Research output list

The research output list is used in the selection procedure to assess the productivity and the scientific qualification of an applicant in relation to the proposed project and its capacity to carry out and document a research project. Both aspects are also considered when evaluating the faisability of the proposed project.

Depending on the field of research, the order of the authors can be used as an indicator of the contribution of an applicant. The total number of publications or the number of publications per year are not the only performance indicators.

The name of the applicant must appear clearly in the list of authors and the year of publication must be visible (e.g. bold or underlined). **The use of "et al." to abbreviate the list of authors** is not allowed (exception: the abbreviation of the list of authors is allowed for publications carried out within the framework of large international consortia of more than 50 authors. In this case, a link to the full references must be provided).

All these items are aimed to enable experts to evaluate the scientific quality and the importance of the research output. In order to support the electronic open access principle for scientific publications at national and international level, **please provide if possible a direct link for each publication. All publications uploaded in the data box "Other annexes" will not be taken into consideration and will be deleted.**

The research output list **should be structured as follows (if applicable)**. Under points 1-4 only publications **"already published or in the process of being published"** can be mentioned. Unpublished manuscripts may be listed under point 10, a proof (email or letter) must be attached under other annexes for **"accepted publications"** :

1. Publications in peer-reviewed scientific journals
2. Peer-reviewed books / monograph
3. Peer-reviewed conferences proceedings
4. Contributions to books
5. Patents and licenses
6. Contributions to conferences (oral presentation or poster)
7. Outreach activities (e.g. public engagement in science, technology and knowledge transfer activities, scientific art performances, etc.)
8. General contributions to science (e.g. spokesperson for experiments, leader of expeditions, founder of networks and training programmes, etc.)
9. Other artefacts with documents use (e.g. maps, methods, prototype demos, software, databases, design, arXiv-articles, contributions to big data collaborations, etc.)
10. Unpublished work (must be made available to the CxR on request)

Please note that the research output list cannot be updated after the submission of your application.

2.4 Career plan

The career plan must not exceed one page (font size 10 minimum). Please briefly describe previous professional achievements (what has been done so far), with more emphasis on medium- and long-term career goals (after the mobility stay and after the thesis defence). In addition, you must confirm your intention to continue your thesis at your home institution after the mobility grant and to obtain your doctorate at this institution.

2.5 Diplomas copy

1. Please attach a copy of your **Bachelor's and Master's degrees as well as two confirmations of your registration as a doctoral student at UNIL** (starting date of the doctorate + coming semester). Medical students must attach a copy of the state examination (or equivalent).
2. In addition to the requested diploma copies, we kindly ask you to submit **the grades of your Bachelor's and Master's degrees.**

2.6 Confirmation host institution

Please provide confirmation letter from the host institution. The document must be on the official letterhead of the host institution or host professor and be signed by an original signature of the director of the institution. **The start and end dates of the research stay must be indicated and it must also be mentioned that the infrastructure necessary for the project will be made available for the entire duration of the research stay.** Ask for the letter well in advance.

If you are submitting a project with **research requiring authorisations or notifications**, the letter will confirm that **all legal and ethical provisions of the country of the host institute will be complied with**. In the case the letter cannot yet confirm this at the time of submission of the application for Mobi.Doc funding, a second letter from the host institute stating that the authorisations have been obtained must be provided at the latest at the time of release of the grant. In any case, the grant can only be released if the CxR is in possession of such confirmation from the host institution.

Please clarify any conditions relating to a stay at your host institution as soon as possible. Some of these institutions, for example, require scholarship recipients to pay a contribution towards their overhead. However, UNIL does not pay any overhead costs for host institutions abroad. It also happens that the host institution requires funds to cover research costs. In such cases, UNIL can only pay an amount towards these costs (of a maximum of CHF 1,500) under certain specific conditions. According to common practice in the scientific world, fellows arriving with their own personal maintenance grant must receive adequate support from the host institution; this support is also measured in terms of the infrastructure and equipment made available.

Please also clarify as soon as possible any conditions relating to a stay at your host institution. In particular, check whether the host institution or supervisor requires a contract to be drawn up to regulate the conditions of your stay (particularly as regards confidentiality and ownership of research results). In this case, please consult the Legal Department so that the contract can be revised before it is signed. It may also be useful to obtain guest researcher status. For beneficiaries of a mobility grant who do not have/no longer have an employment contract with UNIL during their stay abroad, please note that UNIL cannot sign such agreements as it can no longer be considered as their employer.

The amounts defined by the CxR are binding for the duration of the grant. **Even if the host institution increases its financial requirements, CxR cannot adjust the amounts of the allowances granted.** In such a case, UNIL expects the host institute concerned to cover any financial shortfall.

2.7 Partnership and family certificate

The scales are higher for beneficiaries accompanied by a partner who is not gainfully employed and who accompanies them for the entire duration of the grant. For unmarried couples without children, the higher scale is applied only if a stable partnership exists on the date of the deadline for submitting the application.

If you are married or in a registered partnership, please download the relevant document here, if you qualify for the higher scale. If you are not married or in a registered partnership, please complete the form "Attestation pour personnes vivant en ménage commun", sign it and scan it as a PDF document, if you are claiming the higher rate.

Applicants who are married and/or have children towards whom maintenance is payable must enclose a copy of their family record book.

2.8 Residence permit or Swiss passport

If you are not a Swiss citizen, married or in a registered partnership with a Swiss citizen, please attach a copy of your valid residence, settlement or cross-border commuter permit. Swiss citizens must download a copy of a valid Swiss passport or a valid Swiss identity card.

2.9 Other annexes

You have the possibility to attach other documents relevant to your request in PDF format. This concerns in particular, **requests for exemptions** that may be granted in accordance with Directive 3.9 of Mobi.Doc mobility funding (Art. 7 para. 1), a letter(s) of awards from other institutions, a detailed justification of the additional funds requested for special costs such as research or conference costs or a possible cover letter.

When applying for a grant, a letter from your institute/department/section with deanery approval at UNIL confirming that your contract will not be interrupted during your mobility stay and that your replacement will be organised for possible teaching support must be attached to the application.

Please note that only proof of accepted publications should be included under this heading, publications attached in PDF in the data box "other annexes" will not be taken into consideration and will be deleted. UNIL supports the principle of open electronic access (open access) for scientific publications at national and international level. Therefore, please provide, if possible, a direct link to each publication in the list of your search results. Additional letters of reference will also be removed.

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