

# Rules and procedures

## Ambizione, PRIMA, Eccellenza, ERC Starting Grants

This document summarizes the essential EPFL and IPHYS rules for applications to the following funding schemes. Please refer to the grant sites for specific grant information:

- Ambizione: <http://www.snf.ch/en/funding/careers/ambizione/Pages/default.aspx>
- PRIMA: <http://www.snf.ch/en/funding/careers/prima/Pages/default.aspx>
- Eccellenza Professorial Fellowships\*: <http://www.snf.ch/en/funding/careers/eccellenza/Pages/default.aspx>
- ERC Starting Grants: <https://erc.europa.eu/funding/starting-grants>

For all 4 funding schemes, EPFL accepts candidates that are either external or internal. In the latter case, and if the project is granted, the total duration of a term employment (CDD) at EPFL cannot exceed 9 years. Candidates also need to check that they comply with the specific eligibility criteria of each grant (see the respective webpages).

**Please note:** PRIMA applicants are not allowed to submit an Eccellenza Professorial Fellowship proposal in the same year.

### Golden rules

- **Do not even think of submitting a file after the deadline:** IPHYS deadlines are at midnight on the indicated date. Files received after the deadline will not be considered.
- **Make sure your file fulfills the requirements of the application procedure:** please read carefully the instructions in the present document and in the application toolkit published by the Research Office (<https://www.epfl.ch/research/services/fund-research/>) for the relevant grant, and make sure your file fulfills all requirements. Incomplete files will not be considered. If you have questions regarding the information contained in the present document, please contact Blandine Jérôme ([blandine.jerome@epfl.ch](mailto:blandine.jerome@epfl.ch), +41 21 69 33376). If you have questions regarding the application toolkit, please contact the Research Office ([research@epfl.ch](mailto:research@epfl.ch)).

EPFL has now defined a uniform timeline for all these funding schemes:

- 12 weeks before application deadline at the respective funding agency: publication of the job offers on the EPFL [scientific staff](http://www.epfl.ch/scientific-staff) webpage and other online sites, publication of the application toolkit by the Research Office (<https://www.epfl.ch/research/services/fund-research/>)
- 6 weeks before application deadline at the respective funding agency: deadline for application at institutes proposed by the Research Office. This deadline will appear in the job announcements. Institutes have the possibility to choose for another date and have it mentioned in the announcements. IPHYS will follow these deadlines, except for Eccellenza Professorial Fellowships, for which the deadline will be set earlier to allow for enough time to organize interviews of the candidates
- 2 weeks before application deadline at the respective funding agency: deadline to send the signed registration form and other requested documents to the Research Office.

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\* Eccellenza Grants, aimed at recently appointed tenure-track assistant professors, are not covered here.

In the following, we detail the procedures of each funding scheme. Procedures and deadlines are only final once the Research Office has published the application toolkit for the relevant grant. Please check regularly for updates of this document and for the main IPHYS deadlines at <https://www.epfl.ch/schools/sb/research/iphys/open-positions/>

## 1) Ambizione

Ambizione grantees are hosted in a research unit. They get the title of Scientist (collaborateur scientifique). They co-supervise the PhD students involved in their project, the supervisor being the head of the hosting research unit.

Host professors are responsible for the selection of the candidates they would like to support. Supporting a candidate implies that the host professor commits to provide the necessary space and infrastructure for the success of the proposed project, within the present means available to their unit. IPHYS cannot provide additional space or financial support in case an Ambizione project is granted. The host professor needs to state this commitment in an endorsement letter addressed to the IPHYS director. In addition, the host professor prepares a letter of support for the SNSF file (detailed confirmation letter), which is signed both by the host professor and the director of IPHYS (please use the IPHYS template available on the [IPHYS website](#)).

The [application toolkit](#) contains all details. Please read all the documents carefully and follow the instructions.

The procedure goes as follows:

- Candidates send to the IPHYS Management ([IPHYSDirector@epfl.ch](mailto:IPHYSDirector@epfl.ch), with cc to [blandine.jerome@epfl.ch](mailto:blandine.jerome@epfl.ch)) their file composed of a CV, publication list, research statement/draft research plan, motivation letter, endorsement letter from the host professor, budget, the detailed confirmation letter signed by the host professor, and the registration form signed by the PI, host professor, human resources responsible, and Pierre-Yves Bolinger (if applicable). **IPHYS deadline: 20/09/2019**
- The IPHYS director approves the application and signs the necessary documents
- The FSB Dean approves the application and signs the necessary documents
- The EPFL Management approves the support and provides the general confirmation letter

The calendar is specified below. Please refer to the documentation in the toolkit for further information.

## 2) PRIMA

PRIMA grantees are hosted in a research unit. They get the title of Research & Teaching Associate (collaboratrice scientifique senior). They co-supervise the PhD students involved in their project, the supervisor being the head of the hosting research unit.

Host professors are responsible for the selection of the candidates they would like to support. Supporting a candidate implies that the host professor commits to provide the necessary space and infrastructure for the success of the proposed project, within the present means available to their unit. IPHYS cannot provide additional space or financial support in case a PRIMA project is granted. The host professor needs to state this commitment in an endorsement letter addressed to the IPHYS director. In addition, the host professor prepares a letter of support for the SNSF file (detailed confirmation

letter), which is signed both by the host professor and the director of IPHYS (please use the IPHYS template available on the [IPHYS website](#)).

