Leaflet for recipients of UZH Candoc and UZH Postdoc Grants

A German version of this leaflet can be downloaded from:
http://www.research.uzh.ch/documents/UZH_Candoc_Postdoc_Merkblatt_2023_de.pdf

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Short Summary

The information stated in the letter of approval and the guidelines is binding. All changes must be approved in advance by the UZH 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) **two months before your employment starting date** (except if the start date of your project is 1 August 2023, then please proceed as soon as you are able). Otherwise, the first month's wages may be paid one month later.

a) Fill in the **online form for the release of funds** on the website of the UZH Candoc/Postdoc Grants:
    https://www.research.uzh.ch/en/funding/Release_of_funds.html
    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 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 UZH 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

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1. Start of project

The start date of the project can be **delayed by a maximum of 12 months** from the earliest possible start date (1 August 2023). The latest possible project start date is **1 August 2024**. You can specify the desired start date (always 1st of each month) using the online form for the release of funds; this does not require prior approval by the UZH Grants Office. 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 new 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 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 and up-to-date approvals along with your application, you will find a corresponding note on page 2 of the letter of approval. In this 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 UZH Candoc/Post-doc Grant 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 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 UZH 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 UZH 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

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 UZH 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.

6. Level of employment

The level of employment stated in the letter of approval is binding. Note that the subtotal of the personnel funds stated in the letter of approval must never be exceeded. UZH Candoc Grant employments of less than 60% are not possible.

7. Project account

7.1. General information

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 UZH Grants Office. Note that the funds for materials and travel must never be exceeded.

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.

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 Department (Zahlungsverkehr).

7.3. Project ending

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 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 UZH Grants Office.

8. Final scientific report and mention of UZH Candoc/Postdoc Grants 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 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]".

9. Contact

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

Tip: The Graduate Campus of the University of Zurich regularly offers courses on good scientific practice and on integrity and ethics in research in its course program for transferable skills for doctoral students and postdocs: https://www.ueberfachliche-kompetenzen.uzh.ch/en.html