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**Ordinance No. 129
by the Rector of Jagiellonian University
of 10 November 2022**

on: Rules of procedure for drawing up and implementing projects funded from external sources at Jagiellonian University and engaging and remunerating personnel of the project

Pursuant to Article 23 section I of the Act of 20 July 2018 – . Law on Higher Education and Science (Journal of Laws of 2022, item 574 as amended) I hereby order the following:

The Rules of Procedure for drawing up and implementing projects funded from external sources at Jagiellonian University and engaging and remunerating personnel of the project, hereinafter referred to as the "Rules of Procedure", in the wording set out in the Attachment to the Ordinance, are introduced.

§ 2

1. The Rules of Procedure apply both to the projects being drawn up and to the projects in the process of being implemented at Jagiellonian University (excluding Medical College), as well as to the projects subject to sustainability and income monitoring obligations.
2. The Rules of Procedure also apply to the projects implemented jointly by Jagiellonian University and Jagiellonian University Medical College, if a JU organisational unit is responsible for the implementation of the project.

§3

Powers of attorney granted to principal investigators and further powers of attorney granted by principal investigators, which remain in force on the date of entry into force of the ordinance, expire at the time and on the terms specified in these powers of attorney.

§ 4

Ordinance No. 56 by the Rector of Jagiellonian University of 11 July 2016 on the introduction of the procedure for drawing up and implementing projects funded from external sources at Jagiellonian University expires.

The Ordinance shall enter into force on the date of signature.

To:

— all JU organisational units (without Medical College)

Rules
of procedure for drawing up and implementing projects funded from external sources at Jagiellonian University and engaging and remunerating personnel of the project

General provisions

1. The Rules of Procedure define the rules and procedure for the drawing up and implementation of projects funded from external sources at Jagiellonian University, hereinafter referred to as the "JU", in particular:
 - 1) from national, international and structural research programmes, as well as development, education and science dissemination programmes;
 - 2) from infrastructure programmes financed by the structural funds;
 - 3) from financial resources allocated for the implementation of investments related to research and teaching;
 - 4) from funds allocated for the maintenance of research equipment / research station and teaching infrastructure.
2. The Rules of procedure do not apply to activities financed from the subsidy referred to in Article 365 point 1 and 2 of the Act of 20 July 2018, Law on Higher Education and Science (Journal of Laws of 2022, item 574, as amended), apply for scholarships, individual or team awards under the programmes of the minister responsible for science and the Prime Minister, as well as selected projects for which the procedures are specified by the JU Representative for External Funding in a separate communication.
3. The Rules of procedure do not apply to the implementation of works commissioned to Jagiellonian University by external entities, including subcontracting in projects carried out by external entities, as well as agreements on sponsorship of promotional activities, including co-financing of conferences, symposia, seminars, etc., organised by organisational units of Jagiellonian University. The procedure for proceeding in this respect is determined by other internal legal acts of Jagiellonian University.
4. The JU Representative for External Funds determines the templates of project documents, in particular: project registration form, project entry form, VAT eligibility form, principal investigator selection form, project personnel selection protocol, power of attorney to negotiate, power of attorney for the principal investigator, further power of attorney, agreement between JU and the principal investigator not employed with JU, application for employment, request for temporary modification of the employment conditions, detailed scope of responsibilities for the persons engaged in the project as part of the employment relationship, certificate of final acceptance of the work / task, project implementation time sheet, Request for reduction of teaching hours.

§ 2

Whenever the Rules of procedure make reference to:

- 1) **project author** – it shall be understood as the person preparing the project / the leader of the group preparing the project from submitting the call entry declaration to signing the project funding agreement. In the case of consortia, regardless of Jagiellonian University's role as a leader or partner, the project author should be understood as a person

responsible for the preparation of the project / leader of the group preparing the project at JU;

- 2) **RSC** — it shall be understood as the Research Support Centre;
- 3) **project documentation** – it shall be understood as all documents related to the project at the stage of its preparation, implementation and management of its sustainability and income monitoring (if applicable), in particular: call documentation, project funding proposal, feasibility study, funding agreement, consortium agreement / cooperation agreement of a group of entities / partnership agreement, power of attorney to negotiate, power of attorney for principal investigator, further powers of attorney, agreement between JU and the principal investigator not employed with JU, documents confirming the achievement of the objectives and results of the project, financial documents, payment requests, reports and certified true copies of the above mentioned documents;
- 4) **project settlement department** – it shall be understood as the department competent for the settlement of structural projects, the department competent for the settlement of domestic projects, the department competent for the settlement of foreign projects or another organisational unit of Jagiellonian University, which within the scope of its competences is involved in the project settlement procedure specified in these Rules of procedure;
- 5) **funding institution** – shall be understood as a public or private body, which receives and evaluates proposals, signs a project funding agreement, transfers funds, controls the implementation of the project and accounts for the project in terms of content and finances;
- 6) **JU administrative unit** – it shall be understood as a JU organisational unit conducting administrative activities, as well as the Centre for Technology Transfer CITTRU, participating in the preparation and implementation of projects within the scope of its competences;
- 7) **JU unit** – it shall be understood as a faculty, extra-faculty, inter-faculty, joint unit or doctoral school, as well as other JU organisational unit acting as the host entity;
- 8) **principal investigator** – it shall be understood as a person applying individually or indicated by name in the funding proposal or selected in accordance with the project documentation from among Jagiellonian University employees or persons who are not employees of JU (in accordance with the Public Procurement Law or the Law on Higher Education and Science). The principal investigator at JU is also appointed in the case of project implementation within a consortium, regardless of whether JU acts as a leader or partner in it;
- 9) **call** – it shall be understood as a project implemented under the programme announced by the funding institution, the aim of which is to provide financial support for projects selected on the terms set out in the regulations of this undertaking;
- 10) **consortium** – it shall be understood as a joint action of at least two consortium members (partners), including JU, for the purpose of implementing a specific project, where JU acts as a leader or partner, cooperating on the basis of a consortium agreement or other agreement specifying the rules of cooperation at the stage of implementation of a joint project;
- 11) **JU Bursar** – it shall be understood as the Bursar of Jagiellonian University or Deputy Bursar of Jagiellonian University authorised to represent the Bursar of Jagiellonian University within the scope specified in these Rules of Procedure;
- 12) **call assistant at the RSC** – it shall be understood as a person appointed by the Director of the RSC, responsible — within the scope of RSC's competence — for formal services for the call for funding proposals indicated by the RSC Director;

