SystemsX.ch
The Swiss Initiative in Systems Biology

Financial Reference Book
for
SystemsX.ch Projects

For questions:

SystemsX.ch: The Swiss Initiative in Systems Biology
Clausiusstrasse 45, CLP
CH-8092 Zürich

Leoni Studer
Phone: +41 44 632 47 75
Fax: +41 44 632 15 64
E-Mail: leoni.studer@systemsx.ch

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1   The Aim of the Reference Book

The aim of the SystemsX.ch reference book is to provide information relevant to financial tasks including reporting of SystemsX.ch projects to the F&C contact people at the SystemsX.ch partner institutions. In an effort to give a comprehensive overview this reference book is divided into five sections (2-6) in addition to this introduction.

Section 2 gives a brief glimpse of SystemsX.ch in the most general sense. In this section you will find information regarding the definition of Systems Biology, the purpose of the initiative, the goals of the initiative, and the general structure of SystemsX.ch. This section will also introduce you to the different types of SystemsX.ch projects we support and briefly explain their purposes.

Section 3 is dedicated to explaining the overall financial structure of SystemsX.ch. There are many financial operations intrinsic to the initiative that may not affect you on a daily basis, but whose origin and activity are nevertheless important for you to understand in the greater scheme of the initiative. This section will describe the financial and scientific reporting and whom you may contact within your own institution or the SystemsX.ch Management Office if you have a question. Basically, you should get an overview of what SystemsX.ch can and will provide to you in order for you to do your job efficiently and effectively.

A description of the specific operational tasks of the F&C contact people are found in section 4 of the reference book. Here you will find useful information concerning deadlines and timetables relevant for financial reporting. In addition, the issues of cash allocations, project-specific settlements, and audits are explained. After reading this section you should feel confident about the expectations SystemsX.ch has from you.

Section 5 is dedicated to explaining the ACTUAL Financial Report form you need to provide to SystemsX.ch. You will be familiarized with the file and the specifics related to the various project types you will be reporting on. The information provided in the previous sections will make the understanding of section 5 easier.

At the very end you will find an Annex containing links to a number of documents, abbreviations and other information which is routinely referenced throughout the book. This annex should help you to look things up that you are unsure about or to keep an overview of the various budget and reporting forms used for each project type.

Finally, you will notice that we often make direct references to information or documentation which can be found or downloaded from the web. This was done in an effort to keep this book as concise as possible, while still providing you a way to access all the information you need.

In this spirit we hope that we have provided you with a useful reference to tackle the specific financial needs of SystemsX.ch.

<div align="right">The SystemsX.ch Management Office</div>

Our present partners include the Swiss Federal Institute of Technology Zurich (ETH Zurich) and Lausanne (EPF Lausanne), Friedrich Miescher Institute (FMI), IBM Zurich Research Laboratory (IBM ZRL), Paul Scherrer Institute (PSI), Swiss Institute of Bioinformatics (SIB), the Universities of Basel (UniBS), Bern (UniBE), Fribourg (UniFR), Geneva (UniGE), Lausanne (UniL), Neuchâtel (UniNE) Università della Svizzera italiana (USI) , Zurich (UZH) and Zurich University of Applied Sciences (ZHAW)

2   SystemsX.ch: General Information

2.1   What is Systems Biology?

Systems Biology is an emerging field which is still in the process of defining itself. It addresses the analysis of the entire biological systems. Systems Biology is an interdisciplinary approach to the investigation of all the components and networks contributing to a biological system. For example, what we know about the cell can be integrated into new dynamic computer modeling programs which might ultimately allow us to simulate entire organisms based on their individual cellular components. The general strategy of Systems Biology is dependent on interactive cycles of predictions and experimentation. This approach to research has already been successfully applied in the exact sciences, such as Physics and Chemistry. Should they prove as successful in Systems Biology, it would allow this discipline to move from the ranks of a descriptive science to an exact science.

The paradigm shift offered by Systems Biology and more generally to new systems sciences and systems technologies can only be achieved with the help of experts who are not classical Biologists. External collaborations with specialists from the fields of Physics, Mathematics, Information Science, Medicine, Chemistry, Micro- and Nanoengineering are necessary. The fusion of Information Technology, Biotechnology and Nanotechnology are considered to be highly significant in the 21st century. Revolutionary discoveries are expected from these new technologies and provide us with novel biological applications. These include the observation and alteration of biological molecules, the production of biochips for rapid diagnosis and miniature sensors to measure immune parameters.

For more information please visit the SystemsX.ch website.

2.2   What is SystemsX.ch?

2.2.1   SystemsX.ch: THE Swiss Initiative in Systems Biology and its Goals

SystemsX.ch is a "simple partnership" which enables institutes, competence centers and scientific projects to interact and cooperate by establishing common technological platforms and sharing the data collected. The members of the partnership, i.e. the partner institutions, intend to position Switzerland among the world leaders in Systems Biology. In order to attain world leader status, SystemsX.ch aims to:

- continue and expand the support of interdisciplinary scientific and innovative technology development projects at every level (PhD projects to large integrated projects)
- consolidate the systems biology community in Switzerland and enable a sustainable systems biology research
- educate students, post-docs and provide continued education for scientists at every level in systems biology
- reach out towards the private sector to facilitate the implementation of systems biology approaches in industry.

To achieve these goals, the initiative is relying on the creative talents of its scientific and professional staff and their ability to initiate and nurture partnerships among the projects associated with the program and with other academic institutions, the private industry and the society. For more information please go to:
http://www.systemsx.ch/systemsxch/systemsxch/.

2.2.2   Structure of SystemsX.ch

There are several 'internal' and 'external' entities which interact with SystemsX.ch as a whole. Below is a simplified scheme in which these entities and their respective interactions are shown. The internal entities are those which are directly part of SystemsX.ch. These includes our **B**oard **o**f **D**irectors (**BoD**), the **S**cientific **E**xecutive **B**oard (**SEB**) and the **M**anagement **O**ffice (**MO**). Indirectly, all the researchers involved in SystemsX.ch projects are also 'internal' SystemsX.ch entities. These people all work together so that SystemsX.ch functions as a whole.

'External' entities includes the financial auditors, the **S**wiss **N**ational **S**cience **F**oundation (**SNSF**) and the F&C contacts of the SystemsX.ch partner institutions (YOU). SystemsX.ch relies on constructive interactions with specific 'external' entities for several tasks.
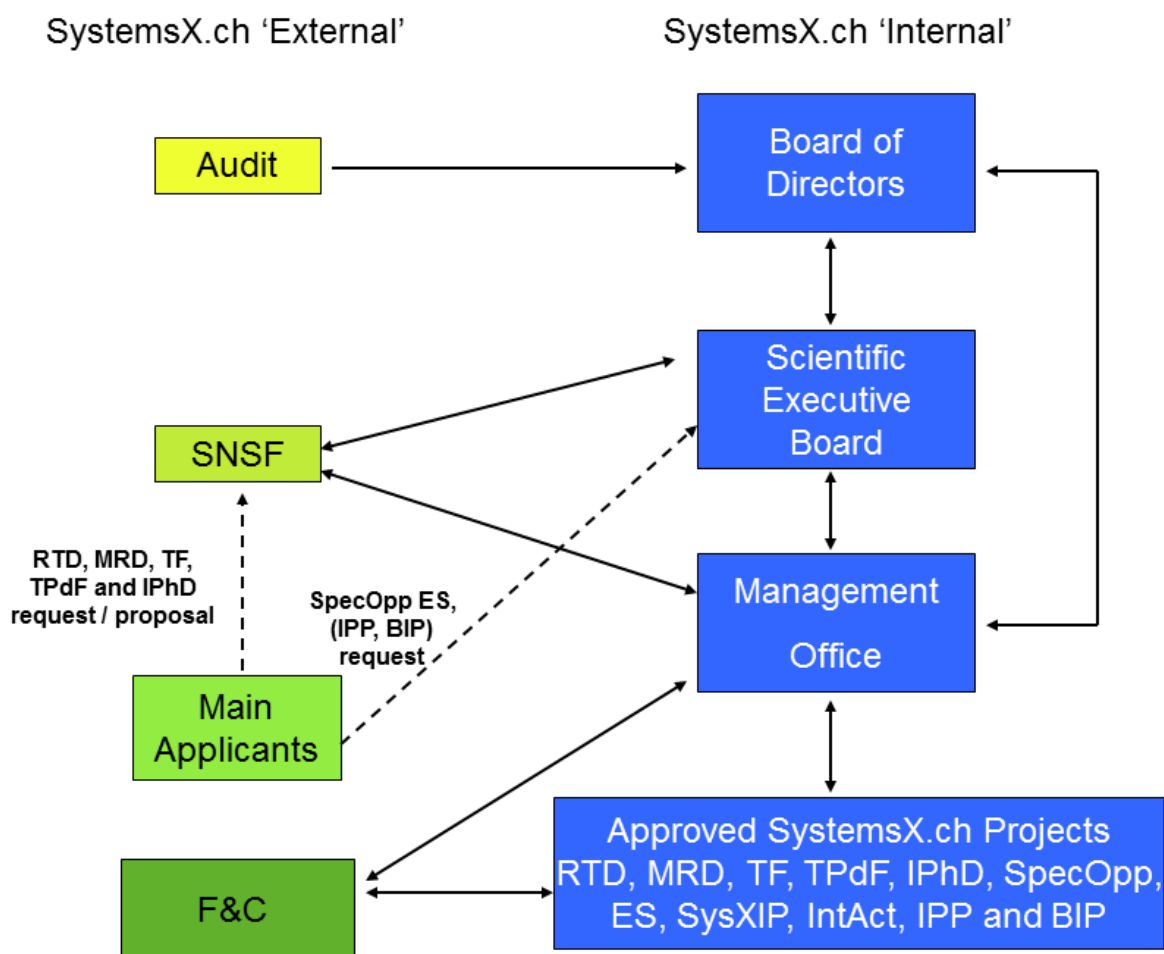
Figure1: Internal and external entities and their respective interactions

