



Daniel Jud

Visiting and SNSF professorships, WWPK
Phone: +41 44 634 20 23
E-Mail: daniel.jud@prof.uzh.ch

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Information about your SNSF professorship regarding financial management, inaugural lecture, course catalogue and teaching

Dear Sir or Madam

An area of responsibility (profit center) and a project (PSP element) must be opened in our SAP system for the financial management of your SNSF professorship. The faculty controller will arrange for the opening of a profit center for you. After the project is open, the third party funding management will inform you of the corresponding PSP element. You require this to make the request for funding with the SNSF (over the portal *mySNF*) and for the completion of the form for your employment decree (which can be found by the link to the professorships department on page 2 of this letter).

The five most important steps (with the corresponding contact persons) are described in detail below:

- 1) The faculty controller will open a profit center with the central accounting department, contact person Mr. Erwin Iten (erwin.iten@fi.uzh.ch, +41 44 634 22 89), for every new SNSF professorship.
- 2) The central accounting department informs the faculty controller and the third party funding management of the new profit center.
- 3) The third party funding management, contact person Ms. Maureen Kulatunga (maureen.kulatunga@fi.uzh.ch, +41 44 634 21 87) opens a project (PSP element) and informs the SNSF professor and the faculty controller of the new number.
- 4) The SNSF professor requires the PSP element in order to complete the form for the employment decree (submission to the professorships department, contact person: Mr. Daniel Jud, daniel.jud@prof.uzh.ch, +41 44 634 20 23) and to request the transfer of funds from the SNSF.



- 5) As soon as the personnel number is known, the third party funding management completes the PSP element and requests the SNSF professor to complete the missing documents (e.g. financial power of attorney, legal basis, etc.) with the web form with a mutation announcement.

Should you have any questions concerning the steps outlined above or general questions about your work at the university, please contact the responsible person at your institute or faculty. If you have any questions regarding your personal employment, the professorships department, Mr. Daniel Jud, is at your disposal. Further information and forms on the administrative procedures for SNSF professorships are also available under the following link to the professorships department:

<http://www.prof.uzh.ch/de/Assistenz-und-Förderungsprofessuren/snf.html>.

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

Sincerely yours,

Daniel Jud