



## Information leaflet for recipients of GRC Career Grants/ GRC Short Grants

***This leaflet is to be forwarded by GRC funding recipients to all persons who are involved in the financial processing of the approved project.***

***The electronic transfer of funds in SAP will be registered by the Graduate Campus Coordination Office after the completion of the project and once the report has been received. Transfers not registered by the GRC Office will be declined.***

### 1. Opening of the project account

Graduate Campus funds are part of the University's resources, which are subject to the Financial Guidelines of UZH. The financial processing of the funds can take place either through the cost center of the professor supporting the project or a G-Project (PSP-Element). The G-project has to be opened specifically for this project.

As a GRC funding recipient, it is your responsibility to clarify whether you should open a G-Project or whether you should use the cost center of the supporting professor for the financial handling of your project. Please also pay attention to the information regarding the release of funds (following chapter).

### 2. Release of funds

In order to get the costs of the project reimbursed, the activity report and the financial report as well as all receipts, are to be submitted not later than 6 weeks after the completion of the project on the [GRC Tool](#). Should your project end after the beginning of November please contact the Coordination Office for a timely processing of the reimbursement (contact below).

Graduate Campus will transfer the funds after project completion and upon receipt of the report, but not later than by the end of the year. Only the amount of funding actually used will be transferred. Bills are to be settled during the whole project period via the respective cost center or the opened G-Project – after the project is completed, Graduate Campus will reimburse all costs to the respective account.

It is your responsibility to make sure that the Graduate Campus Coordination Office receives all information that is needed for a timely reimbursement. Please be aware that according to the Financial Guidelines of UZH it is not allowed for the balance of the G-Project to be negative by the end of the year! At the same time a positive balance at a G-Project cannot be transferred to the next year.

The dates of the year-end closing and the latest possible transactions in December are annually set by the Finance Department. Please contact the Graduate Campus Coordination Office in a timely manner in case you cannot settle all bills by the end of the year.



### 3. Changes

In case of any changes regarding the project period, please immediately contact the Graduate Campus Coordination Office. Especially in case of project delays when the project or parts of it should be realized in the following year. Without a consultation with the Coordination Office the approved funds will automatically expire by the end of the year for which your project was approved.

### 4. Submitting the report

The activity report and the financial report are to be uploaded in the [GRC-Tool](#) along with all receipts. The accountability report can be submitted exclusively by the applicant via their personal account in the GRC-Tool. The form "Use of funds" is provided for the financial report as an Excel file that is to be filled out and then uploaded as a PDF. In addition to the table, receipts are to be handed in via the "Uploads" tab. The written activity report consists of filling out the given masks in the [GRC-Tool](#). **Please note that the report is only submitted once you have finally selected "Submit" and received an automatic confirmation email.**



## Graduate Campus

- Applications
- Career Grant** ←
- Short Grant ←
- Travel Grant
- Grants
- Peer Mentoring
- Travel Grants until Q3 2022
- Short Grants until April 2023
- Fakultät
- Review
- Delegation
- Admin

## Career Grant

✕ Close

**Activity Report Career Grant / Short Grant**

Financial Report
Written Report
Contact for the financial transfer
Uploads

<b>Provided documents</b>	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">CG_Use_of_funds.xlsx</div> <div style="border: 1px solid #ccc; padding: 2px;">Leaflet_funds_transfer_Career_Grant.pdf</div>
<b>Use of funds (signed pdf) *</b>	<div style="border: 1px solid #ccc; padding: 2px; text-align: center;">Choose File</div>
<b>Total cost *</b>	<input style="width: 100%;" type="text" value="0.00"/>

Upload here the signed form "use of funds."

The total costs in CHF (Please copy the amount "Total" from Excel sheet)

Save

Submit the document "use of funds", written report and receipts via the respective tabs in the activity report section of the GRC-Tool.



## 5. Contact

In case there are any questions, please contact the Graduate Campus Coordination Office via E-Mail:

Marco Toscano, Grants

Email: [grants@grc.uzh.ch](mailto:grants@grc.uzh.ch)

Tel: 044 634 10 84