- 13) **project assistant at the RSC** – it shall be understood as a person appointed by the RSC Director who is responsible, within the scope of the RSC's competence, for assisting the principal investigator during the project implementation phase and for project sustainability management and income monitoring (if applicable);
- 14) **project assistant in the project settlement department** – it shall be understood as a person appointed by the head of the project settlement department, responsible at the stage of project implementation for conducting financial and accounting settlements of the project and monitoring income (if applicable), within the scope of the department's competence;
- 15) **programme** – it shall be understood as a domestic, international or Structural Fund initiative whose purpose is to provide financial support from external funds for the implementation of projects meeting the objectives and conditions of this initiative;
- 16) **project** – it shall be understood as a research, research and development, implementation, educational, investment, pro-innovation and information undertaking or other undertaking carried out at JU independently or as part of a consortium, undertaken to achieve the assumed result, having clearly defined objectives, quality requirements, time frame and budget as well as accounting rules, financed from external funds;
- 17) **project with an international component** – it shall be understood as a project whose staff consists in whole or in part of specialists from abroad (e.g. members of a research group, lecturers, business representatives), a project in which specialists from abroad participate or a project in which project staff carry out activities outside Poland (e.g. postdoctoral fellowships, study visits);
- 18) **project personnel** – it shall be understood as the person(s), including the principal investigator, responsible for project management or for carrying out substantive tasks;
- 19) **JU Representative for external funds** – it shall be understood as the Rector of Jagiellonian University, the Jagiellonian University Vice-Rector coordinating the acquisition, implementation and settlement of projects financed from external funds, or a person authorised by the Jagiellonian University Rector to represent Jagiellonian University to the extent specified in these Rules of Procedure;
- 20) **funding agreement** – it shall be understood as an agreement along with attachments and annexes concluded between JU or an entity representing JU on the basis of an agreement (in particular the consortium leader) and the funding institution, specifying the conditions for full funding, co-financing or co-financing and implementation of the project;
- 21) **proposal** – it shall be understood as a project funding proposal along with attachments submitted by JU or the consortium leader to the funding institution;
- 22) **JU Legal Team (ZRP UJ)** – it shall be understood as a legal advisor employed in the JU Legal Team or a person providing legal services to JU.

§ 3

1. Projects at JU are prepared and implemented in accordance with the principles set out in these Rules of Procedure and in other JU internal legal acts, in the project documentation and generally applicable law.
2. If the project documentation or generally applicable law provides for separate or additional rules of conduct in the scope of preparation, implementation or during the period of maintaining the sustainability of the project and monitoring of income in the project, which have not been regulated in the JU internal legal acts or have been regulated in a manner other than in these Rules of Procedure, these rules shall apply directly.

3. Projects should be prepared and implemented in accordance with the JU statutory and strategic objectives.
4. Compliance of project objectives with the Statutes of Jagiellonian University and Development Strategy of Jagiellonian University is verified by the head of the JU unit responsible for the preparation and implementation of the project or the JU Representative for external funds.

§ 4

General rules of conduct at the stage of drawing up and implementation of the project

1. The project author is responsible for the timely preparation of the proposal and for negotiating the terms of the project with the funding institution or with the consortium members(s) (if applicable).
2. The principal investigator is responsible for the management of the project and its proper implementation from an interdisciplinary and financial point of view, including during the period of sustainability and monitoring of the project's income (if applicable), in accordance with the content of the proposal, the provisions of the funding agreement, the provisions of the consortium agreement (if applicable), the project documentation and these Rules of Procedure.
The head of the JU unit implementing the project supervises the preparation and implementation of the project, including during the period of maintaining the sustainability of income monitoring in the project (if applicable). The head of the JU unit implementing the project is obliged to provide the principal investigator with conditions for the implementation of their activities in the project, including providing office/laboratory space and research equipment necessary for the implementation of the project, indicating a person for administrative and financial support of projects in JU unit, as well as providing space for storing documentation of completed projects.
4. In justified cases, and in particular in the event of a threat to the substantive or financial implementation of the project, the achievement of indicators and results or prolonged implementation of the project, the JU Representative for external funds may order internal monitoring of the project implementation.
5. If it is necessary to reimburse funds recognised by the funding institution as ineligible costs in projects financed from external sources implemented at JU, the rules of conduct set out in the communication of the JU Representative for external funds shall apply.
6. Jagiellonian University administrative units referred to in § 2.6, in particular: The Research Support Centre, organisational units of the JU Bursar's Collection, Public Procurement Department, Human Resources Centre, Education Support Centre, Department for Persons with Disabilities, Centre for Technology Transfer CITTRU, JU Legal Team, cooperate with the project author/principal investigator and project personnel in terms of their competences.
7. The RSC maintains the Central Register of Projects, hereinafter referred to as "CRP", in which project documents are registered: decisions, proposal, consortium agreements with annexes, funding agreements with annexes, agreements between Jagiellonian University and the principal investigator not employed with JU, reports or payment requests.
8. The tool supporting the project management process at JU is the electronic system JU Project Zone.

Rules applicable at the stage of drawing up the proposal.

1. Calls' announcements are delivered in the for of:
 - 1) a communication by the JU Representative for External Funding;
 - 2) information by the Research Support Centre published on the RSC's website.
2. The announcements referred to in section 1 shall specify the rules of a given call, in particular indicate the subject of the call, the level of funding and the procedure and deadlines for applying.
3. In the absence of the announcement referred to in section 1, or in matters not regulated therein at the stage of drawing up of the proposals, the following deadlines and rules of procedure shall apply:
 - 1) the project author, within 10 days preceding the closing date of the call, submits, via the JU Project Zone, the project entry form appropriate for the type of project and the VAT eligibility form;
 - 2) the call assistant at the RSC performs a formal evaluation of the forms submitted by the project author. The assumptions of the project may be consulted with the JU administration units within the scope of their competences;
 - 3) the call assistant at the RSC submits, along with the project entry form, the VAT eligibility form for assessment by the JU administration unit competent for taxation;
 - 4) if there are deficiencies in the project entry form or in the VAT eligibility form, the RSC or the administration unit competent for taxes, respectively, requests the project author provide explanations, remedy deficiencies or make corrections forthwith.
 - 5) the project entry form verified by the call assistant at the RSC along with the VAT eligibility form accepted by the JU administration unit competent for taxes is submitted in the JU Project Zone system for approval by the head of the JU unit, the director of the RSC and the JU Bursar. The form acceptance path can also include other people, who, due to the specificity of the project, should be taken into account in the decision-making process, including the JU Representative for external funds;
 - 6) if the Director of the RCS, the JU Bursar or other persons included in the decision-making process finds shortcomings in the project entry form or in the VAT eligibility form, the documents are returned to the head of the JU unit, the call assistant at the RSC or to the project author in order to provide explanations, fill in the gaps or make corrections;
 - 7) information on approval or rejection of the project entry form is forwarded to the project author through the JU Project Zone system;
 - 8) the project author, within 8 days before the closing date of the call, submits to the RSC, in electronic or paper version, draft versions of the proposal in order to verify its compliance with the call's rules and in terms of formality. The proposal may be consulted with the JU administration units within the scope of their competence. In such cases, the RSC immediately submits the request for consultation to the competent JU administrative units. In the case of indicators declared at the stage of proposal submission, including patent applications, patents, implementations and commercialisation, as well as indicators regarding the legal protection of project results and/or the use of the results of research activity by entities external to JU, the RSC forwards the proposal for consultation to the CTT CITTRU;

