

Documents Sending by Data Box

(e.g., interim and final reports, change requests, project proposals, etc.)

- 1) IS GaP/IS PCR: The documents to be sent must be uploaded in the Project record (Files tab) in the IS GaP/IS PCR together with the Transmission Letter signed by the Vice Dean for R&D of the relevant faculty.
- 2) The request must be submitted to the SKTO at least 5 working days before the deadline set for sending the documents to the Provider.
- 3) The request must be accompanied by accompanying information for the Provider, e.g., if a data message title or FAO is required.
- 4) The responsible SKTO staff member carries out a formal check of the documents (in case of deficiencies, he/she asks the faculty Science Office or the authorised staff member for adjustments according to his/her recommendations).
- 5) After the formal check, all relevant documents are forwarded by the responsible SKTO staff member to the Vice-Rector for Science, Research and Knowledge Transfer for approval.
- 6) If necessary, the responsible SKTO staff member forwards the relevant documents approved by the Vice-Rector for Science, Research and Knowledge Transfer to the Rector's Office for the Rector's signature. If the Rector's signature is not required, the process continues with point 7.
- 7) The documents signed by the Rector (or approved by the Vice-Rector for Science, Research and Knowledge Transfer only) are sent by the responsible SKTO staff member via the data box and registered at the SKTO. A scan of physically signed documents/electronically signed documents is provided to the faculty Science Office or the authorized staff member.
- 8) IS GaP/IS PCR: The faculty Science Office or the authorized staff member uploads the final version of the documents signed by the Rector (or approved by the Vice-Rector for Science, Research and Knowledge Transfer only) to the IS GaP/IS PCR.

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