



# Information Sheet

for the submission of applications for a  
**Cloëtta Medical Research Position**  
to the Prof. Dr. Max Cloëtta Foundation

**The «Guidelines Medical Research Positions» are the main criteria for the evaluation of submitted applications.**

Please send the following documents in pdf format to [info@cloetta-foundation.ch](mailto:info@cloetta-foundation.ch). Please label the documents as marked in brackets (e.g. Mueller\_Application):

- |  |                         |
|--|-------------------------|
| a) Cover letter                        | (Name_Cover_letter.pdf) |
| b) Application form                    | (Name_Application.pdf)  |
| c) CV and publication list             | (Name_CV_Publist.pdf)   |
| d) Project description & research plan | (Name_Project_Plan.pdf) |
| e) Reference letters                   | (Name_References.pdf)   |

We kindly ask you to observe the following points:

1. The earliest possible date for the start of your fellowship is **1 May 2025**.
2. All documents must be submitted **in English** (incl. reference letters).
3. The application form
  - a) Must be **completed digitally**. Please limit your answers to the essentials. The completed form must not exceed **four pages**.
  - b) Needs to be printed out after completion and **originally signed by you as well as by your mentor**. Please note that electronic signatures are not accepted.
  - c) Needs to be scanned after you and your mentor have signed the form in person.
5. Please limit the **publication list** to the **5 - 10 most important publications**.
6. The detailed **research plan** should be **10 to 20 pages long including references**.
7. It is essential to enclose a **letter of recommendation** from the host institution and any other institutions with which cooperation is planned.
8. The **deadline** for submission is **30 June 2024 (date of email received in our Inbox – no exceptions are made)**. We highly recommend to submit in time before the deadline. This allows us to make recommendations or ask questions before the applications are submitted to the Scientific Board.

Many thanks and good luck with the composition and submission of your application!