
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
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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**;
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- 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.

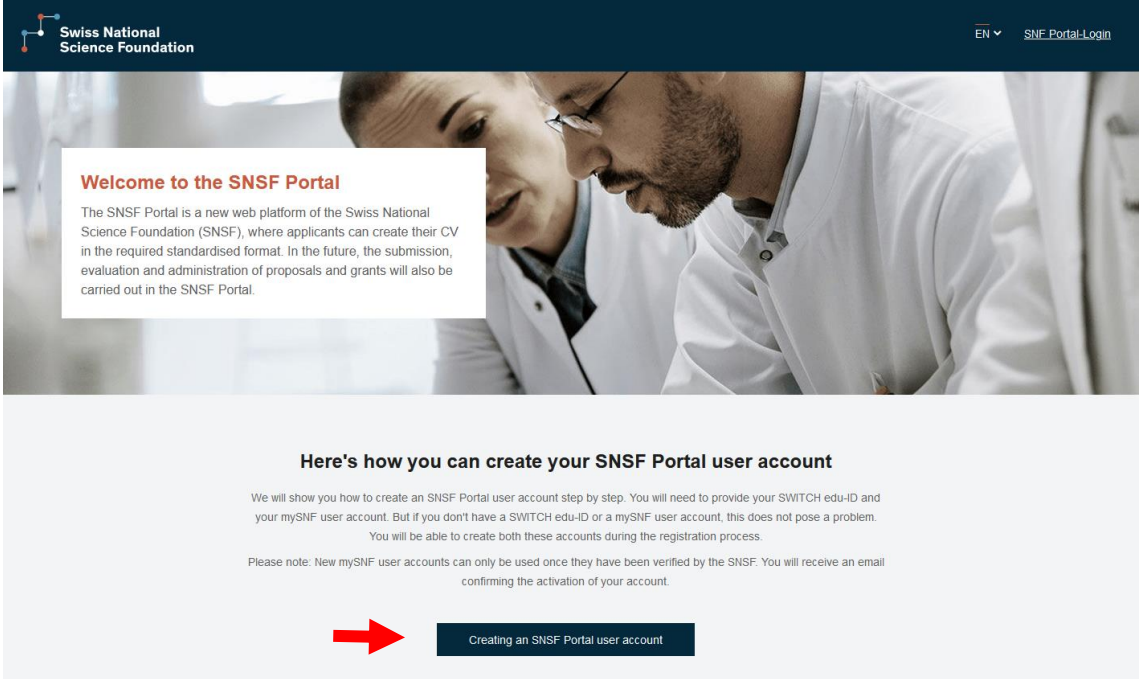
Note: a mySNF user account is still required as it remains the central point for proposal submission and evaluation as well as for grant management and reporting.

3. How to

3.1. Access the portal

Access the website: <https://portal.snf.ch/>

Click on “creating an SNSF Portal user account”



The screenshot shows the top of the SNSF Portal website. The header includes the Swiss National Science Foundation logo and navigation links for 'EN' and 'SNF Portal Login'. Below the header is a large image of two scientists in a lab. A white box with a red border contains the text: 'Welcome to the SNSF Portal' followed by a paragraph explaining the portal's purpose. Below this, a section titled 'Here's how you can create your SNSF Portal user account' provides instructions on how to create an account, mentioning the need for a SWITCH edu-ID and a mySNF user account. At the bottom of this section, a red arrow points to a dark blue button 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](#).