SNSF: the RTD, MRD, TF, TPdF and IPhD projects are evaluated by the SNSF; it represents SystemsX.ch's scientific quality control

Main Applicants: scientists that submit proposals in response to Calls (dotted arrow)

F&C: F&C contact person is responsible for managing the financial side of all the SystemsX.ch projects at their institution

BoD: is composed of presidents and rectors of SystemsX.ch partner institutions and is the unit carrying final responsibility. It approves strategy, operations and promotes the initiative

SEB: is composed of researchers of different Systems Biology disciplines. It implements the strategy, prepares Calls, comments proposals, evaluates Special Opportunitie funds (SpecOpp), and sets up committees for special tasks.

Unitl 2012 they also evaluated IPPs, high tech funds (HTFs) and BIPs

Management Office: runs daily operations, reports and takes care of administative tasks for SEB and BoD; responsible for communication

Approved Projects: participants are contacts for information circulated by the Management Office; lead SystemsX.ch projects

2.2.3   Research in SystemsX.ch

SystemsX.ch provides various project types, plus an additional funding mechanism (e.g. SpecOpp). The table below offers a quick overview of the project and funding types and the time frames over which they are funded. More information about the project types can be found in the section 2.3.

Project Type	Budget Frame (CHF)	Funding Time	Year of approved projects	period in which project type run
Research, Technology & Development Projects (**RTD**)	2-7 Mio[1]; 3 Mio[2]	4 years	2008[1], 2009[1], 2012[2], 2013[2]	2008 - 2018
Medical Research and Development Projects **(MRD)**	2.5 Mio.	3 years	2014[2]	2015 - 2018
Transfer Projects **(TF)**	300'000 (plus 150'000)	24 months (plus 12mt)	2012[1], 2013[2], 2014[2]	2013 - 2018
Transition Post-doc Fellowship **(TPdF)**	ca 200'000 (plus ca 100'000) (salary+10k pa)	24 months (plus 12mt)	2012[1], 2013[2], 2014[2], 2015[2]	2012 - 2018
SystemsX.ch Initiated Projects (**SysXIP):SyBIT**	as needed	9 years	as assessed by SEB	2009 - 2018
Interdisciplinary PhD Projects (**IPhD**)	ca 190'000 (plus ca 75'000) (salary+10k pa)	36 months (plus 12mt)	2008[1], 2009[1], 2010[1], 2012[1], 2013[2], 2014[2], 2015[2]	2008 - 2018
Interdisciplinary Pilot Projects (**IPP**) [1]	120'000	1 year	2008, 2009, 2010, 2011[1]	2008 - 2013
Bridge to Industry Projects (**BIP**) [1]	120'000	1 year	2009 – 2011[1]	2010 - 2013

International Activities (**IntAct**)	250'000 EUR, 400'000 EUR	up to 3 years	2014-[2]	2014-2018

[1] first phase (2008 – 2012)

[2] second phase (2013 – 2016+)

2.3   Project Characteristics

2.3.1   Research, Technology, and Development Projects (RTD)

SystemsX.ch supports large integrated **R**esearch, **T**echnology and **D**evelopment (RTD) projects that explore Systems Biology problems with multiple research partners over a fairly large scope. Ideally, an RTD encompasses several research groups from complementary fields from at least two partner institutions. Each project addresses particular biological questions and aims to provide new insight into these questions using the Systems Biology approach.

An approved SystemsX.ch RTD-project is bottom-up proposed and led by one **P**rincipal **I**nvestigator (**PI**) of a partner institution. **The PI was the main applicant on the initially submitted proposal, and whose home institution is referred to as the host institution.** The host institution is often relevant for formalities (signatures, providing all others with information), and acts as the 'center' around which the project is built. This does not mean that the researchers from other institutions are overlooked. The leaders of projects which are part of an RTD and not in the lab of the PI are referred to as Co-PIs. They are each listed as co-applicants when the proposal is submitted. Their position is promoted to Co-PI after a proposal is approved for funding. The SystemsX.ch Management Office would like to keep correspondence as simple as possible. Consequently, when there is important information to be distributed, we relay this to the PI whom then has the responsibility to disperse it accordingly.

If a RTD project proposal is approved for SystemsX.ch funding, the amount invested by SystemsX.ch must be matched by at least 100%. This means that each institution that receives funding for a SystemsX.ch project must provide the project with at least as much resources as they receive. These **O**wn **C**ontributions (**OC**) may be 'in kind' (existing salaries, equipment, services, etc) or 'in cash' (new money for new equipment, services, salaries, etc). More information about Own Contributions can be found under section 4.5.1. **Signed commitments from the relevant university management about the amount and source of Own Contributions they will provide to their researchers (receiving SystemsX.ch monies) must be communicated to the Management Office before any money can be released from SystemsX.ch.**

For more information on RTDs including a list of the currently funded projects, please see http://www.systemsx.ch/projects/research-technology-and-development-projects/.

2.3.2   Medical Research and Development Projects (MRD)

SystemsX.ch realizes the importance to support medically, and ideally clinically, based research projects. Therefore a new large, interdisciplinary projects type was created; Medical Research and Development (MRD). All MRD Projects must contain quantitative elements and show an interdisciplinary character by linking research groups from traditionally separate disciplines.

Comparable to an RTD Project, an MRD Project should be proposed and led by a principal investigator (PI). She or he will be responsible for the coordination and scientific progress of the project. At the same time, several research groups representing complementary fields will contribute to reach the project's main goals.

Similar to RTDs, if a MRD project proposal is approved for SystemsX.ch funding, the amount invested by SystemsX.ch must be matched by at least 100%. This means that each institution that receives funding for a SystemsX.ch project must provide the project with at least as much resources as they receive. These **O**wn **C**ontributions (**OC**) may be 'in kind' (existing salaries, equipment, services, etc) or 'in cash' (new money for new equipment, services, salaries, etc). More information about Own Contributions can be found under section 4.5.1. **Signed commitments from the relevant university management about the amount and source of Own Contributions they will provide to their researchers (receiving SystemsX.ch monies) must be communicated to the Management Office before any money can be released from SystemsX.ch.**

2.3.3   SystemsX.ch Initiated Projects (SysXIP): **SyBIT**

SystemsX.ch recognized that there are currently many technological limitations and bottlenecks in biological research. Hence, SystemsX.ch has created a special category of projects to deal with broad-based needs spanning the entire initiative. These **Sys**tems**X**.ch **I**nitiated **P**roject (**SysXIP**), better known as **SyBIT**, supports the initiative's research projects to cope with their flood of digital data. These project runs outside of the normal Calls for Proposals and cannot be solicited from external parties.

The financial reporting of SysXIP projects is unique. If you are part of an institution carrying out such a project you will receive specific instructions concerning the financial reports.

