ZHAW digital

President's Office

Call for Proposals: DIZH Fellowships

Fourth Call, Summer 2022

Contents

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1   Quick Checklist for Successful Applications

General remarks

- The deadline for applications ends **June 13, 2022, at 23:59**. We reject applications that do not meet formal requirements, such as deadlines, duration, budget, or other submission requirements, such as a letter of recommendation from your supervisor.

- After the deadline has passed, department heads approve – or veto – applications from their own department. *Discuss your application with your line before you apply.*

- We recommend taking a coaching session before you apply. In previous calls, we noticed there were difficulties describing the added value of research endeavors. This description of *Added Value* makes up 30% of the review score. Coaching sessions are optional and designed to help you better formulate your endeavor's added value. See Sections 5.1 and 6.1.

- We ask you to include keywords ranging from the general to the specific in your application. We use these keywords to assign members from the Selection Board[1] with subject matter expertise to review the application.

- We require the Selection Board members to provide impartial reviews. That said, you can opt to suggest – or block – names or research areas.

- To improve your *Return on Investment* score, match duration and workload to the complexity of your research endeavor. Larger and more complex endeavors should generate greater impact and value. See Sections 4.4 and 5.1.

- To help the Selection Board members apply review criteria, we ask you and your supervisor to describe your level of research experience – *Early Career* or *Senior*. Please share which level *you feel best reflects* your experience. Try not to understate or overstate your experience. See Section 4.2.

Specific to Early Career Fellowships

- If you are applying for an Early Career Fellowship, you should nominate two additional references. We will approach these references with a structured survey. The purpose of these surveys is to understand your ambition and commitment to doing excellent research. Please note, the focus is not only on accomplished results; we understand research opportunities are fewer at the beginning of a career. See Section 7.2.

Specific to lecturers

- Lecturers are encouraged to apply for a larger-scope research endeavor that requires support from a PhD student on top of your own commitment. See Section 4.3.

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[1] The Selection Board consists of people from within or outside the ZHAW who have subject matter expertise and may be active in research or industry.

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2   Introduction

On April 1, 2020, the Cantonal Council of Zurich launched the *Digitalization Initiative of the Zurich Higher Education Institutions*[2], DIZH, for short. The DIZH has two goals. It aims to strengthen the competitive position of the Zurich canton as a research and development hub in digital transformation. The DIZH's second goal is to connect the research expertise of four institutions – the University of Zurich (UZH), the Zurich University of Applied Science (ZHAW), the Zurich University of the Arts (ZHdK), and the Zurich University of Teacher Education (PHZH).

Within the DIZH research cluster, professors, senior researchers, research associates with a PhD and PhD students at all universities will conduct interdisciplinary research concerned with digital transformation across all universities. Each university has a process that determines who gains access to the research cluster. At the ZHAW, we have established the DIZH Fellowship to enable ZHAW researchers to temporarily join the DIZH research cluster with their research endeavors.

The DIZH Fellowship enables inquisitive minds to collaborate on relevant cross-university research endeavors at the DIZH research cluster's location in Zurich. DIZH Fellows contribute and grow their knowledge and skills, actively shape the digital transformation, and create sustainable value for themselves, the DIZH, and the ZHAW.

Find out more about our DIZH Fellows here.

3   Objectives

A DIZH Fellowship creates a tangible and lasting impact and substantially contributes to the DIZH research cluster. These objectives contribute to maximizing outcomes:

- Strengthening the *profile*s of DIZH Fellows and those of their *organizational home unit*s by following a competitive selection process committed to the idea of promoting excellent research[3]

- Strengthening the ZHAW's research profile in digital transformation and the *visibility of the ZHAW* in the output of the DIZH research cluster and beyond

- Strengthening the competencies of and the *collaboration* within the ZHAW digital community (Digital Futures Lab); strengthening scientific connections between the DIZH research cluster and ZHAW departments and institutes

- Strengthening the *impact of applied research on society*, organizations, and individuals, both nationally and internationally, in the area of digital transformation

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[2] In German: *Digitalisierungsinitiative der Zürcher Hochschulen.*

[3] To fairly review "ambition and commitment to doing excellent research", *we consider the course of career and the amount of time applicants have been able to dedicate to research.* See Section 4.2.

