Università
della
Svizzera
italiana

SRIT

New SNSF CV format Guidelines

1. New CV format

1.1. Novelties

So far, the SNSF did not have a unified CV format. As a consequence, submissions were not always in line with international best practices. After a pilot period, the SNSF is now introducing a new, standardized CV format, which will be the same across all funding instruments and for all applicants.

Current situation: CV composed by 3 documents:

- CV – 12 elements (education, employment, career breaks, prizes, grants, etc.)
- Major achievements – max 2 pages
- Output list – output list of the last 5 years

This situation will be replaced by the new format.

New CV format: 1 document with condensed and short information, including short narratives focusing on the most important achievements:

- CV – 4 elements (education, employment, ORCiD, acad. age)
- Major achievements – 1-3 selected, max 1 page
- Output list – max 10 outputs in CV + link to ORCiD account

1.2. Key features and elements

- **same template** for all funding schemes;
- **data is saved** for re-use in other applications;
- **online platform**; structured procedure and guidance;

- Uniform method of **calculating the academic age** of applicants.
- No integration of metrics (such as impact factors) anymore;
- No sections on funding, prizes and other;
- **ORCiD integration**;

- Includes 1-3 **narrative sections** (max 600 words in total) to highlight selected achievements;
- narrative substantiated with **verifiable supporting evidence** such as research outputs (max 10)

1.3. Timeline

First submissions with the new CV format on **1st of October 2022 (project funding scheme)**.

Followed by step-by-step implementation across other SNSF funding schemes.

2. Platform

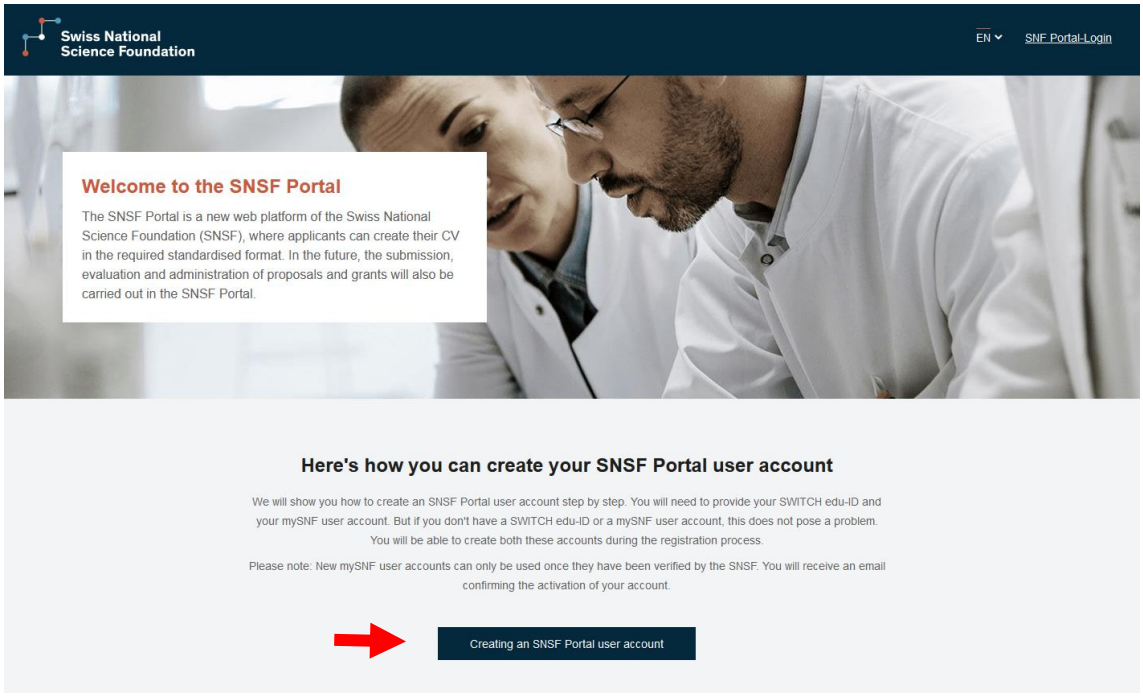
The new CV has to be created through a dedicated platform: https://portal.snf.ch/

You can access it through your SWITCH edu-ID and then connect it with your mySNF account.
Note: a mySNF user account is still required as it remains the central point for proposal submission and evaluation as well as for grant management and reporting.