For more information on SyBIT please see http://www.sybit.net/

2.3.4   Transfer Projects (TF)

In 2012, SystemsX.ch has created a new project category for the second phase. These projects, called "Transfer Projects" (TF), specifically promote public private partnerships between academia and industry/SME in the field of Systems Biology through a novel way to initiate and explore Systems Biology research collaborations. Another possibility of a Transfer Project is a collaboration between academia and a (private) hospital to apply a systems approach to a clinical question. The aim of a Transfer Project is to enhance and develop mutually interesting technologies or research relevant to Systems Biology. The collaboration shall enable academia and the private partner to work together on a set of scientific questions or methods.

Transfer project are tailor-made cooperation of one (or several) research groups from both academia and the private sector (industry, SME, hospital, etc.). The number of (co-)PIs is at least two (one academic, one private), but not limited. Transfer projects are awarded for two years, and are extendable – if evaluated successfully – to a third year. SystemsX.ch will fund Transfer Projects with a maximum of CHF 300'000. The private partner institution must provide resources for internal or external research (in cash and/or in kind) at least matching the SystemsX.ch contributions. Additional funds both from the academic institution and competitive research foundations (SNSF, CTI, EU, NIH, etc.) complement the full cost budget.

For more information on TFs including a list of the currently funded projects, please see http://www.systemsx.ch/projects/transfer-projects/.

2.3.5   Transition Postdoc Fellowships (TPdF)

The SystemsX.ch Transition Postdoc Fellowships (TPdF) projects aim at promoting scientists who terminated their doctoral thesis not more than 5 years ago. The interdisciplinary research project must contain substantial quantitative and modeling/simulation parts. The SystemsX.ch Transition Postdoc Fellow will be responsible for his project including management, equipment and consumables. The fellow can use the infrastructure of the hosting research group, which provides an inspiring environment. It is the task of the applicant to find the best suited research group/laboratory which will support the TPdF. The applicant shall be employed by the SystemsX.ch partner institution where the hosting research group is located. TPdF projects are limited in time for two years; successful projects can apply for additional funding for maximally another 12 months.

SystemsX.ch funds the TPdF salary according the rules of the hosting SystemsX.ch institution and, on request, consumables up to CHF 10'000 per year. If no Own Contributions are reported for TPdFs, the MO will take each expended SystemsX.ch franc as one franc Own Contribution, as agreed with the SNSF. Therefore, reporting of OC is only required if the amount is larger than the expends.

For more information on TPdFs including a list of the currently funded projects, please see http://www.systemsx.ch/projects/transition-postdoc-fellowships/.

2.3.6   Interdisciplinary PhD Projects (IPhD)

SystemsX.ch realizes the importance of ensuring that there is a next generation of scientists interested in continuing Systems Biology research. In order to encourage young researchers to engage in Systems Biology we provide **I**nterdisciplinary **PhD** (**IPhD**) scholarships. IPhD project stipends are provided to a dual-mentored PhD student. These mentors must represent both, the biological and the quantitative sciences in a unique project connecting the two disciplines.

There are usually two applicants which apply for an IPhD project who then act as mentors to the PhD student. These two applicants are referred to as **Mentor** and Co-Mentor. Correspondence from the Management Office goes either to the Mentor or directly to the student depending on the content. The Management Office should have a name and CV of the student to be employed before funding commences.

If no Own Contributions are reported for IPhDs, the MO will take each expended SystemsX.ch franc as one franc Own Contribution, as agreed with the SNSF. Therefore, reporting of OC is only required if the amount is larger than the expends.

For more information on IPhDs including a list of the currently funded projects, please see http://www.systemsx.ch/projects/interdisciplinary-phd-projects/.

2.3.7   Special Opportunities Fund (SpecOpp)

The SystemsX.ch **Spec**ial **Opp**ortunities fund (SpecOpp) aim at supporting special projects (e.g. fellowship program). Financial reporting(s) have to be delivered once a year, regardless of the project duration.

2.3.8   International Activities (IntAct)

The newly created SystemsX.ch project type **Int**ernational **Act**ivities (IntAct) aims to fund Swiss scientists who apply for transnational systems biology research projects, in particular within the ERA-Net ERASysAPP (https://www.erasysapp.eu/).   Within this European

network, each country funds the research groups in its country. SystemsX.ch was mandated to represent Switzerland in ERASysAPP, and hence funds the participating Swiss research groups.

Although IntAct projects are not necessarily limited to ERASysAPP, up to December 2014, no additional IntAct have been decided.

Financial reporting(s) have to be delivered once a year.

3   General Finacial Information

3.1   Money Flow

SystemsX.ch is responsible for releasing the funds for each project to the respective institutions based on the budget released and approved by the SNSF. Figure 2 shows a rough overview of the relevant money flows within the SystemsX.ch initiative. In the middle, the flows cross as payments are made from SystemsX.ch and internal sources to the individual institutions for their approved SystemsX.ch projects. This is where your role in the distribution and reporting of the finances becomes crucial.
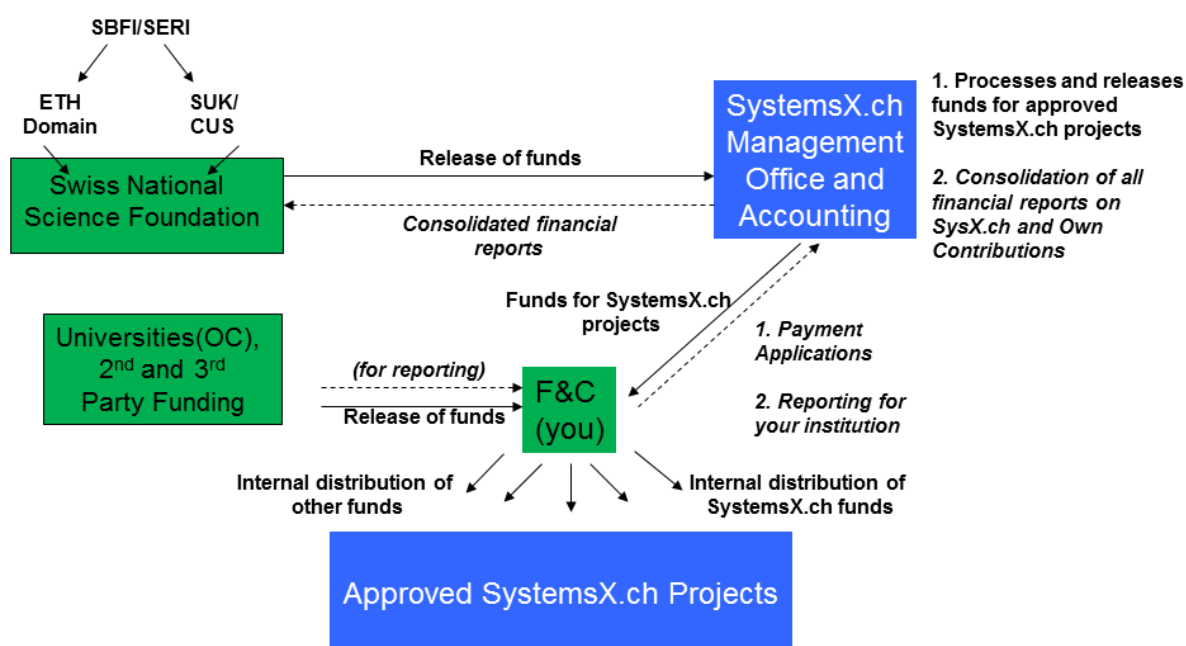

Figure 2: Full arrows indicate money is moving while dotted arrows refer to reports and payment applications

3.2   What are and why 'Own Contributions', 2nd, and 3rd Party Funds?

3.2.1   Own Contributions

Own contributions refer to the resources made directly available by the SystemsX.ch partner institutions into their SystemsX.ch projects. Swiss law requires at least 100% return on their investment which means that SystemsX.ch institutions must raise at least CHF 200 million in Own Contributions. Consequently, SystemsX.ch is obliged to report on the amount of Own Contributions spent in each reporting period. The amount of Own Contributions is one indicator to the federal government that their initial investment did in fact cause an increase in general spending on this new kind of research by the recipients of the funds.

