



Leaflet for recipients of UZH Candoc and UZH Postdoc Grants

A German version of this leaflet can be downloaded from:

https://www.research.uzh.ch/dam/jcr:64387989-52aa-4898-82f9-84ba7b1f643f/UZH_Candoc_Postdoc_Merkblatt_2025_de.pdf

Short Summary

The information stated in the letter of approval and the guidelines is binding. All changes must be approved in advance by the Research & Grants Office (exception see section 1).

Please contact the HR officer at your institute, department or clinic for the next steps. You need to complete the first two steps (a and b) well in time before your employment starting date (except if the start date of your project is 1 August 2025, then please proceed as soon as you are able). Otherwise, the first month's wages may be paid one month later.

- a) **New:** You or the HR Officer apply to initiate the project on AVA: <http://ava.uzh.ch> (please follow the instructions under “1. Open the Project and Project Start”).
- b) The HR officer manages your employment with the UZH Candoc/Postdoc Grant project account via **eHR**.
- c) Once the funding period has ended, you are required to submit a scientific **final report** to the Research & Grants Office. Your UZH Candoc/Postdoc Grant funding must be mentioned in publications.

Further information and leaflets can be found on the UZH Candoc/Postdoc Grant website:

www.research.uzh.ch > Research Funding > For PhD Researchers > UZH Candoc Grant

www.research.uzh.ch > Research Funding > For Postdocs > UZH Postdoc Grant

1. Initiate the Project and Project Start

You or the HR Officer must initiate the project on the University of Zurich's third-party funding platform: <http://ava.uzh.ch>. Login with your short name and UZH password. For general information on using AVA, including tutorial videos, visit this website: <https://www.learnava.uzh.ch/en/AVA-Admins-Forschende.html> (esp. Point 8 “SET: Initiating your Project”).

Instructions to initiate the project:

1. Select “New project”, enter a “Short title” and click on “Create project”.
2. Select “Initialise project (PSP)” under “SET (nach Zusprache)”.
3. Select “UZH (K projects)” as the type of donor, click next.
4. Enter the project start and end of project. The project must start **within 12 months** of the earliest possible start date (1 August 2025). The latest possible project start date is **1 July 2026**. The start date is always on the 1st of the month. The duration of the project must correspond to the duration visible on the granting letter (number of months).
5. Tick the box next to ‘Peer Review’.
6. Enter the person receiving the grant as the ‘Financial PI. If the person is not yet employed at UZH, a change of the Financial PI must be requested via AVA after employment (under “GO (laufendes Projekt)” → “Modify project data”).

7. Select the profit center of your chair/lab (contact the HR Officer in your chair/lab).
8. Agreement: Enter the amount according to the granting letter and upload the letter as the legal basis. The Agreement number corresponds to the grant number in the format FK-25-XXX. The Agreement date is the date of the grant (shown on the award letter). Click “DSI-DIZH-relevant” if the project deals with a topic relevant to digitization.
9. Project Admin: Enter the person(s) responsible for personnel and finances in your chair/laboratory, seminar or clinic.
10. **Important:** Enter the following sentence in the comments under “Submit”: **“Application of project opening in consultation with Research & Grants Office (FQ 1601).”**
11. Please inform the Research & Grants Office of the start of the project and the short title and about the person responsible for personnel and finances (by e-mail to support@research.uzh.ch).

2. Approval of the Ethics Committee and/or the Veterinary Office

If your granting letter has a corresponding note on page 2, please send the necessary authorizations from the Ethics Committee and/or the Veterinary Office by e-mail to the Research & Grants Office by the start of the project (support@research.uzh.ch).

3. Employment

Grantees are employed at the UZH under public law ("Anstellungsverfügung").

The information stated in the letter of approval is binding, in particular salary classification, level of employment and duration. All changes to the employment must be reported to and approved by the Research & Grants Office in advance. This also applies to **maternity leave and absence due to illness or accident** (see leaflet on the UZH Candoc/Postdoc Grant website), **unpaid leave** and **a possible early termination** of employment with the UZH Candoc/Postdoc Grant.

The employment with the UZH Candoc/Postdoc Grant must be entered via **eHR** (electronic processing of personnel affairs) by the HR officer. **A PDF of the letter of approval (including page 2: "Details der Zusprache")** must be included. Should the Research & Grants Office have approved adjustments, the corresponding communication must also be enclosed.

