GRC Peer Mentoring Grant application

General information

1. The application for a GRC Grant consists of 3 different forms:
   a. Project details: questions regarding the project, participants and detailed budget (please see annex 1)
   b. Applicant data: questions about the applicants (please see annex 2)
   c. Confirmation cost center availability: Confirmation of a UZH professorial faculty member that he/she will provide his/her cost center for the financial processing of the grant (please see annex 3)

2. People who are involved in the application process have 3 different roles:
   a. Main applicant
   b. Co-applicants
   c. A professorial faculty member of UZH (cost center availability)

Application process

1. Main applicant:
   - The main applicant fills in the form "project details".
   - As soon as the co-applicants and the professorial faculty member have been named, the main applicant can invite them via the application tool to edit their applicant data (co-applicants), respectively to confirm the cost center availability (professorial faculty member).
   - The main applicant is obligated to inform her/his co-applicants and the professorial faculty member that they will receive an email inviting them to log into the application tool in order to edit their forms.
   - The main applicant can see which forms were edited and which are pending.
   - The main applicant will be able to submit the grant application to GRC via the application tool as soon as all involved persons have provided the requested information. The submission is open until 23:59h on the day of the deadline.
   - The main applicant must ensure that his/her co-applicants as well as the professorial faculty member are informed about the application process, especially that they have to edit their forms early enough so that the main applicant is able to submit the entire application on time.
   - The main applicant is the main contact person for GRC.

2. Co-applicants: The co-applicants log into the application tool after receiving the invitation email from the main applicant. They fill in their data, upload their CV and submit the edited forms.

3. UZH professorial faculty member: The UZH professorial faculty member logs into the application tool after receiving the invitation email from the mail applicant and confirms that he/she will provide his/her cost center for the financial processing of the grant.
**Application tool and forms**

- The form “project details” can be edited only from one account. It is not possible for different people to enter information.
- The form "personal data" has to be filled in and submitted by all applicants, i.e. by the main as well as by the co-applicants.
- For all forms it is possible to save and make changes at any time.
- Important information on the requested data is highlighted in grey in the respective fields. The notes disappear as soon as the field is edited, but are still retrievable using the information buttons ("i" button).
- The grant application can be submitted only when all involved persons (main applicant, co-applicants, professorial faculty member) have provided the requested information and all required attachments have been uploaded:
  - Detailed description of the objectives for the requested calendar year
  - Detailed description of the measures/activities serving the achievement of the objectives together with a draft of the program timeline
  - Letter of support from two members of the Advisory Board.
- Only PDFs can be uploaded. No other format is accepted.

**Login**

UZH-Shortname und “Webpass” password are needed in order to log into the application tool.