3.2.2   Second and Third Party Funds

It is likely that a SystemsX.ch project generates other funding opportunities. Governmental authorities are interested to get information on indirect effects of SystemsX.ch. We are

therefore obliged to report informally on other type of funding too. These additional funding sources, an indirect indication for success, may come from second or third party funds as described below:

- ✕ 2nd Party Funds: other competitive research grants (CTI, EU, SNSF, NIH, etc)
- ✕ 3rd Party Funds: private sector, i.e. industry and SMEs

Please note, that these projects have usually not official or legal connection to the SystemsX.ch project (unless mentioned explicitly). It is rather for informal, statistical reasons that we ask you to report. However, it is usually only the PI/co-PI (in the case of a TPdF, the postdoc) who can provide this information. Therefore, please ask them to fill in the data (such as project, institution, research group, first name, surname, function, and percentage). It is up to them to go through all the projects they have parallel to the SystemsX.ch project(s) and to specify the complementarity/synergy of the 2nd/3rd Party Funds and the SystemsX.ch project:

0%	no report required),
50%	fill in 50% of the used funds since the beginning of the SystemsX.ch project, or
100%	fill in 100% of the used funds since the beginning of the SystemsX.ch project

For reporting of 2nd and 3rd Party Funds, you are requested to provide a copy of the contract between your institution and the 2nd or 3rd party (funding organization or company) to verify the collaboration and funding claims. The contributions of 2nd or 3rd Party Funds reflects usually personnel, services or use of equipment; however, you can report the total amount used in the respective year as a whole. This summary should contain signatures from the party supplying them to verify their correctness.

Consequently we ask you to report on all **four** funding categories (including SystemsX.ch Funds) as listed in sections 3.3 and 4.5.1 and cost types (see 4.5.1). Without information concerning all of these investments, SystemsX.ch may not be able to provide a proper financial report about the whole initiative.

3.3   Responsibilities of SystemsX.ch Management Office to F&C Contacts

SystemsX.ch aims to minimize administrative work loads, especially when it comes to the scientists. Therefore, each SystemsX.ch partner institution has named a responsible accountant/controller (you) for the financial coordination of reporting of the relevant SystemsX.ch projects, the so-called F&C-contact person. You are the responsible contact persons for the financial reports from your respective institution.

According to the SystemsX.ch Partnership Agreement, SystemsX.ch is responsible for administrating and reporting on the money-workflow of Federal Funds (SystemsX.ch funds), the Own Contributions of the partner institutions, 2nd and 3rd Party Funds.

A full accounting report about the four **funding categories** (a) SystemsX.ch funds, (b) Own Contributions, (c) 2nd- and (d) 3rd Party Funds has to be consolidated and submitted yearly. SystemsX.ch is in charge of consolidating the annual accounting and reporting for the whole initiative. This task is really shared between the SystemsX.ch Management Office and you, the Finance & Controlling contact persons in the SystemsX.ch partner institutions.

The MO is here to help you access any information we can supply from our side. This includes providing you with the submitted budget forms (see section 6) from the various projects that are running at your institution. Please do not hesitate to contact us if you have questions about filling out the financial reporting forms, submitting payment applications or require updated budget information. If you need to access information from other partner institutions, contact the MO. SystemsX.ch is about good science, but relies on your cooperation to allow for good and efficient administration.

3.4 Scientific vs. Financial Reporting

Although you are only directly involved in the financial reporting, we provide you some insight into the overall reporting scheme. Projects funded by SystemsX.ch have to deliver both a scientific and a financial report to SystemsX.ch. Both of these reports are consolidated and forwarded to the SNSF for review. The financial reports require an external audit, while the scientific reports go directly to the SNSF. Below you will find a brief description about how these two kinds of reports are structured; and more specifically when you have to deliver what.

3.4.1 Scientific Reporting

The institution you represent may host projects of various types. In other projects, your institution might have participating PIs or co-PIs. The scientific reporting will always come from the PI. Depending where this person is located, he/she is responsible for consolidating the report of the entire project and submitting it to the MO. Figure 3 summarizes how the scientific reporting will be structured. Unlike the financial reports, the scientific reports will be consolidated on a project level. This is not desirable for the financial reports since the money is spread throughout so many different institutions. Also, one institution cannot claim responsibility for the financial reporting from another. At the scientific level it is of course more interesting to look at the project progress as a whole. Therefore, project PIs will be asked to submit reports about their entire projects and not just about their portion of the project. This is different from what is requested in the financial reports.

Some people from your institution may be co-PIs for projects hosted at other partner institutions. Hence, the scientific reports concerning their contribution to the project will appear in a report submitted by the host institution PI.
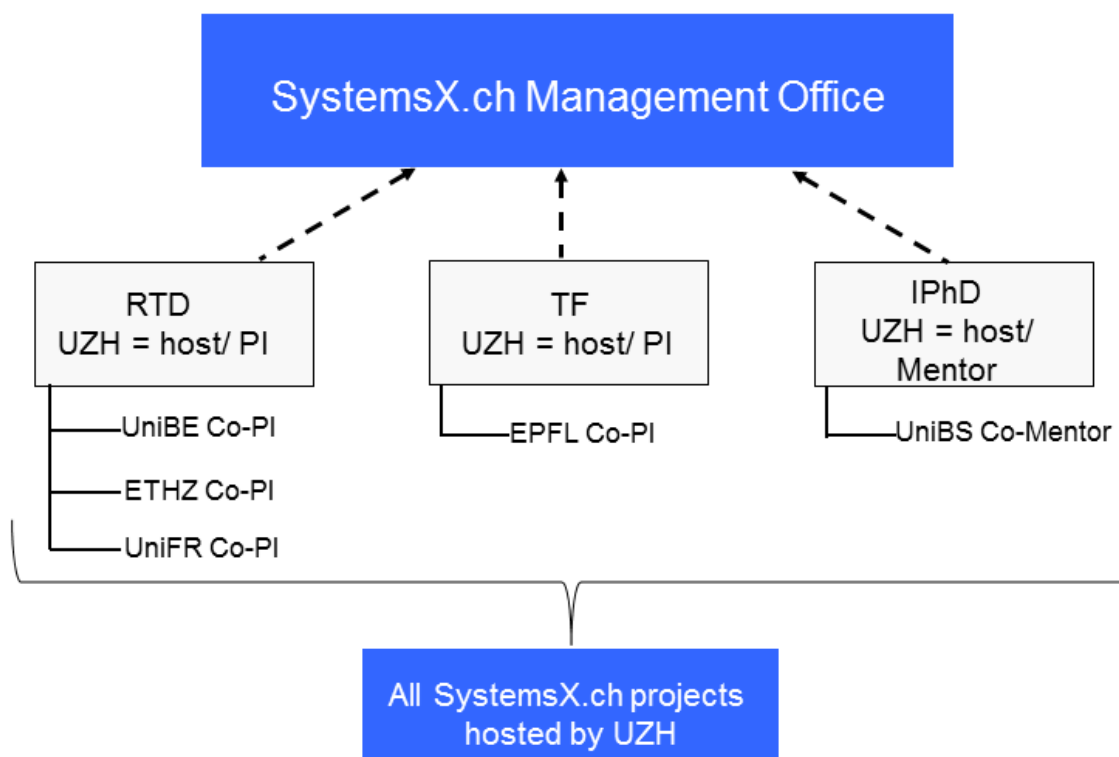

Figure 3: Structure of work scientific report

The co-PI involved submits her/his scientific report to the PI whom in turn passes it on as part of the consolidated report of her/his project hosted by e.g. the EPF Lausanne. In the

case of the scientific reports, the Management Office would like whole project reports which do not require any pasting together of bits and pieces. Scientific reports are due once per year in July.

