Regulations UZH Global Funding Scheme

September 2025

1.   General Provisions

1.1   Purpose

The UZH Global Funding Scheme financially supports projects in research & innovation, teaching, and societal impact that strengthen the reputation of the University of Zurich's (UZH) and collaboration with its global network in line with the UZH Global Strategy. The UZH Global Funding Scheme is only open to collaboration initiatives with partner universities defined as Network and Priority Partners. The list of Network and Priority Partners can be found on the website (cf. UZH Global Funding Scheme call website).

The UZH Global Funding Scheme is administered and coordinated by Global Affairs. This includes issuing the funding call in line with the Global Strategy 2030 including the call text, application and reporting forms, responding to inquiries about the call, receiving the applications, organizing the evaluation, sending out the decision notifications, and opening and closing suitable accounts ("K-elements) to administer the funds.

1.2   Funding lines

The UZH Global Funding Scheme includes various funding lines that allow for project applications with different durations and grant sums (*Global Seed Fund, Global Outreach Fund, Global Champion Fund*). Each funding line is managed through specific calls. Details on the funding lines, types of projects that may be funded, and call timelines are specified on the call website (cf. UZH Global Funding Scheme Call website)

1.3   Eligibility

1.3.1 Academics and members of professional services employed at the University of Zurich
The UZH Global Funding Scheme is open to professorial staff, non-professorial academic staff, and administrative and technical staff (cf. UniG, § 8-10). Applicants must be employed at the University of Zurich during the entire period of the project to be eligible as Project Lead.

1.3.2 Project Partners
Each project proposal must be submitted together with (a) Project Co-Lead(s) from at least one partner university from the list of Network and other Priority Partners. The list can be found on the call website. Project Co-Leads can be professorial staff, non-professorial academic staff, and administrative and technical staff employed at the respective partner universities.

2.   Application

The Project Lead (cf. 1.3.1) must submit the following documents to Global Affairs:

2.1 Mandatory documents for all funding lines:

Completed application form template, completed budget template, and CV of project leaders from UZH and the partner university

2.2 In addition to 2.1, the following documents are mandatory for the *Global Seed Fund* and the *Global Outreach Fund*, if partner co-funding is specified in application form:

Evidence of co-funding through partner institution

2.3 In addition to 2.1, the following documents are mandatory for the *Global Champion Fund*:

Evidence of UZH internal co-funding, and evidence of co-funding through partner institution

3. Evaluation of Project Applications

3.1 Criteria

Project Applications are evaluated in line with the following evaluation criteria:

— Impact of the project idea to achieve sustainable progress in an area of the Global Strategy 2030 with our Network or Priority partners.
— Novel and unique idea in terms of internationalization in education, research, innovation, societal outreach, or professional services delivery
— Clear and well-structured budget plan
— Level of matching fund and commitment from the partner university, or other stakeholders where applicable

3.2 Evaluation Body

The Global Seed Fund and Global Outreach Fund will be evaluated by Global Affairs.

The Global Champion Fund will be evaluated by Global Affairs, in consultation with representatives from the faculties, VP Research and VP Education and Student Affairs.

3.3 Timeline

The evaluation timeline is announced in the call timeline (cf. UZH Global Funding Scheme call website).

3.4 Grant

The evaluation of the evaluation body is final and cannot be appealed. There is no legal entitlement to the grant. The Project Leads of UZH are informed via email whether their project is funded.

4. Report on Project Progress and Achievements

4.1 Submission

The following reports (electronic copy) shall be submitted in English by the UZH Project Lead to Global Affairs:

4.1.1 For the *Global Seed Fund* and *Global Outreach Fund*:

Within six weeks after completion of the Project: A Final Project Report. The Final Project Report shall summarize the achievements and future outlooks of the Project and the collaboration.

4.1.2 For the *Global Champion Fund*:

— Until halftime of project[1] : Midterm Report mentioning the status of the project and current milestones
— Within six weeks after completion of the Project: A Final Project Report. The Final Project Report shall summarize the achievements and future outlooks of the Project and the collaboration.

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[1]). For example: If the project last 24 months, the mid-term report is due after 12 months. The project duration is stated on the Grant Letter.

4.2   Form

Only the templates provided by Global Affairs shall be used for the Final Project Report (and, if applicable, the Midterm Report). All reporting templates are available for download on the UZH Global Funding Scheme website.