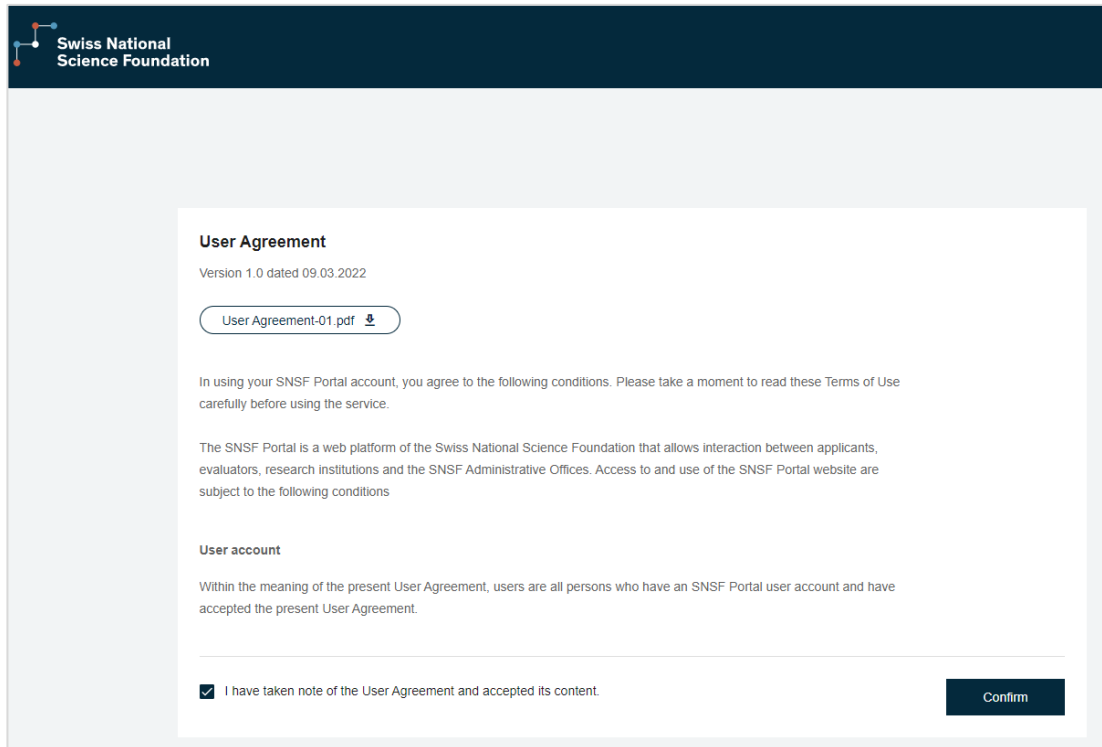
The screenshot shows the 'Log in to: SNF Portal' interface. At the top left is the Swiss National Science Foundation logo. At the top right are 'Help' and 'EN' with a dropdown arrow. The main heading is 'Log in to: SNF Portal' with a gear icon. Below this, a message states: 'To log in to SNF Portal, please use your SWITCH edu-ID. If you don't have one already, please create it now.' The 'SWITCH edu-ID' section contains an 'E-mail:' field with 'john.doe@example.org' and a 'Password:' field with 'Enter your password' and an eye icon. Below the fields are 'Create account' and 'Login' buttons. At the bottom of the form are links for 'Forgot password?' and 'Options for personal data protection'. The SWITCH logo is at the bottom right of the form area. A footer contains links for 'About / Terms of Use / Legal Notice / Imprint'.

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.

The screenshot shows a dark header with the Swiss National Science Foundation logo and 'EN' with a dropdown arrow. The main content area is light gray and features a white box with the heading 'Please start by connecting your mySNF account'. The text inside the box reads: '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.' Below this text are two buttons: 'Create account' and 'Connect account'. At the bottom of the page, there are language options: 'English', 'Deutsch', and 'Français'.

3.4. Accept the user agreement



Swiss National Science Foundation

User Agreement

Version 1.0 dated 09.03.2022

User Agreement-01.pdf [Download](#)

In using your SNSF Portal account, you agree to the following conditions. Please take a moment to read these Terms of Use carefully before using the service.

