



SNSF Ambizione: Information for applicants at UZH

General information on submitting the application	1
Confirmation letters from the UZH	1
Budget	2
Family/child allowances (Further social security contributions)	3
Project costs	3
Travel, accommodation, and board costs	3
Overhead	3
Data Management Plan (DMP)	4
Supplementary measures of the SNSF	4
Flexibility grants	4
Gender equality grants	4
Annex: Information to be entered in AVA	5

General information on submitting the application

- The application is submitted via the platform **mySNF** (<https://www.mysnf.ch>). If you do not yet have a user account, please register for a new account at least one month before the deadline.
- The **CV** (<https://www.snf.ch/en/gKcnwW6aEft4bMPPF/page/your-curriculum-vitae-all-about-the-cv-format>) must be created in the **SNSF Portal** (<https://portal.snf.ch>). Log in to the SNSF Portal with your personal **SWITCH edu-ID** (<https://eduid.ch>). Important: If you already have a SWITCH edu-ID (e.g. from a previous place of work), DO NOT generate a NEW edu-ID. Otherwise access to the SNSF Portal will be blocked. To log in to the SNSF Portal for the first time, you will need a mySNF account.
- Please make sure that you adhere strictly to the document requirements regarding length, number of characters, font, font size, line spacing, etc. (see the call document and information on mySNF). The character counter in mySNF for the research plan is binding! It is advisable to upload the research plan well in advance of the deadline so that there is still time to make any necessary adjustments.
- It is recommended that the applicant contact the responsible person(s) at the institute, seminar or clinic at an early stage to discuss aspects of the scientific connection as well as the available resources (premises, infrastructure, etc.).

Confirmation letters from the UZH

To apply for Ambizione, you will need **two different confirmation letters** (see 2.16 "Written confirmation of the research institution" in the Ambizione guidelines):

- 1) a **detailed letter of confirmation** from the planned host institute (department/seminar/clinic). This letter must be signed by the contact person (i.e. the head of the research group/mentor) mentioned in the

application and the head of the institute (if it is not the same person). A template with the UZH letterhead is available in AVA (see below).

2) a **general confirmation** signed by the Vice President Research

Both confirmation letters are issued through the **internal approval process** in AVA (<https://ava.uzh.ch/en-US/>), the UZH's third-party funding platform. The process is as follows:

- You enter some basic information about your project (see the annex) and start the approval process
- Your contact person/mentor then uploads the detailed confirmation letter (signed by her/him and the head of the institute, if applicable) and approves the application.
- The Research & Grants Office will then issue the general confirmation letter.
- Both letters can afterwards be downloaded as a PDF.

You can log in to AVA with your **UZH login** (short name and password). **If you do not (yet) have a UZH login**, an administrative staff member of the host department/institute can enter the project data in AVA on your behalf (see the annex for required information) and send you the letters after completion of the approval process.

There is a **budget calculator** in AVA. You can either enter the total amount you are applying for directly or calculate the detailed budget. You can use this calculation tool as an aid, but it is not necessary to submit a detailed budget to receive the confirmation letters.

Budget

→ In addition to the information in the Ambizione guidelines, you will find important information on each budget item in the data container "Requested funding" in mySNF when you click on "+Add expense".

Salaries UZH (as of 2025)

The following salary figures are gross salaries (i. e. salary including employee contributions). In addition, the employer's social security contributions (employer contributions) must be budgeted. The 15% flat rate percentage set by the SNSF for Zurich is automatically filled out in mySNF if the University of Zurich was previously selected in the data container "University or research institution".