4 Framework Conditions

4.1 Who is eligible to apply for a Fellowship?

The DIZH Fellowship addresses *ambitious ZHAW researchers committed to doing excellent research* who have an idea for a research endeavor that fits the DIZH framework. They must be employed by the ZHAW at the time of application and for the entire duration of the Fellowship.

The call is open to researchers of all levels: PhD students, research assistants, research associates, lectures, professors. We strongly encourage early-career researchers, especially PhD students, to apply for a DIZH Fellowship.

DIZH Fellowships *sponsor individuals,* which reflects in how we weigh review criteria. See Section 5.1. This approach differs from typical project funding, meaning we do not finance material expenses or new positions. For one notable exception, see Section 4.3. The Fellowship funds the workload you contribute as an active DIZH Fellow.

4.2 Early Career Fellowship vs. Senior Fellowship

We ask you to apply for an Early Career Fellowship or a Senior Fellowship based on your academic age, i.e., your full-time years (FTY) spent on research. To calculate your FTY, count your research activities of at least 50% at a university, research institute, industrial research department, or similar, after completing the degree that grants you access to doctoral studies:[4]

- Early Career Fellowships *usually* go to researchers with approx. 0–6 FTY.
- Senior Fellowships *usually* go to researchers with a PhD and approx. 4 or more FTY

The Selection Board members compare applicants to their respective academic age groups. This approach ensures fair treatment of those who have not dedicated as much time to their research career.[5] They will not compare their achievements to senior researchers.

We use adapted applicant-related review criteria for Early Career Fellowships in the review process. See Section 5.1. All other review scores are identical for both Fellowships.

4.3 Extended Scope for Lecturers

There is one exception to the rule that limits DIZH Fellowships to the sponsorship of applicants. We grant this exception to lecturers and professors. To reflect their level of research experience and seniority – and accommodate the workload typical of their role – we encourage lecturers and professors to submit research endeavors with an extended scope. This extended scope allows them to request funding for a PhD student in addition to their own commitment to the research endeavor. This exception supports early-

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[4] The application form allows applicants to provide a short narrative CV, where they can indicate their research career trajectory and provide context, such as time spent outside of research for personal or professional reasons. This context helps the Selection Board compare available time with achieved research output quantity and quality.
[5] This may be due to biological age, choice, or circumstances.

career researchers and increases the ZHAW's profile as an attractive location for PhD students. The description of the research endeavor must clearly show the necessity of the extended scope.

If approved, the research endeavor with an extended scope will receive funding for a PhD position at a 60% workload according to the ZHAW guideline for doctoral students for the duration of their DIZH Fellowship. This funding counts towards the overall Fellowship costs on top of the applying lecturer's or professor's workload as a DIZH Fellow. See Section 4.5.

You do not need to name – or know – the PhD student at the time of your application. You merely guarantee to have a PhD student available at the beginning of the DIZH Fellowship and secure their supervision. You need a declaration of intent of placement in a PhD program or a comparable vehicle to ensure accreditation through a PhD-granting institution before the start date. The extended-scope DIZH Fellowship finances 60% of either a PhD for an existing ZHAW employee or the recruitment of a PhD student as new ZHAW staff.

4.4   Duration and Workload

You can apply for any duration between 3 and 24 months with a workload ranging from 20% to 80%, provided the duration and workload fit into the maximum cost frame. See Section 4.5. The remaining workload outside the DIZH Fellowship must be at least 20% and dedicated to the existing employment. This rule ensures DIZH Fellows and their research endeavors remain embedded within their organizational home units and enable synergies.

> Example: Someone with 80% employment (4 days per week) can apply for a DIZH Fellowship of at most 60% (3 days a week). They have to dedicate the remaining 20% (1 day a week) to their existing employment at the ZHAW.