3. How to

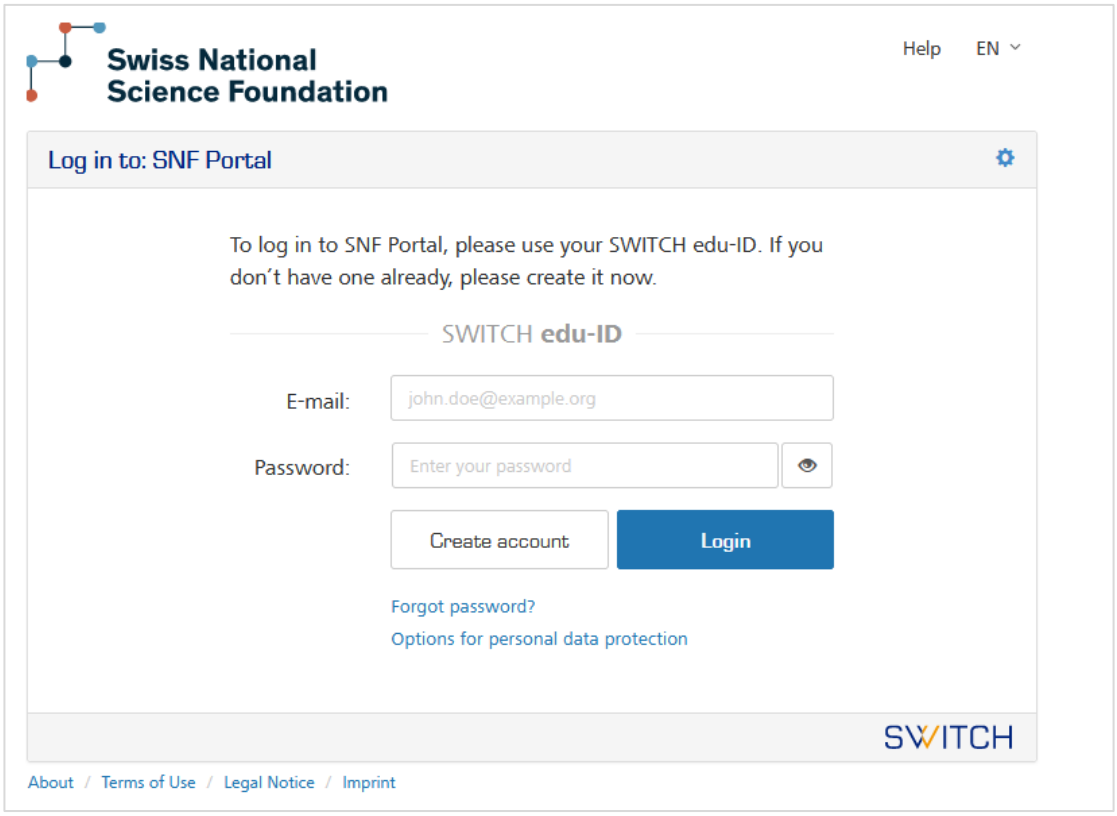
3.1. Access the portal

Acces the website: https://portal.snf.ch/
Click on “creating an SNSF Portal user account”