Salary of Ambizione applicant

	Gross salary [CHF] 100%	Salary bracket
1 st year	116'554	20/03
2 nd year	118'510	20/04
3 rd year	120'467	20/05
4 th year	121'991	20/06

The SNSF recognizes that family care duties are not always compatible with full-time employment. For this reason, working part-time (min. 0.8 FTE) while being paid by an Ambizione grant is possible. It is possible to plan and submit an application with full-time employment and reduce to part-time work due to family care duties and thereby extend the duration of the funding period later on. Grantees may request to change their work-time percentage at any time after the grant has been awarded (cf. 2.9 of the guidelines: https://www.snf.ch/media/en/c2myDnv9atMX0r8t/ambizione_guidelines.pdf)

Salary of personnel

Please note that it is no longer possible to employ PhD Students or Postdocs on an Ambizione Grant.

Student Assistants

	Gross salary [CHF] 100%	Salary bracket
BA students	66'012	10/03
MA students	76'450	13/03

Salary of **other employees** (e. g. technician, auxiliary personnel, etc.).

Please contact the human resources manager of the host institute or the HR Department of the UZH (tel. +41 44 634 17 53).

Family/child allowances (Further social security contributions)

In the canton of Zurich, child or family allowances do not have to be budgeted separately. These are paid out monthly by UZH with the salary.

Project costs

Research costs of up to CHF 250'000 for 4 years can be requested. This entails salaries of employees (other than PhD Students or Postdocs, see above), material costs directly linked to the project (c.f. Ambizione regulations sect. 10 & 11: https://www.snf.ch/media/en/pbmaThfYhkhSYHqG/ambizione_reglement_e.pdf), infrastructure costs, costs for organizing workshops and conferences, mobility costs, cooperation and networking costs.

The costs of equipment and material of enduring value are eligible for funding up to a maximum of CHF 100'000 if the equipment is of key importance to the research work and was acquired specifically for the research project (see 2.8 of the Implementation Regulations: <https://www.snf.ch/en/Zi65otScMDqzyALN/page/funding/documents-downloads/regulations-general-implementation-regulations>).

Equipment and facilities that generally form part of the basic infrastructure, operation and standards of a scientific institution may **not** be debited to the SNSF grant. These include, in particular:

- standard IT equipment incl. hardware and software;
- laboratory facilities and equipment;
- any other facilities and equipment routinely made available for the relevant research field in a research institution or environment.

Travel, accommodation, and board costs

Information on rates applicable at UZH can be found here:

<https://www.staff.uzh.ch/en/personal/Expenses/Information-Expenses.html>

Overhead

For each Ambizione grant, the SNSF pays the UZH an overhead to compensate for indirect research costs. The UZH receives this overhead in addition to the amount received by the grantee, so that the overhead does not need to be taken into account in budgeting. The overhead contribution is fixed annually and in recent years has been between 11% and 15% of the allocated funds.

At the UZH, the overhead contribution is distributed as follows: The faculty and the institute where the grantee is located receive 20% each, and 10% goes to the grantee. The remaining 50% remains centrally at the UZH and is part of the basic financing of the university.

Data Management Plan (DMP)

The Data Management Plan (DMP) is used to plan the life cycle of research data. It is designed for the long term and sets out how data should be produced, collected, documented, published, and archived. The SNSF supports the principle that research data should be open and accessible to all. Therefore, a DMP must be submitted for **approved** applications before the SNSF releases the awarded funds.

- However, funds for data management (preparation of research data for storage, storage in data archives) should already be requested in the application. The costs must be budgeted as part of the research costs (see above). SNSF supports researchers in making data from their project accessible with up to CHF 10'000.

The University Library's Open Science Services team (<https://www.ub.uzh.ch/en/unterstuetzung-erhalten/tutorials/forschungsdaten-management/data-management-plan-schreiben.html>) provides information on planning for research data management.

Supplementary measures of the SNSF

Flexibility grants

Flexibility grants are aimed at Ambizione grantees, postdocs, and doctoral students (employed in the Ambizione project) who have to look after children at an important stage in their career and are therefore in need of more flexibility. The Flexibility Grant can provide funding to help cover the external childcare costs or can be used to help finance the salary of a support person, allowing the grantee to reduce his/her work quota. The two measures can also be combined.

