



## Leaflet : How to get started with the UZH Entrepreneur Fellowship

Please contact the HR officer of your institute, department or clinic for the next steps. *As indicated below, the steps slightly differ depending on whether you were granted a fellowship for a BioTech or a MedTech project. Please refer to the Reference No. in your letter of approval in order to find out, whether your fellowship counts as BioTech (BIOEF-XX-XXX) or as MedTech (MEDEF-XX-XXX).*

### 1. Release of funds and Confirmation of Terms

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*For recipients in BioTech:*

- Please provide the additional information regarding your grant by uploading the form for *Release of Funds and Confirmation of terms* to the grants platform (you will receive an automatic notification for this).
- 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 will be effected only after you have been granted a licence. If you didn't submit this licence along with your application, you need to upload it on the grants platform at latest before you start the fellowship (you will receive an automatic e-mail notification for this).
- As soon as all necessary documents are available, the project account and the account number (K-PSP) will be opened by the UZH Innovation Office will be sent to the HR officer of your institute.
- **With the K-account a balance is transferred at the start of the project.**

*For recipients in MedTech:*

- In order to start the project, please ask the person responsible for finances at your institute to open an F-account for you and communicate the account number by uploading the form for *Release of Funds and Confirmation of terms* to the grants platform (you will receive an automatic notification for this).
- Info for the person responsible for finances related to the PSP opening: you don't need to enter a debtor in AVA, but instead check "Participation fees" and add the transfer PSP (F-93005-01-01) in the free text field at the end of the input. Examples (in German and English):
  - o UZH Funding Program. No debtor, the funds are transferred from PSP F-93005-01-01, in consultation with UZH Innovation Office/Drittmittelmanagement.
  - o UZH Funding Program. Kein debtor, da Umbuchung von PSP F-93005-01-01, in Absprache mit UZH Innovation Office/Drittmittelmanagement.
- **The F-account works like a loan account, with the costs being booked against it.**
- 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 transfer of funds will be effected only after you have been granted a licence. If you didn't submit this licence along with your application, you need to upload it on the grants platform at latest before you start the fellowship (you will receive an automatic e-mail notification for this).
- As soon as all necessary documents are available, the funds will be transferred to your account.



## 2. Employment

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

The HR officer has to request a new employment or a mutation of an existing employment via eHR (electronic processing of personnel affairs) so that your employment payments can be drawn from your fellowship account. The request via eHR must include a PDF of the letter of approval.

## 6. More Information and Support

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All information about the fellowship is compiled on this website: [www.innovation.uzh.ch/en/fellows](http://www.innovation.uzh.ch/en/fellows). Do not hesitate to contact the UZH Innovation Office if you have questions!