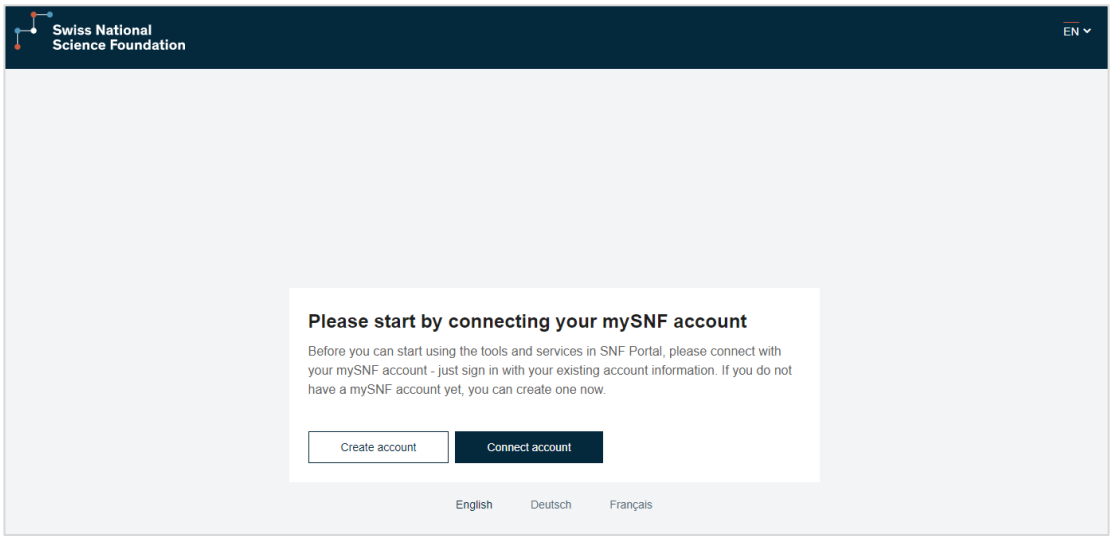
3.2. Login with your SWITCH edu-ID account

For information about your edu-ID account, please refer to the following USI page.

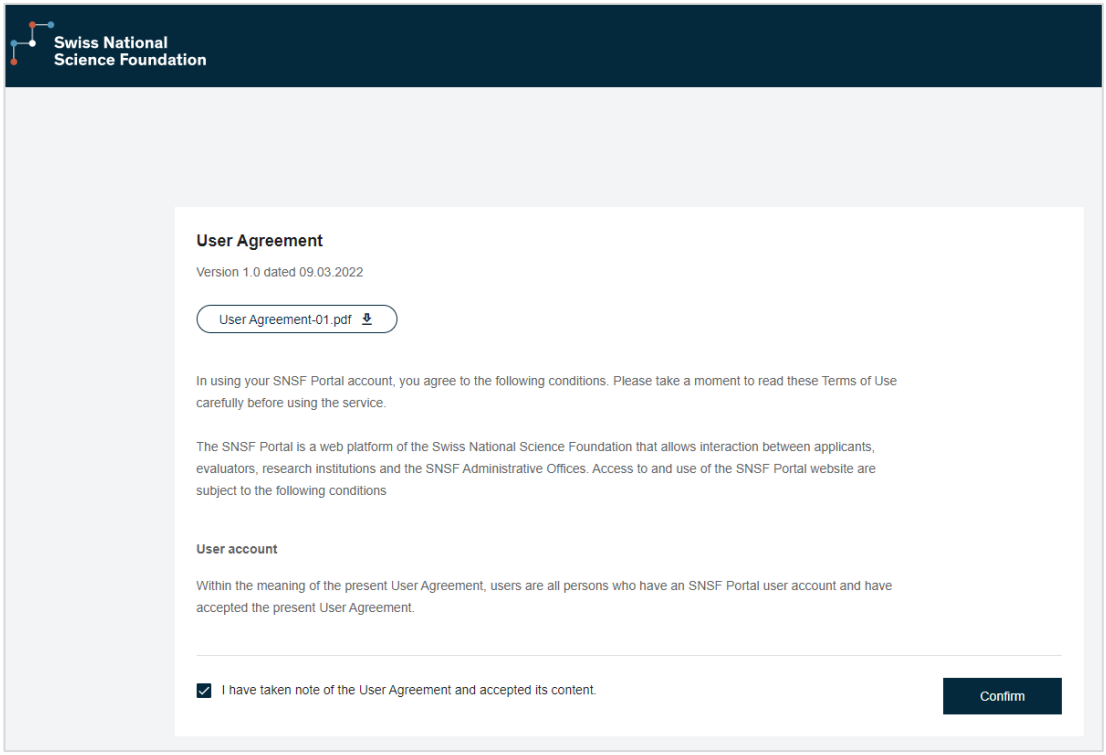


3.3. Connect your mySNF account

If you already have a mySNF account, you can click on “connect account” and insert your mySNF credentials; your accounts are now connected!
Otherwise, follow the procedure to create a mySNF account from scratch.