- 9) if the RSC or other JU administration units find deficiencies or shortcomings in the project documents submitted by the project author, the project author is obliged to correct them immediately so that they comply with the rules of the call, internal legal acts of JU and generally applicable law;
 - 10) in the case of submitting the proposal in paper version or in the form of an electronic document, the project author approves the final version of the proposal with a handwritten signature or a qualified electronic signature, then forwards the proposal for approval to the head of the JU unit. Within 4 days before the closing date of the call, the project author submits the proposal to the RSC for in order for it to be signed by the JU Bursar and the JU Representative for external funds. In the case of hand-signed proposals, the proposal shall be submitted in the number of copies required for a given call for proposals and in one copy for JU;
 - 11) in the case of submitting the proposal only on-line through the indicated by the funding institution system, the project author is obliged to apply accordingly the rules of conduct indicated in section 3 points 1 to 9 and include in the electronic submission system the call assistant at the RSC (if technically possible). The form and date of submitting the signed final version of the proposal is agreed by the project author with the call assistants at the RSC.
4. In the case of calls providing for a multi-stage call for proposals, the provisions of section 3 points 8 to 11 shall be applied accordingly at each subsequent stage of the call.
 5. In the case of proposals whose preparation requires expenditure (for, inter alia, preparation of a feasibility study or technical documentation), an appropriate for the type of project form should be submitted in advance, i.e. before the first commitment is made.
 6. If the project author plans to implement the project outside the organisational unit in which they are employed, they are obliged to obtain consent for drawing up the project funding proposal, confirmed by the head of this unit on the appropriate entry form or registration form for the type of a project. The head of the unit in which the project author is employed may not agree to a project funding proposal be drawn up.
 7. If the project author plans to engage persons (employees/students/doctoral students) from other units of JU or Jagiellonian University — Medical College, hereinafter referred to as the "JU MC", to each time obtain the consent of the head of the relevant unit of JU or JU MC, about which they inform on the appropriate entry form or registration form for the type of a project.
 8. In the case of calls for proposals under which a consortium agreement or other agreement regulating the mutual obligations of the parties is required at the proposal submission stage, the project author cooperates with the RSC and the JU Legal Team in the preparation of the agreement. The project author at least 14 days before the deadline for submitting the proposal requests to the RSC to provide a template agreement. If the RSC does not have a template agreement, the project author provides the RSC with guidelines for drawing up the relevant contract — if JU acts as the project leader, and if JU acts as a partner in the project — the project author provides the RSC with the proposed agreement/agreement provided by the project leader. The final version of the agreement is subject to verification by the JU Legal Team and requires the signature of the project author, the head of the JU unit, and then – through the RSC – the JU Bursar and the JU Representative for external funds.
- In the case of calls under which JU may submit a limited number of proposals or in other important cases, the JU Representative for external funds decides on the procedure and method of drawing up the proposal after

prior consultation with JU MC (if applicable) and announces it in the communication referred to in section 1 point 1.

10. Where the proposal and the project entry form are submitted to the RSC after the date indicated in the announcement referred to in section 1 or after the date indicated in section 3 and it is not possible for the RSC to verify the project documents, the submission of the proposal shall not be possible.
11. Submission of the proposal without following the procedures set out in these Rules of procedure may result in the failure to sign the funding agreement or consortium agreement (if applicable) by the JU Bursar/JU Representative for external funds.
12. The RSC informs the project author about the results of the evaluation of the proposal made by the funding institution. If the project author or the JU unit is the first to receive the above information, they shall immediately forward it to the RSC.
13. If the funding institution calls for formal additions to the proposal, the RSC cooperates with the project author in order to complete them and resubmit the proposal within the time limit indicated by the funding institution.

§ 6

Rules applicable at the stage of negotiating the conditions of project implementation

1. If the project provides for a stage of negotiation of the conditions of its implementation or requires the signing of a consortium agreement or other agreement regulating the mutual obligations of the cooperating parties, and the project author has received an invitation to negotiations from the funding institution or consortium leader, the following rules of conduct shall apply:
 - 1) The project author conducts negotiations with the funding institution or with a consortium member / consortium members on the basis of the power of attorney to negotiate prepared by the RSC. The power of attorney may be signed by hand or with the use of a qualified electronic signature. The power of attorney is signed by the JU Representative for external funds, and then by the project author. In the case of proceeding a document in an electronic version using a qualified electronic signature, the project author, after signing the document, transfers the file to the funding institution or the consortium member and to the RSC. However, in the case of proceeding a paper document, the RSC prepares the power of attorney in triplicate. The project author retains one signed copy of the power of attorney, while the second copy is forwarded to the funding institution or consortium and the third copy to the RSC;
 - 2) representative of the RSC, at the request of the project author, the head of the JU unit, the JU Representative for External Funds or the JU Bursar may participate in negotiations;
 - 3) negotiations regarding intellectual property rights and conditions for commercialisation of project results are conducted by the Centre for Technology Transfer CITTRU, in accordance with the "Regulation on intellectual property and commercialisation at Jagiellonian University".
2. If the project is submitted within the framework of a consortium and if, after negotiations, there is a need to draw up or amend the content of the consortium agreement or other agreement regulating the mutual obligations of the cooperating parties, the project author provides the RSC with guidelines for drawing up the relevant agreement. The final version of the agreement is subject to verification by the JU Legal Team and requires the signature of the project author, the head of the JU unit, and then, through the RSC, the JU Bursar and the JU Representative for external funds.
3. If it is necessary to conclude an annex to the agreement referred to in section 2, the project author, in cooperation with the RSC, shall prepare an annex to the agreement or submit to the RSC

draft annex received from the consortium leader. The final version of the annex is subject to verification by the JU Legal Team and requires the signature of the project author, the head of the JU unit, and then, through the RSC, the JU Bursar and the JU Representative for external funds.