The SNSF Portal is a web platform of the Swiss National Science Foundation that allows interaction between applicants, evaluators, research institutions and the SNSF Administrative Offices. Access to and use of the SNSF Portal website are subject to the following conditions

User account

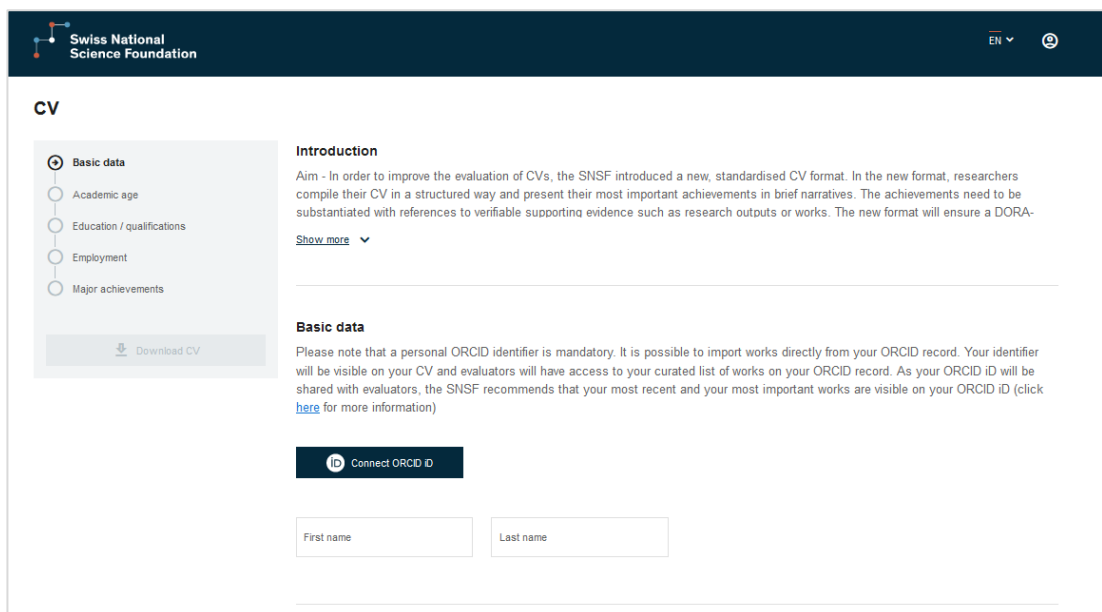
Within the meaning of the present User Agreement, users are all persons who have an SNSF Portal user account and have accepted the present User Agreement.

I have taken note of the User Agreement and accepted its content.

[Confirm](#)

3.5. Start creating your CV

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



Swiss National Science Foundation

EN [Help](#)

CV

- Basic data** (selected)
- Academic age
- Education / qualifications
- Employment
- Major achievements

[Download CV](#)

Introduction

Aim - In order to improve the evaluation of CVs, the SNSF introduced a new, standardised CV format. In the new format, researchers compile their CV in a structured way and present 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-
[Show more](#)

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


3.5.1. Basic data

In this container, you can add:

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

Basic data

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 Connect ORCID ID

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 ⓘ

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 = -

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



Institution is required

I cannot find my institution ⓘ

 ⓘ

ⓘ

Ongoing

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

Institution is required

I cannot find my institution ?

?

Ongoing

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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 Delete ^

Your achievement

Achievement 1


13


 Add work from ORCID
Add work manually

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.

 Swiss National Science Foundation

 EN ▾ [SNF Portal Login](#)

Welcome to the SNSF Portal

The SNSF Portal is a new web platform of the Swiss National Science Foundation (SNSF), where applicants can create their CV in the required standardised format. In the future, the submission, evaluation and administration of proposals and grants will also be carried out in the SNSF Portal.

Here's how you can create your SNSF Portal user account

We will show you how to create an SNSF Portal user account step by step. You will need to provide your SWITCH edu-ID and your mySNF user account. But if you don't have a SWITCH edu-ID or a mySNF user account, this does not pose a problem. You will be able to create both these accounts during the registration process.

Please note: New mySNF user accounts can only be used once they have been verified by the SNSF. You will receive an email confirming the activation of your account.

Creating an SNSF Portal user account