



Guidelines HSG International Postdoctoral Fellowship (GFF-IPF)

With the «International Postdoctoral Fellowship» (IPF) the University of St.Gallen supports young researchers with funds from the Basic Research Fund to conduct their postdoctoral research and prepare their habilitation, respectively. The purpose of the IPF is to write a habilitation or an equivalent contribution at the University of St.Gallen.

Participation requirements:

Junior researchers at the University of St.Gallen who have been awarded a doctoral degree or are expected to complete their doctoral degree within the next six months are entitled to apply (the relevant date is the date of the last completed examination). Also, junior researchers outside the University of St.Gallen who fulfil the following criteria are entitled to apply: (i) They hold a doctoral degree or will be awarded a doctoral degree within the next six months. (ii) Applicants with a completed doctorate (PhD) have been awarded the degree at most two years before the submission deadline. The relevant date is the date of examination/viva voce. Exceptions may be granted in justified cases. Previous employment of less than 50% due to family obligations, 1.5 years per child, but a maximum of 3 years in total, can be counted towards the submission deadline. A detailed description why an exception should apply must be submitted in a separate document along with the application.

Amount of support:

Own position:

- The IPF grant includes the funding of the applicant's own position in accordance with the salary bands at the University of St.Gallen (postdoctoral level, F8). Funding is provided at the common employment level of 75% and subject to the condition that a maximum of 75% of funding of the beneficiaries may be from funds of the University of St.Gallen and institutions affiliated with the University of St.Gallen. Where there are good reasons (particularly care responsibilities within the family), the total workload funded by the University of St.Gallen may be reduced to 50%, but not below. Detailed reasons why an exception should apply must be submitted in writing along with the application. Additional teaching assignments beside the IPF grants are possible.

Research expenses:

- Research expenses include for instance conferences, journal submission fees, office material, further education, and research travel. These will be paid pro rata at the employment level funded by the Research Committee without need for prior application. The Research Committee will periodically determine the maximum amount of research expenses paid. For the year 2020 the maximum amount is CHF 2500 per year. IPF fellows submit their receipts directly through the University of St.Gallen TimeTool and send their signed TimeTool printout together with their original receipts to the research committee's office (Tellstrasse 2, 9000 St.Gallen). After the verification the research expenses will be refunded to the IPF fellow.

Indispensable research costs:

- Research costs are costs that are indispensable for the realization of the proposed research project. These additional costs need to be listed in the application form and justified in detail in the research plan. If you plan to apply for a larger purchase, please add an offer to your application.

IT equipment and office space:

- The IPF covers costs for an office space as well as IT equipment. The order of the IT equipment by the IT administrator of your host institution takes place after the positive approval of your application directly through the IT-ServiceDesk of the University of St.Gallen. The research committee's office doesn't reimburse hardware that has been ordered somewhere else.



Family and education allowances

- Family allowances are designed to supplement family income by providing a certain level of compensation towards the cost of raising a family. The Family Allowances Act, which has been in force since 1 January 2009, entitles those on a modest income to family allowances regardless of whether or not they are in work. At the Canton of St.Gallen benefits takes the form of family allowances of CHF 200 per child/month and education allowance of CHF 250 per child/month.

Childcare allowance

- IPF fellows can apply for an additional childcare allowance of maximum CHF 1'000 per month if they have a minimum employment of 75%. For the allowance a detailed explanation and the original receipts need to be sent directly to the Research Committee's office (Tellstrasse 2, 9000 St.Gallen). The application for a childcare allowance has to be submitted separately from the IPF application and only if the IPF application was successful.

Duration of the funding:

The duration of the IPF funding is maximum 36 months. However, each application allows only a maximum duration of 24 months. Before the first application (e.g., 24 months) ends an application for an extension (e.g., 12 months) can be submitted.

Application form:

Earliest possible project start

- The earliest possible project start is four months after submission.

▪ Submission deadline	Project start
▪ 15.01.	01.05.
▪ 01.03.	01.07.
▪ 01.09.	01.01.
▪ 02.11.	01.03.

Nationality

- Please be aware that your project start could be postponed for a couple of weeks if you are not Swiss, or don't have a work permission for Switzerland yet.

ORCID iD

- The ORCID iD is a digital researcher's ID. Applicants who have already an ORCID iD should add it on the application form.

Date of doctoral degree

- Please provide on the application form the date on your doctoral certificate. Applicants who have not finished their PhD yet should add a separate letter from their PhD supervisor explaining in detail the current status of the doctoral thesis and the date of the final examination.

Connection to HSG:

In principal the work place for an IPF fellow is at the University of St.Gallen. Longer planned research stays abroad need to be explained in detail in the research plan.

Research plan

The research plan should count max. 44'000 characters incl. blanks (excluding literature) and should contain the following parts:

- Summary of the research plan including Keywords (max. 4'000 characters incl. blanks, separate document)
- Problem/Background



- State of the Art
 - State of own research (preliminary work)
 - Research questions
 - Conceptual bases and research methodology
 - Schedule of the research project
 - Reasons for this project for the own postdoctoral work and personal scientific career
 - Risk assessment (for projects > 12 months)
Verify the risks of the proposed research plan and provide alternatives if necessary.
 - Literature
- Applicants who *re-submit* their proposal need to add a detailed response to the reasons of the refusal.
 - Applicants who apply for an *extension* should add a separate document where they briefly summarize their preliminary results of the current fellowship as well as their planned future research.

CV

The CV should be in table form.

List of publications

Please indicate only published work. Unpublished work that provides an important contribution for the planned research should be listed separately. Furthermore, unpublished work that is important for the planned research can be added to the application.

Host letter

You need to provide a host letter by at least one full professor or one associated professor at the University of St. Gallen which also details the integration of the applicant into a research institute at the University of St.Gallen. Where two or more full professors or associated professors declare a willingness to integrate the applicant into their respective research institutes the applicant, in the event of a successful application, shall make the choice of the hosting research institute.

Two reference letters

This is only mandatory for first applications and re-submissions. The reference letters should be directly sent from the referees to the Research Committee's office (research@unisg.ch). Please note that the referees should be scientist themselves.

Data management plan (for projects > 12 months)

Characterize the existing sources and data sets and describe the strategy of data collection and alternative strategies.

Submission:

The submission is via E-mail: foko_submission@unisg.ch. The application must be submitted as pdf-file, including any attachments. The project submission should be at 5 pm swiss local time at the latest of the respective submission date.

Contact:

In case of any questions regarding the IPF-funding, please contact the Research Committee office: research@unisg.ch.