

Welcome!

Information-Event

2nd Structure-Call

DIZH – **Innovation Program**

December 14th 2023, 14 – 15h

Online: [Microsoft Teams](#)

Contact: johns@zhaw.ch (Helge Johannssen)// innovation@dizh.uzh.ch (PO DIZH)



Structure-Call: in a nutshell

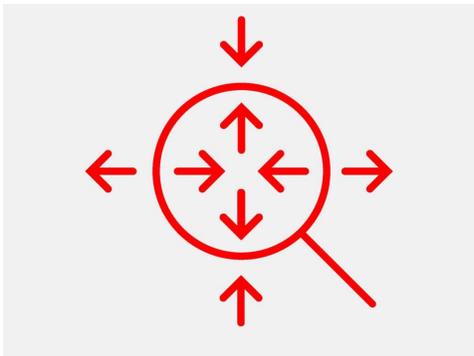
- ✓ Support of **long-term innovation projects** which aim to create organizational forms (“structures”) that outlast the DIZH
- ✓ Funding of **max. 2 Mio CHF** can be obtained over a period of **up to 5 years**
- ✓ The continuation of Structure-Call-Projects is determined by a **Mid-Term Review**, approximately halfway through the project
- ✓ **Applications** must be handed in via the online portal Selectus, all further necessary information is available on the DIZH-Website
- ✓ **Deadline** for applications is **April 4th 2024 at 12PM** (=noon)
- ✓ Employees of all DIZH institutions are eligible to apply, considering the Call-Text and the general DIZH and Innovation Program rules



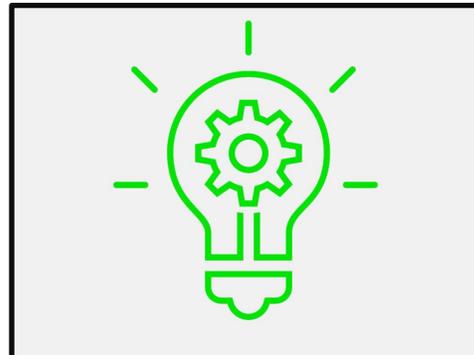
What is the DIZH?

- **Digitalization Initiative of the Zurich Higher Education Institutions (DIZH):**
UZH, ZHAW, ZHdK, PHZH and the cantonal Department of Education
- **Promotion of cooperation on digitalization issues between higher education institutions in Zurich**
- **Run-time: 2020 until 2029**