4. After the negotiations are completed, the project author updates the data contained in the proposal and in the attachments, then approves the final version of the proposal with a handwritten signature or a qualified electronic signature and forwards the proposal for approval to the head of the JU unit. The project author submits the updated version of the documents to the RSC, which then forwards the proposal for signature to the JU Bursar and the JU Representative for external funds.
5. The project author agrees with the call assistant at the RSC on the method of forwarding the updated proposal and attachments to the funding institution or to the consortium leader (if applicable).

§ 7

Rules applicable at the stage of signing the project funding agreement

1. The project author, in cooperation with the RSC, prepares the funding agreement with the required attachments. Financial and accounting entries are consulted with the relevant department settling the project. In accordance with the rules adopted by the funding institution, the funding agreement may be signed manually or with the use of a qualified electronic signature. The agreement or template agreement in force in a given call is verified by the JU Legal Team. If the JU Legal Team accepts the template agreement, the RSC Legal Assistance Service or the project assistant at the RSC confirms the compliance of the agreement in force in a given call with the template verified by the JU Legal Team. The funding agreement is signed by the project author, the head of the JU unit, the JU Bursar and the JU Representative for external funds. In the case of proceeding the funding agreement in paper version or in the form of an electronic document, the project author approves the final version of the funding agreement with a handwritten signature or a qualified electronic signature, and then submits the agreement for approval to the head of the JU unit. The project author submits the signed funding agreement to the RSC for signature to the JU Bursar and the JU Representative for external funds. In the case of proceeding funding agreements signed by hand, the agreement is submitted in the number of copies requested by the funding institution.
2. The project author agrees with the RSC on the method of transferring the funding agreement to the funding institution or to the consortium leader (if applicable).
3. The RSC informs the principal investigator about the receipt of the funding agreement signed by the funding institution. If the principal investigator or the JU unit receives the original agreement, they shall forward it immediately to the RSC.
4. The RSC registers the project in the SAP system and in CRP. The project number in the SAP system and the project mark in the CRP are provided electronically to the principal investigator for use in all correspondence related to the project. If the rules of the call require prior (before signing the funding agreement) registration of the project in the SAP and CRP systems, the RSC registers and notifies the principal investigator and the relevant project settlement department by e-mail.

Rules applicable at the stage of project implementation

1. The principal investigator or a person designated by them from the project personnel or from the JU unit responsible for project management in the field of administration and financial cooperation with:
 - 1) the RSC and the Human Resources Centre to establish the rules for hiring and remunerating people participating in the project, which will be indicated in the protocol of the selection of project personnel or in another required document. the RSC cooperates with the Human Resources Centre in the field of remuneration eligibility, including the selection of the appropriate form of involvement in the project and in the calculation of remuneration and the processing of documents related to employment. The original of the project personnel selection protocol or other required document is forwarded to the RSC;
 - 2) the Public Procurement Department in order to determine the rules and procedure for purchasing goods and services in the project included in the form of a public procurement memorandum of understanding, drawn up on the basis of the project decision / project funding agreement / other information on the award of funding for the project and material and financial schedule / project budget, provided by the principal investigator. The original of the protocol, drawn up in paper or electronic form, bearing a qualified electronic signature, is forwarded to the RSC. The memorandum of understanding requires the preparation of an annex for each significant change in the project, i.e. a change in the material and financial schedule / project budget, which may affect the established modes of selecting the contractor for the purchase of goods and services;
 - 3) the RSC in the scope of current implementation of the project, in particular to determine the conditions and procedure for making changes to the project;
 - 4) the department settling the project in all financial and accounting matters related to the implementation of the project.

The arrangements of the principal investigator or the person indicated by them with the above-mentioned units should be communicated to the project assistant at RSC.
2. Project documents submitted to the funding institution and relating to the current implementation of the project, in particular changes in the budget or material schedule, are verified by the RSC for compliance with the funding agreement and project documentation. In cases requiring it, the RSC cooperates with JU administration units within the scope of their competences at the stage of verification of project documents. The principal investigator agrees with the RSC on how to proceed with the case. Depending on the procedure of the case, the RSC submits documents for approval by persons included in the decision-making process, including the JU Bursar or the JU Representative for external funds.
3. If it is necessary to change the conditions of the project implementation requiring the conclusion of an annex to the funding agreement, the principal investigator, in cooperation with the RSC, prepares an annex to the agreement or submits to the RSC the draft annex to the agreement received from the funding institution. The final version of the annex to the agreement is subject to verification by the JU Legal Team or by the RSC Legal Assistance Service – in the case of a formal or technical change or by a project assistant at the RSC – in the case of templates provided by funding institutions. The annex to the agreement requires the signature of the principal investigator, the head of the JU unit, the JU Bursar and the JU Representative for external funds. In the case of proceeding an annex to the agreement in a paper version or in the form of an electronic document, the principal investigator approves the final version of the annex to the agreement with a handwritten signature

or a qualified electronic signature, and then forwards the agreement for approval to the head of the JU unit. The principal investigator submits the signed annex to the RSC for signature of the JU Bursar and the JU Representative for external funds. In the case of proceeding annexes to funding agreements signed by hand, the annex is submitted in the number of copies required by the funding institution.

