

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
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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”

The screenshot shows the homepage of the SNSF Portal. At the top left is the Swiss National Science Foundation logo. At the top right are language selection ('EN') and a 'SNF Portal-Login' link. Below the header is a large photograph of two scientists in lab coats. Overlaid on the photo is a white box containing the text: 'Welcome to the SNSF Portal'. It explains that the SNSF Portal is a new web platform where applicants can create their CV in a standardised format. In the future, submission, evaluation, and administration of proposals and grants will also be carried out in the SNSF Portal. Below this box is another section titled 'Here's how you can create your SNSF Portal user account'. It provides instructions on creating an account step-by-step, mentioning the need for a SWITCH edu-ID and mySNF user account. It also notes that users can create both accounts during the registration process. A red arrow points to a dark blue button at the bottom of this section labeled '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](#).

Help EN ▾

Log in to: SNF Portal

To log in to SNF Portal, please use your SWITCH edu-ID. If you don't have one already, please create it now.

SWITCH edu-ID

E-mail: john.doe@example.org

Password: Enter your password

Create account Login

Forgot password? Options for personal data protection

About / Terms of Use / Legal Notice / Imprint

SWITCH

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.

EN ▾

Please start by connecting your mySNF account

Before you can start using the tools and services in SNF Portal, please connect with your mySNF account - just sign in with your existing account information. If you do not have a mySNF account yet, you can create one now.

Create account Connect account

English Deutsch Français

3.4. Accept the user agreement

The screenshot shows the 'User Agreement' page from the SNSF Portal. At the top, the SNSF logo is visible. Below it, the title 'User Agreement' and the date 'Version 1.0 dated 09.03.2022' are displayed. A download button for 'User Agreement-01.pdf' is present. The text explains the conditions of use for the SNSF Portal account. It defines a 'User account' as anyone with a portal user account who has accepted the User Agreement. A checkbox labeled 'I have taken note of the User Agreement and accepted its content.' is checked, and a 'Confirm' button is located to its right.

3.5. Start creating your CV

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

The screenshot shows the 'CV' creation interface. The left sidebar lists sections: 'Basic data', 'Academic age', 'Education / qualifications', 'Employment', and 'Major achievements'. A 'Download CV' button is available. The main content area starts with an 'Introduction' section, which aims to improve the evaluation of CVs by introducing a new, standardised format. Researchers compile their CV in a structured way, presenting their most important achievements in brief narratives. The achievements need to be substantiated with references to verifiable supporting evidence such as research outputs or works. The new format will ensure a DORA-compliant CV. A 'Basic data' section follows, noting that a personal ORCID identifier is mandatory. It is possible to import works directly from your ORCID record. Your identifier will be visible on your CV and evaluators will have access to your curated list of works on your ORCID record. As your ORCID iD will be shared with evaluators, the SNSF recommends that your most recent and your most important works are visible on your ORCID iD (click [here](#) for more information). A 'Connect ORCID ID' button is provided, along with input fields for 'First name' and 'Last name'.

3.5.1. Basic data

In this container, you can add:

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

Basic data

Please note that a personal ORCID identifier is mandatory. It is possible to import works directly from your ORCID record. Your identifier will be visible on your CV and evaluators will have access to your curated list of works on your ORCID record. As your ORCID iD will be shared with evaluators, the SNSF recommends that your most recent and your most important works are visible on your ORCID iD (click [here](#) for more information)

 Connect ORCID iD

First name

Last name

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.

Academic Age Calculator

The net academic age is defined as the full-time equivalent (FTE) number of years and months the applicant has conducted research in academia after their PhD or equivalent. The net academic age is an important reference value, allowing evaluators to put the major achievements of an applicant in relation to the time spent actively conducting research. While your net academic age will be included in the CV, the type and duration of deductions will not be part of the evaluation. This information will be visible for the Administrative Offices only in view of a plausibility check of your net academic age.

I want to apply for a funding scheme without a PhD requirement or equivalent [i](#)

Gross academic age

The gross academic age is the timespan between

1. the PhD defence or equivalent qualification or, for applicants with a medical licence without PhD, the date of the state examination and
2. the submission deadline of the relevant call.

PhD defence date (or equivalent)		Call deadline		Gross academic age = -
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Deductions

To calculate the net academic age, applicants can deduct the time during which they were not able to pursue research activities (for example career breaks, part-time research work, continuing education, non-academic employment, etc.) from the gross academic age. The net academic age is important and is used as a reference value in the scientific evaluation; it should therefore be calculated correctly.



Summary

Gross academic age	-
Total deductions	0 month(s)
Net academic age at submission deadline	0 month(s)

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.

Add education

Swiss Institution Foreign Institution

Search swiss research institution...
 e.g. Bern University of Applied Sciences

Institution is required

I cannot find my institution [i](#)

Department

Degree

Description

Supervisor (optional)

Ongoing

Start date (month and year)



End date (month and year)



[Cancel](#)

[Save](#)

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.

Add employment

Swiss Institution Foreign Institution

Search swiss research institution
e.g. Bern University of Applied Sciences

Institution is required

I cannot find my institution (i)

Department (optional)

Role (i)

Supervisor (optional) (i)

Ongoing

Start date (month and year) (i) End date (month and year) (i)

(i) Information

Cancel Save

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.

Major achievements

In this section, briefly describe, in your own words, 1-3 of your major achievements across your whole career. The total length is limited to 4350 characters (~1 page A4), which you can freely divide between the up to three achievements. You can add an achievement by clicking on "+".

Show more ▾

Characters	Achievements	Works
13 / 4350	1 / 3	0 / 10

Achievement 1

Your achievement

Achievement 1

Add work from ORCID Add work manually

13

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.

The screenshot shows the homepage of the SNSF Portal. At the top, there is a dark header bar with the Swiss National Science Foundation logo on the left, language selection (EN) in the middle, and a "SNSF Portal Login" button on the right, which is highlighted with a red arrow. Below the header, there is a large image of two scientists in lab coats looking down at a screen. To the left of the image, a white box contains the text "Welcome to the SNSF Portal" and a brief description of the portal's purpose. At the bottom of the page, there is a section titled "Here's how you can create your SNSF Portal user account" with some explanatory text and a "Creating an SNSF Portal user account" button.