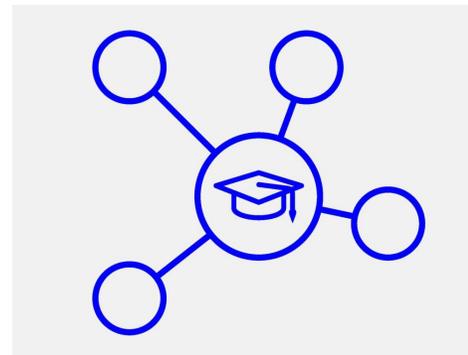
Research Cluster



Innovation Program



Education Program

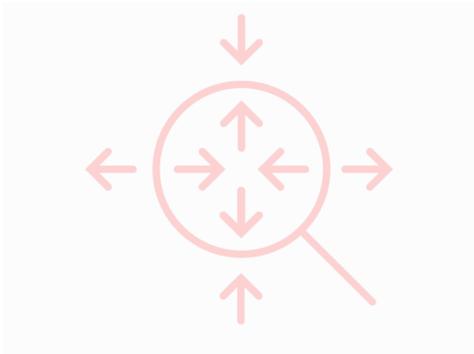




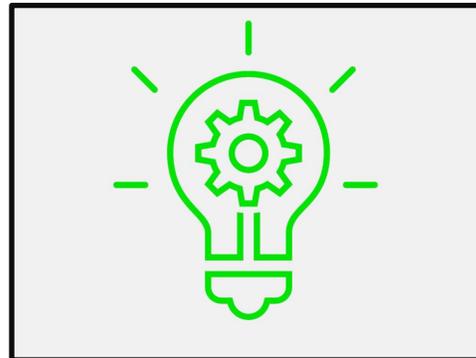
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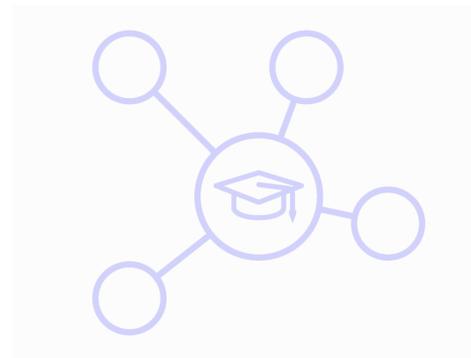
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Innovation Program

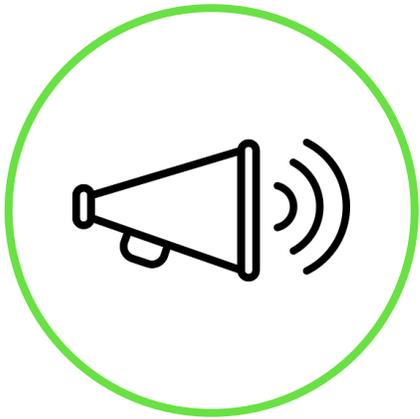


Education Program





Innovation Program



5 Calls



55 Projects



>CHF 14 Mio.



2nd Structure-Call: Topical Focus and call-specific details

- The DIZH Structure-Call explicitly aims for innovative structures and organizational forms which outlast the DIZH
- Successful applicants need to demonstrate how **interdisciplinary cooperation** among DIZH partner institutions and the relevant societal players will be sustainably fostered (>2 DIZH partners and >1 practice partner necessary)
- The application must clearly state the **objectives** of the structure, the **milestones and measurable partial results** targeted at which point in time
- DIZH-Structures are accompanied by the DIZH-Innovation panel, by means of **site-assessments and a mid-term evaluation**, which takes place after approx. two years runtime
- During the mid-term evaluation, critical points are the (financial) prospect of the Structure after DIZH-funding and the resonance with involved practice partners



2nd Structure-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.
- In any case, the respective higher degree institutional unit (e.g., faculty, department) must confirm its support for the application and the provision of the necessary resources.
- 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 structure can be supported with 0.5 to max. 2 million CHF of DIZH funding which has to be matched with the equal amount:
 - 1st Funding period: Partial funding of max. 250,000 to 1 million CHF
 - 2nd Funding period: the second half (equal amounts) of the funds are granted in case of a successful interim evaluation
- 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

Worksheet «DIZH Budget Calculation»

DETAIL	CHF	in %	0% UZH	ZHAW	0% ZHAW	ZHdK	0% ZHdK	PHZH	0% PHZH
TOTAL PERSONNEL INTERNAL	-	0%	- 0%	-	- 0%	-	- 0%	-	- 0%
TOTAL COST OF MATERIALS	-	0%	-	-	-	-	-	-	-
TOTAL SUBCONTRACTING	-	0%	-	-	-	-	-	-	-
TOTAL PRACTICE PARTNER	-	0%	-	-	-	-	-	-	-
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%	-	100%	-	100%	-
REQUIRED DIZH FUNDS (50% OF PC)	-	0%	-	0%	-	0%	-	0%	-
*Transfer value from B65 to Selectus	-	0%	-	0%	-	0%	-	0%	-
REQUIRED MATCHING FUNDS TOTAL	-	0%	-	0%	-	0%	-	0%	-
MATCHING FUNDS COVERAGE:									
MATCHING FUNDS TOTAL *Transfer value from B69 to Selectus, if C95 = 100%	-	0%	-	0%	-	0%	-	0%	-
Overhead	-	0%	-	0%	-	0%	-	0%	-
Own contributions to be made	-	0%	-	0%	-	0%	-	0%	-
Dissolution of reserves (secured)	-		-		-		-		-
Redeployment from existing income (secured)	-		-		-		-		-
Third-party funds acquired/to be acquired (secured)	-		-		-		-		-
TOTAL OWN CONTRIBUTIONS	-	0%	-	0%	-	0%	-	0%	-
Missing own contributions	-	0%	-	0%	-	0%	-	0%	-

