



University Research Priority Programs (URPP) Fact Sheet Evaluation 2019

June 4, 2018/mb

1. Time Frame of the Evaluation

March 4, 2019

The URPP submits a development and financial plan 2021-2024 (chapter 2) and a detailed schedule of the site visit 2019 (chapter 3.2) to the division FINF.



March 2019

The division FINF submits the documents (chapter 3.3) to the scientific panel.



April - June 2019 (individual dates for each URPP)

The scientific panel evaluates the URPP at the site visit (chapter 3):

- presentation of the URPP (URPP, scientific panel)
- discussion of the scientific panel with the Executive Board of the University (scientific panel, deans, vice president)
- preparation of the evaluation report by the scientific panel (scientific panel)
- presentation of the outcome of the evaluation by the scientific panel (scientific panel, URPP, deans, vice president)



July 1, 2019

The URPP submits a written statement on the evaluation report to the division FINF.



September 2, 2019

The responsible deans submit a written statement on the development and financial plan of the URPP to the division FINF (taking note of the evaluation report).



October 14, 2019

The URPP submits a final development and financial plan to the division FINF (taking into account the evaluation report and the written statement of the deans).



November 2019

The University Executive Board decides on further financing of the URPP on the basis of the evaluation.



Important Dates for URPP:

March 4, 2019:

Submission deadline development and financial plan 2021-2024 and detailed schedule of the site visit 2019

April - June 2019:

Organization of site visits

July 1, 2019:

Submission deadline written statement on the evaluation report

October 14, 2019:

Submission deadline final development and financial plan 2021-2024



2. Development and Financial Plan 2021-2024

2.1 Summary

The maximum duration of an URPP is 12 years with three funding phases. The second phase will expire at the end of 2020. The Executive Board of the University will decide on further financing of the URPP in the end of 2019. The decision will be made on the basis of the submitted documents and on the evaluation report of the scientific panel. The development and financial plan 2021-2024 is a substantial part of the evaluation documents and provides a basis for the planning of the third phase of the URPP.

2.2 Time Scale und Financial Scope

The development and financial plan describes the scientific aims and includes a budget for the years 2021-2024. For the third funding phase, the URPP can apply for a maximum of 50% of the budget for the second phase. The financial scope has to be in accordance with the needs of the URPP.

For the budget 2021-2024 the provided template must be used (excel sheet enclosed).

2.3 Structure

The development and financial plan is written in English and has a maximum length of 18 pages (Arial, typesize 10). The structure of the document is as follows:

1. Title page including the name of the URPP as well as name(s) and signature(s) of the director(s)
2. Summary (max. 1 page)
3. Major achievements during the second funding period (max. 1 page)
4. Detailed research plan for the third period 2021-2024, including scientific aims and measures (max. 10 pages)
5. Aims and measures for the promotion of young researchers and equal career opportunities (max. 1 page)
6. Planned scientific events organized by the URPP and public relations (max. 1 page)
7. Intended acquisition of third party funds (max. 1 page)
8. Organization of the URPP: highlight changes in the organization compared to the second funding period and summarize the structure by providing an organigram of the URPP (max. 2 pages)
9. Perspectives beyond the duration of the URPP (max. 1 page)

2.4 Submission

The development and financial plan for the third funding period has to be submitted by **March 04, 2019** as one single pdf document to the division FINF (maurus.bolfing@uzh.ch).



3. Information about the Site Visit

3.1 Dates

The site visits by the scientific panels will take place on two days in spring 2019 (April – June).

3.2 Schedule

During the site visit the achievements and further plans of the URPP shall be presented and commented on. A detailed program of the site visit has to be provided by the URPP. The following meetings have to be scheduled in agreement with the division FINF:

- discussion of the scientific panel with the University Executive Board (scientific panel, dean(s), vice president, 30 min.)
- internal discussion of the scientific panel and preparation of the evaluation report (120 min.)
- presentation of the outcome of the evaluation by the scientific panel (scientific panel, URPP, dean(s), vice president, 30 min.)

The detailed schedule of the site visit has to be submitted to the division FINF (maurus.bolfing@uzh.ch) by **March 4, 2019**.

3.3 Documentation

Prior to the site visit the division FINF will send the following documents to the scientific panel:

- progress reports URPP 2017 and 2018
- development and financial plan URPP 2017-2020
- development and financial plan URPP 2021-2024
- schedule for the site visit 2019

3.4 Attendance of the URPP Members

The URPP decides about the attendance of its members at the site visit. However, the scientific panel should have the opportunity to talk with the URPP management, with the individual research groups and especially with the young academics.

3.5 Attendance of the Scientific Panel

The presence on site of at least two members of the scientific panel is required. Panel members are invited by the division FINF in agreement with the URPP.

3.6 Expenses and Accommodation for the Scientific Panel

The division FINF reimburses travel expenses of the scientific panel members and organizes and finances their accommodation during the site visit. If required, the division FINF will also cover possible additional expenses (e.g. meals) of individual members of the scientific panel. To ensure a smooth organization of travel and accommodation, the URPP are requested to submit the schedule of the site visit in time (chapter 3.2).



3.7 Evaluation Criteria

At the end of the site visit the scientific panel will prepare an evaluation report. The report will be worked out on the basis of a questionnaire provided by the division FINF. The following criteria will be applied for the evaluation of the URPP:

- scientific quality
- national and international visibility and reputation
- interaction between the involved research groups, synergies and added value of the whole project compared to the sum of individual projects
- achievement of objectives
- measures in the field of academic career development and equal career opportunities
- scientific events and public relations
- measures to raise third party funding
- organizational structure and management
- further planning as described in the development and financial plan