

## Ensuring the Rector's Signature on Contracts Relating to Scientific and Research Activities and on the Agenda Relating to Projects

- 1) Ensuring all documents – Contracts after professional and legal review, covering letters with signatures of responsible persons, Transmission Letter signed by the Vice-Dean for R&D of the relevant faculty, other relevant documents including attachments.
- 2) IS GaP/IS PCR – In case of a research Project, the Project must be registered in the IS GaP/IS PCR and all submitted documents including annexes must be uploaded in the *Files* tab. In particular, the following information must be uploaded to the IS GaP/IS PCR: Project title, principal Investigator of the Project, key Investigators of the Project, the Project abstract, keywords and the final Project proposal/application in PDF format from the Provider's IS (e.g., ISTA, GRIS, etc.).
- 3) PBD – If required at this stage, the originator of the output must make a record in the PBD.
- 4) The faculty Science Office or the authorized staff members send all relevant documents to the SKTO staff member responsible for the agenda. The SKTO staff member responsible for the agenda in question carries out a formal check (in case of deficiencies, he/she asks the faculty Science Office or the authorized staff member for adjustments according to his/her recommendations).
- 5) The formally checked contract and all relevant documents are forwarded by the responsible SKTO staff member to the Vice-Rector for Science, Research and Knowledge Transfer for approval.
- 6) The contract and relevant documents approved by the Vice-Rector for Science, Research and Knowledge Transfer are forwarded by the responsible SKTO staff member to the UHK Rector's Office for the Rector's signature.
- 7a) The contract signed by the Rector and not signed by the other party is forwarded by the responsible SKTO staff member to the grant Provider for signature, or is given back to the faculty Science Office or the authorized staff member who provides for the signature of the other party. The procedure as per 7b is then applied.
- 7b) The contract signed by both the Rector and the other party is forwarded by the responsible SKTO staff member to the Legal Office for archiving and publication in the Register of Contracts. If necessary, the responsible SKTO staff member forwards the contract to the Provider of financial Support, registers it at the SKTO and forwards a scan of the physically signed contract/electronically signed contract to the faculty Science Office or the authorized staff member who uploads it in the IS GaP/IS PCR.

- **Provided for by the submitter (faculty)**
- **Provided for the SKTO**