



## Professor Dr Max Cloëtta Foundation Medical Research Position

# Information Sheet

The Medical Research Position Guidelines ("CLOËTTA\_MRP\_Guidelines\_EN\_version Feb 2026.pdf") of the Professor Dr Max Cloëtta Foundation ("the Foundation") constitute the binding framework for the submission and evaluation of applications. Applicants are kindly requested to carefully observe the following information.

### 1. Formal Requirements

#### 1.1 Submission Procedure

- Applications must be submitted by email to [info@cloetta-foundation.ch](mailto:info@cloetta-foundation.ch).
- Applications must be submitted in English.
- Electronic signatures are not accepted.
- Applicants are required to use the Foundation's official online application form, which is available via the Foundation's website. The completed and signed form must be submitted together with the other required documents by email.
- Only complete applications submitted within the deadline will be considered.

#### 1.2 Deadline

- The deadline for submission is stated in the call for applications.
- The decisive date is the date of receipt of the email by the Foundation.
- For the 2026 call, the application period runs from 1 March 2026 to 30 June 2026, as published on the Foundation's website.
- Late submissions will not be considered.

#### 1.3 General Rules

- Funding supports medical research positions at Swiss university clinics and institutes; the host institution remains the formal employer throughout the funding period.
- Applicants must meet the eligibility criteria, including the independent researcher profile and the academic age requirement (up to 8 years after the most recent doctoral degree at the application deadline, with limited additional credit for clinical duties).
- The host institution must provide written confirmation of institutional support for the proposed research project.
- Funding is time-limited (up to five years) and ends upon appointment to a tenured or non-tenured Assistant, Associate or Full Professorship, or a permanent academic position; extensions of up to 2 additional years are granted only extremely rarely.
- Workload requirements apply: basic scientists devote 100% to research (including mandatory teaching); clinician scientists devote at least 70% to research.
- Beneficiaries must submit annual progress reports and a final report and are expected to acknowledge the Foundation's support in publications and other outputs.
- The Foundation has discretion in its decisions and is under no obligation to justify refusals.

### 2. Required Application Documents

All documents must be submitted as PDF files and clearly labelled as indicated below (e.g. *Surname\_DocumentName.pdf*).

#### 2.1 Cover Letter

(*Surname\_CoverLetter.pdf*)

Brief motivation for the application and a concise summary of the planned research.



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### 2.2 Application Form

*(Surname\_ApplicationForm.pdf)*

- The application form must be completed online using the Foundation's official application form, which is linked on the Foundation's website.
- The completed form must be downloaded and finalised for submission.
- Responses must be concise; the completed form must not exceed four pages.
- The Form must be printed and signed in original by the applicant and the host institution.
- Electronic signatures are not accepted.
- The signed form must be scanned and submitted as a PDF.

### 2.3 Curriculum Vitae and Publication List

*(Surname\_CV\_Publications.pdf)*

The CV should include:

- education and professional training,
- current position,
- third-party funding obtained,
- awards and distinctions,
- publication list: limit the publication list to the 5 - 10 most important publications.

### 2.4 Research Plan and Budget

*(Surname\_Research Plan\_Budget.pdf)*

- The detailed research plan should be 10 to 20 pages long including references
- The budget must be presented on a separate page.

### 2.5 Letters of recommendations

*(Surname\_Letters.pdf)*

It is essential to enclose a letter of recommendation from the host institution and any other institutions with which cooperation is planned.

Additional reference letters from former institutions or collaborators are advantageous.

## 3. Compliance and Declarations

- Applicants commit to providing truthful and complete information throughout the entire application process.
- Applicants must adhere to the application requirements as communicated:
  - on the Foundation's website,
  - in the Medical Research Position Guidelines, and
  - in this Information Sheet.
- The Foundation, the applicants, and the involved home and host institutions comply with the revised Swiss Data Protection Act (nDSG).
- Incomplete applications or applications missing mandatory documents will not be considered.

For further enquiries, please contact: [info@cloetta-foundation.ch](mailto:info@cloetta-foundation.ch)

Professor Dr Max Cloëtta Foundation

Zurich, February 2026