



## Forschungskredit of the University of Zurich (UZH)

### Leaflet for Forschungskredit funding recipients: Candoc and Postdoc

#### Short Summary

Please contact the **HR officer** of your institute, department or clinic for the next steps. You need to complete the first two steps **one month before your employment start date** so that no delays in financing occur.

1. Fill in the **web form for release of funds (in German)** that you will find on the Forschungskredit web page.
2. Complete the correct form (Anstellungsverfügung or Mutationsverfügung) **and send it to the UZH Grants Office**. We will then open your personal project account.
3. Changes to your project or employment must be submitted to and approved by the UZH Grants Office.
4. Once the funding period has ended, you are required to submit a scientific report to the UZH Grants Office. Your Forschungskredit funding must be mentioned in future publications.

#### 1. Release of funds and employment

##### 1.1. Release of funds

Fill in the **web form for release of funds (in German)** on the Forschungskredit web page (see section 5). The information is essential for the opening of your project account. The account opening process can only be completed successfully after you have sent all required documents to the UZH Grants Office (see section 1.2.).

Important: If you are planning to carry out research on human beings or animals that requires approval from the responsible ethics committee or the Veterinary Office in accordance with the corresponding legal regulations, the opening of your project account and the start of your project will be effected only after you have been granted a licence. **If you have not yet submitted this licence along with your application, please send it with enclosures (application form/form A and B) to the UZH Grants Office by e-mail.**



## 1.2. Employment

Each person (funding recipients and/or co-workers) who receives a salary from the Forschungskredit is employed under public law (Anstellungsverfügung).

On our web page, you will find two different forms (see section 5). Please select the one that corresponds to your current situation and complete all fields except for the “Kostenstelle/PSP-Element” field, which will be filled out later by the UZH Grants Office:

a) You are either not yet employed at UZH or employed at UZH under a private law contract  
→ **Anstellungsverfügung**

You must complete the fields below as follows:

Institut/Abteilung:	Institute where you will carry out your project
Funktion:	PhD candidates: Doktorand/in Postdocs: Postdoc
Vertragsart:	FK kompetitive Projekte
Kostenstelle/PSP-Element:	<b>Will be filled out by the UZH Grants Office</b>
Beschäftigungsgrad (BG):	PhD candidates: 60% Postdocs: according to the letter of approval
Wochenarbeitszeit:	42 hrs
Lohnreglement:	PhD candidates: 30 Postdocs: 01
Bruttolohn pro Jahr (auf Basis 100%):	PhD candidates: 1 <sup>st</sup> year: CHF 47,040; 2 <sup>nd</sup> year: CHF 48,540; 3 <sup>rd</sup> /4 <sup>th</sup> year: CHF 50,040 Postdocs: CHF 94,469 (Salary class 18/03)
Befristet bis:	End date as stated in the letter of approval
Unfallversicherung:	1 BU/NBU insured
Pensionskasse:	VSAO
Lunch-Check-Bezug:	<b>No</b> (not financed by the Forschungskredit)

b) You are currently employed at UZH under public law → **Mutationsverfügung**

In case of **an account change and/or an extension of employment**, you have to obtain the level of employment and the salary class (or the gross annual salary on the basis of full-employment) from the letter of approval and indicate this information in the box called “Bemerkungen internes Beiblatt”.

→ **Please send the completed form (Anstellungsverfügung or Mutationsverfügung) with all the necessary supporting documents to the UZH Grants Office, and not to the Human Resources Department.**

The UZH Grants Office will then screen the documents, open a project account (PSP-Element) and forward the completed documents to the Human Resources Department. As soon as your project account has been opened, you will receive a confirmation letter.



## 2. Account management

### 2.1. General information

Forschungskredit funding is part of the university resources, which are subject to the Financial Guide-line of UZH (see section 5). As funding recipient and owner of the project account, you are responsible for managing your account properly. You can check your account balance by using the SAP system or the web portal of the Finance Office. For queries about the SAP system, please contact the person responsible for finances at your institute, department or clinic. More information on the web page can be found in an information sheet (see section 5).

The sums allocated to salaries and costs of materials and travel as stated in the letter of approval are binding. If the funds for costs of materials and travel do not serve a particular purpose (see “Bemerkungen” in the letter), they can be used for costs and expenses as specified in the application and in accordance with the application guidelines. It is not permitted to overdraw these funds. If an overdraft results from general salary increases during the funding period, the surplus may be charged to the Forschungskredit. In case of an early termination of the employment at the UZH, the remaining funds expire.

### 2.2 Billing of funds for materials and travel

Bills for granted materials or requests for the reimbursement of expenses (e.g. travel expenses) must be submitted to the Finance Office (Kreditoren). For more information, see section 5.

### 2.3 Account closure

About one month before the end date of your project, the UZH Grants Office reminds you that your funding will end soon. Please ensure that all your bills are settled by then. The Grants Management office will automatically close your account after the end date of your project.

## 3. Changes

Changes to your project or employment must be submitted to the UZH Grants Office **by e-mail** and approved by us. This rule applies particularly to the following changes:

- all changes to your employment
- postponement of the project start date (the approved start date may be postponed for up to 12 months)
- Parental or unpaid leave, absence due to sickness or accident for more than one month (please note the according leaflet, see section 5.)
- different use of the assigned sums as stated in the letter of approval
- additional financial support from other sources
- early termination



#### **4. Scientific report and publications**

You are required to submit a scientific report within 6 weeks after your funding has ended. Please send the report as a PDF file to the UZH Grants Office (see section 6).

The Forschungskredit funding must be mentioned in future publications as follows:

German version: "Forschungskredit der Universität Zürich, Verfügung Nr. [FK-XX-XXX]";

English version: "Forschungskredit of the University of Zurich, grant no. [FK-XX-XXX]".

#### **5. Important links and documents**

Please see the following link for important information sheets, forms and more information on Forschungskredit funding (Box "Links for Forschungskredit recipients"):

Candoc: <http://www.researchers.uzh.ch/en/funding/phd/fkcandoc.html>

Postdoc: <http://www.researchers.uzh.ch/en/funding/postdoc/fkpostdoc.html>

#### **6. Contact**

If you have any queries, please do not hesitate to contact us:

University of Zurich

UZH Grants Office

Künstlergasse 15

8001 Zürich

Tel: +41 44 634 53 89

E-mail: [support@forschung.uzh.ch](mailto:support@forschung.uzh.ch)

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>