4. The principal investigator agrees with the RSC on the method of transferring the annex to the funding agreement to the funding institution or to the consortium leader (if applicable).
5. The RSC informs the principal investigator about the receipt of the annex to the funding agreement signed by the funding institution. If the principal investigator or the JU unit receives the original annex, they shall forward it immediately to the RSC.
6. Periodic, annual and final reports or requests for payment submitted to the funding institution are prepared on the terms and within the deadlines specified in the communication by the JU Representative for external funds.
7. In the absence of the communication referred to in section 6, the principal investigator shall determine:
 - 1) with the project settlement department — the date and form of providing the data necessary for the preparation of the report or payment request;
 - 2) with the project settlement department and the RSC the deadline for submitting a draft version of the report or payment request.
8. In the absence of the communication referred to in section 6, the project settlement department verifies the draft version of the reports or requests for payment in financial terms for compliance with the entry in the accounts and the RSC in formal terms and for compliance with the funding agreement and project documentation.
9. If the project settlement department or the RSC finds deficiencies or shortcomings in the project documents, the principal investigator is obliged to correct them immediately so that they are in accordance with the project budget, funding agreement and project documentation. The project settlement department and the RSC inform the principal investigator about the completion of the verification of the report or payment request.
10. The final version of the report or payment request, signed by the principal investigator and accepted by the head of the JU unit, is forwarded by the principal investigator to the RSC. The report or request for payment may be signed by hand or with a qualified electronic signature. Depending on the procedure of proceeding the case, the RSC or the project settlement department submits a report or a request for payment for approval by the JU Investor or the JU Bursar and the JU Representative for external funds. If the report or payment request is submitted in paper form, it is prepared in the number of copies required by the funding institution and in one copy for JU.
11. The principal investigator agrees with the RSC on the method of transferring project documents to the funding institution or to the consortium leader (if applicable).
12. In the case of project documents submitted only on-line, in particular reports or requests for payment, the principal investigator is obliged to include in the electronic submission system of documents the designated employees from the project settlement department and from the RSC as contact persons. However, if the funding institution indicates separate rules of conduct, the JU Representative for external funds will provide them in the form of a communication.
13. Costs constituting own contribution to the project required by the funding institution and crediting expenses are covered from the funds of the JU unit in which the project is implemented, in accordance with the declaration contained in the project entry form, while costs not eligible or not included in the project (so-called own contribution) are covered from the funds of the JU unit in which the project is implemented, at the request

of the principal investigator supported by the head of the JU unit addressed to the JU Representative for external funds and the JU Bursar.

14. In the case of projects indicated by the JU Representative for external funds as particularly important from the point of view of the Jagiellonian University's strategy, the costs referred to in section 13 may be co-financed from the JU budget with the consent of the JU Representative for external funds and the JU Bursar, at the request of the principal investigator supported by the head of the JU unit.
15. In the case of projects implemented jointly by JU and JU MC, when the JU unit is responsible for the implementation of the project, separate rules for the joint implementation of the project may be defined in the form of an agreement. At the stage of preparation of the agreement, the following rules of conduct apply:
 - 1) the principal investigator together with the JU MC team leader, in cooperation with the RSC and the MC Research Department, based on the provisions of the funding agreement, prepares the agreement;
 - 2) the agreement is verified by the JU Legal Team and the MC Legal Team;
 - 3) the agreement is signed by: the principal investigator and the head of the JU unit, the head of the JU MC team and the head of the JU MC unit, and through the RSC by the JU Bursar and the JU Representative for external funds, and through the MC Research Department by the Deputy Bursar of Jagiellonian University for Medical College and the Vice-Rector for Medical College or the proxy of the Jagiellonian University Rector competent for external funds of the JU MC.

§ 9

Rules of conduct at the stage of engaging project personnel

1. The selection of the principal investigator is made by the head of the JU unit by accepting the principal investigator selection form, subject to section 2. The original document is forwarded by the principal investigator to the RSC in order to submit the document for approval by the JU Representative for external funds.
2. The rules for appointing the principal investigator set out in section 1 do not apply to projects in which an individual proposal is made and projects in which the principal investigator has been individually indicated in the proposal.
3. The selection of the remaining project personnel is made by the principal investigator by accepting the protocol form of the selection of project personnel. The protocol is signed by the principal investigator and the head of the JU unit and the JU Representative for external funds.
4. In the case of projects containing a list of names of persons participating in the project, the principal investigator selects personnel on the basis of this list.
5. The involvement of project personnel is based on qualification criteria and experience on the principles set out in the project documentation and in these Rules of Procedure, taking into account generally applicable regulations and internal regulations of JU.
6. In particular, the following forms of project personnel engagement shall be applied in projects:
 - 1) contract of employment;
 - 2) annex on the temporary modification of the employment conditions;
 - 3) Annex on the tasks carried out in the project for remuneration in the form of a one-off allowance;
 - 4) Annex on the tasks carried out in the project for remuneration in the form of a periodic allowance;
 - 5) civil law contract;
 - 6) scholarship agreement.

Requests to the JU Rector regarding the use of an appropriate form of engagement for the implementation of the project are submitted by the principal investigator on the general principles in force at JU. The requests for engagement in the project within the framework of the employment relationship should be accompanied by a detailed scope of responsibilities. The template of the detailed scope of duties is specified in the communication by the JU Representative for external funds, referred to in § 1.4. When employing project personnel on the basis of an employment contract, the model scope of duties is specified in the Work Regulations of Jagiellonian University, taking into account the activities resulting from the implementation of the project.

7. Project personnel engaged on the basis of an employment contract and an annex on temporary modification of the employment conditions are obliged to consult with the RSC any intention to undertake additional tasks in this or another project, including the intention to conduct classes.
8. The temporary modification in the conditions of employment should be understood as temporary modification in the basic scope of the employee's duties by introducing tasks related to the implementation of the project. The temporary modification in the conditions of employment takes place in the form of an annex on temporary modification of the conditions of employment and may concern both full-time and part-time work. In the case of an academic teacher employed in a group of research and teaching or teaching staff with whom an annex on temporary modification in the conditions of employment has been concluded, the teaching load is proportionally reduced. In the event of temporary modification in the conditions of employment of a part-time employee, the part of the remuneration paid under the project is determined on the principles set out in § 10 of the Regulations. After the temporary modification to the conditions of employment has expired, JU guarantees the employee to maintain the basic remuneration at a level not lower than that which was in force before the employee's engagement in the project, while taking into account the increase in wages resulting from statutory regulations that took place during the period of the temporary modification in the employment conditions.
9. Financing of the temporary modification in the conditions of employment as a form of engagement of project staff may constitute the JU unit's own contribution to the implementation of the project, if it is consistent with the project documentation. The provisions of section 8 shall apply to the temporary modification in the conditions of employment financed as part of own contribution, with the proviso that in the case of an academic teacher employed in a group of research and teaching or teaching staff, with whom an annex on temporary modification in the conditions of employment has been concluded, the teaching hours may be proportionally reduced at their request to the JU Rector, approved by the head of the JU unit, and the amount of the basic remuneration for activities carried out in the project may be changed on the principles set out in § 10 of the Regulations.
10. The rules set out in the Regulations for remunerating employees of Jagiellonian University shall apply to the engagement of project personnel on the basis of the forms referred to in sections 6 points 3 and 4, taking into account the provisions of these Regulations.
11. Civil law contracts of persons involved in the implementation of projects are concluded in accordance with the rules applicable at JU, including the ordinance on concluding civil law contracts at Jagiellonian University, while meeting the eligibility conditions for this form of engagement specified in the project documentation. Civil law contracts concluded with project personnel are settled on the basis of a bill / invoice and the certificate of final acceptance of the work / task, and in the case of a contract of mandate also a project implementation time sheet (if required by the project documentation). If the remuneration for project personnel, including the principal investigator, on the scale of the entire project is equal to or exceeds the threshold specified in the Public Procurement Law, the selection