3.4.2   Financial Reporting

As mentioned above, the financial reports will be made per institution and per project rather than over an entire project. This is due to the nature of how the money is transferred to the various partners, and the responsibility which each partner institution carries in terms of how the money is spent. In addition to a report on how the SystemsX.ch funds were used, each institution must provide a detailed report of their Own Contributions, 2nd and 3rd Party Funds. The Own Contributions are discussed in detail in section 3.2 and 4.5.1.
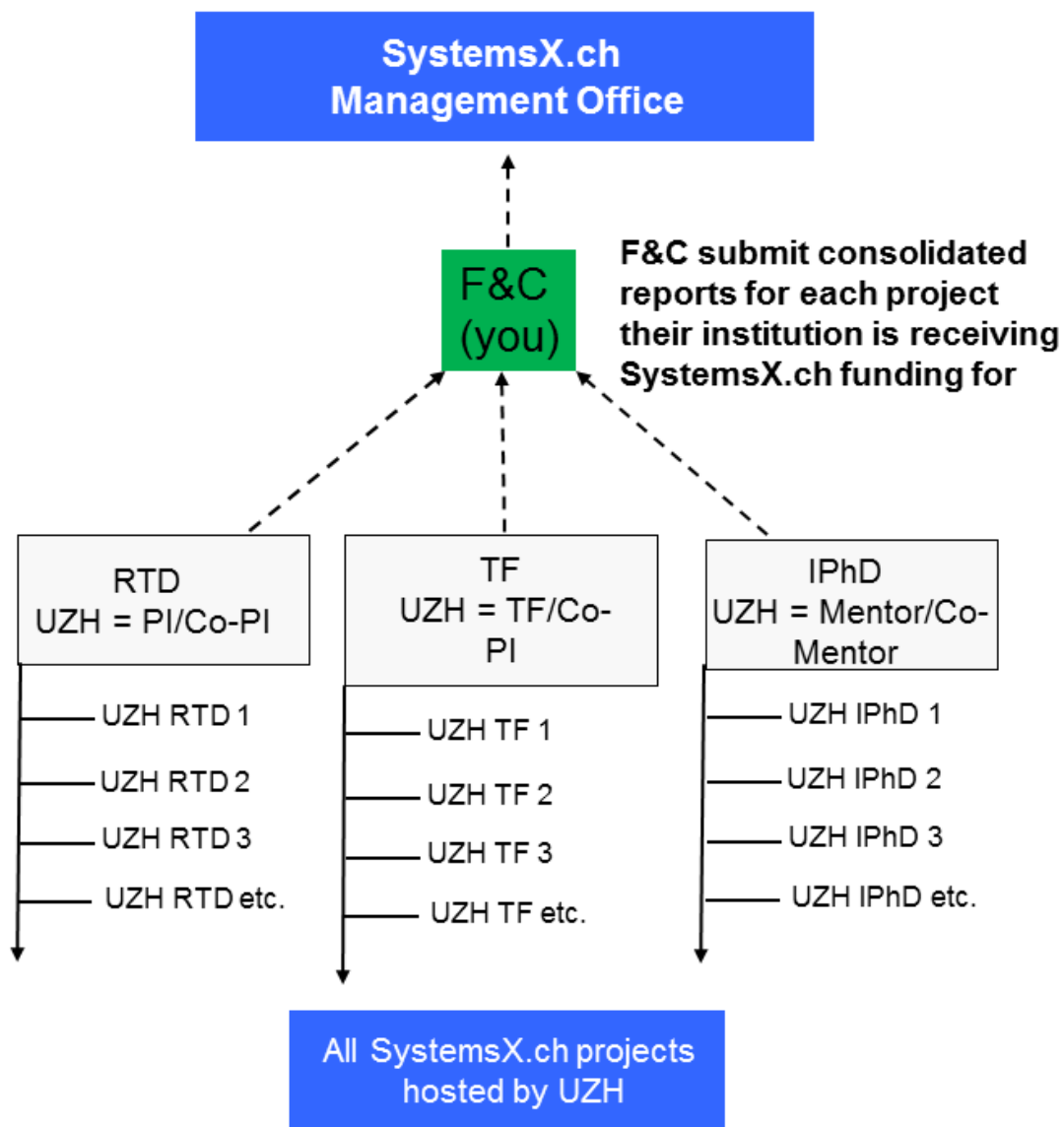
Figure 4: Consolidation of the projects financial reports for each institution

The guidelines for the operational tasks surrounding the financial report are based on the RTD project since these are the most complex and run over the longest period of time (four years). The forms for the other projects will be identical, but certain items are different from the RTDs.

The financial reports for SystemsX.ch projects are always due on February 28.

4   Operational Tasks for F&C (you)

In this section we aim to inform you about operational activities that affect you. There are some basic concepts that you need to know in order to do your job effectively. This includes the length of each project being financed at your respective institution, general timetables and reporting deadlines.

4.1   From the call for proposals through approval to the first financial reporting: Activities and Overview

Legend:	S	Submission	F	Forward
	R	Receipt	C	Controlling
	A	Approval	D	Decision

Workflow	Nr	Tasks	Document	Main Applic.	F&C Contact	Management Office	Ext. Auditor	SNSF
Proposal Main Applicant	1	Including general information, scientific information, full cost budget, letters of commitment of the hosting institutions concerning OCs	Official form Call SysX.ch	S		R		R
Deadline Submission								
Approval	2	SNSF Selection Procedure, rejection if the proposal does not meet the scientific definition SystemsX.ch and quality required by SNSF						A
Final financial budget	3	After approval, the Management Office sends the detailed budgets back to the PIs for revision	RTD, TF, TPdF, IPhD Budget Forms (.xls)	R		S		
Revised budget	4	PIs have to adjust their final budgets to reflect any budget cuts necessary and to clarify Own Contributions (OC), and 3rd Party Funds	TPdF and IPhD do not need an OC budget		C			
Decision SNSF & SystemsX.ch MO	5	Decision letters for approved projects from SNSF and SystemsX.ch guidelines and stating the amount of approved funding including Own Contributions	TPdF and IPhD do not need an OC budget			D		D
Payment application (PA)	6	Payment request via payment application (PA) for each project and institution The PAs with budget info will be provided by the MO	Payment Application Form		S	S R		
First payment	7	Money flow, partial payments of the requested amounts for each project and involved institution		R	R F	S		

Workflow	Nr	Tasks	Document	PI	F&C	MO	Auditor	SNSF
Accounting	8	Daily accounting of all financial transactions, keeping all receipts for each entry in the institution			C			
Financial report	9	Consolidation per project on institution level (for each funding category and cost type)	Financial Reporting File (xls) per project type		S	R		
Letter of representation	10	Confirmation by sending a signed letter of representation (optional: signatures on individual reporting files)	Letter of Representation (use template)		S	R		
Analysis & Verifying	11	Reviewing the data of each institution, in particular the ratio between SystemsX.ch funds and Own Contribution				C		
Consolidation on Project Level	12	Consolidating the figures for each project and sending to the appropriate PI		R		S		
Financial Approval PI**	13	Verifying the consolidation and giving feedback. The PI is asked to submit his/her officially revised and signed budget for the current year		S		R		
Next payment	14	Payment request using the payment application, money flow of the next payment as received from the MO	Payment Application Form	R	S F	A S		
Audit	15	Annually audit by an external auditor, random sampling will take place, receipts must be delivered within one week (see also page 22)					C	
Financial report to SNSF	16	The MO writes a financial report covering all projects for the SEB, BoD, and SNSF. (runs parallel with the external audit)				S		R
Scientific Progress Report	17	Scientific progress report on project level consolidated by PIs and submitted to MO		S		R		
Overall Progress Report	18	Overall scientific and financial report by the MO to the SNSF where decisions about next year's funding of SystemsX.ch as a whole must be approved				S		R
Next Year								

Legend:	S	Submission	F	Forward
	R	Receipt	C	Controlling
	A	Approval	D	Decision

RTD PIs will receive the consolidated numbers for their respective RTD project from the MO end of March or in April. Based on these numbers, they should be able to make reasonable adjustments to the budgeted allocations before the release of the next annual tranche, if necessary. **In order to move funds within the budget, the PI must fill in the appropriate forms and obtain the relevant signatures from those affected by the shift. These forms are sent to the PIs or can be requested from the Management Office. Please recall that a shift in SystemsX.ch funds from one institution to another will inevitably affect OCs. The issue of OCs must also be dealt with by the PI in question before funding can be moved within a budget.

Once all of the necessary paperwork reaches the MO, we will provide you with the updated budget numbers relative to those receiving funds at your institution.

4.2   Timelines

Please note that the reporting and timelines were harmonized for the reporting 2014.

A financial report will be due by the end of the calendar year for each active project, regardless of a "late in the year project start" or "only-one-year project types" (e.g. if the project started in November 2014, a financial report for Nov-Dec 2014 will be due by February 28, 2015).

Hence annual financial report for the previous year of all SystemsX.ch projects, independent of its type, **have to be submitted to the MO by February 28, at the latest**.

4.3   Allocations of SystemsX.ch Funds

The approved RTD and MRD budget files were designed so that each group within an institution is listed separately. This allow an easy interpretation of the allocation of funds within your respective institution.

SystemsX.ch does not have any restrictions on how you manage the money internally. We advise you to have one account per research group and to keep at least one account for each individual project for your own convenience.