Worksheet «Personnel Costs»

HS	Person	Personnel category	Task
UZH			
UZH			
Insert lines: Select line 17 (incl. dropdown menu) or line 22 (without dropdown menu) and insert another line with 'ctrl c' and 'ctrl +'.			
TOTAL PERSONNEL COSTS UZH			
HS	Person	Personnel category	Task
ZHAW			
ZHAW			
Insert lines: Select line 34 (incl. dropdown menu) or line 39 (without dropdown menu) and insert another line with 'ctrl c' and 'ctrl +'.			
TOTAL PERSONNEL COSTS ZHAW			
HS	Person	Personnel category	Task
ZHdK			
ZHdK			
Insert lines: Select line 51 (incl. dropdown menu) or line 56 (without dropdown menu) and insert another line with 'ctrl c' and 'ctrl +'.			
TOTAL PERSONNEL COSTS ZHdK			
HS	Person	Personnel category	Task
PHZH			
PHZH			
Insert lines: Select line 68 (incl. dropdown menu) or line 73 (without dropdown menu) and insert another line with 'ctrl c' and 'ctrl +'.			
TOTAL PERSONNEL COSTS PHZH			



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 September 2024)
- **Formal start of structures is expected to be possible as of November 1st, 2024**
- Important: If third-party rights of use are relevant or practice 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!



How to hand in your application

Link to Call-Text: https://dizh.ch/wp-content/uploads/2023/11/DIZH_Innovationsprogramm_Struktur-Call_2023.1_E_231128.pdf

- 1)  - Read the Call-Text (additional information available)
- 2) 
 - Fill-In Templates for Proposal and Budget
- 3)  - Hand in the application via Selectus

Schedule: **Deadline April 4th 2024, 12PM** (noon); Funding decisions planned for September 2024



What you need to submit: checklist

- Applications are to be exclusively handed in via the Selectus-Portal **by April 4th 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.10 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)
- ✓ Confirmation of Support and Resources by the responsible institutional unit



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: Véronique Planchamp (contactpoint.dizh@zhdk.ch)

PHZH: Andrea Piga (andrea.piga@phzh.ch)

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

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

Basic principle: *stay in touch!*

Q1ZH



Questions?



Specific information – PHZH

- Approval of the matching funds by the Executive Board of the PH Zurich as a prerequisite
- Internal submission deadline for project budgets (incl. title, abstract, partners): **March 10th, 2024**

Step by step:

1. Consultation with line managers.
2. Contact Geschäftsstelle F&E (R&D office) **by February 25th 2024** and arrange an appointment for a budget meeting (Andrea Piga: andrea.piga@phzh.ch).
3. Submission of the definitive project budget, title and abstract to the R&D office by **March 10th 2024**.
4. After financial approval of the applications by the Executive Board (after meeting of March 20th 2024), the letters of confirmation will be issued.
5. Submission of the applications via DIZH Selectus-Portal by **April 4th 2024, 12pm**.

