



Information on the financial administration Global Funding Scheme

Zurich, 30 January 2025

For the financial funding you received for your project from the [Global Funding Scheme](#) (formerly named [Global Strategy and Partnerships Funding Scheme](#)), a K-element was opened by Global Affairs.

Where can I find the K-element opened by Global Affairs?

[AVA](#): Click on PSP efrom the overview and view it (blue eye symbol)

[SAP](#): Click on REPA (Report). More information can be found [here](#) (Website UZH Finance Department).

- The project is only visible in SAP after the first transaction has been made via the K-element.
- It might take some time for the Project Lead to receive the corresponding authorization in SAP (REPA and release KWF). The requests for these authorizations are entered by the Grants Management (“Drittmittelmanagement”). Please note that the requests must be released by the relevant profit center management (Inform).

How can I obtain funding from the K-Element up to the maximum funding amount?

- Invoices to be paid by the K-PSP: send to the central invoice receipt (see [here](#)).
- Employment on K-accounts: entered via the eHR (see [here](#)).
- Transfers/payment orders: enter via the KWF portal (see [here](#)).

How can I make changes («Mutations») to the project?

Please get in contact with Global Affairs if you want to make any of the changes listed below. Changes that are not submitted by Global Affairs will be rejected by the Grants Management (“Drittmittelmanagement”).

- Changes to project title and project duration
- Changes to admin rights (please state the employee number of the new admin)
- Changes to Profit Center and Financial PI

In case of questions, please contact Global Affairs.

Contact

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