



Forschungskredit of the University of Zurich (UZH)

Leaflet for Forschungskredit funding recipients (Candoc, Postdoc, and Suslowa-Postdoc-Fellowship)

A German version of this leaflet can be downloaded from:
http://www.researchers.uzh.ch/documents/FK_2018_Merkblatt_de.pdf

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** that you will find on the Forschungskredit website. The UZH Grants Office opens the project account.
2. The HR officer requests your employment on the project account via eHR. The UZH Grants Office approves the request electronically.
3. **Changes** to the employment must be approved in advance 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.

Further information and leaflets can be found on the Forschungskredit website:

www.researchers.uzh.ch > Research Funding > PhD Students > Forschungskredit Candoc
www.researchers.uzh.ch > Research Funding > Postdocs > Forschungskredit Postdoc

1. Release of funds and employment

1.1. Release of funds

Fill in the **web form for release of funds** on the Forschungskredit website. This information is required to set up the project account.

The **start date of the project** can be up to 12 months after the start date as indicated in the letter of approval (1st of each month). No prior approval from the UZH Grants Office is required to change the start date of the project.

After setting up the project account, the UZH Grants Office provides the HR officer with its number.

Important: The project account can be opened only after the UZH Grants Office has obtained the necessary licenses from the Ethics Committee and/or the Veterinary Office. If you have not yet submitted these licenses along with your application, please send them 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).

A new employment or a mutation of an existing employment has to be requested by the HR officer via **eHR** (electronic processing of personnel affairs)¹. The UZH Grants Office will approve the request and release it to the HR Department.

The request via eHR must meet the following requirements and include a **PDF of the letter of approval (including page 2: Details der Zusprache)** and any further correspondence with the UZH Grants Office.

- **Salary classification, level of employment, and duration** according to the letter of approval are binding.
- **Start date of employment:** According to the start date of the project as filled in the web form for release of funds.
- **Period of employment / extension:** Extensions of employment beyond the period financed by the Forschungskredit are not approved by the UZH Grants Office. If the employment shall be continued on another account after the funding period, another request must be submitted via eHR.

Any changes to the employment must be communicated to or approved by the UZH Grants Office in advance (request to support@forschung.uzh.ch). This also applies to:

- **maternity leave and absence due to illness or accident** (see leaflet on the Forschungskredit website)
- **unpaid leave** and corresponding extension of employment
- **early termination of employment** on the Forschungskredit

2. Account management

2.1. General information

Forschungskredit funding is part of the university resources, which are subject to the Financial Guideline of UZH. As funding recipient and owner of the project account, you are responsible for managing your account properly (i.e. check of the account balance via the web portal of the Finance Office or the SAP system and financial sign-off for payments). More information on the web portal can be found on the Forschungskredit website. For information about the SAP system, please contact the person responsible for finances at your institute, department or clinic.

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 "Bedingungen" 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 over-

¹ If, in exceptional cases, a paper form for the request of a new employment or a mutation is required, this form must be sent to the UZH Grants Office for approval. The UZH Grants Office forwards it to the HR Department.



draft 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, the remaining funds expire.

2.2 Payment of funds for materials and travel

Invoices for granted materials or requests for the reimbursement of expenses (e.g. granted funds for travel) must be signed-off by the funding recipients and submitted to the Finance Office (Zahlungsverkehr).

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 invoices and reimbursements are settled by then. The Grants Management office will automatically close your account after the end date of your project.

3. 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.

The Forschungskredit funding must be mentioned in future publications as follows: "Forschungskredit der Universität Zürich, Verfügung Nr. [FK-XX-XXX]" / "Forschungskredit of the University of Zurich, grant no. [FK-XX-XXX]".

4. Contact

If you have any queries, please do not hesitate to contact Ms. Luzia Budmiger who manages current fundings:

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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>