For the duration of the DIZH Fellowships, Fellows reduce their share of planned teaching and other research activities at their organizational home unit to accommodate for their DIZH Fellowship. In particular, the home unit must ensure that other employees will cover lectures. If necessary, the home unit can arrange for qualified replacements and finance them with the savings in personnel cost they accumulate through the DIZH Fellowship.

4.5   Financial Volume and Costs

Fellowships fall within a specific financial range. For calculation details, see the bullet list below. The average Fellowship cost is CHF 100k. The maximum allowed is CHF 200k. For extended-scope applications, this includes the PhD student's salary.[6] There is no lower limit. We reject applications for research endeavors with a projected expense exceeding CHF 200k because they do not meet our formal requirements.

Applications must include a simple budget with justifications. See Section 7. To calculate the budget, proceed as follows:

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[6] Due to these limitations, a Fellow's workload within an extended scope Fellowship will often fall below 20%.

- Use the ZHAW internal hourly rates for your position and an estimated 168 hours per month for a 100% workload. Note that the Fellowship only funds working hours. The DIZH Fellow's organizational home unit shoulders the cost of vacation time, sick leave, or similar absences. Contact your organizational unit if you have questions about who bears specific costs.

- For approved research endeavors with an extended scope, the DIZH Fellowship covers PhD positions according to the ZHAW guideline for hiring doctoral students.

4.6   What are relevant research topics?

All research endeavors that deal with the digital transformation space are relevant. This space includes but is not limited to the following topics, listed in alphabetical order:

- Building Information Modeling (BIM)

- Digital *x*: Digital Health, Digital Business Models, Digital Learning, Digital Ethics, Digital Mobility, Digital Production

- Smart *x*: Smart Cities, Smart Services, Smart Contracts, Smart Factories, Smart Grids

- Societal aspects and ramifications of digital transformation, such as the impact on work, leadership, families, relationships, demographics, democracy, geopolitics, sustainability

- Technical aspects of digital transformation, such as Augmented Reality (AR), Artificial Intelligence (AI), Cyber Security, Data Science, Virtual Reality (VR)

- *x* 4.0: Work 4.0, Society 4.0, Mobility 4.0, Industry 4.0

- *x*-Tech: MedTech, FinTech, EdTech, GovTech

Research endeavors are relevant if they substantially contribute to the objectives of the DIZH Fellowship. See Section 3. The application has to describe clearly how the proposed research endeavor advances the DIZH Fellowship objectives.

Research endeavors with an interdisciplinary character are a plus. Connections to other research endeavors in the DIZH research cluster are desirable. Illustrate research connections and interdisciplinary aspects in your application.

4.7   Where are DIZH Fellows based?

The DIZH Fellows deliver their workload on-site at the DIZH research cluster location[7]. Working on-site is necessary because it enables and promotes collaboration with other research teams in the cluster, ensuring that the ZHAW is a visible and active part of all DIZH activities. The cluster shares its location at Rämistrasse 69 in Zurich with the UZH "Digital Society Initiative."

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[7] Exceptions to this rule are regulations related to COVID-19, if continued, and research endeavors requiring special laboratories or other research infrastructure not available at the DIZH research cluster location. In the latter case, the DIZH Fellow makes sure to deliver at the DIZH any remaining workload not required at that infrastructure. If you have concerns about, for example, accessibility, please contact us.

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5 Review Procedure and Criteria

Two people with relevant expertise from the Selection Board are assigned to each application. They review applications in two rounds. The first round consists of a written review and produces a shortlist of applications for the second round. The second round consists of an interview with the two assigned Selection Board members and other interested members. See Section 6.3 for interview dates **and block your calendar for the entire duration** to ensure you are available for an interview slot.