4.4   Payment Applications (PA)

Each year the PI will have to request the annual tranche of SystemsX.ch funds for projects approved at your respective institution via Payment Applications (PAs) (step 14 in Operational Tasks). Hence the PI of an RTD project will have to allocate the annual tranche of funds for all Co-PIs involved in his RTD project and to send a request for payment to the MO. You should all be familiar with these documents already. Each time a new project and budget is approved; the MO prepares these files for you to submit accordingly.

Note that these files can only be filled out when you have received official decisions concerning the approval of the budget for the project from the SNSF or from SystemsX.ch. Please do not submit the files before these have been sent out to the PI or Co-PI. As will be mentioned in section 4.5.1 there were some problems allocating funds within an institution when more than one group was receiving funds. You may choose to make a note on the Payment Application or to circulate information internally pertaining to funds received from SystemsX.ch. How you deal with the issue is up to you. The MO adds to all budget allocation information per research group on the PAs we release.

4.5   Annual Financial Reports

Financial reports will be due once a year at the end of February for the previous calendar year. Every institution with research groups involved in SystemsX.ch projects must provide the following to the SystemsX.ch MO:

4.5.1   Financial Reports

In the Financial Report files you will find an excel file containing the following sheets:

- ✕ Consolidation
- ✕ SystemsX.ch Personnel
- ✕ SystemsX.ch Equipment
- ✕ SystemsX.ch Consumables
- ✕ SystemsX.ch Miscellaneous
- ✕ Own Contributions Personnel
- ✕ Own Contributions Equipment (for RTD and TFs only: (large) Equipment and Existing Infrastructure (EI))
- ✕ Own Contributions Consumables
- ✕ Own Contributions Miscellaneous
- ✕ 2nd Party Funds Personnel
- ✕ 2nd Party Funds Equipment, Consumables and Miscellaneous
- ✕ 3rd Party Funds Personnel
- ✕ 3rd Party Funds Equipment, Consumables and Miscellaneous

The first page of the Financial Report file (consolidation) will automatically sum the numbers in each cost type in the appropriate funding category. This will allow you to easily provide us with a consolidated report over each project. The numbers you enter are of course real numbers taken from your internal accounting files (except Own Contribution salaries), the spent money from SystemsX.ch and the Own Contributions must be reported using the following **cost types:**

Personnel
Equipment (see section 4.5.3)
Consumables
Miscellaneous

For the use of 2nd and 3rd Party Funds for any of the SystemsX.ch projects at your institution you do have to provide also specific information in the reporting file for which cost type this money was spent on along with a copy of the contract granting the money to the particular group. If there are 'in kind' contributions made in the category 3rd Party Funds (i.e. a company provides equipment and/or personnel time) please add the values of these services as a monetary value. **We request that the 3rd Party (company) in question verifies these contributions in a signed letter**.

How and what you need to fill in is explained in a detailed manner in section 5. However, if you are unsure about certain expenditures we call your attention to the budget files submitted. These contain information on the various cost types in which SystemsX.ch funds may and should be spent. There are also details concerning what kind of Own Contribution can be claimed. Please contact the MO if you have not received these forms for your institution. Since there are various versions of these files, please contact Vanessa Deppeler in the MO to get the most updated versions if you are unsure about the files you have.

Important Notice: You should all have access to the files with the SystemsX.ch and Own Contributions budget information for the RTD and MRD projects your institution is receiving funding for the whole period they are approved for. These files should be used to assess the spending you will report on each year in the financial report. Unused funds will carry over to the next year!

Project internal shifts among these categories are allowed if the PI informs the MO in due time (i.e. before the payments are released which they wish to alter, see comment under table in section 4.1). We in turn would inform you of such a shift if it affects the payment applications you need to fill out for the researchers at your institution.

Please do not transfer SystmemsX.ch funds to other institutions directly, otherwise we lose track of the money flow! Funds have always to be returned to the MO, afterwards we will transfer it again as informed by the PI.

If you have other specific questions concerning budgeting numbers and their interpretation please contact the MO.

4.5.2   Receipts for each transaction in your institution

A relevant documentation for each transaction/entry has to be archived at the respective institution. Naturally the data can be exported from an accounting program (e.g. SAP) into an excel file. **We ask that you submit a detailed list of the expenditures (NOT receipts) electronically together with your financial reports in particular for the cost types 'Consumables' and 'Miscellaneous'.** The auditor can then use this as a basis for his random checks. Please submit separate excel tables for each project and cost type. The auditor may request copies of any of these receipts during the auditing process. You would be contacted by the auditor directly.

4.5.3 How to enter Own Contributions

Own Contributions are strategically invested monies by the institutions receiving federal funds it is resources to support research groups whose project proposal was accepted by SystemsX.ch (i.e. budget under the control of PI, co-PI, etc.) and resources from the institutions' operating budget allocated explicitly to SystemsX.ch projects.

- � Personnel paid from the **institution's operating budget** (no personnel paid with external funds, like SNSF or CTI, can be entered as an Own Contribution)* involved in SystemsX.ch projects according to the following table (lump sum per category - including salary, social charges, overhead services and infrastructure - to be calculated pro rata (**max. of 20% for professors**):

Function:	CHF 2008-2012	CHF 2013-2016
Professor	250'000	270'000
Assistant Professor	180'000	200'000
Senior Researcher	150'000	170'000
PostDoc	120'000	130'000
Technician	120'000	130'000
PhD student	50'000	60'000
Scientific Assistant	100'000	110'000
Admin/ Misc.	85'000	90'000

   *The exception to this rule are SNSF professors and their respective grants. Since these professors take their money with them to an institution, their salary and expenditures from their grants MAY be claimed as Own Contributions.

- ✖ (Large) equipment: purchased from the institutions' budget is eligible as an Own Contribution to a SystemsX.ch project based on the percentage this equipment is used for work in the SystemsX.ch project.

Earlier Investments / Existing Infrastructure (e.g. infrastructure platforms made available to SystemsX.ch; considering depreciation over 10 years and percentage made available to the SystemsX.ch project): The amounts that can be deducted here should be provided to the MO for the start of the project or with the first financial reporting of the project at the latest. All necessary receipts and information was collected together with the budgets. If you do not have access to the approved numbers, please contact Vanessa Deppeler at the MO.

4.5.4   Specific Settlements per Project Type

So far you have been introduced to the most general funding and cost type in section 4.5. These represent those you will report on most frequently; namely those in the RTD projects. There are some minor differences in the expense categories of other project types.

The TFs have to be reported once a year for the following funding sources:
- SystemsX.ch Funds: SystemsX.ch provides funds for personnel (salary e.g. for technician, PostDoc etc), equipment, miscellaneous and consumables.
- 3rd Party contributions: Please also report the resources provided by the private partner institution in the work sheet "Private Resources"(personnel, equipment and consumables). Private resources can be allocated for internal or external resources (in cash and/or in kind). However, they have to minimally match the SystemsX.ch contributions.
- Own Contributions: Resources from the academic partner institution (in cash and/or in kind, e.g. work of PI).

For TPdF projects SystemsX.ch provides funds for PostDoc salary (personnel) for 2 years according to the SNSF guidelines and the rules of the hosting SystemsX.ch institution including social charges. In addition, SystemsX.ch provides up to CHF 10'000 per year for consumables. Reporting of *2nd and 3rd Party Funds* is for TPdF optional but highly recommended. Reporting of Own Contributions is not requested. However, if the amount of OC is higher than reported SystemsX.ch funds, we welcome that you report it.

The IPhDs are rather narrowly defined in their expense structure. Basically, *SystemsX.ch* provides funds for the student salary (personnel) for three years according to the SNSF guidelines including social charges. In addition, SystemsX.ch provides the student with CHF 10'000 per year for three years to pay for consumables. Finally a one-time contribution of CHF 2'000 (cost type: Miscellaneous) is provided for the student to participate in an international conference, usually in the third year. These are amounts to be released over three years. In the case of a fourth year extension, the Mentor must re-apply for the salary and consumable funding for the fourth year. The salary money must go to pay for a student and may not be used as a partial salary for another position and/or second student. Reporting of Own Contributions is for IPhDs optional.

4.5.5   'Confirmation' and 'Letter of Representation'

After you have put together your financial reports for the previous year, you must get the "Consolidation and Confirmation" and the 'Letter of Representation' signed by the appropriate persons. These signatures must be submitted together with the financial report electronically and as hard copies for our files. The requirements for such signatures are mentioned in the 'Verwaltungsvereinbarung' between SystemsX.ch and the SNSF.

