



4th Project-Call: Main eligibility criteria*

- Employees of all DIZH institutions who are employed during the period applied for are eligible to apply for this call. The application must be submitted by at least two applicants from different DIZH institutions (= UZH, ZHAW, ZHdK, PHZH).
- Students of DIZH institutions can be team members but are not eligible to apply for this call.
- The inclusion of applicants from more than one DIZH institution (UZH, ZHAW, ZHdK, PHZH) is a criterion for approval.
- The inclusion of at least one practice partner must also be indicated in the application.

*Further details are given in the Call-Text and on the DIZH-Website



Financial aspects

- Each project can be supported with max. 300.000 CHF of DIZH funding which has to be matched with the equal amount
- Matching: The requested amount of DIZH-Funding must be matched to at least the same amount
- Valid contributions to matching:
 - reallocation of existing institutional revenues (*dating back no longer than 12 months from the application date*)
 - release of reserves
 - third-party funds directly related to the structure (see DIZH Innovation Program Rules 2020-2029, §17)
 - In-kind contributions (e.g. preliminary work from applicants directly relevant for the project)
 - cash (but not in-kind) contributions from external partners



Filling in the budget template (1)

Worksheet «Personnel Costs»

HS	Person	Personnel category	Task	degree of employment	months	Annual costs	Proportional project costs CHF	Proportional distribution of the degree of employment stated in column			Project costs (percentage of calculation)
								year 1	year 2	year 3	
UZH											
UZH											
UZH											
UZH											
UZH											
UZH											
UZH											
UZH											
UZH											
UZH											
UZH											
UZH											
UZH											
UZH											
TOTAL PERSONNEL COSTS UZH											

Personnel costs are entered in the "Personnel Costs" sheet. The total for each university is automatically transferred to the "DIZH Budget Calculation" sheet. Enter the person and the personnel category (university-specific).

- White fields: The salary costs are automatically taken over according to the selected personnel category.
- Orange fields: The annual costs can be entered manually.
- Distribution of employment levels over the project duration: In columns I to M, the employment level of the employee specified in column E must be distributed over the project duration (3 years).

Filling in the budget template (2)

Worksheet «DIZH Budget Calculation»

DETAIL	CHF	in %	0% UZH	0% ZHAW	0% ZHdK	0% PHZH	comments (can be overwritten as desired)
TOTAL COST OF MATERIALS	-	0%	-	-	-	-	
e.g. programming	-	0%					Line is example and can be overwritten. Ready, a quotation is available.
e.g. consulting fee	-	0%					Line is example and can be overwritten. Ready, a quotation is available.
e.g. website	-	0%					Line is example and can be overwritten. Ready, a quotation is available.
e.g. external event (from VA event agency)	-	0%					Line is example and can be overwritten. Ready, a quotation is available.
additional lines. Mark the 32 and insert with '01' and '01'	-	0%					to write on and fill in yourself.
TOTAL SUBCONTRACTING	-	0%	-	-	-	-	
	-	0%					Line is example and can be overwritten. Ready, a quotation is available.
	-	0%					Line is example and can be overwritten. Ready, a quotation is available.
	-	0%					Line is example and can be overwritten. Ready, a quotation is available.
	-	0%					Line is example and can be overwritten. Ready, a quotation is available.
additional lines. Mark the 33 and insert with '01' and '01'	-	0%					to write on and fill in yourself.
TOTAL PRACTICE PARTNER	-	0%	-	-	-	-	
e.g. laptop	-	0%					There are no DIZH links for the procurement of equipment larger than 10 TCHF (UZH) or 50 TCHF (other HS). In the case of equipment procurement, clarify whether it is already available within the HS. In the case of equipment procurement, clarify whether it is already available within the HS. In the case of equipment procurement, clarify whether it is already available within the HS. In the case of equipment procurement, clarify whether it is already available within the HS. In the case of equipment procurement, clarify whether it is already available within the HS.
e.g. printers	-	0%					
	-	0%					
	-	0%					
	-	0%					
additional lines. Mark the 34 and insert with '01' and '01'	-	0%					Assets below capitalization threshold.
TOTAL DEVICES / EQUIPMENT	-	0%	-	-	-	-	
TOTAL PROJECT COSTS (with PP)	-		-	-	-	-	
minus practice partner	-		-	-	-	-	
TOTAL PROJECT COSTS (without PP)	-	80%	-	-	-	-	
OVERHEAD (OH)	-	20%	-	-	-	-	
TOTAL PROJECT COSTS INCL. OH	-	100%	-	-	-	-	
PROJECT FUNDING:							
TOTAL PROJECT COST *Transfer value from B64 to Selectus	-	100%	-	-	-	-	100%
REQUIRED DIZH FUNDS (50% OF PC)	-	0%	-	-	-	-	0%
*Transfer value from B65 to Selectus	-	0%	-	-	-	-	0%
REQUIRED MATCHING FUNDS TOTAL	-	0%	-	-	-	-	0%
MATCHING FUNDS COVERAGE:							
MATCHING FUNDS TOTAL *Transfer value from B69 to Selectus, if CS5 = 100%	-	0%	-	-	-	-	0%
Overhead	-	0%	-	-	-	-	0%
Own contributions to be made	-	0%	-	-	-	-	0%
Discussion of reserves (secured)	-						
Redeployment from existing income (secured)	-						
Third-party funds acquired to be acquired (secured)	-						
TOTAL OWN CONTRIBUTIONS	-	0%	-	-	-	-	0%

