

# Early-Career Fellowships 2025–2026

## How to Submit an Application

The steps required to submit an application in the web-based ETH Zurich grant application 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.

### Steps to submit 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. Having registered once, you can log in with your eResearch login details.

*ETH Zurich employees must register with their ETH email address and set a password as well—please note that in this case you **must use your shortname@ethz.ch email address** rather than the more specific institutional address, such as [lastname@collegium.ethz.ch](#).*

4. Click on “My Applications” in the navigation bar on the left to start a new application. (Alternatively, you can open a new application in the section “New Grant Application” on the homepage.)
5. Then click on “New Application.” You will be directed to a page where all open calls are available for selection. Select the funding instrument and click on “Apply.” You will now be in the edit mode of the newly opened application form. Please note the **reference number of the application** in the upper left corner.
6. Fill in all mandatory fields and upload the required attachments (marked with a red dot) by navigating from page to page using the “Next” and “Previous” buttons. Be sure you save the information you entered by clicking “Save.” As soon as all mandatory fields of a page are filled in, the icon in the sidebar on the left will turn green.
7. Add the associate fellow on the “Associate Fellow” page. This triggers an automatic e-mail to the respective person with a request to upload the required documents. Only if both you and your associate fellow have uploaded all required documents and filled in all mandatory fields, will you be able to submit the application.
8. If you apply as a team, select the designated box at the bottom of the “Applicant Info” page and add your team member(s) (max. 2). Your team member(s) will be informed automatically and need to create their own accounts. Only then they will be able to complete the “Team Member(s)” page. 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.
9. Once you have completed the application form, click on “Validation Summary” on the left. The “Validation Summary” page will list all mandatory fields that have not yet been filled in. Please

note that the associate fellow as well as the team member(s) must have uploaded their attachments and made their entries before the submission deadline in order for the application to be successfully validated and submitted.

10. Fill in the missing fields and validate again. After successful validation, exit the edit mode by clicking “Save And Close.”
11. Submit the application form by clicking on the “Submit” button at the bottom right of the application summary page. Please scroll down if you cannot see the button. 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](mailto:eresearch-support@ethz.ch).
12. Create a PDF file of your application for your personal records. To do this, click on “View/print” in the grey “PDF the application” box on the right side of the same page.

## How to pause, save, and continue your application

1. Exit the edit mode of the application by clicking “Save and Close” and then log out on the left side of the page.
2. To continue working on an existing application, log in to the platform with your eResearch login details, go to “My Applications” on the left side of the page, and then select the respective application by clicking on the title or on the “View details” icon on the right.
3. Click “Edit” on the right side of the application summary page to enter the edit mode. Now proceed to edit your application.

For **technical support** in completing the online application form, please contact [eresearch-support@ethz.ch](mailto:eresearch-support@ethz.ch).