Universität Zürich[UZH]

Graduate Campus

Universität Zürich
Graduate Campus
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www.grc.uzh.ch

GRC 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)

3. Filling in the forms:
   a. The form "project details" can be edited only from one account. It is not possible for different people to enter information.
   b. 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.
   c. For all forms it is possible to save and make changes at any time.
   d. 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).
   e. Only PDFs can be uploaded. No other format is accepted.
   f. The grant application can be submitted only when all involved persons (main applicant, co-applicants, professorial faculty member) have provided the requested information.

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 – after saving the form – 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 submitted 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 submit 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 via the "final submit" button.

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.

Login

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

Annex

Please find in the annex all forms that the main applicant, co-applicants and the UZH professorial faculty member have to complete via the **online application tool:**

- Project details
- Applicant data
- Confirmation cost center availability

Annex 1: Project details

Project details are to be filled in online (https://grctool.uzh.ch) by the main applicant.

1 Project description

Project title:	
Main applicant:	
Co-applicant:	
Co-applicant:	
Co-applicant:	
Format of activity (e.g. conference, workshop, seminar series, etc.):	
Date (mm/yyyy)	Duration (in days)
Short description of the activity: A detailed description of the activity must be submitted as a separate document together with a program draft	Max. length 730 characters including spaces
Aim(s) / target result(s):	

2 Target group

UZH institutes / research groups for which the topic of the planned activity is relevant:	
Approximate number of UZH junior researchers for which the topic of the planned activity is relevant:	
How will it be ensured that all potentially interested UZH junior researchers are invited to participate?	

Approximate number of people (including the applicants) participating in the activity:
Please note that this information is relevant also in terms of the adequacy of the requested budget.

PhD candidates UZH:	
Postdocs UZH:	
External junior researchers*:	
Experts:	
*Which universities do the external junior researchers come from?	

3 Active involvement of junior researchers in the program

(e.g. (short) presentations, replica, poster session, moderation, "challenger", etc.)

How will the **applicants** be actively involved in the program?	
How will the **participating junior researchers** be actively involved in the program?	
According to which criteria will the junior researchers actively involved in the program be selected?	

4 Added value of the activity

Added value of the activity for the applicants:	
Added value of the activity for the participating junior researchers:	

5 Budget

For the financial processing of the grant, a cost center of a member of the **UZH professorial staff** is required.

Name UZH Professor

		Detailed description of the costs	Amount (CHF)
Expenses invited expert(s)	**Travel**	Speaker XX: flight x to y	
		Speaker YY: train x to y	
		...	
		Subtotal	**CHF -**
	Lodging	Speaker XX: 1 night, Hotel X	
		...	
		Subtotal	**CHF -**
	Other costs	...	
		Subtotal	**CHF -**
Activity Costs	**Refreshments**	1 coffee break, 25 persons, UZH Catering	
		...	
		Max.subtotal CHF 60.- per day and participant	**CHF -**
	Conference material	Printing costs for flyer, 10 copies	
		Electronic device rent, 1 day	
		...	
		Subtotal	**CHF -**
	Other costs		
		...	
		Subtotal	**CHF -**
Total			**CHF -**

6 Uploads

- Activity description (max. 2 pages)
- Detailed program draft

Annex 2: Applicant Data

Applicant data are to be filled in online (https://grctool.uzh.ch) by all applicants.

1 Personal data	
Name:	
Academic title:	Graduation year:
Gender:	Date of birth:
Nationality:	
Faculty:	
Institute:	
Street / No.	
Postal code:	City:
Phone:	

2 Research activity	
Currenta Status (PhD candidate / Postdoc):	
Start of PhD / Postdoc position (mm/yyyy):	Planned completion:
Research topic(s):	
Abstract of the current research project:	Max. lenght 350 word
Supervisor(s):	

3 Uploads

- Curriculum Vitae

Annex 3: Confirmation cost center availability

The form has to be filled in online (https://grctool.uzh.ch) by a UZH professorial staff member.

I hereby declare that my cost center can be used for the financial processing of the grant.

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