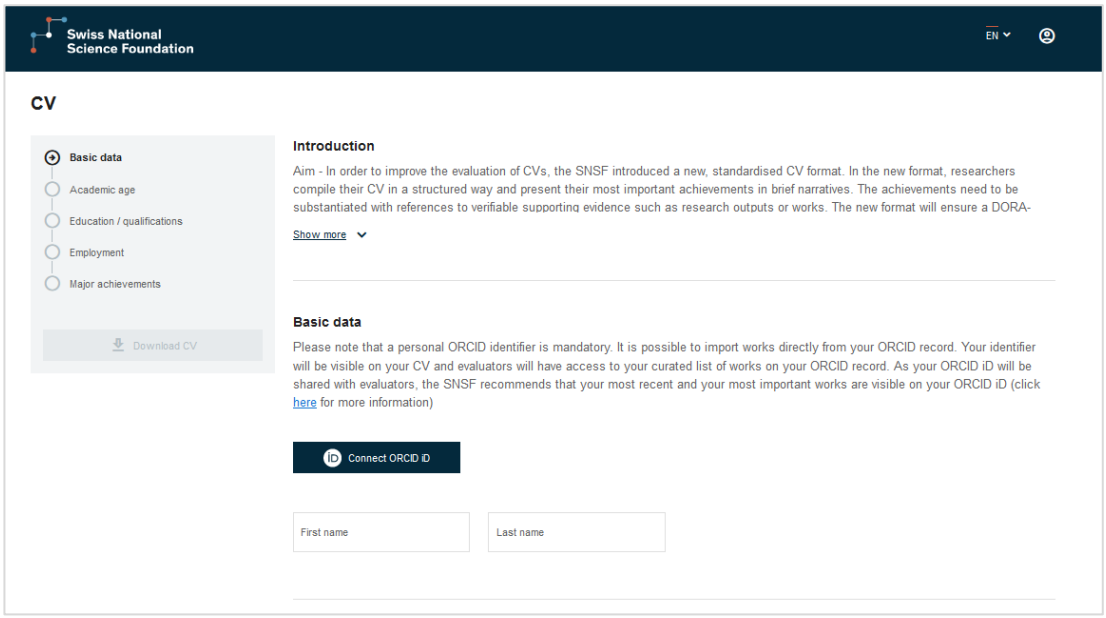


3.4. Accept the user agreement



3.5. Start creating your CV

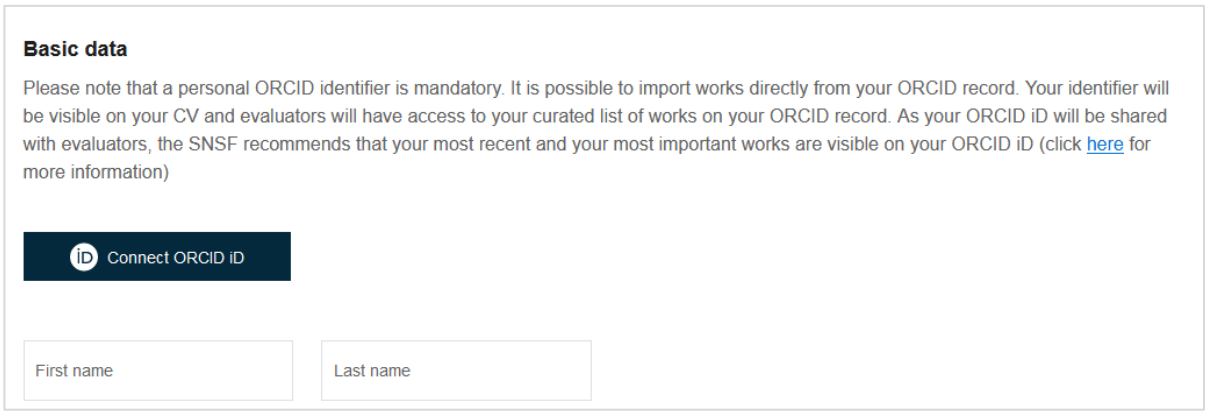
You are now ready to create your CV.
Browse through each section to add the relevant content



3.5.1. Basic data

In this container, you can add:

- First name and last name;
- ORCID iD identifier; this is a mandatory field.