of the personnel and principal investigator takes place in the manner indicated in the public procurement memorandum of understanding.

12. Scholarship agreements in projects are concluded on the terms specified by the funding institution of the project in the project documentation.
13. The time allocated for the implementation of the project is recorded on the terms and in the form specified by the project documentation (e.g. attendance list, project implementation time sheet, declaration). The obligation to keep records applies to both academic teachers and employees who are not academic teachers. The records are mandatory when required by project documentation. If the project documentation requires recording of time allocated for the implementation of the project, but does not impose a specific model of records, a project implementation time sheet is used. If detailed rules concerning the obligation to record the time allocated for the implementation of the project result from the project documentation, the JU Representative for external funds may establish these rules by way of a separate communication.

§ 10

Rules of conduct at the stage of remunerating project personnel

1. The remuneration of the project personnel is determined in accordance with the principles set out in the project documentation, generally applicable regulations and internal regulations of Jagiellonian University, including the Regulations for remunerating employees of Jagiellonian University, taking into account the principles set out in these Rules of procedure in force at the time of engagement of persons in the project. In the event of a change in the provisions referred to in the preceding sentence, each time the engagement of project personnel takes place on the basis of current regulations.
2. The principal investigator together with the head of the JU unit shall be responsible for determining the appropriate form of engagement and the amount of remuneration of project personnel in accordance with the principles referred to in section 1.
3. The amount of the basic remuneration of an employee is determined on the basis of the average university remuneration specified in the announcement by the JU Rector, unless in the announcement by the Representative for external funds for applying in a given call is indicated differently. The amount of the basic remuneration of an employee engaged in the implementation of the project at a given position may be determined differently in relation to the value indicated in the above-mentioned communication, in particular due to the type and specificity of the tasks performed, qualifications held by the employee, as well as guidelines contained in the project documentation, or the presence of an international component in the project. In the case of an increase in remuneration, its amount may be increased by a maximum of 200%, with the consent of the JU Representative for external funds, in justified cases.
4. Conducting classes co-financed from the funds referred to in § 1 point 1 may not be carried out as part of the teaching hours.
5. The remuneration of an academic teacher at JU for didactic tasks carried out in the project, including conducting classes of a didactic nature or preparing teaching materials, as well as for didactic tasks conducted in a foreign language and on further training courses, is determined on the basis of the rates specified in the Regulations for the remuneration of employees of Jagiellonian University.
6. The remuneration of employees who are not academic teachers of JU for teaching tasks carried out in the project, including conducting teaching classes or preparing teaching materials, refresher courses and trainings/workshops is determined on the basis of

rates per hour of classes specified in the JU Rector's Ordinance on the principles of remuneration of persons conducting classes on the basis of civil law contracts.

7. The amount of remuneration of persons involved in the project who are not employed at JU on the basis of an employment relationship, for teaching tasks involving conducting classes of a teaching nature or preparing teaching materials and further training courses, is determined on the basis of rates per hour of classes specified in the JU Rector's Ordinance on the principles of remuneration of persons conducting classes on the basis of civil law contracts.
8. If it is not possible to engage project personnel on the basis of the rates specified in sections 5 to 7, the decision on the amount of remuneration shall be made by the JU Representative for external funds on the basis of the market insight provided. Market research should be carried out on the basis of at least three vacancies for jobs with similar responsibilities and the necessary qualifications to initiate it.
9. If the position of a specialist not included in the communications referred to in section 3 appears in the draft, the decision on the amount of remuneration shall be made by the JU Representative for external funds on the basis of the market insight provided. Market research should be carried out on the basis of at least three offers for jobs similar to those not included in the communication, taking into account the scope of duties entrusted and the necessary qualifications.
10. In a special case, only in a project of exceptional importance for JU, the JU Representative for external funds may decide to increase the remuneration of persons involved in the project beyond the limit indicated in section 3.

§ 11

Responsibilities of the principal investigator

1. the principal investigator is responsible in particular for:
 - 1) the correct and timely implementation of substantive tasks, including the achievement of project objectives and results and the maintenance of result indicators and monitoring of income over the lifetime of the project (if applicable);
 - 2) spending funds in accordance with the project documentation, generally applicable law and external legal acts of Jagiellonian University, as well as in accordance with the budget and project schedule;
 - 3) appointment and management of project personnel and designation, in consultation with the head of the JU unit, of a person responsible for the administrative and financial service of the project in the JU unit;
 - 4) monitoring the material and financial progress of the project and supervising the implementation of the project in accordance with the financing agreement and the request for funding, in particular with the schedule and budget of the project;
 - 5) preparing and submitting in a timely manner periodic, annual and final reports or payment requests, in accordance with the funding agreement and the consortium agreement (if applicable);
 - 6) collecting and sharing research data in accordance with the principles set out in the project documentation (if applicable);
 - 7) compliance with the provisions of generally applicable law, including the provisions on public procurement (with particular emphasis on the Public Procurement Law and implementing acts issued on its basis) and the protection of personal data, as well as internal acts legal regulations of JU, including those concerning the management of intellectual property and the principles of commercialisation at Jagiellonian University;
 - 8) concluding agreements regulating the rights to these goods with all members of the project team who participate in works that may lead to the creation of intellectual property goods, prior to their commencement of the project, in accordance with the provisions of the funding agreement, consortium agreement (if applicable) and internal legal acts of JU concerning the management of intellectual property and the principles

