

Checklist for an application for Mobi.Doc funding

This checklist can be used as a support document for preparing your application for Mobi.Doc funding and for checking your eligibility and other conditions. The checklist can be used as an additional guide but does not replace the guidelines, directives and instructions on Optimy.

Next submission deadline: March 1st 23:59 Swiss local time.
Please submit by the deadline. The submission deadline is non-negotiable.

Preparation

Documents

- ☐ Are you working with the current documents for Mobi.Doc available on the plateforme Optimy ?
These include Guideline 3.9, and instructions for submitting a Mobi.Doc application. All documents are also available on the Mobi.Doc funding web page.

General

- ☐ Have you opened a user account on the Optimy platform?
- ☐ Have you contacted the host institute(s) and mentor(s) early enough to get the required invitation letter(s) in time?
- ☐ Did you contact your two referees early enough to get the required support letters in time?

Checking eligibility

Read the guidelines and article 6 of Directive 3.9, particularly as regards eligibility conditions.

PhD

- Have you been registered as a doctoral candidate at UNIL for at least 12 months at the date of submission of the application?
- Are you not registered as an SNSF-funded doctoral candidate ?

Nationality

- Are you a Swiss national, married to a Swiss national or cohabiting with a Swiss national in a registered partnership ? In the last two cases, please provide proof of your marriage/registered partnership and the nationality of your spouse/partner. Foreign nationals must provide proof of at least one year's activity in a research institution in Switzerland.
- Do you hold a valid permanent residence permit, residence permit or Swiss cross-border commuter permit ? As far as the validity of the permit is concerned. Foreign nationals must provide proof of at least one year's activity in a research centre.

Other restrictions

- ☐ Do you have the agreement of your thesis supervisor(s) to undertake this mobility, in accordance with Guideline 3.11?
- ☐ Is the chosen place of research different from the place of training prior to doctoral studies (institution where an academic degree was awarded and country of native origin) or in an institution different from the one associated with your thesis co-supervision ?

Research plan

- ☐ Have you structured your research plan in accordance with the guidelines for Mobi.Doc funding?
- ☐ Is your research plan no longer than 8 pages (without bibliography) ? Appendices are not permitted.
- ☐ Does your research plan not exceed 32,000 characters (with spaces)?
- ☐ Have you respected the 10 point font size, 1.5 line spacing and font type (no condensed fonts) ?
- ☐ Have you referenced your work correctly using the full reference, including DOI (if applicable)?
- ☐ Have you avoided using et al. to shorten the list of authors of your cited work (exception: more than 50 authors) ?
- ☐ Have you avoided using abbreviations to shorten authors' surnames in the bibliography?
- ☐ In the case of a resubmission, have you uploaded a point-by-point response of no more than 2 pages in a separate document ? Even if the resubmission is a new project and the criticisms of the last submission are not relevant to the resubmission, please upload a document with a corresponding comment ?

CV and major scientific achievements

- ☐ Have you written the CV and major scientific achievements in the same language as your research plan?
- ☐ Have you structured your CV and major scientific achievements in accordance with the guidelines for Mobi.Doc funding?

Curriculum Vitae

- ☐ Is your CV no longer than 3 pages (without major scientific achievements) ?
- ☐ Have you indicated all dates including month and year?
- ☐ Have you indicated your personal information, including the identifier (e.g. ORCID, ResearchID, Google Schola ID). Is your ORCID profile up to date and publicly accessible ?
- ☐ Have you mentioned the start date of your PhD and the name of your supervisor(s) ?

Major scientific achievements

- ☐ Are your major achievements no longer than one page?
- ☐ Have you described your main scientific achievements ? Be aware that you may also indicate manuscripts in preparation. Major achievements should be written in narrative form or as a list specifying the specific contribution and impact of each of your achievements duly explained.

Other documents

- ☐ Have you uploaded a copy of your bachelor's degree with grades and a copy of your master's degree with grades ?
- ☐ If you are a medical researcher, have you additionally uploaded a copy of the state examination (or equivalent diploma)?
- ☐ Have you uploaded the 1st confirmation of your registration as a doctoral candidate at UNIL (start of doctorate) ?
- ☐ Have you uploaded a confirmation of your registration as a doctoral candidate at UNIL for the coming semester (in the case of an application on March 1st, this concerns the Spring 2026 semester) ?
- ☐ Have you downloaded a confirmation letter from the host institution containing all the information required in accordance with the guidelines (chapter 2. 2.5 of the guidelines to submit a mobility funding Mobi.Doc proposal) ?
- ☐ Have you uploaded a letter from your host institute confirming that you are not exempt from the institution's fees, the amount must also be stated, as part of a contribution towards registration fees ? Please check before submitting your request, **as retroactive requests are not possible.**
- ☐ Have you sent requests for letters of support to your thesis supervisor and mentor at your host institution via the Optimy platform? These letters must contain all the information required in accordance with the guidelines (chapter 1. 1.8 of the of the guidelines to submit a mobility funding Mobi.Doc proposal).
- ☐ Have you uploaded your valid identity document or residence permit, permanent stay permit or cross-border commuter permit ?
- ☐ Have you uploaded a copy of your family record book if you are claiming family allowances?
- ☐ In the case of a grant, have you uploaded a letter of approval from your Dean's Office, that your contract will not be interrupted during your mobility?