4. Interruptions

Employment with the UZH Candoc/Postdoc Grant can be interrupted for a **maximum period of 6 months**. The interruption must be approved in advance by the Research & Grants Office.

For the interruption of the UZH Candoc/Postdoc Grant during maternity leave as well as for absences due to illness or accident, please refer to the leaflet on the website of the UZH Candoc/Postdoc Grant.

5. Salary bracket and level of employment

The salary bracket stated in the letter of approval is binding. Note that the total of the personnel funds stated in the letter of approval must never be exceeded. There are two exceptions:

- PhD researchers who are already in a later doctoral year than stated in the letter of approval at the beginning of the funding period do not have to be downgraded. The Research & Grants Office covers the difference within the framework of the UZH Candoc/Postdoc budgets.
- Additional costs due to inflation adjustments or higher social security benefits are covered by the UZH Candoc/Postdoc Grant.

UZH Candoc Grant employments of less than 80% are only possible in the case of family care obligations.

6. Project account

The UZH Candoc/Postdoc Grants funding is part of the university finances, which are subject to the Financial Guidelines of the UZH. The funding recipients are owners of their project accounts and as such responsible for the proper management of their accounts (i.e. check of the account balance via the web portal of the Finance Department or the SAP system and financial sign-off for payments). For information about the SAP system, please contact the person responsible for finances at your institute, department or clinic.

The division of the funds into personnel funds and funds for materials and travel as stated in the letter of approval as well as the conditions set out in the application guidelines are binding. If the funds for materials and travel have not been assigned a particular purpose (see “Bedingungen” in the letter of approval), they can be used for costs and expenses as specified in the application and in accordance with the following categories:

- 1 Material of permanent value: Costs for equipment and instruments as well as parts to build or upgrade equipment and systems that will be purchased specifically for the planned project
- 2 Expendable items, upkeep and renting apparatuses and machines
- 3 Expenses for fieldwork and travel
- 4 Varia: costs for services, compensating test persons, etc.

Please note that costs for computer hardware/software as well as books and journals that are part of the basic equipment of an institute, and phone charges **cannot be financed by the UZH Candoc or UZH Postdoc Grants**.

If you are unclear about the eligibility of the intended use of funds for materials and travel, please contact the Research & Grants Office. Note that the funds for materials and travel must never be exceeded.

7. Resignation or early termination

Grantees who do not take up their UZH Candoc or Postdoc Grant or terminate it early must inform the Research & Grants Office immediately in writing (support@research.uzh.ch), stating the reasons.

8. End of Funding

8.1 Termination of grant

The grant ends when the project objective is achieved, but at the latest when the granted duration is reached. If an extension has been granted (e.g. due to illness, maternity, civil or military service), the grant ends after the extension has expired.

If the project objective is achieved before the end of the funding period, the grantee will inform the Research & Grants Office, and the grant will end at an agreed time. If the defense falls within the funding period of a Candoc Grant, the grant usually ends at the end of the month in which the defense took place. The conversion of a UZH Candoc Grant into a UZH Postdoc Grant is not possible.

8.2. Payment of funds for materials and travel

Invoices for granted material funds or requests for the reimbursement of expenses (e.g. granted travel funds) must be signed-off by the funding recipients and submitted to the Finance Department (Zahlungsverkehr).

8.3. Project ending

One month before the end date of the project, the Research & Grants Office will remind all funding recipients that the funding period will end soon. Funding recipients ensure that all invoices and reimbursements are

settled by the end of the project. The project account will be closed by the Grants Management after the end of the funding period and after a final control by the Research & Grants Office.

If projects have been awarded salary funds, there may be differences between the awarded amount and the actual expenses at the end of the project. This results from the use of a calculative rate for social security benefits. A positive residual balance may not be used for other purposes.

A positive remaining balance of funds may not be used elsewhere. In case of an early termination of the project, any remaining funds expire.

9. Final scientific report and mention of UZH Candoc/Postdoc Grants in publications

A scientific report has to be submitted to the Research & Grants Office as a PDF file within 6 weeks after the end of the funding period (see the leaflet on the website of the UZH Candoc/Postdoc Grant).

UZH Candoc/Postdoc Grants must be mentioned in publications as follows: “UZH Candoc/Postdoc Grant, Verfügung Nr. [FK-XX-XXX]“ / “UZH Candoc/Postdoc Grant, grant no. [FK-XX-XXX]“.

10. Contact

For inquiries, please contact the Research & Grants Office (E-Mail: support@research.uzh.ch).