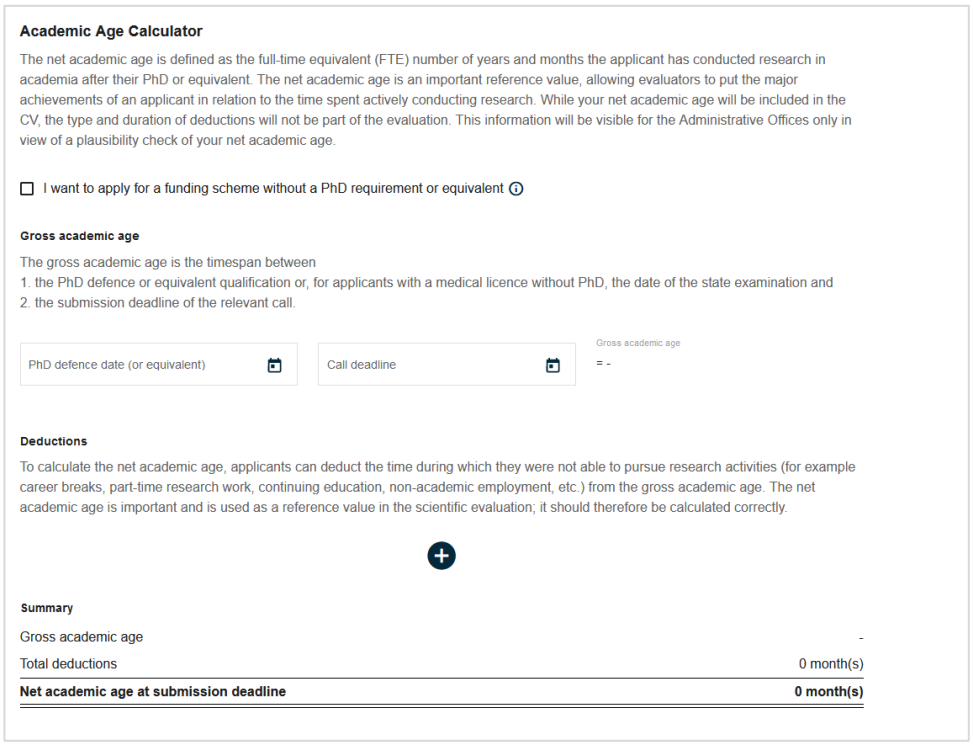
3.5.2. Academic age

In this section, you need to indicate the PhD defence date (or equivalent), plus any relevant deduction of time during which you were absent from research.
Career breaks include:

- Maternity
- Paternity, adoption, parental leave
- Inability to work due to illness or accident
- Care duties
- Public services
- Continuing education
- Non-academic employments or clinical activity
- Part-time work
- Other (to be specified in the description)
- Unemployment

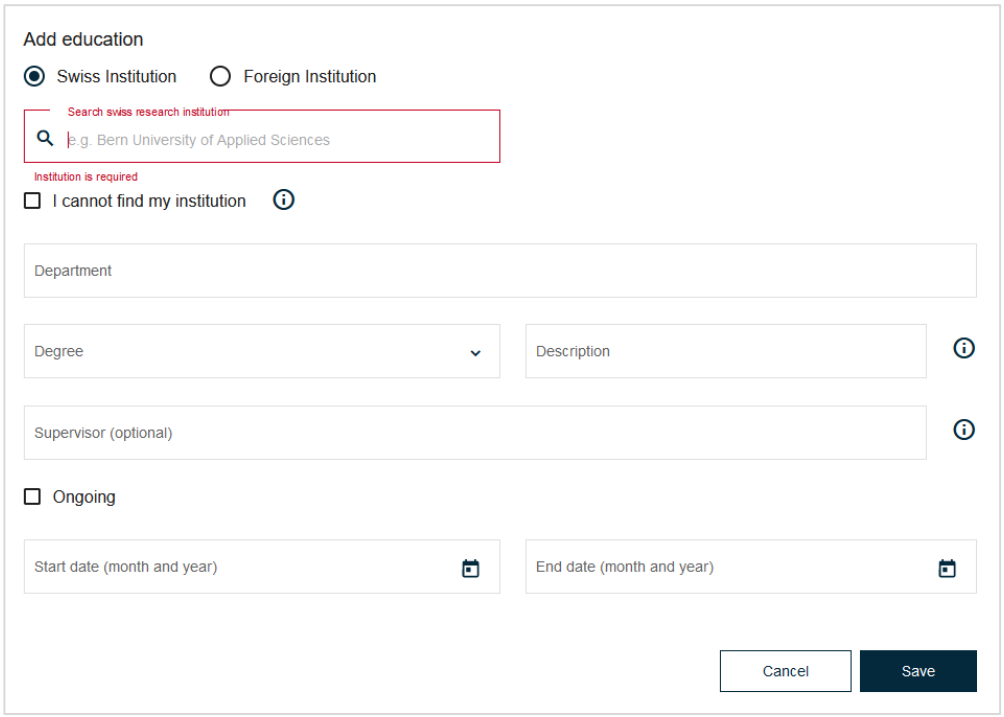
The net academic age is then automatically calculated by deducting the relevant duration of the career breaks (if any).