Specific information ZHAW

- **Financial means for the matching fundes have been reserved in the budget of ZHAW digital and are composed as follows:**
 - 20% are overhead costs (infrastructure, HR, etc.)
 - 23.6% financed by ZHAW digital
 - 6.6% are third-party funds (non cantonal funds)
- **Deadline for the applications for the matching funds is March 22, 2024 so that the confirmation letter can be issued on time.**
- **ZHAW-related information event will take place end of February, details will follow**
- **Do get in touch in case of questions: Navina Gupta, Rebecca Brauchli >digital@zhaw.ch**



Specific information – ZHdK

- ❖ *Due to the strategic orientation of the Structure Call and the amount of matching funds, all applications by ZHdK members must be submitted in advance to the HSL.*
- ❖ *Only projects approved by the HSL can be submitted to the DIZH.*

Structure projects with ZHdK as Leading House

- 12.12.2023: Mandatory internal ZHdK information event for ZHdK applicants
- 05.01.2024; 12:00 Uhr: **Submission of the project outline to the HSL**
 - Project outline (max. 3 pages) and «Kalkulationsblatt» via [online Formular](#)
 - DIZH templates for applications and budgets can be used for this purpose.
 - In case of technical problems: also via E-Mail to Maja Ruzic (maja.ruzic@zhdk.ch)
- 17.01.2024: **Project selection by HSL**
Susanne Schumacher subsequently informs the applicants.



Specific information – ZHdK

Structure projects with ZHdK participation

(only mit limited matching funds, no projects with ZHdK as Leading House)

- Partner institutions: contact potential ZHdK members at early stage!
- ZHdK affiliates: contact as soon as possible: your line managers or institutes: content, finances and personnel clarifications
- 04.03.2024; 12:00 Uhr: **Submission of the project outline to the HSL**
 - According to DIZH-Templates via Email an Maja Ruzic (maja.ruzic@zhdk.ch).
 - Documents submitted after this deadline can no longer be forwarded to and examined by the HSL.
- 13.03.2024: **Project selection by HSL**
Susanne Schumacher subsequently informs the applicants.



Specific information – ZHdK

- The budget (ZHdK share) must be confirmed by the financially competent person (defined according to the amount of the contribution).
 - up to CHF 5'000 : Kostenstellen-Leitung
 - up to CHF 20'000 : Führungsstufe 2
 - up to CHF 100'000: Führungsstufe 1 (Department director)
 - above CHF 100'000: Rector
- A **central confirmation from the ZHdK** (matching funds) must be submitted to DIZH.
 - 18.3.2024 (spätestens): submission to daniel.schuler@zhdk.ch (mit cc. contactpoint.dizh@zhdk.ch)
 - **definitive Budget (Kalkulationsblatt)**
 - **confirmation from the financially competent person**
 - inkl. copy of application

The application does not have to be in its final version at this time.
 - 27.3.2024: Applicants receive the ZHdK central confirmation.
- 04.04.2024; 12:00 Uhr: **DIZH submission** on Selectus portal
- If you have any questions, please contact us !



Further information ZHdK

➤ ZHdK specific questions

ZHdK procedure

contactpoint.dizh@zhdk.ch

Bis 21.12.2023: Véronique Planchamp

Ab 3.1.2024: Dora Borer

HSL submission (3-5.1.2024)

Susanne Schumacher (DIZH Koordinatorin at ZHdK)

susanne.schumacher@zhdk.ch

Finances:

Daniel Schuler

daniel.schuler@zhdk.ch

➤ Relevant documentation: Fact sheets and Links

Intranet : <https://intern.zhdk.ch/?dizh-innovationsprogramm>



Specific information – UZH

- Applications for the structure call do not need any kind of «internal approval round» at UZH. But make sure you have the «Confirmation of Support and Resources» by the head(s) of department(s) that is necessary for the application.
- There are no central funds for matching funds at UZH. You have to provide the required own contribution from your own funds (30% of the total project cost, 50% of them must be secured by the application deadline for the first period of funding).
- Own contribution can be university funds («reallocation of existing institutional revenues») or third-party funds. Most of the time it will in-kind contribution: workforce of a professor (up to 10%) or of project team members (up to 100%) financed by university funds or third-party funds.
- «Assets» (which can't be financed by DIZH funds) are (immaterial) goods with a useful life longer than a year and a value above 10 kCHF. If assets are relevant for your project please contact us.

Please contact us if you want a review of your proposal or need support with the budget template via dizh@dsi.uzh.ch

Q1ZH



Questions?