5.1 Round 1 – Written Review

We use the following criteria for written reviews:

Category (contribution to overall score)	Subcategory	Contribution to Overall Score	
		Senior	**Early Career**
Applicant (40%)	**Professional output** Letters of recommendation, publications, presentations, patents, awards, noteworthy professional or academic achievements, attached scientific artifacts, etc.	The average score of the two highest-rated sub-categories makes up the Applicant score (40%)	Score from highest rated subcategory makes up the Applicant score (40%)
	Leadership Successful projects as PI, acquired funding, supervised Master and PhD students, spinoffs, noteworthy achievements in R&D management, etc.		
	Service Engagement with, and standing in, the research community, committees, etc.		
Research Endeavor (30%)	**Scientific quality** Feasibility, dealing with related work, appropriateness of methods, etc.	10%	
	Impact on research Scientific novelty, strategic relevance to the respective applied-science field, etc.	10%	
	Impact on practice Relevance to areas outside academia, such as business or society, timeliness, tangibility, etc.	10%	
Added Value (30%)	**Added value for the ZHAW** Capacity to connect to current or spawn future research, create new opportunities, create synergies by crossing disciplinary borders, etc.	10%	
	Added value for the DIZH Contribution to DIZH goals, networking with others in the DIZH research cluster, creating visibility, etc.	10%	
	Return on Investment Fellowship cost & setup (duration, financial volume, potential inclusion of a PhD student) in relation to the proposed outcomes	10%	
In their written review, the assigned Selection Board members will score each subcategory. We use subcategory scores to calculate overall scores, applying the above-listed weights.			

We rank applications based on their overall score. The top 40% of applications move on to the second round.[8]

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[8] In rare cases, for example when reviews disagree to a point where a compromise appears impossible, we may change the purely ranking-based decision.

5.2 Round 2 – Interview

The interviews take place online and are structured as follows:[9]

- 5 min – Your pitch
- 15 min – Discussion between you, assigned Selection Board members, and other interested members of the Selection Board

After the interview, the assigned Selection Board members rate the application in the three main categories, Applicant, Research Endeavor, and Added Value. This rating replaces the overall score from the first round and constitutes the final score.[10]

The second round produces a ranked list of projects. The ZHAW Strategic Council[11] decides up to which rank it will grant DIZH Fellowships.

6 Optional Coaching, Submission Procedure, and Timeline

6.1 Optional Coaching

To help you with your application, DIZH Fellows and ZHAW digital Core Team members offer one-on-one coaching sessions. The purpose of these optional coaching sessions is to ensure that proposed research endeavors meet all selection criteria of the DIZH Fellowship. The coaching sessions pay special attention to the third criterion, "Added Value." See Section 5.1.

If you are interested in a coaching session, contact ZHAW digital at dizh-fellowship@zhaw.ch by May 9 to secure an appointment slot.

6.2 Submission Procedure

You must submit your complete application before **June 13, 2022 at 23:59**. The application must include an approval from your supervisor. The approval consists of two parts:

- Confirmation of self-assessment of research experience. See Section 4.2.
- Letter of recommendation

Please note that can only approve applications *submitted* to GoodGrants. See Section 7.2.

After the deadline, the department heads will approve – or veto – each application. Discuss your application with your line before applying.

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[9] You will receive additional feedback together with the results of the first round to help you prepare for the interview.
[10] If one assigned Selection Board member misses the interview, their first-round score will be carried forward. If both assigned Selection Board members miss the interview, we will assign additional members.
[11] The Strategic Council consists of the board members of the ZHAW and the leadership of ZHAW digital.

Once the department head has approved your application, we check if it meets the formal requirements, such as duration, workload, and budget. We will reject any application that fails to meet all formal requirements. There is no possibility to make corrections to your submitted application.

6.3 Timeline

	What?	Who?	When?
Application Phase	Call launches	Applicant	April 8, 2022
	Application portal opens	Applicant	May 2
	Coaching (optional)	Applicant and a member of the ZHAW digital Core Team or a DIZH Fellow	Deadline for requesting an appointment: May 9
	Application closes	Applicant	June 11
	Departments approve or veto applications	Department heads	June 17
	Formal Check	ZHAW digital	June 17
Selection Phase	Round 1 – Written Review	Selection Board	June–August
	Communication of Feedback and Results – Round 1	ZHAW digital	September 9
	Round 2 - Interview	Selection Board and applicants	October 3 – October 5
Decision Phase	Create a finalized ranking list	ZHAW digital	October 14
	Determine Cut-Off on the list for 2021 Fellowships	ZHAW digital Strategic Council	November 3
	Communication of Feedback and Results – Round 2	ZHAW digital	November 4
Start	Start of the DIZH Fellowships	Successful applicants	January 2023

7 Application Form and Instructions

A complete application for a DIZH Fellowship consists of a completed application form[12] and attachments submitted to the ZHAW digital portal "GoodGrants" at https://zhawdigital.grantplatform.com.