The net academic age is the reference value for evaluators to assess the achievements in relation to the time actively spent on research.



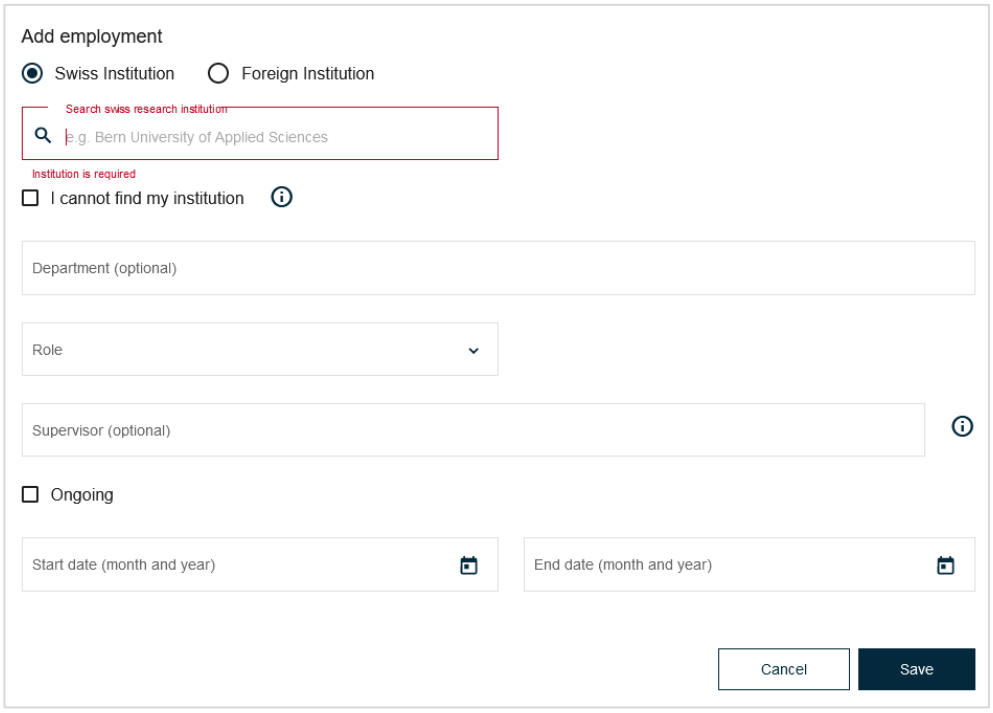
3.5.3. Education/qualifications

In this section, you can list all your completed and ongoing achievements (university or equivalent).
You can select the research institution in the relevant search field, both Swiss or foreign, then add the department, degree, supervisor and the dates.



