How to Submit an Application for an Early Career Fellowship At Collegium Helveticum

November 2026

The steps required to submit an application in the web-based ETH Zurich grant applications system eResearch are outlined below.

Please note that you can interrupt the processing of the application at any time and resume the work at a later time, provided you do so before the submission deadline.

Submitting an application:

1. Download the required Project Description template from the website.
2. Fill in the Project Description template and complete all other required documents. The documents **must be converted into a PDF file prior to submission (no password protection).**
3. Please register on eResearch and set a password to create an account. This step only needs to be done when using eResearch for the first time or if you are NOT a member of ETH Zurich. Having registered once, you can log in with your eResearch login details. If you are a member of ETH Zurich, please log in to eResearch via Single Sign On using your ETH username and password.
    a. ETH Zurich members only: After logging in to eResearch for the first time, please go to "My Profile" and complete the mandatory fields under "Additional Information". Click "Home" at the top left of the page to get back to the homepage.
4. Click on "Funding Opportunities" at the upper left of the homepage to start a new application. You will be directed to a page where all open calls are available for selection.
5. Select the **Early Career Fellowship** call and click on "Apply Now".
6. You must click "Save Draft" at the bottom of the page before you start filling in the form. This will create a draft of the newly opened application form. Please note the pre-submission reference of the application at the top of the page.
7. Fill in all mandatory fields and upload the required attachments (marked with a red asterisk) by navigating from tab to tab using the "Next" and "Back" buttons. Be sure you save the information you entered by clicking "Save Draft".
8. Add your potential associate fellow on the “Associate Fellow” tab. This triggers an automatic e-mail invitation to the respective person. You can monitor the status of the invitation on the “Associate Fellow” tab. Once the associate fellow has accepted the invitation, an additional form for the associate fellow will be created. You cannot access this form, but you will be informed by email as soon as the associate fellow has completed and submitted all necessary information. Only then will you be able to submit the application.
9. If you apply as a team, tick the box on the “Team Members” tab and add your team member(s) (max. 2).
    a. If you want to invite ETH Zurich members as team members, please select them from

the look up. ETH Zurich team members will be notified and can access eResearch via SSO using their ETH Zurich login details.

b. If you want to invite other team members, please indicate this and select “yes” on the question “Do you want to invite external contact(s) as team member(s)?”. An invitation feature will be opened where you can add and invite non-ETH Zurich contacts.

c. The team members need to complete their additional information on the “Team Member(s)” tab. It is necessary that the team member(s) complete their information and upload the relevant documents. The application must be submitted by the lead applicant and can only be submitted once the team members have completed and submitted their additional information.

10. Once the application form is completed (including the submitted associate fellow and team members form), you can submit the application. Click on the "Submit" button. All mandatory fields that have not yet been completed, including any missing attachments, will be listed in a red box at the top of the page.
11. Fill in the missing fields and click "Submit" again. Changes are no longer possible after the application has been submitted. If you have submitted an application in error, please contact eresearch-support@ethz.ch.
12. You can access your submitted application at "Completed Items" on your eResearch homepage. To create a PDF file of your application for your personal records, open the application and click on the "Application PDF" button

To interrupt the processing of the application, you must:

1. Click "Save Draft", then log out in the top right-hand corner of the page or click "Home" in the top left to go back to the eResearch homepage.
2. To continue working on an existing application, log in to the platform with your eResearch account details or, if you are a member of ETH Zurich, via Single Sign On using your ETH account details.
3. On the homepage, go to "Action Items", open the relevant application and edit it.
4. Please make sure you submit your application by the call deadline stated on the homepage.

For **technical support** in completing the online application form, please contact eresearch-support@ethz.ch. For all application related questions, please contact info@collegium.ethz.ch.