



## Information on the financial administration Global Funding Scheme

Zurich, 30 January 2026

For the financial funding you received for your project from the UZH [Global Funding Scheme](#), a K-element needs to be opened by you in alignment with the following instructions.

### How can I open a K-element (“initiate a project”)?

You or your financial admin must initiate the project on the University of Zurich's third-party funding platform: <http://ava.uzh.ch>.

Login with your short name and UZH password. For general information on using AVA, including tutorial videos, visit this website: <https://www.learnava.uzh.ch/en/AVA-Admins-Forschende.html> (esp. Point 8 “SET: Initiating your Project”).

### Instructions to initiate the project:

1. Select “New project”, enter a “Short title” and click on “Create project”.
2. Select “Initialise project (PSP)” under “SET (nach Zusprache)”.
3. Select “UZH (K projects)” as the type of donor, click next.
4. Enter the project start and end of project. The duration of the project must correspond to the duration visible on the Grant Agreement (number of months).
5. No need to tick the box “peer review”.
6. Enter the person receiving the grant as the ‘Financial PI’.
7. Select the profit center of your chair/lab.
8. Agreement: Enter the amount according to the Grant Letter and upload the letter as the legal basis. The Agreement date is the date of the grant (shown on the award letter).
9. Project Admin: Enter the person(s) responsible for finances in your chair/laboratory, seminar or clinic. If there is no dedicated person responsible for administrating the project, add the Financial PI as Project Admin.
10. **Important:** Enter the following sentence in the comments under “Submit”: “Application of project opening in consultation with Global Affairs (**Finanzierungsquelle 1630**).”
11. Please inform UZH Global Affairs of the start of the project and the short title and about the person responsible for personnel and finances (by e-mail to [fundingscheme@global.uzh.ch](mailto:fundingscheme@global.uzh.ch))

### Where can I find the opened K-element?

**AVA:** As Project Admin you will receive an automatically generated e-mail by AVA once the project has been opened. You must click on the link within the e-mail in order to see the project in AVA. After the initial click on the link, you can login in AVA using your UZH login details and click on “My projects”. Click on the blue symbol on the very right to open details.

**SAP:** Click on REPA (Report). More information can be found [here](#) (Website UZH Finance Department).

— The project is only visible in SAP after the first transaction has been made via the K-element.

- It might take some time for the Project Lead to receive the corresponding authorization in SAP (REPA and release KWF). The requests for these authorizations (Inform) are entered by the Third-party Funding Management (“Drittmittelmanagement”). Please note that the requests must be approved by the relevant profit center management (Inform).

#### **How can I obtain funding from the K-Element up to the maximum funding amount?**

- Invoices to be paid by the K-element: send to the central invoice receipt (see [here](#)).
- Employment on K-accounts: entered via the eHR (see [here](#)).
- Transfers/payment orders: enter via the KWF portal (see [here](#)).

#### **How can I make changes («Mutations») to the project?**

While the K-element can be *opened* decentrally, please get in contact with UZH Global Affairs if you want to make any of the *changes* listed below. Changes that are not submitted by UZH Global Affairs will be rejected by the Third-party Funding Management (“Drittmittelmanagement”).

- Changes to project title
- Changes to the project duration
- Changes to admin rights (please state the employee number and UZH phone number of the new admin)
- Changes to Profit Center and Financial PI

In case of questions, please contact UZH Global Affairs.

Note: This leaflet relates to UZH Global Funding Scheme projects granted during the 2026 Call.

#### **Contact**

[fundingscheme@global.uzh.ch](mailto:fundingscheme@global.uzh.ch)