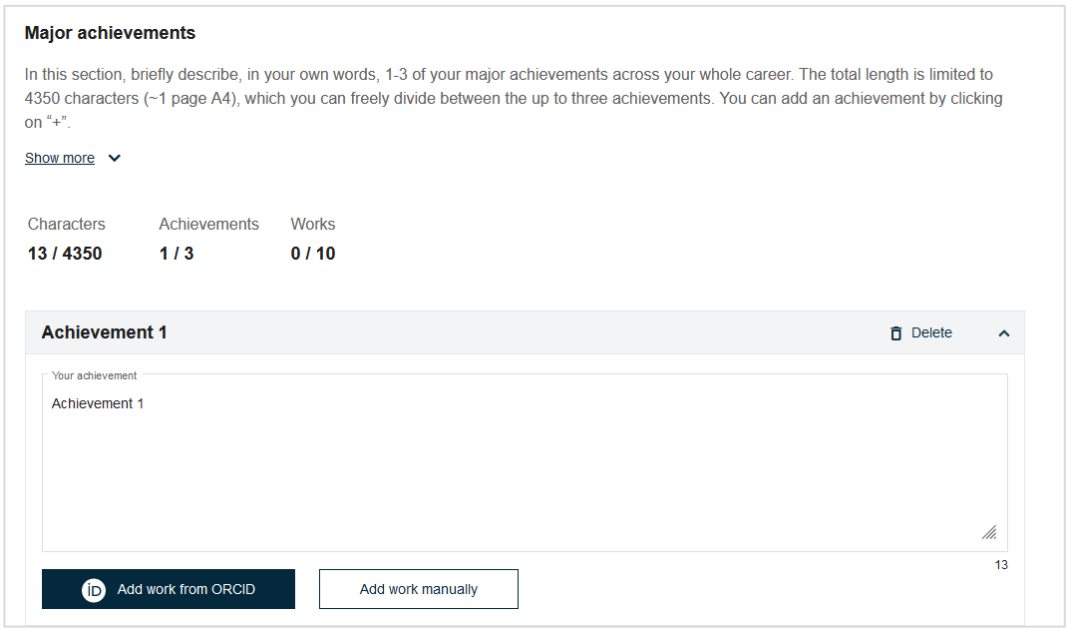
3.5.4. Employment

In this section, you can list all your relevant previous and ongoing academic and non-academic employments, indicating the institution, the department, the role and the duration.

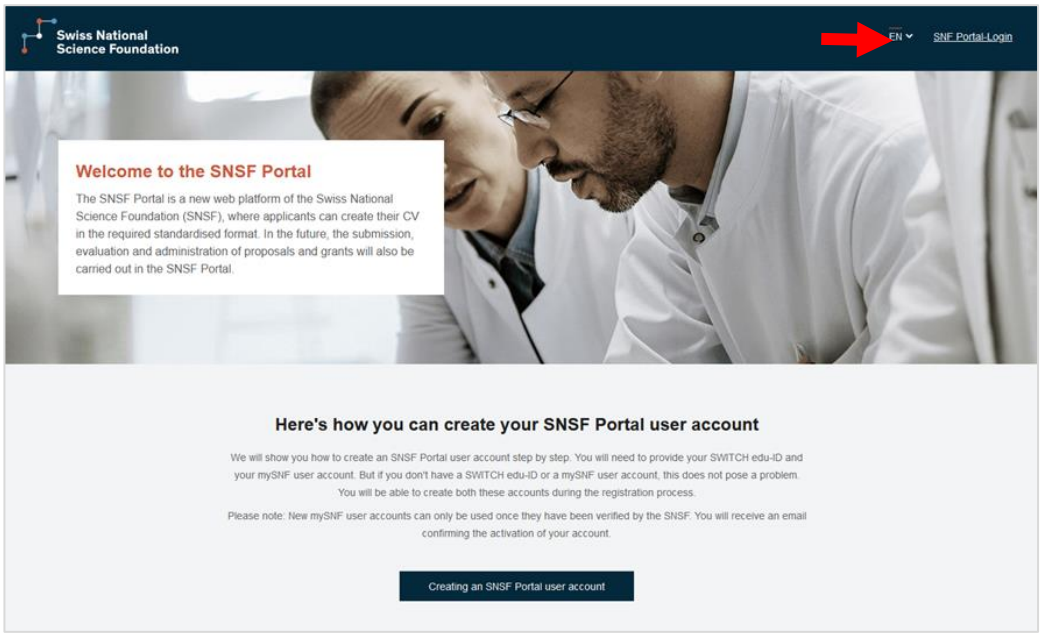


3.5.5. Major achievements

In this section, you are required to describe 1 to 3 major achievements in the form of narratives.
Maximum total length is 4,350 characters. You can cite up to 10 works as supporting evidence.
These achievements act as a description of your most important accomplishments so far. Evaluators will assess them taking into account the scientific discipline, your net academic age and career trajectory.



3.6. CV ready for submission or further use

Once your CV is complete, you need to download it as a PDF file and then upload it manually in the mySNF application in the corresponding data container.

Your data is stored in the system for further use or to be edited at a later stage. Once you want to access the platform, you simply need to login by clicking on the upper right box.