



General terms for UZH Entrepreneur Fellowships BioTech and MedTech

With the UZH Entrepreneur Fellowships in BioTech and MedTech, the University of Zurich (*UZH*) provides funding, advice, and support to young researchers in life sciences and related fields who intend to start up a company based on research carried out at UZH. The Entrepreneur Fellows (*the fellows*) are given the opportunity, as employees at the University of Zurich, to further develop a technology, product or novel service and to evaluate the potential for the commercialization of such a technology, product or service before founding the company. The fellowship is awarded by the Vice President Research and managed by the UZH Innovation Office.

These general terms apply to all recipients of the UZH Entrepreneur Fellowships

1. Employment
 - 1.1. The fellow is employed at the UZH at least for the period of the UZH Entrepreneur Fellowship.
 - 1.2. All persons in the project that obtain salaries from this funding are hired at the UZH. The general employment conditions apply. Exceptions are made for e.g. consultants who work on the project. In such cases, an agreement regulating confidentiality and intellectual property need to be set before the work is started. The fellow may contact Unitectra to get support on how to draft such an agreement.
 - 1.3. The UZH Entrepreneur Fellowship project is expected to be the main occupation of the Entrepreneur fellow.
2. Project budget, accounting and financial reporting
 - 2.1. The UZH Entrepreneur Fellowship amounts to CHF 150'000 and is only to be used for the approved project.
 - 2.2. Entrepreneur Fellows are free to decide on how to spend the money to best achieve the goal of the project (e.g. for their own salary, the employment of co-workers or for consumables).
 - 2.3. To fill potential gaps in the project funding, co-financing by other means may be used. However, funding obtained or requested from other sources that is related to the project must be declared at the time of application. Additional funding obtained during the execution of the project must be declared in the interim and final report.
 - 2.4. The Entrepreneur fellow is to plan the use of the funds wisely over the project period. One month after project start, the fellow is to hand in a well-motivated budget and a confirmation of the project plan to the UZH Innovation Office.
 - 2.5. This funding is part of the university resources, which are subject to the Financial Guidelines of UZH. The fellow owns the project account and is responsible for managing it (i.e. controlling the account balance and the financial clearance of the payment transactions). For queries about the SAP system, the fellow may contact the person responsible for finances at your institute, department or clinic.
 - 2.6. Bills for materials or requests for the reimbursement of expenses (e.g. travel expenses) must be submitted to the Finance Office.
 - 2.7. In the interim and final reports, the fellow has to detail to the UZH Innovation Office how the funds were spent.



3. Start and duration of the UZH Entrepreneur fellowship
 - 3.1. The start of the project must be no later than six months after the UZH Entrepreneur Fellowship was awarded.
 - 3.2. The UZH Entrepreneur Fellowship is given for a duration of 18 months.
4. Support program
 - 4.1. To support the Entrepreneur fellows to reach their goals, a support program has been set up. The participation in the program is obligatory for all fellows.
 - 4.2. The BioEntrepreneurship & Innovation (BEI) Program aims at conveying essential knowledge and skills needed to successfully kick off a university Spin-off in the area of BioTech and MedTech. The two modules A and B of the training program are consecutive. The participation in the full program is compulsory for every Entrepreneur fellow. Any issues related to timing of the modules in relation to the fellowship shall be addressed to the UZH Innovation Office in due time.
 - 4.3. The Therapy Development Accelerator (TDA) provides funding recipients with professional expertise in project management and business development as well as support regarding fundraising and industry relations. Every Entrepreneur fellow must schedule a meeting with TDA during the first weeks of the project to discuss the project plan.
5. Intellectual property
 - 5.1. The rights to the research results and any intellectual property gained in the course of work funded by the UZH Entrepreneur Fellowship are owned by the UZH. Any commercial use of such research results and intellectual property by a company is subject to a written license agreement between the UZH and the company. The usual UZH licence terms apply, including for example granting equity to UZH in case of licensing to a spin-off company. The protection and licensing of the research results is managed by Unitectra.
 - 5.2. Every Entrepreneur fellow must schedule a kick-off meeting with Unitectra during the first 2 months of the fellowship to lay out a plan for regular exchange throughout the funding period. If no regular exchange is needed, the project is to schedule an update with Unitectra every six months.
 - 5.3. If a company is incorporated already during the UZH Entrepreneur Fellowship project period, with the intention to work in parallel on the same subject, an agreement needs to be set up between the company and UZH regulating such parallel work and a possible use of the intellectual property and/or knowhow which arises out of the UZH Entrepreneur Fellowship project. The Entrepreneur fellow is obliged to inform Unitectra in due time of any planned incorporation so that they can support in setting up such an agreement.
6. Mentioning in publications
 - 6.1. When articles about the project and the achieved results are published, the UZH Entrepreneur Fellowship need to be mentioned.
7. Reporting
 - 7.1. The Entrepreneur fellows hand in a confirmation of the project plan 1 month after project start. Support on how to prepare the project plan is provided on the UZH EF Info Desk: www.innovation.uzh.ch/en/fellows and by the TDA.
 - 7.2. An interim report is to be handed in by the fellow to the UZH Innovation Office 8 months after the project start. A template with recommendations for how to prepare this report can be found at the UZH EF Info Desk: www.innovation.uzh.ch/fellows. The interim report serves as a basis for discussion in the review meeting.
 - 7.3. A final report providing information on finances and concluding the project achievement has to be submitted by the Entrepreneur fellow to the UZH Innovation Office within six weeks



after the completion of the fellowship. A form to prepare the final report is provided at the UZH EF Info Desk: www.innovation.uzh.ch/en/fellows.

- 7.4. Any major changes to the project related to IP, finance or the team (e.g. novel difficulties to protect technology, expected third party funding was not obtained, team member leaves the team) should be reported with no delay. A written report explaining the changes is to be handed in to the UZH Innovation Office e.g. via Email.
8. Review meeting
 - 8.1. 9 months after the start of a project, every fellow is invited to a review meeting with representatives from the TDA, BEI Program, Unitectra and the UZH Innovation Office. Preparing for and participation at this meeting is obligatory for all Entrepreneur fellows. Based on the interim report and the discussion in the meeting, the project is given holistic advice for the next period and recommendations for future interactions with Unitectra, the TDA etc.
9. Reimbursement of funding
 - 9.1. In case of an early termination of the UZH Entrepreneur Fellowship, any remaining funds expire.
 - 9.2. If the Entrepreneur fellow do not comply with the general terms for the UZH Entrepreneur Fellowship, the UZH may ask the recipient, in accordance with the applicable legal provisions, to reimburse the funding or a part of it.