- of commercialisation at JU;
- 9) preparing, in cooperation with the relevant administrative units and the JU Legal Team, project documents for the purposes of controls and audits, providing explanations during their execution and implementation of post-audit recommendations;
 - 10) informing forthwith the RSC and the relevant project settlement department about events that may affect the proper implementation of the project;
 - 11) implementation of other obligations contained in the project documentation, such as (if applicable):
 - a) conducting research activities within the project for the indicated period in the unit implementing the project,
 - b) publication in an international publishing house(s), in the jargon of research discourse, of the results of research carried out as part of the project,
 - c) maintaining the confidentiality of the project results, and in the case of the intention to use the project results for teaching purposes or for scientific publications, obtaining prior approval of authorised entities (e.g. on the basis of a license obtained from the authorised person);
 - 12) ensuring that the results and products (including, for example, programmes, websites, mobile applications, places of classes, materials) developed during the implementation of the project meet the accessibility requirements for people with special needs specified in the internal legal acts of JU and the provisions of generally applicable law, in particular in the Act of 19 July 2019 on ensuring accessibility for people with special needs.

§ 12

Processing of personal data under the project

1. The processing of personal data under the project must be carried out in accordance with the principles set out in the JU internal legal acts, project documentation and generally applicable law.
2. The principal investigator should have an authorisation to process personal data prepared according to the model in force at JU in the scope of personal data processed as part of the project. The authorisation to process personal data, the administrator of which is JU, is granted by the specialist for data protection or the deputy competent for the unit, if they have been appointed and recorded in the JU unit in which the project is implemented. The authorisation granted to a full-time employee at Jagiellonian University should be forwarded to the Human Resources Centre. In the case of persons employed in the project under civil law contracts, the authorisations remain in the JU unit, constituting an attachment to the project documentation.
3. The principal investigator is responsible for:
 - 1) ensuring that the data protection officer or their deputy competent for the JU unit acting as the host entity grants to all project personnel members and other project participants processing personal data

whose administrator is JU, authorisations to process personal data on the model in force at the JU;

- 2) granting authorisations to process personal data on the template resulting from the project documentation to persons included in the project personnel and other project participants (if the provisions of the project documentation so provide), as well as fulfilling the information obligation towards the above-mentioned persons in the field of personal data protection and processing and storage of collected information in accordance with the applicable project documentation;
- 3) allowing only persons involved in the implementation of the project who have been authorised to process personal data in accordance with the model authorisation to process data in force at JU and the design model to operate and participate in the project.

§ 13

Powers of attorney

1. The principal investigator employed with JU acts on the basis of a power of attorney. The power of attorney may be signed by hand or with the use of a qualified electronic signature. Depending on the mode of signing the power of attorney, the RSC prepares a document in the agreed form and number of copies (for the handwritten version in two copies). The power of attorney is signed by the JU Representative for external funds, and then by the principal investigator and the head of the JU unit. In the case of a handwritten document, the principal investigator keeps one copy of the power of attorney and submits the other to the RSC. For a document signed electronically, the principal investigator sends the signed document to the RSC.
2. The principal investigator not employed with JU acts on the basis of an agreement concluded with Jagiellonian University. The agreement may be signed by hand or with the use of a qualified electronic signature. Depending on the mode of signing the power of attorney, the RSC prepares a document in the agreed form and number of copies (for the handwritten version in two copies). The agreement is signed by the principal investigator and the head of the JU unit, and then through the RSC by the JU Bursar and the JU Representative for external funds. In the case of a handwritten document, the principal investigator keeps one copy of the agreement and submits the other to the RSC. For a document signed electronically, the principal investigator sends the signed document to the RSC. On the basis of the concluded agreement, the RSC prepares a power of attorney for the principal investigator on the principles set out in section 1.
3. The power of attorney for the principal investigator employed with JU authorises to grant a further power of attorney to another person employed with JU. If the principal investigator is unable to temporarily perform duties related to the implementation of the project (e.g. holiday leave, illness, business trip), the principal investigator grants another person the further power of attorney to replace them to the indicated extent and within a specified period. The power of attorney may be signed by hand or with the use of a qualified electronic signature. Depending on the mode of signing the power of attorney, the RSC prepares a document in the agreed form and number of copies (for the handwritten version in three copies). The power of attorney is signed by the principal investigator, the person accepting the power of attorney and the head of the JU unit. In the case of a handwritten document, the principal investigator and the person replacing them shall each keep one copy of the power of attorney and forward the third to the

RSC. For a document signed electronically, the principal investigator sends the signed document to the person replacing them and to the RSC.

4. The further power of attorney may not be granted by the principal investigator not employed with JU. If the principal investigator is unable to temporarily perform the duties related to the implementation of the project, the RSC on the principles set out in section 5, prepares a power of attorney for another person employed with JU, indicated by the head of the JU unit.
5. In important random cases, in which the principal investigator cannot personally grant the further power of attorney, as well as in the event of termination of the employment contract with the principal investigator or revocation of the power of attorney, the head of the JU unit is responsible for the implementation of the project. The head of the JU unit may select a new principal investigator, provided that this is consistent with the project documentation.
6. Power of attorney for the principal investigator and further powers of attorney are registered in the Department of Organisation through the RSC.

§ 14

Project audits and monitoring visits by the funding institutions

1. The organisational and administrative support for external project audits, monitoring visits carried out by the funding institutions or other authorised entities shall be the responsibility of the principal investigator or a member of the project personnel designated by them.
2. If the principal investigator or other member of the project personnel is the first to receive information about planned control activities or a monitoring visit, it is immediately forwarded to the competent administrative units of Jagiellonian University, including the RSC.
3. If the JU administrative unit, including the RSC, is the first to receive information about planned control activities or a monitoring visit, it shall immediately forward it to the principal investigator or a person designated by them from the project personnel and to other persons competent for the competence of the JU administration units.
4. In the case of a project implemented by a consortium in which JU acts as the consortium leader, the principal investigator or a member of the project personnel designated by them informs the project partners about the planned control activities or the monitoring visit.
5. The principal investigator or a person from the project personnel designated by them agrees with the RSC and other JU administration units on the scope of cooperation, deadlines and division of tasks related to the scope of the audit or the monitoring visit.
6. The speech, post-audit information or report on the monitoring visit is verified by the principal investigator or a person/persons from the project personnel indicated by them, as well as by the JU administration units, including the RSC, to the extent in which they were involved. The Jagiellonian University's stance is signed by the principal investigator, the head of the JU unit or other persons included in the decision-making process of a given project, including the JU Representative for external funds (if applicable).
7. If inconsistencies are found with the information contained in the post-audit statement or the report on the monitoring visit, the principal investigator or a person designated by them cooperates with the RSC, other JU administrative units participating in the audit or monitoring visit and the JU Legal Team on the preparation of the JU's stance. In the case of a project in which JU acts as the consortium leader, the remarks of the project partners are collected by the principal investigator or another designated person. The JU's stance shall be signed in accordance with the principles set out in section 6. However,

if part or all of the costs are considered ineligible, the JU's stance is signed by the principal investigator, the head of the JU unit, other persons included in the decision-making process of a given project, the JU Bursar and the JU Representative for external funds.