- Applicant[13]
    - Submission language[14]
    - Name
    - Academic degrees
    - Home institute and department

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[12] **Character counts always include spaces**.
[13] For more information on how the questions relate to the review criteria and what to emphasize, see the table in Section 5.1.
[14] We accept applications in German and English. We use the information you provide to assign Selection Board members.

- o Formal position at the ZHAW: WiAs / WiMa / Lecturer

- o Function at the ZHAW
  (Give a description that helps us understand your day-to-day activities.)

- o Indicate the Fellowship type you wish to apply for – Early Career Fellowship or Senior Fellowship. See Section 4.2.

  - ▪ Outline your research career in a short narrative CV and provide context to help us understand your trajectory (800 characters max.)

- o Links

  - ▪ Link to your online ZHAW profile

  - ▪ Link to a website of choice (for example, research profile, personal website).

- o Attachments[15]

  - ▪ Scientific CV (2 pages max.)

  - ▪ List of publications and patents

  - ▪ List of presentations (Include a designation, such as national, international, or keynote.)

  - ▪ List of acquired projects and funding (name, duration, funding amount, funder (e.g., Innosuisse, CTI, SNF, EU), description of your role in the project team)

  - ▪ One artifact of choice to highlight the quality of your work
    (This can be a publication, open-source software as code-repository, feedback from others. The maximum length for artifacts is ten pages. If necessary, shorten the artifact and include a link to the full version).

- o Which of your research activities highlight your ambition and commitment towards doing excellent research? (1,000 characters max. Refer to items in your CV and attachments to support your rationale.)

- • Research endeavor[16]

  - o Title

  - o Abstract (300 characters max.)

  - o Keywords (List up to 5, from general to specific, that best describe your endeavor. We use your keywords to assign the right people from the Selection Board.)

  - o Suggestions for people to review your application (Your reply is optional and we do guarantee to follow your suggestions)

  - o Research proposal (5,000 characters max., in-text references included)

  - o Attachments (optional)

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[15] There are no binding templates for these documents. You are free to use any template you may have.
[16] For details how these questions relate to review criteria and what to emphasize in your reply, see the table in Section 5.1.

- References used in your research proposal

- One accompanying document, no more than one page long, that adds information about your research proposal such as a picture. Be aware that this document is not required reading for the review process. Do not place information necessary for understanding your proposal in this document.

  - How does this research endeavor relate to digital transformation, especially in the context of applied research? (1,000 characters max.)

  - What are the outcomes you aim to produce by the end of the DIZH Fellowship? (for example, scientific results, scientific publication, pilot; 1,000 characters max.)

  - How will these outcomes impact current and future research in their respective field of applied science? (1,000 characters max.)

  - How will these outcomes impact current and future practice in areas outside of academia, such as business or industry? (1,000 characters max.)

- Added Value[17]

  - Describe the value that your Fellowship would add for the ZHAW (max. 1,000 characters)

  - Describe the value that your Fellowship would add for the DIZH (max. 1,000 characters)

- Fellowship Setup and Cost

  - The desired duration of your DIZH Fellowship (in months, between 3 and 24 months)

  - The desired workload for your DIZH Fellowship (in percent, between 20% and 80%)

  - The preferred starting date (in 2023)

  - Budget/total Fellowship cost (See Section 4.5.)

  - For lecturers only

    - Extended Scope: yes/no (See Section 4.3.)

    - If yes: Which role will you take as part of the Fellowship? (400 characters max.; please note, there is no bias for or against any specific choice of role)

  - What makes this setup (duration, workload, extended scope) suitable for you and the proposed research endeavor? (600 characters max.)

