



University Research Priority Programs (URPP) Fact Sheet Evaluation 2024

March 1, 2023

1. Time Frame of the Evaluation

July 30, 2023

The URPP submits a list of three potential reviewers (chapter 3.5) to the division Research Development.



January 31, 2024

The URPP submits a development and financial plan 2025-2028 (chapter 2), the progress report 2023, and a detailed schedule of the site visit 2024 (chapter 3.2) to the division Research Development.



Beginning of February 2024

The division Research Development submits the documents (chapter 3.3) to the review panel and the leading house faculty.



February - April 2024 (individual dates for each URPP)

The review panel evaluates the URPP at the site visit (chapter 3):

- presentation by the URPP (URPP, review panel)
- discussion of the review panel with the Executive Board of the University (review panel, Dean of the leading house faculty, Vice President Research)
- preparation of the evaluation report by the review panel (on site) (review panel)
- presentation of the outcome of the evaluation by the review panel (review panel, URPP, Dean of the leading house faculty, Vice President Research)



April 30, 2024

The leading house faculty submits a written statement on the development and financial plan of the URPP to the division Research Development.



May 15, 2024

The URPP submits a written statement on the evaluation report and the statement of the faculty to the division Research Development.



June 2024

The University Executive Board decides on further financing of the URPP based on the evaluation results.



Important Dates for URPP:

July 30, 2023:

Deadline for the suggestion of three potential review members, including contact details (Name, Institution, Email Address)

January 31, 2024:

Deadline for the submission of the development and financial plan 2025-2028, progress report 2023 and detailed schedule of the site visit 2024

February - April 2024:

Organization of site visits

May 15, 2024:

Deadline for the submission of the written statement on the evaluation report



2. Development and Financial Plan 2025-2028

2.1 Summary

The duration of an URPP is eight or twelve years with two or three 4-year funding phases, respectively. The first phase of the URPP series III will expire at the end of 2024. The Executive Board of the University will decide on further financing of the URPP in the summer 2024. The decision will be made based on the submitted documents and the evaluation report of the review panel. The development and financial plan 2025-2028 is a substantial part of the evaluation documents and guides the planning of the second phase of the URPP.

2.2 Time Scale und Financial Scope

The development and financial plan describes the scientific aims for the upcoming phase and includes a budget for the years 2025-2028. For the second funding phase, the URPP can apply for a maximum of 200% of the budget for the first phase (2021 – 2024). Additional funding requests beyond the amount specified in the approved 2020 full proposal must be justified. The financial scope has to be in accordance with the needs of the URPP. For the budget 2025-2028 the provided template must be used (excel sheet enclosed).

2.3 Structure

The development and financial plan is written in English and has a maximum length of 19 pages (excl. title page, Arial, type size 10). The plan must be prepared according to the official [template](#). The structure of the document is as follows:

1. Title page, including the name of the URPP as well as name(s) and signature(s) of the director(s)
2. Summary (max. 1 page)
3. Major achievements during the first funding period (max. 1 page)
4. Detailed research plan for the second period 2025-2028, including scientific aims and measures (max. 10 pages)
5. Aims and measures for the promotion of early-career researchers (max. 1 page)
6. Aims and measures for the promotion of gender equality (max. 0.5 pages)
7. Remarks on compliance with the UZH Open Science Policy. (max. 0.5 page)
8. Planned scientific events organized by the URPP and outreach activities (max. 1 page)
9. Intended acquisition of third-party funds (max. 1 page)
10. Organization of the URPP: highlight changes in the organization/governance compared to the first funding period and provide an organigram of the URPP (max. 2 pages)
11. Planned sustainable measures beyond the duration of the URPP (positions, labs, interdisciplinary platforms) (max. 1 page)
12. Appendix: Budget (template)

2.4 Submission

The development and financial plan for the second funding period has to be submitted by **January 31, 2024**, as one single pdf document to the division Research Development (sandra.volken@uzh.ch).



3. Information about the Site Visit

3.1 Dates

The site visits by the review panels will take place on two days in spring 2024 (February – April). The dates of the site visits will be determined by the division Research Development in consultation with the URPPs and the Review Panel members.

3.2 Schedule

During the site visit the achievements and further plans of the URPP shall be presented and commented on. A detailed program of the site visit must be provided by the URPP. The following meetings are mandatory elements of the site visit and must be coordinated with the division Research Development:

- discussion of the review panel with the University Executive Board (review panel, Dean(s), Vice President Research, 30 min.)
- internal discussion of the review panel and preparation of the evaluation report (120 min.)
- presentation of the outcome of the evaluation by the review panel (review panel, URPP, Dean(s), Vice President Research, 30 min.)

The detailed schedule of the site visit must be submitted to the division Research Development: (sandra.volken@uzh.ch) by **January 31, 2024**.

3.3 Documentation

Prior to the site visit the division Research Development will send the following documents to the review panel:

- full proposal URPP 2021-2024
- target agreement URPP 2021-2023
- progress reports URPP 2021, 2022, and 2023
- development and financial plan URPP 2025-2028 (chapter 2)
- schedule for the site visit 2024

3.4 Attendance of the URPP Members

The URPP decides about the attendance of its members at the site visit. However, the review panel should have the opportunity to talk with the URPP management, with the individual research groups and especially with the young academics.

3.5 Review Panel

The review panel consists of 4-5 external experts in a field relevant to the URPP. The experts are selected and invited by the Vice President Research. The review panel is complemented by a member proposed by the URPP. The URPP send a list of three potential reviewers to the division Research Development (sandra.volken@uzh.ch) by July 30, 2023. The Vice President Research selects and invites one of the three potential reviewers.

3.6 Expenses and Accommodation for the Review Panel

The division Research Development reimburses travel expenses of the review panel members and organizes and finances their accommodation during the site visit. The division Research Development will also cover possible additional expenses (e.g., meals) of individual members of the review panel. To ensure a smooth organization of travel and accommodation, the URPP are requested to submit the schedule of the site visit in time (chapter 3.2).



3.7 Evaluation Criteria

At the end of the site visit the review panel will prepare an evaluation report. The report will be worked out based on a questionnaire provided by the division Research Development. Subject of the evaluation are the first funding phase and the planning of the second funding phase as described in the development and financial plan 2025-2028 (chapter 2). The following criteria will be applied for the evaluation of the URPP:

- achievement of objectives during first funding phase (in accordance with the full proposal 2020 and the target agreement)
- scientific output and quality (publications, scientific events)
- interaction between the involved research groups, synergies and added value of the whole project compared to the sum of individual projects
- measures in the promotion of early-career researchers
- measures in the promotion of gender equality
- compliance with UZH Open Science Policy
- measures of internal and external communication, national and international visibility efforts
- outreach to non-academic audience and collaboration with non-academic stakeholders
- third party funding applications
- planning and progress in the implementation of sustainable measures beyond the duration of the URPP (positions, labs, and interdisciplinary platforms)