



University Research Priority Programs (URPP) Guidelines for Reporting

A Introduction

The progress report documents the results of the University Research Priority Program (URPP) within the reporting year and the development of the URPP in relation to research, academic career development, network activities and management. It provides information for the Executive Board of the University and for external reviews. The progress report is part of the evaluation documents and serves as a track record in regard to the decision of the Executive Board of the University on the continuation of funding.

The progress report consists of a scientific report and a financial report and covers the previous calendar year. The enclosed template (excel sheet) is to be used for the financial report. The progress report (scientific and financial part) has to be submitted by 31 March as one single pdf document to the division Research Development (maurus.bolfing@uzh.ch). The following guideline gives the structure for the report. The report is written in English. Importance should be given to intelligibility. Chapters 1-8 of the progress report may be opened to the public. The UZH specifications regarding corporate design must be adhered to (<https://www.cd.uzh.ch/de.html>).

B Scientific Report

Title Page

The title page can be freely designed, but contains the following information: "Progress Report University Research Priority Program (URPP)", URPP title, reporting year, directorate and contact address.

1 Management Summary

The summary provides a brief overview of the activities of the URPP in the reporting period in the areas of research, academic career development and public relations (fully formulated text, 1 page max.).

2 Objectives

2.1 Scientific, structural and organizational objectives for the reporting year in the areas of research, academic career development and public relations (bullet points, 1 page max., item 2.3 in the previous report).

2.2 Which objectives and milestones (item 2.1) were achieved, which not? (bullet points, 1 page max.)

2.3 Updated project planning: Which are the objectives for the next year? (bullet points, 1 page max.)

3 Research

Overview of the activities of the URPP in research: research projects, researchers involved, discussion of research projects within the broader context of the URPP, new insights, indication of problems, etc. (fully formulated text, 7 pages max.).



4 Scientific Activities and Outreach

4.1 Scientific activities: congresses, symposia, seminars, trainings and other events organized by the URPP.

4.2 Documentation of URPP outreach activities (fully formulated text, 1 page max.).

5 Academic Career Development

5.1 This section documents activities in academic career development: PhD (including SNSF professorships) are to be considered as young academics (fully formulated text, 1 page max.).

5.2 Documentation of activities in gender equality development (fully formulated text, 1 page max.).

6 Publications

6.1 List of publications, including all projects supported by the URPP. The list contains only publications in which the URPP is mentioned in the acknowledgments (Example: "This work was supported by the University Research Priority Program "nameURPP" of the University of Zurich"). When listing the publications, the names of the URPP researchers are to be highlighted (e.g. underlined) so that they are immediately recognisable. Open access publications must be marked.

6.2 Documentation of activities to promote open science (with reference to the open science data management plan, 1 page max.).

7 Structures

Organizational chart, other structural information, if necessary (1 page max.).

8 Third-party Funds

8.1 Newly approved third-party funding of URPP project leaders within the reporting period, summarized by the following categories (project leader URPP / project name / project type / project duration / total project sum)

- SNSF - Divisions I to III
- SNSF - Division IV
- EU
- Industry
- Others

8.2 Ongoing third-party funding of URPP project leaders.

8.3 Newly funded projects within Profit-Center (PC) of the URPP.

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9 Specific Tasks and Problems

Are you facing any difficulties with the implementation? Have you any suggestions and requests to the Executive Board of the University? Do you have comments relating to the compilation of this report?

Signatures

Date and signatures of the members of the URPP directorate. The use of electronic signatures is permitted.



C Financial Report
See separate Excel file.

25.11.2021/mb