



Zurich, 30 November 2018

Information about your SNSF Eccellenza professorial fellowship: Financial administration, inaugural lecture, course catalogue and teaching schedule

Dear Sir or Madam,

For the financial administration of your SNSF Eccellenza professorial fellowship, a responsibility center (profit center) and a project (WBS element) need to be created in our SAP system. The faculty controller will arrange for a profit center to be created for you. After the project has been created, the Grants Management team will communicate the relevant WBS element to you. You will need this information to apply to the SNSF for a release of funds (via *mySNF*) and to complete the form for the employment decision about your SNSF Eccellenza professorial fellowship (which can be found via the link to the Professorships Department on page 2 of this letter).

The five main steps (including the relevant contact details) are listed below.

- 1) The faculty controller creates a profit center (PC) with Managerial Accounting, Mr. Erwin Iten (erwin.iten@fi.uzh.ch, phone +41 44 634 22 89), for every new SNSF Eccellenza professorial fellowship.
- 2) Managerial Accounting communicates the PC to the faculty controller and the Grants Management team.
- 3) The Grants Management team (drittmittel@fi.uzh.ch, phone +41 44 634 21 21), creates a project (WBS element) and communicates it to the SNSF Eccellenza professor and the faculty controller.
- 4) The SNSF Eccellenza professor needs the WBS element to complete the form for the employment decision (to be submitted to the Professorships Department, Mr. Daniel Jud, daniel.jud@prof.uzh.ch, phone +41 44 634 20 23) and to apply to the SNSF for the release of funds.



5) As soon as the employee number is known after hiring, the Grants Management team completes the WBS element and asks the SNSF Eccellenza professor to complete the missing data (e.g. financial power of attorney, legal basis, etc.) by making the changes in the web form.

For questions about the steps above or for general questions about your university responsibilities, please contact the offices listed above directly or the person responsible at your institute or the relevant faculty. For questions regarding your individual employment, please contact Mr. Daniel Jud at the Professorships Department. Further information and documents/forms for the administrative procedures for SNSF Eccellenza professorial fellowships can be found on the website of the Professorships Department:

https://www.prof.uzh.ch/en/your_professorship/assistant_externally_funded_professorships/snsf.html

With regard to the inaugural lecture, course catalogue and teaching schedule, you will be contacted in due course by Ms. Vreni Traber from President's Services (vreni.traber@uzh.ch, phone +41 44 634 23 19).

Sincerely,

Daniel Jud