



General terms for UZH Entrepreneur Fellowships

Digital Innovation and Sustainable Society

With the UZH Entrepreneur Fellowships in Digital Innovation and Sustainable Society, the University of Zurich (UZH) provides funding and advice to young researchers 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 develop a proof-of-concept for their novel product or service, to strengthen the value proposition and establish a relevant network before founding the company. The UZH Entrepreneur Fellowships are awarded by the Vice President Research and managed by the Innovation Hub Office.

These General Terms apply to all recipients of the UZH Entrepreneur Fellowships Digital Innovation and Sustainable Society, *hereinafter referred to as Fellowship/s*.

1. Employment

- 1.1. The fellow is employed at the UZH at least for the period of the Fellowship.
- 1.2. All persons in the project that obtain salaries from this funding are hired at the UZH. The general employment conditions and salary regulations 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 Fellowship project is the main occupation of the Fellow.

2. Rights to results developed during the Master's Thesis

- 2.1. In the case that the project to be developed during the Fellowship is based on or depends on the results of the Master's Thesis of the Fellow, the following applies: In order to enable the use and commercialization of the results of the Fellowship, the Fellow is obliged to assign to UZH all utilization and commercialization rights to the results of work undertaken by the Fellow in the course of the Master's Thesis.

3. Project budget, accounting and financial reporting

- 3.1. The Fellowship amounts to CHF 100'000 and is only to be used for the approved project.
- 3.2. The Fellow is free to decide on how to spend the money to best achieve the goal of the project (e.g. for his/her own salary, the employment of co-workers or for consumables).
- 3.3. To fill potential gaps in the project funding, co-financing by other funding sources is allowed. However, any additional funding may only be used if i) it matches the objectives of the entrepreneur Fellowship, and ii) if by such funding neither the funding source nor any other third party are granted any rights in the results of the project. Additional funding must be declared at the time of application, or in the Interim and Final Report, if obtained during the report period.
- 3.4. Bills for materials or requests for the reimbursement of expenses (e.g. travel expenses) must be submitted to the Finance Office.
- 3.5. In the Interim and Final Report, the Fellow has to show how the funds were spent.



4. Financial responsibility and reimbursement of funds

- 4.1. The Fellow is responsible to plan the use of the funds so that it covers the whole project period and planned work. One month after project start, the Fellow is to hand in a Project plan & Budget plan to the UZH Innovation Hub Office.
- 4.2. 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 the institute, department or clinic.
- 4.3. The total amount of CHF 100'000 must never be exceeded. Otherwise, an unjustified negative balance of the financial account at the end of the Fellowship will have to be settled according to the UZH's general rules for University of Zurich dealing with deficits of third-party funded project: <https://www.fi.uzh.ch/de/dm/schliessen.html> (website in German only).
- 4.4. In case of an early termination of the Fellowship or if for other reasons there is a positive balance at the end of the Fellowship any remaining funds expire and have to be transferred back to the Innovation Hub Office.
- 4.5. The UZH may ask the recipient, in accordance with the applicable legal provisions, to reimburse the funding or a part of it if i) the Fellow does not show progress on the deliverables defined in the project plan submitted at the beginning of the Fellowship. Or ii) the Fellow does not comply with the General Terms for the UZH Entrepreneur Fellowship.

5. Start and duration of the Fellowship

- 5.1. The start of the project must be no later than six months after the Fellowship was awarded.
- 5.2. If the applicant has previously been awarded with an Innovation Grant, he/she need to submit the Final Report for the Innovation Grant before to start the Fellowship.
- 5.3. The Fellowship is given for a duration of 12 months.

6. UZH Host

- 6.1. In the application process, a professor or senior researcher at UZH declares his/her intent to serve as a Host for the Fellow during the project.
- 6.2. The Fellow is to meet with his/her Host regularly and provide progress reports at least every second month.
- 6.3. The UZH Host is invited to participate in the Review Meeting.

7. Workshops and Trainings

- 7.1. The Fellow should take part in an Entrepreneurship training during the Fellowship, such as the Business Concept Course provided by Innosuisse. If the Fellow visited a comparable training program within the last two years, an additional training is not needed.
- 7.2. To ensure the success of the Fellowship, specific workshops will be offered. The details of such additional offer will be communicated at the onboarding meeting with the Innovation Hub Office.
- 7.3. The Fellow is expected to regularly participate in the Innovator Mornings organized by the Innovation Hub Office.



8. Advice

- 8.1. The entrepreneurship coach provides the Fellow with professional expertise in project management and business development as well as support regarding fundraising and industry relations. Every Fellow is expected to meet their coach at least once before handing in their Project plan and Budget plan and at least three times before handing in their Interim Report.
- 8.2. The Fellow can select his/her coach from a list of experienced entrepreneurs at the beginning of the project. While first hand choice cannot be guaranteed, we are very conscious to meet the demands of the Fellow.
- 8.3. The protection and licensing of the results of the project is managed by Unitectra. The tech transfer managers at Unitectra will support the Fellow to develop an intellectual property (IP) strategy. Therefore, every Fellow need to schedule a kick-off meeting with Unitectra during the first month 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.

9. Intellectual property

- 9.1. The rights to the research results and any intellectual property created in the course of work funded by the Fellowship (including but not limited to inventions, algorithms, software, data, documents and know-how) 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.
- 9.2. The publishing of software created in the course of the Fellowship under an open source license is subject to prior approval by UZH (Unitectra).

10. Company incorporation

- 10.1. The Fellow may decide to set up a company with the intention to commercialize the innovation developed before and during the Fellowship. The company incorporation is not an activity of the university and hence any costs related to the incorporation can not be funded by the Fellowship.
- 10.2. If a company is incorporated already during the Fellowship project period, with the intention to work in parallel on the same subject as the project, such planned parallel work must first be fully disclosed and discussed with UZH (UZH Innovation Hub Office and Unitectra) and can not start before UZH has given its written approval.

11. Reporting

- 11.1. The Fellow hands in a confirmation of the Project plan one month after project start.
- 11.2. An Interim Report is to be handed in by the Fellow to the UZH Innovation Hub Office five months after the project start. A template with recommendations for how to prepare this report can be found at the [UZH EF Info Desk](#). The Interim Report serves as a basis for the Review Meeting.
- 11.3. A Final Report providing information on finances and concluding the project achievement has to be submitted by the Fellow to the Innovation Hub 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](#).
- 11.4. 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 Innovation Hub Office e.g. via email.



12. Review Meeting

- 12.1. No later than six months after project start, the Fellow will share the status of his/her project in a Review Meeting. The Review Meeting committee consists of representatives from the pre-selection committee, Unitectra, the UZH Host, the coach and the UZH Innovation Hub Office. Based on the Interim Report and the Review Meeting, the Fellow is given consolidated advice for the next project period. The Review Meeting committee may decide to give the Fellow deliverables to follow up on in due time.