See the **SNSF website** (<https://www.snf.ch/en/ovil4ntsX4h2jEiU/funding/supplementary-measures/flexibility-grant>) for detailed information.

Gender equality grants

The gender equality grant is aimed at young women researchers funded by the SNSF. It offers them additional individualized and flexible support for their career development.

An eligible person receives CHF 1000 per 12 months' approved project running time. The grant may be used to finance career support measures but does not cover family support measures.

See the **SNSF website** (<https://www.snf.ch/en/gCCYPmbIxBCAFNZg/funding/supplementary-measures/gender-equality-grant>) for detailed information.

Annex: Information to be entered in AVA

Log in to AVA (<https://ava.uzh.ch/en-US/>)

Klick on „New project“ and enter a short title

Choose „Ready“ > Prepare a project application > Ambizione

Applicant

You may also register someone other than yourself as applicant. Please note, however, that the respective person will not automatically receive access to the project. In addition, you need to add him/her in the general project overview under “Access”.

Salutation*	
<input type="text"/>	
First name*	Name*
<input type="text"/>	<input type="text"/>
E-mail*	
<input type="text"/>	

Current institution (if not UZH)
<input type="text"/>
Country of current institution (if not UZH)
<input type="text" value="-"/>

Affiliation at UZH (during the project)

Faculty / Central Services*
<input type="text"/>
<small>Please select the faculty (or central services) where the project will be carried out.</small>
Organizational unit*
<input type="text"/>
<small>Please select your institute/clinic</small>
Employee number (if known)
<input type="text"/>
Profit center (if known)
<input type="text"/>
<input type="button" value="Search"/>

Contacts

Administrative contact person (if known)

Select an administrative contact person who supports you later in the (financial) management of the project (optional). Please note that this person will be notified and receives access to your project application.

Select

Supervisor / mentor

Please select the professor who sponsors your proposal and issues the confirmation letter of the organizational unit.

Select

Project information

Short title (max. 40 characters)*

Ambizone Test

The short title or acronym must relate to the specific project and may not e.g. simply name the sponsor or the beneficiary. In the case of clinical trials, the register number may be used.

Full project title*

Ambizone Test

Please use the exact same project title as in your submission to the funding agency. This will facilitate the creation of a project account later on.

Planned start of project*



mm/dd/yyyy

Duration in months*

End of project

Call Deadline*



mm/dd/yyyy

Application/project number (if known)

In the case of EU projects = SEP or submission reference

Keywords



Please add one keyword per field.

Calculate budget

Responsible Duration
Beatrice Scherrer -

Budget

Please enter the total amount you are applying for. If you do not know the total yet, you are welcome to calculate your project budget here (incl. salary rates at UZH).


How do you want to proceed? *

Enter total amount (Budget) Calculate project budget

Budget*	Currency* CHF ▼
---------	--------------------

Compliance checklist

Compliance with ethical and legal requirements

 Information about UZH services and about SNSF/EU requirements for Open Science (incl. DMPs) are available under "Download & Info" at the top right.

Do you conduct animal experiments as part of your research project? *

Yes No




Does the project use or study any of the following biological materials?*

None

Genetic resources 


Human embryonic stem cells 

Genetically modified organisms, pathogenic organisms or alien organisms that are released 


Organisms in closed systems 


Do any of the following safety-related issues arise in your research project?*


None


Project needs dangerous substances or preparations. 


Project may lead to products or knowledge with high potential for misuse. 

Project might lead to knowledge or products with military applications («dual use»). 

Project uses goods which may be subject to import/export regulation. 

Project uses data from third parties who require you to fill a data security declaration. 

The project is funded by a U.S. institution and uses telecommunications equipment or services as an essential component of a system or as critical technology of a system. 

Project involves partners from third countries, that may raise issues of academic freedom and foreign interference. 

Data protection & ethics

Does your research involve persons and/or personal data (e.g. surveys, experiments, observations, etc.)? *

Yes No

Reputation

Can you conceive of any reputational risk to yourself or UZH if the media covered your project? *

Yes No