- Personnel costs are automatically taken from the "Personnel Costs" worksheet.
- In the worksheet «DIZH Budget Calculation» material costs, subcontracting, contribution of practice partners, and required equipment, facilities, and infrastructure can be specified; more detailed information on eligibility can be found in the guidelines (budget template).
- The overhead is always 20% of the total project costs! The calculation of the overhead is already integrated into the budget calculation and is automatically calculated correctly.
- The overhead surcharge is a fixed calculative surcharge per project.



Road to successful applications... compliance with DIZH rules and «common killers»

- Practice partners cannot directly receive DIZH funds (make sure to correctly fill in the Budget template)
- Research and practice partners must be financially and personally independent ([p.4 Call-text](#)):

Independence is guaranteed if the natural persons involved in the project on the part of a DIZH institution:

- do not work for a practice partner at the same time;
- have no economic interests in the business activities of a practice partner and do not financially support a practice partner for other reasons.

[FAQ-section](#): Can an applicant be involved with the practice partner at the same time? No.

- IPR and necessary use rights must be clarified and regulated in a case-specific agreement (“Agreement to DIZH funded Innovation Project/Structure”) before the start of the project.



Evaluation procedure and Funding decision

- Evaluation of compliance with **formal criteria**
- Assessment and **review** of the formally correct applications by the DIZH Innovation Panel and possibly external experts (*see call-text and links therein for details of evaluation criteria*)
- Communication of **funding decisions** (planned for April 2025)
- Important: If third-party rights of use are relevant or external partners are involved in the project > Agreement mandatory, if not: strongly recommended (agreement template available from Program Office DIZH-IP)
- Also important: Secure and have necessary resources confirmed early-on!



What you need to submit: checklist

- Applications are to be exclusively handed in via the Selectus-Portal **by October 1st 2024 at 12PM** (noon)
- The link will be available via the DIZH-Website

Important:

There is no possibility to save your application status in Selectus, so please make sure to have the following documents, all **prepared in PDF format as indicated below**, before starting to hand in your application:

- ✓ Proposal (max.5 pages)
- ✓ CVs of all (Co-) Applicants (as one PDF file)
- ✓ Letters-of-Intent of Practice partners
- ✓ Budget-Template (worksheet tabs „DIZH Budget Calculation“ & „Personnel costs“ converted to one PDF)
- ✓ Confirmation of Matching Funds from all contributing partners (combined as one PDF)



Communication and Contacts

I) Contact Points of the individual DIZH-institutions:

(first points-of-contact regarding institution-specific questions, e.g. related to the application procedure)

UZH: Gabriele Prohaska	(dizh@dsi.uzh.ch)
ZHAW: Navina Gupta	(digital@zhaw.ch)
ZHdK: Olga Buchholz, Valérie Jetzer	(contactpoint.dizh@zhdk.ch)
PHZH: Raquel Delgado Moreira	(r.delgadamoreira@phzh.ch)

II) Contact for general Questions regarding the DIZH-Innovation Program:

innovation@dizh.uzh.ch or Helge Johannssen (johs@zhaw.ch), Lisa Dörrer (doee@zhaw.ch)

Basic principle: *stay in touch!*