



Forschungskredit of the University of Zurich (UZH)

Leaflet for Forschungskredit funding recipients (Candoc, Postdoc, and Suslowa-Postdoc-Fellowship)

A German version of this leaflet can be downloaded from:
http://www.research.uzh.ch/documents/FK_2019_Merkblatt_de.pdf

Short Summary

The information stated in the letter of approval is binding. All changes must be approved in advance by the UZH Grants Office.

Please contact the HR officer at your institute, department or clinic for the next steps to take. You need to complete the first two steps (a and b) no later than **two months before your employment starting date**, so that the payments of your salary can be activated on time.

- a) Fill in the **online form for the release of funds** (you will find it on the Forschungskredit website). The UZH Grants Office will then open the project account and will forward the account number to the HR officer at your institute, department or hospital.
- b) The HR officer enters your employment with the Forschungskredit project account via **eHR**.
- c) Once the funding period has ended, you are required to submit a scientific **final report** to the UZH Grants Office. Your Forschungskredit funding must be mentioned in publications.

Further information and leaflets can be found on the Forschungskredit website:

www.research.uzh.ch > Research Funding > PhD Students > Forschungskredit Candoc
www.research.uzh.ch > Research Funding > Postdocs > Forschungskredit Postdoc

1. Start of project

The start date of the project can be **delayed up to 12 months** after the start date indicated in the letter of approval. You can specify the desired start date (always 1st of each month) using the online form for the release of funds. Should you need to change the start date, but have already filled out the form, contact the UZH Grants Office by e-mail (support@research.uzh.ch) stating the desired start date.

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

The project account can only be opened after the UZH Grants Office has received the necessary Ethics Committee and/or the Veterinary Office approval(s). If you did not submit the necessary approvals along with your application, you will find a corresponding note on page 2 of the letter of approval. In that case please send the pending approvals by e-mail to the UZH Grants Office.



3. Employment

Each person (funding recipients and/or co-workers) who receives a salary from the Forschungskredit is 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 UZH Grants Office in advance. This also applies to **maternity leave and absence due to illness or accident** (see leaflet on the Forschungskredit website), **unpaid leave** and **a possible early termination** of employment with the Forschungskredit.

The employment with the Forschungskredit 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 UZH Grants Office have approved deviations from the letter of approval, the corresponding communication must also be enclosed.

4. Interruptions

Employment with the Forschungskredit can be interrupted for a maximum period of 6 months. The interruption must be approved in advance by the UZH Grants Office.

For the interruption of the Forschungskredit during maternity leave as well as for absences due to illness or accident, please refer to the leaflet on the website of the Forschungskredit.

5. Salary classification

The salary classification stated in the letter of approval is binding. In justified cases a change to the salary classification can be applied for at the UZH Grants Office. Note that the subtotal of the personnel funds stated in the letter of approval must never be exceeded. There are two exceptions to this clause:

- Doctoral students 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 Forschungskredit covers the difference.
- Additional costs due to general increases in salary rates are covered by the Forschungskredit.

6. Level of employment

The level of employment stated in the letter of approval is binding. In justified cases a change to the level of employment can be applied for at the UZH Grants Office. Note that the subtotal of the personnel funds stated in the letter of approval must never be exceeded.

7. Project account

7.1. General information

The Forschungskredit funding is part of the university resources, 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 Office 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 is 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 application guidelines. Note that the funds for materials and travel must never be exceeded. In case of an early termination of the employment, any remaining funds expire.

7.2. 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 Office (Zahlungsverkehr).

7.3. Closure

One month before the end date of the project, the UZH 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 then. The project account will be closed by the Grants Management after the end of the funding period and after a final control by the UZH Grants Office.

8. Final scientific report and mention of Forschungskredit in publications

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

The Forschungskredit funding must be mentioned in publications as follows: “Forschungskredit der Universität Zürich, Verfügung Nr. [FK-XX-XXX]“ / “Forschungskredit of the University of Zurich, grant no. [FK-XX-XXX]“.

9. Contact

For enquiries please contact the UZH Grants Office (E-Mail: support@research.uzh.ch, Phone: +41 44 634 20 32).

Tip: The Graduate Campus of the University of Zurich offers the online course “Scientific Integrity“ to junior researchers: <http://www.grc.uzh.ch/courses/integrity.html>