



General terms for UZH Entrepreneur Fellowships Digital

With the Digital Entrepreneur Fellowship, 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 Digital 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 Fellowship

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 fellow is expected to work full-time on the supported project.
2. Rights to results developed by the fellow in the course of a Master Thesis ahead of the Fellowship
 - 2.1. In the case that the project to be developed during the Entrepreneur Fellowship is based on or depends on the results of the Master 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 thesis.
3. Project budget, accounting and financial reporting
 - 3.1. The Digital Entrepreneur Fellowship amounts to CHF 100'000 and is only to be used for the approved project.
 - 3.2. 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).
 - 3.3. 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.
 - 3.4. The 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 confirmation of the project plan and budget to the UZH Innovation Office.



- 3.5. 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.
- 3.6. Bills for materials or requests for the reimbursement of expenses (e.g. travel expenses) must be submitted to the Finance Office.
- 3.7. In the interim and final report, the fellow has to detail to the UZH Innovation Office how the funds were spent.
4. Start and duration of the Fellowship
 - 4.1. The start of the project must be no later than six months after the Fellowship was awarded.
 - 4.2. The Digital Entrepreneur Fellowship is given for a duration of 12 months.
5. Mentorship
 - 5.1. In the application process a professor or senior researcher at UZH declares his/her intent to serve as a Mentor for the fellow during the Fellowship.
 - 5.2. The fellow is to meet with his/her Mentor regularly and provide progress reports at least every second month.
6. Coaching and Training
 - 6.1. To support the fellows to reach their goals, the fellows get regular expert advice from an entrepreneurship coach. The fellows can select their coach from a list of experienced entrepreneurs at the beginning of the Fellowship. While first hand choice cannot be guaranteed, we are very conscious to meet the demands of the fellows.
 - 6.2. We encourage all fellows to visit at least one entrepreneurship training during the Fellowship. There are different offers available such as the Digital Entrepreneurship Bootcamp and the Innosuisse Startup Training.
7. Intellectual property
 - 7.1. The rights to the research results and any intellectual property created in the course of work funded by the Digital 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.
 - 7.2. Every 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 before the review meeting.
8. Mentioning in publications
 - 8.1. When articles about the project and the achieved results are published, the UZH Entrepreneur Fellowship need to be mentioned.



9. Reporting

- 9.1. The fellows hand in a confirmation of the project plan 1 month after project start.
- 9.2. An interim report is to be handed in by the fellow to the UZH Innovation Office 5 months after the project start. A template with recommendations on how to prepare this report is provided.
- 9.3. A final report providing information on finances and concluding the project achievement has to be submitted by the fellow to the UZH Innovation Office within six weeks after the completion of the fellowship. A form to prepare the final report is provided.
- 9.4. 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.

10. Review meeting

- 10.1. Six months after the start of a project, the fellow is invited to a review meeting with the representatives from the pre-selection committee, the mentor and the coach. Preparing for and participation at this meeting is obligatory for all fellows. Based on the interim report and the discussion in the meeting, the project is given holistic feedback and recommendations for the next project period.

11. Reimbursement of funding

- 11.1. In case of an early termination of the Digital Entrepreneur Fellowship, any remaining funds expire.
- 11.2. If the fellow does not comply with the general terms for the Digital Entrepreneur Fellowship, the UZH may ask the recipient, in accordance with the applicable legal provisions, to reimburse the funding or a part of it.