Please note that there is a clear difference in the applicant group aimed at between Ambizione and PRIMA (besides the fact that PRIMA is directed exclusively to women): PRIMA grants are aimed at excellent women researchers who show a high potential for obtaining a professorship while Ambizione grants are aimed at young researchers who wish to conduct an independent research project. It is therefore essential that PRIMA applicants have a professorable profile.

The [application toolkit](#) contains all details. Please read all the documents carefully and follow the instructions.

The procedure goes as follows:

- Candidates send to the IPHYS Management ([IPHYSDirector@epfl.ch](mailto:IPHYSDirector@epfl.ch), with cc to [blandine.jerome@epfl.ch](mailto:blandine.jerome@epfl.ch)) their file composed of a CV, publication list, research statement/draft research plan, motivation letter, endorsement letter from the host professor, budget, the detailed confirmation letter signed by the host professor, and the registration form signed by the PI, host professor, human resources responsible, and and Pierre-Yves Bolinger (if applicable). **IPHYS deadline: 20/09/2019**
- The IPHYS director approves the application and signs the necessary documents
- The FSB Dean approves the application and signs the necessary documents
- The EPFL Management approves the support and provides the general confirmation letter

The calendar is specified below. Please refer to the documentation in the toolkit for further information.

### 3) Eccellenza Professorial Fellowships

Eccellenza Professorial Fellows head their own research group. They get the title of Research & Teaching Associate (collaboratrice scientifique senior). They supervise the PhD students involved in their project. For the purpose of the internal selection process, a host professor needs to endorse their application. This host professor must be ready to take over the supervision of the PhD students should the grant holder leave EPFL.

The EPFL selection procedure is expected to go as follows:

- Candidates apply to the IPHYS Management by sending to [IPHYSDirector@epfl.ch](mailto:IPHYSDirector@epfl.ch) (with cc to [blandine.jerome@epfl.ch](mailto:blandine.jerome@epfl.ch)) the following documents: of a CV, publication list, research statement, teaching statement, endorsement letter from the host professor. **IPHYS deadline: 14/11/2019**
- The IPHYS Executive Committee selects a number of candidates for interviews
- The Executive Committee invites the short-listed candidates for an interview in front of the Assembly of Professors
- After the interviews, the Executive Committee proposes to the FSB Dean a list of candidates to be supported in their Eccellenza application
- The FSB Dean establishes the list of candidates supported by the School
- The EPFL Management approves the support and provides the Host support letter

This is indicative, as well as the calendar (see below). The final details of the selection procedure and calendar will be announced after the publication of the application toolkit, expected in Autumn.

#### 4) *ERC Starting Grants*<sup>†</sup>

ERC Starting Grant grantees head their own research group. They supervise the PhD students involved in their project. For the purpose of the internal selection process, a host professor needs to endorse their application. This host professor must be ready to take over the supervision of the PhD students should the grant holder leave EPFL.

The [application toolkit](#) contains all details. Please read all the documents carefully and follow the instructions.

The selection procedure goes as follows:

- Candidates apply to the IPHYS Management by sending to [IPHYSDirector@epfl.ch](mailto:IPHYSDirector@epfl.ch) (with cc to [blandine.jerome@epfl.ch](mailto:blandine.jerome@epfl.ch)) the following documents: a CV, publication list, research statement, motivation letter, endorsement letter from the host professor, budget, and the registration form signed by the PI, host professor, human resources responsible, and Pierre-Yves Bolinger (if applicable). **IPHYS deadline: 1/09/2019 (APPLICATIONS ARE NOW CLOSED FOR THIS YEAR.)**
- The IPHYS Executive Committee proposes to the FSB Dean a list of candidates to be supported in their ERC application
- The FSB Dean establishes the list of candidates supported by the School
- The EPFL Management approves the support and provides the Host support letter.

The calendar is specified below. Please refer to the documentation in the toolkit for further information.

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<sup>†</sup> This concerns only non-professor applicants. EPFL professors can refer to the ReO funding page (<https://www.epfl.ch/research/services/fund-research/>) for their own application process.

## Calendar

**IPHYS deadlines are at midnight on the indicated date. Files received after the deadline will not be considered.**

### Ambizione

#### Calendar subject to change

Step	Date
Publication of application toolkit by ReO	~mid August
Files of candidates submitted to IPHYS	20/09/2019
EPFL deadline	14/10/2019
SNSF deadline	1/11/2019 17h

### PRIMA

#### Calendar subject to change

Step	Date
Publication of application toolkit by ReO	~mid August
Files of candidates submitted to IPHYS	20/09/2019
EPFL deadline	14/10/2019
SNSF deadline	1/11/2019 17h

### Eccellenza Professorial Fellowships

#### Calendar subject to change

Step	Date
Publication of application toolkit by ReO	~end October
Files of candidates submitted to IPHYS	14/11/2019
Pre-selection of candidates for interviews	19/11/2019
Interviews and selection by IPHYS	~begin December
Submission of IPHYS candidates to FSB	~mid December
EPFL deadline for selected candidates	20/01/2020
SNSF deadline	1/02/2020 17h

### ERC Starting Grant

Step	Date
Publication of application toolkit by ReO	summer
Files of candidates submitted to IPHYS	1/09/2019
Selection by IPHYS	3-6/09/2019
Submission of IPHYS candidates to FSB	9/09/2019
EPFL deadline for selected candidates	30/09/2019
ERC deadline	16/10/2019