- Supervisor/References

  - Name and E-mail of direct supervisor

  - Name and E-mail of two additional references (for Early Career Fellowships only)

- Formal checks

  - I am available for any assigned interview slot between October 3–October 5: yes/no

  - I will start a granted DIZH Fellowship in 2023: yes/no

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[17] For details how these questions relate to review criteria and what to emphasize in your reply, see the table in Section 5.1.

- o I will work on-site at the DIZH location to deliver the workload funded by the DIZH Fellowship: yes/no

- o The above information is correct. If granted a DIZH Fellowship, I will accept the conditions as I have presented them (such as duration, workload, budget): yes/no

- o I do not depend on other pending funding decisions (e. g., through SNF, Innosuisse, etc.) to deliver the proposed workload if granted a DIZH Fellowship: yes/no

7.1 Explanations of Attachments

- *Scientific CV.* Aside from the usual information about your academic and professional career, your CV should contain information about possible startups/spinoffs, awards, the number of supervised students from Master level and up, appointments in the research community of your subject, memberships in committees, as well as other notable achievements in the course of your studies and career. This information is especially relevant if you apply for an Early Career Fellowship.

- *Letter of recommendation and additional references.* The recommendation letter addresses your professional and scientific qualities, highlights the connection between your proposed research endeavor and the institute's or center's R&D strategy, and elaborates on ways to integrate or make the research permanent after the DIZH Fellowship. The person to write and sign the letter of recommendation is your supervisor.

  Are you applying for an Early Career Fellowship? If so, we help you show your ambition and commitment to doing excellent research even if it does not reflect in the length of your scientific career. You may nominate two additional references. We will contact these references with a brief, structured survey to better understand your personal and professional qualities.

- *Research proposal.* The research proposal describes your research endeavor. It emphasizes the endeavor's subject excellence and the potential impact of its results. Address the endeavor's feasibility, relevancy, and novelty to substantiate the latter. As scientific quality is a critical review criterion, make sure to situate your proposal well within the broader context of related research. Motivate your research question and your proposed methodology.

  Show how your research endeavor could tie in with other research in the DIZH research cluster and at the ZHAW as a whole. Explain how your proposed work links to the strategy and research of your organizational home unit. Be clear on these two topics. They are criteria in the Added Value review score. In addition, you can elaborate on the sustainable value the DIZH Fellowship adds to the DIZH research cluster and the ZHAW digital community. We recommend using our optional coaching sessions to work on this part. See Section 6.1.

7.2 Submission Instructions

To apply, go to GoodGrants at zhawdigital.grantplatform.com. Create an account if you do not have one. Do not use Internet Explorer.

- Give your real name and your four-letter ZHAW e-mail address to create an account.

- Once logged in, you can create a new application from May 8 onward. If there are several options, choose "DIZH Fellowship"

- GoodGrants auto-saves information you enter once you complete the first tab.

- You can submit only one application.

- You can make changes to your application **until you submit your application**. After that, your application is final.

- Once you have submitted your application, GoodGrants contacts your supervisor. If you applied for an Early Career Fellowship, GoodGrants also contacts the additional references you nominated. See Section 6.2. Supervisors and references submit their responses and documents to GoodGrants directly.

- GoodGrants notifies supervisors and references **only after you submit your application.** They need to upload their responses and documents by **June 13, 2022, 23:59**. We recommend that you contact your supervisor and references well before this deadline and give them a heads-up that ZHAW digital will contact them via "awardforce/GoodGrants."

  o If a supervisor does not submit their approval and letter of recommendation by the deadline, the application is considered incomplete and will be rejected.

  o An application for an Early Career Fellowship submitted without additional references is considered complete and will advance to the first review round.

- GoodGrants will send you notifications when:

  o You submit your application

  o Your supervisor completes their tasks

  o Your references (only for Early Career Fellowships) complete their tasks

- Check the spam folder if you, your direct supervisor, or references do not receive e-mails from GoodGrants.

Please reach out if you cannot use GoodGrants or have any questions.

8   Contact

Please send questions about this call, in German or English, to:

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Gertrudstrasse 15
8401 Winterthur
Landline: +41 (0) 58 934 54 15
E-mail: dizh-fellowship@zhaw.ch