The **Consolidation and Confirmation** signatures are to be made on the 'consolidation page' of the Financial Report file (first page). There is a box at the bottom of the page where the names and signatures must be added. At least two signatures, one from an authorized

persons in your F&C department plus the grant holder must sign this confirmation box. The F&C persons is likely to be you.

Finally a **'Letter of Representation'** must be signed by the university or institutional management. **This must be the person from your institution who is a member of the Board of Directors and/or who was the signee on the Own Contributions submitted by your institution**. This letter should include a statement guaranteeing that the numbers in the Financial Report files submitted reflect a correct representation of the funds used in the four cost types in the SystemsX.ch projects running at your institution. A template letter can be found here.

Again, if you have questions concerning whom in your institution is authorized to provide these signatures, please contact the MO.

4.6   Audit

4.6.1   General Audit Information

In section 4.5.1, the issue of OCs, 2nd and 3rd Party Funds was addressed and explained. SystemsX.ch is obliged to allow certain reporting documents you will submit to be audited. Details about which financial documents are up for audits are described in the "Verwaltungsvereinbarung" between SystemsX.ch and the SNSF. The audit is carried out by an external company who will examine the money invested by SystemsX.ch versus those invested by the institutions OCs, 2nd and 3rd Party Funds. The aim of the audit is to show that the money flows were handled correctly. This includes making sure that the funds earmarked for use in SystemsX.ch projects were in fact dispersed correctly and in their entirety.

4.6.2   Institutional Duties and Responsibilities Pertaining to the Audit

The auditor will review the consolidated financial information submitted to SystemsX.ch by each Partner institution. They may also audit the projects in more detail (including the receipts) by random sample. That means that the auditor may contact you after February 28 and requests selected receipts. The deadline for the delivery of the "receipts" to the auditor is **one week (or as stated in the auditors request).**

5   Preparing the Financial Reports

The form you will fill out is either called YYYY_SysXch_RTD-Reporting_File (YYYY being, e.g. 2011), YYYY_SysXch_TF-Reporting_File, YYYY_SysXch_TPdF-Reporting_File, YYYY_SysXch_IPhD-Reporting_File, YYYY_SysXch_IntAct-Reporting_File or YYYY_SysXch_IPP-BIP-Reporting_File depending on the project type you are reporting on. All of these files can be downloaded directly from the internet (link) if you have not already received them from the MO. The information is updated regularly, so please check this page for hints and new information. Please check back with PIs and co-PIs for information concerning monies they spent within the project before you begin. This is especially important to claims made in the OCs. Below is a screen shot of the first page of a Financial Report file, which you can see at the end of the reference book or on the web.

Please do not forget to fill in a RTD report file for any money your institution received for SyBIT. SyBIT is a SystemsX.ch initiated project (SysXIP) headed by Dr. Peter Kunszt. Reporting on monies received for this project is analogous to reporting on a RTD project. You have to report all money you received and OCs you made per research group involved at your respective institution.

5.1   The Financial Report File

There are different financial report files which you will use to report on all the various project types. All of these files are very similar in what they require in terms of input.

Each of the files contains the same basic sheets/tables in which the financial information can be entered (for more information see section 4.5).

5.2   Specific Information per Project for the Reporting Forms

Below there is a summary of what information we need per project type report.

5.2.1   For RTDs and MRDs (report per calendar year):

For SystemsX.ch Funds
- � All Personnel has to be entered in DETAIL
- ✖ All Equipment has to be entered as the total per research group and cost type (as in the submitted budget)
- ✖ All consumables (Cons) has to be entered as the total per research group and cost category (as in the submitted budget)
- ✖ All miscellaneous (Misc) has to be entered as the total per research group and cost category (as in the submitted budget)

For Own Contributions

All Personnel has to be entered in <u>DETAIL</u> in the reporting forms provided using the lump sum per personnel category

All Equipment and Existing Infrastructure (E.I.) in <u>DETAILS</u> must be submitted electronically either in the budget form or some other electronic file for each purchase

All Cons <u>DETAILS</u> must be submitted electronically either in the budget form or some other electronic file(s)

All Misc <u>DETAILS</u> must be submitted electronically either in the budget form or some other electronic file(s)

(Percentages of lab running costs may be entered in reporting form)

For 2nd and 3rd Party Funds
- ✖ Please encourage the PIs and co-PIs to report other project(s) with collateral benefits to the RTD (see also section 5.3.9 2)

5.2.2   For TFs (report per calendar year):

For SystemsX.ch Funds
- ✖ All Personnel has to be entered in DETAIL
- ✖ All Equipment has to be entered as the total per research group and cost category (as in the submitted budget)
- ✖ All consumables (Cons) has to be entered as the total per research group and cost types (as in the submitted budget)
- ✖ All miscellaneous (Misc) has to be entered as the total per research group and cost types (as in the submitted budget)

For Own Contributions

All Personnel has to be entered in <u>DETAIL</u> in the reporting forms provided using the lump sum per personnel category

All Equipment

All Cons <u>DETAILS</u> must be submitted electronically either in the budget form or some other electronic file(s)

All Misc <u>DETAILS</u> must be submitted electronically either in the budget form or some other electronic file(s)

For 3rd Party Funds

The private partner must provide a letter signed by the co-PI and/or the financial department of the company stating the amount of resources (i.e. cash and/or in kind) provided to the TF project

For 2nd Party Funds

Please encourage the PIs and co-PIs to report other project(s) with collateral benefits to the TF (see also section 5.3.9 2)

5.2.3   For TPdFs and IPhDs (report per calendar year):

For SystemsX.ch Funds
> All Personnel has to be entered in DETAIL
> All consumables (Cons) has to be entered
> All miscellaneous (Misc; e.g. travel to a conference) has to be entered

For Own Contributions
> ✕ No need to report OCs. In the case the amount of OCs exceed SystemsX.ch expenditures, please report OCs as well.

For 2nd and 3rd Party Funds
> ✕ Please encourage the PIs to report other project(s) with collateral benefits to the TPdF and IPhD

5.2.4   For IntAct (report per calendar year):

For SystemsX.ch Funds
> ✕ All Personnel has to be entered in DETAIL
> ✕ All Equipment has to be entered as the total per research group and cost category (as in the submitted budget)
> ✕ All consumables (Cons) has to be entered as the total per research group and cost types (as in the submitted budget)
> ✕ All miscellaneous (Misc) has to be entered as the total per research group and cost types (as in the submitted budget)

For Own Contributions
> ✕ All Personnel has to be entered in <u>DETAIL</u> in the reporting forms provided using the lump sum per personnel category
> ✕ All Equipment
> ✕ All Cons <u>DETAILS</u> must be submitted electronically either in the budget form or some other electronic file(s)
> ✕ All Misc <u>DETAILS</u> must be submitted electronically either in the budget form or some other electronic file(s)

For 2nd and 3rd Party Funds
> ✕ The funds that the other countries provide for this project are to be reported as 2nd Party Funds. Funds received from e.g. industry, are to be reported as 3rd party funds. Please encourage the PI(s) to report other project(s) with collateral benefits to the ERASysAPP project (see also section 5.3.9 2)

5.2.5   For IPP/BIPs (report per calendar year):

These two project types were approved during the first phase of SystemsX.ch. There are few IPP and BIP projects that have not delivered their final financial reporting. All of them have to provide a financial report until February 28, 2015.

The basic format for all the funding and cost types are the same as for the RTDs. Main differences include:

> ✕ SystemsX.ch Funds can only be used to pay certain staff (see drop down lists in the excel file)
> ✕ OCs are not mandatory and are usually not budgeted, but should be reported if they exceed half of the reported SystemsX.ch Funds
> ✕ No Existing Infrastructure can be claimed

Please contact Vanessa Deppeler in the MO with specific questions.

5.3   File Handling

Before you begin, please make sure you are at the top of the file by scrolling up each sheet. The rows with all the descriptions is fixed for your convenience. However, you may run out of space if you are not at the top of the sheet when you begin. If you encounter problems due to space limitations please contact the MO.

Please make sure you enter at least the total spending amounts per cost type and research group per project in the appropriate sheets. Check all the information you have entered for the personnel details, and re-check it with the budget information or the respective group leader before submission.

What you need to write in each field in the reporting file is self-explanatory. There are clearly marked columns, drop-down lists and formulas built into the file for your convenience. In case you are unsure about a specific item you are claiming, we call your attention to the **submitted budget files** which you should have for each project being run at your institution. These files can serve as references for sorting out questions or helping you ask the PI, or Mentors about specific charges and receipts. We ask you to fill in **one reporting file per project** for which your institution is receiving SystemsX.ch funding.