4.3   Entry of the Project into the UZH Global Cooperation Database

It is the Project Leads responsibility that the activity is registered and updated on the UZH Global Cooperation Database (cf. Global Affairs website).

5.   Project Budget

5.1   Approval

Expenditures of the grant must agree with the approved budget in the Grant Letter. The approved budget is described in the Grant Letter, which is sent to the Project Lead. The allocated funds may only be spent within the approved duration of the project.

5.2   Deviations

Deviations from the budget may only be permitted upon written agreement with Global Affairs. Deviations from the budget must be communicated to Global Affairs as soon as they become apparent. Any unspent grant falls back to Global Affairs.

5.3   Co-funding from the Partner University and UZH internal matching funds

Global Seed Fund and *Global Outreach Fund*: Applications that demonstrate co-funding by partner institutions will be given priority. *Global Champion Fund*: Some level of UZH internal co-funding as well as co-funding from the partner institution is required; the closer to matching funds, the better.

6.   Financial Contribution

6.1   Assignment

The financial contributions are not tied to the Project Lead but to a UZH institute or unit. The Project Lead is responsible for overseeing the administration of the financial contribution in line with UZH financial rules and regulations and on behalf of their UZH institute or unit. Should the Project Lead terminate their employment at UZH during the project period outlined in the application, the Project Lead is responsible to find a substitute within UZH to finish the projects in line with the project proposal.

6.2   Administration

The grant funds shall be administered via an account specifically opened by Global Affairs (project type "K") and then shared with the UZH Project Lead before the start of the project. The UZH Project Lead will be able to pull funds from the account (project type "K") up to the maximum grant amount. The UZH Project Lead is responsible for ensuring that the account does not exceed the agreed maximum grant. If it does, the UZH Project Lead shall be responsible to cover the excess. Global Affairs is responsible for closing the account (project type "K") after receiving the final report from the UZH Project Lead. The remaining amount on the account (project type "K") falls back to Global Affairs.

Global Affairs exclusively administers funds to UZH Project Lead via the UZH account (project type "K"). If project costs covered through the grant are incurred by a project partner (in line with the submitted project budget), the UZH Project Lead is responsible for taking the necessary steps in accordance with UZH's and the partner's regulations for such payments (i.e. setting up bilateral contracts, if required).

6.3 Audit

Global Affairs will have access to the activity on these accounts and reserves the right to check if the funds were spent as indicated in the application form.

6.4 Withholding of Payment

Global Affairs reserves the right to withhold part or all of the payment of the financial contribution if the project is not progressing well and falls severely behind schedule (more than six months). Further, Global Affairs reserves the right to reclaim part of all of the payment of the financial contribution in case the UZH Project Lead fails to submit the reports, or if reports of low quality are submitted.

7. Obligations Project Lead and Global Affairs

7.1 Overall Management

The UZH Project Lead shall be responsible for the overall scientific, administrative and financial management of the project.

7.2 Sharing of Information

Global Affairs shall share information about relevant opportunities with the Project Lead. Further, Global Affairs shall include information about the projects in briefings of the UZH Executive Board and ensure the visibility within the general communication around the partnership between UZH and the project partner.

7.3 Participation in Monitoring and Reporting

The Project Lead shall ensure continuous monitoring of the activities executed in the framework of the project and take timely corrective actions whenever needed and fulfills the reporting requirements. The Project Lead shall further inform Global Affairs in due time about events or changes that may affect the successful implementation of the project.

7.4 Participation in Audits

The Project Lead shall grant full access upon request by Global Affairs or a duly authorized representative to check if the funds were spent as indicated in the application form. Therefore, the Project Lead shall provide all requested information and grant full access to relevant documents and accounts if requested, including information about partner and UZH internal co-funding.

7.5 Communication

The Project Lead shall make information in relation to the granted project (relevant photos, links, etc.) available to Global Affairs upon request and/or in the report. Further, the Project Lead shall mention the support received from Global Affairs in any presentation or publication directly resulting from the project and allow the University of Zurich and the partner institution to mention the project as being supported in the framework of their partnership (e. g. by using the phrase "Supported through UZH Global Funding Scheme").

8. Expiration of Claim

If the UZH Project Lead leaves the University of Zurich and a substitute to continue the project cannot be defined (cf. 6.1), the funds must be returned to Global Affairs.