Below you will find screen shots showing the top portions of each sheet of the Financial Report file along with a short description. On the sheet tabs, **blue** is used for **SystemsX.ch** Funds, **orange** is for **Own Contributions**, **yellow** for **2nd** and **green** for **3rd** Party Funds.

5.3.1   SysX.ch Personnel

Notice the red corners at the top of the columns. If you run the mouse over them, they will provide you with helpful comments.

✗   Please enter personnel paid with SystemsX.ch funds here.

✗   The 'internal reference or personnel number' are not mandatory. How you decide to enter the salary information is up to you. The file is flexible. You may either simply enter the whole salary being paid with SystemsX.ch funds and then claim it as 100% or you can enter the percentage of a full salary. Each institution may have their own way of how this information is filed in their systems. If you are entering total information (total amount), please remember also to enter 12 months as the time the person has been hired to avoid the salary being calculated for a lesser part of the calendar year.

5.3.2   SysX.ch Equipment

> ✕ Please enter all information pertaining to equipment purchased with SystemsX.ch funds in this sheet.

5.3.3   SysX.ch Consumables

> ✕ This part of the file is also flexible. You may EITHER enter all the details including purchase dates directly into this file OR you may enter totals for **Consumables,** research group and project. If you choose to only enter the totals we ask you to submit the details as a separate electronic excel table for random checks by the auditor. The auditor will directly contact you for any receipts he may want to see. Please do not send any copies to the MO.

5.3.4   SysX.ch Miscellaneous

> ✕ This part of the file is also flexible. You may EITHER enter all the details including purchase dates directly into this file OR you may enter totals for **Miscellaneous**, per research group and project. If you choose to only enter the totals we ask you to submit the details as a separate electronic excel table for random checks by the auditor. The auditor will directly contact you for any receipts he may want to see. Please do not send any copies to the MO.

✕ Miscellaneous: any direct cost incurred by a project such as travel expenses, any additional services, animal housing costs, storage and radioactive waste costs etc.

5.3.5   OC Personnel

✕ This sheet should be filled out similarly to the SystemsX.ch paid personnel. However, here fixed salary rates are applicable which are linked to the respective function you choose. Please use the budget files as a reference for the percentages people will be claimed as OCs in each particular project and perhaps check back with individual co-PIs about the accuracy of the information. Perhaps people have been replaced or new people have been added which are being paid by the institution.

✕ Please remember to only add personnel paid by the institution in the OC sheet. For a more detailed description of what this includes please see section 4.5.3.

5.3.6   OC Equipment and EI (Existing Infrastructure)

✕ Please enter all the equipment purchased by the institution which are made available to the project in question. The percentage of its availability should be provided by the respective co-PI.

✕ **Existing Infrastructure can only be claimed in the first year an RTD project begins**. If you have questions pertaining to EI please contact the MO.

5.3.7   OC Consumables

✖ Here please enter all the consumables provided as OCs by the individual research groups to the project. (co-)PIs may opt to provide a percentage of their overall lab running costs as OC Consumables. In this case please check back with them about which percentage is appropriate and again provide us with an electronic details excel file where all the running costs are listed for the auditor.

5.3.8   OC Miscellaneous

✖ Here please enter all miscellaneous provided as OCs by the individual research groups to the project. (co-)PIs may opt to provide a percentage of their overall lab running costs as OC Miscellaneous. In this case please check back with them about which percentage is appropriate and again provide us with an electronic details excel file where all the running costs are listed for the auditor.

5.3.9   2nd and 3rd Party Funds "Personnel"

✖ Here please enter all the personnel contribution as 2nd party funds.

Third-Party Funds
Personnel

Project Titel: 0
SystX.ch int.ref.: 0

Please provide details for ALL personnel involved in the project paid with 3rd party funds, and not simply totals per group

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Project	Institution/ Funding Agency	Research Group	Funding Category	Cost Type	Name	Internal Reference/ Personnel Number	Function (of the Personnel)	Base Salary / Cost 2014	% for SysX.ch 2014	Number of months employed	Total CHF 2014	Comments
0			3rd Party	Personnel							-	
0			3rd Party	Personnel							-	
0			3rd Party	Personnel							-	
0			3rd Party	Personnel							-	
0			3rd Party	Personnel							-	
0			3rd Party	Personnel							-	
0			3rd Party	Personnel							-	
0			3rd Party	Personnel							-	
0			3rd Party	Personnel							-	
0			3rd Party	Personnel							-	
0			3rd Party	Personnel							-	
0			3rd Party	Personnel							-	

✖ Here please enter all the personnel contribution as 3rd party funds.

5.3.10 2nd and 3rd Party Funds "Equipment Consumables and Misc"

Second-Party Funds
(e.g. SNSF, CTI, EU, NIH)
Equipment, consumables, miscellaneous

Project Titel: 0
SystX.ch int.ref.: 0

0

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The Swiss Initiative in Systems Biology

Please, send a copy of the contract(s) between your institution and the second-party to SystemsX.ch.

Funding Agency	Project Title	Duration (from … to …)	Research Group (PI)	Total approved funds	Funds Used in 2014	% eligible for SysX.ch Proj	CHF 2nd Party Funds 2014 (to be delivered by the (co-)PI)	Remark, Note
							0.00	
							0.00	
							0.00	
							0.00	

✖ Here please enter all the equipment, consumables and miscellaneous provided as 2nd party funds.

Third-Party Funds
(e.g. industry, SME)
Equipment, consumables, miscellaneous

Project Titel: 0
SystX.ch int.ref.: 0

0

SystemsX.ch
The Swiss Initiative in Systems Biology

Please, send a copy of the contract(s) between your institution and the thrid-party to SystemsX.ch.

Funding Agency	Project Title	Duration (from … to …)	Research Group (PI)	Total approved funds	Funds Used in 2014	% eligible for SysX.ch Proj	CHF 3rd Party Funds 2014 (to be delivered by the (co-)PI)	Remark, Note
							0.00	
							0.00	
							0.00	
							0.00	

✖ Here please enter all the equipment, consumables and miscellaneous provided as 3rd party funds.

We extended the reporting files with separate worksheets for personnel ("Personnel 2nd Party Funds" and "Personnel 3rd Party Funds") whereas only a common worksheet is available for "Equipment, Consumables and Miscellaneous".

If you have any additional questions about how you have to fill out the Financial Reporting file, please contact Vanessa Deppeler at the Management Office.

We look forward to an effective and efficient collaboration with our F&C contacts!

6   Annex

6.1   Reporting Files

The annex contains useful information for fast reference. Below, a list of terms and abbreviations can be found here. Reporting files are made available on the systemsx.ch website (http://www.systemsx.ch/community/finance-controlling/).

6.2   Abbreviations

BoD	Board of Directors
co-PI	co-Principal Investigator
IntAct	International Activities (Projects)
IPhD	Interdisciplinary PhD (Project)
IPP	Interdisciplinary Pilot Project
BIP	Bridge to Industry Project
MO	Management Office
MRD	Medical Research and Development (Projects)
NIH	National Institute of Health (USA)
OC	Own Contributions
PA(s)	Payment Application(s)
PI	Principal Investigator
RTD	Research, Technology, and Development (Project)
SEB	Scientific Executive Board
SNSF	Swiss National Science Foundation
SpecOpp	Special Opportunity (Projects)
SUK/CUS	Swiss University Conference
SysXIP	SystemsX.ch Initiated Project (= SyBIT)
TF	Transfer Projects
TPdF	Transition Post-doc Fellowship

6.3   Partner Institutions

EPFL	Swiss Federal Institute of Technology (Lausanne)
ETHZ	Swiss Federal Institute of Technology (Zurich)
FMI	Friedrich Miescher Institute
IBM ZRL	IBM Zurich Research Laboratory
PSI	Paul Scherrer Institute
SIB	Swiss Institute of Bioinformatics
UniBE	University of Berne
UniBS	University of Basel
UniFR	University of Fribourg

UniGE   University of Geneva
UniL   University of Lausanne
UniNE   University of Neuchâtel
USI   Università della Svizzera italiana
UZH   University of Zurich
ZHAW   Zurich University of Applied Sciences

UniGE   University of Geneva
UniL   University of Lausanne
UniNE   University of Neuchâtel