8. In the case of the project in which JU acts as the consortium partner, the final stance of JU, referred to in section 7, is forwarded to the consortium leader.
9. The final version of the post-audit information or the report on the monitoring visit is signed (if signing the document is required) by the principal investigator, the head of the JU unit, other persons included in the decision-making process of a given project, the JU Bursar and the JU Representative for external funds (if applicable).
10. The principal investigator or a person from the project team indicated by them agrees with the RSC on the manner of proceeding and forwarding the document to the controlling institution or conducting the monitoring visit or to the consortium leader (if applicable).
11. The principal investigator, the head of the JU unit in which the project is implemented or the head of the JU administration unit to which the recommendations from the funding institution relate are responsible for implementing the recommendations included in the post-audit information or the report on the monitoring visit.
12. In the case of the project in which JU acts as the consortium leader, the recommendations from the funding institution included in the post-audit information or monitoring visit report concerning the consortium partner(s) shall be immediately forwarded to the consortium partner(s) by the principal investigator or other person from the project personnel designated the them.
13. A copy of the post-audit information or report on the monitoring visit shall be kept in accordance with the rules set out in § 17.2

§ 15

External audit of the project

1. External audit of the project is carried out in accordance with the rules and within the deadline indicated in the project documentation.
2. The principal investigator or a person from the project personnel indicated by them is responsible for conducting and providing organisational and administrative support for the external audit of the project, including at the request of the project leader (if applicable).
3. The principal investigator or a member of the project personnel designated by them selects the entity conducting the external audit of the project in accordance with the internal legal acts in force at Jagiellonian University.
4. The principal investigator or a person from the project personnel indicated by them provides information about the planned scope and date of the external audit to the JU administrative units competent for their competences, including the RSC.
5. The rules set out in § 14.5-10 shall apply to the further procedure.
6. A copy of the external audit report shall be kept in accordance with the principles set out in § 17.2.

§ 16

Sustainability management and project income monitoring

1. The rules set out in this Chapter apply only to projects for which, according to the project documentation, there is an obligation to maintain sustainability and monitor the project's income.

2. The principal investigator is responsible for monitoring the income and for maintaining the sustainability of the project in terms of project result indicators, while for fixed assets and intangible assets purchased or produced in the project — the materially responsible person indicated in the document OT, MT, PT.
3. If the principal investigator terminates employment at JU or changes the place or use of the project results, the obligation to maintain sustainability in terms of project objectives and results and to monitor the income in the project passes to the head of the JU unit, who may appoint another responsible person. The head of the JU unit informs the RSC of its decision in writing.
4. The RSC informs the principal investigator or the person referred to in section 2 and 3 and the head of the JU unit about the obligation and deadline to prepare a report on the sustainability of the project or monitoring the income in the project.
5. The RSC formally verifies the sustainability report and determines how to approve and submit the report to the funding institution. The report on the monitoring of income in the project is submitted for approval to the JU Bursar, who, in consultation with the RSC, determines the manner of submitting the report to the funding institution. In the case of a handwritten document, the original report is forwarded to the funding institution, and copies are kept with the person responsible for maintaining the sustainability of the project in the JU unit and at the RSC. In the case of a document signed with a qualified electronic signature, the document is forwarded to the funding institution and stored with the person responsible for maintaining the sustainability of the project in the JU unit and in the RSC. The RSC forwards the document (signed with a qualified electronic signature or a copy of the document signed by hand) to the appropriate project settlement department.

§ 17

Storage and archiving of project documents

1. Project documents are stored and archived in accordance with the principles set out in the provisions of generally applicable law, in the project documentation and in the JU internal legal acts.
2. The JU administrative units are responsible for the proper preparation and storage of project documents in the scope of conducted cases, in particular:
 - 1) The RSC stores the originals of documents created at the stage of announcement of the call, drawing up and implementing projects, in particular: announcements by the JU Representative for external funds, information from the Research Support Centre, funding proposals that have not received funding, speeches and post-audit information, and originals of other project documents created for the internal needs of JU. Documents generated via the JU Project Zone system are archived in the system;
 - 2) The relevant project settlement department stores and archives the originals, i.e. Project funding proposals that have received funding, project funding decisions, funding agreements with attachments and annexes, protocols on the selection of project personnel, protocols on the settlement of call, public procurement memorandum of understandings, requests for payment, consortium agreements with annexes, annual, periodic and final reports, financial and accounting documentation of the project, external audit reports;
 - 3) The Public Procurement Department keeps the originals of documentation of proceedings conducted under the Public Procurement Law and proceedings involving the subject of the order in the field of science;

- 4) The Human Resources Centre stores and archives the originals of documentation related to employment and payment of remuneration, including agreements between JU and the principal investigator not employed with JU, scholarship agreements, interpretations of the Social Insurance Institution and the Tax Office in the field of personal income tax;
 - 5) The Department of Organisation stores and archives project powers of attorney;
 - 6) The Centre for Technology Transfer CITTRU stores and archives the originals of documents concerning the legal protection of the results of research activity, including in particular Results Submission Forms, patent applications and patents and related agreements, as well as original documents concerning the commercialisation process, including in particular agreements regarding the sharing of rights or the sale of results of research activity;
 - 7) The Repository of Jagiellonian University, in consultation with the principal investigator, stores, archives and manages research data at the implementation stage and after the end of the project.
3. The principal investigator or a person designated by the principal investigator shall be responsible for the proper archiving of project documentation not mentioned in section 2, including the results of the project, in particular: substantive and/or technical documentation of the project, such as research data, research results, materials concerning classes and courses, call announcements, minutes of meetings of committees appointed during the implementation of the project, protocols of transfer of works and results of works created as part of the project, documentation regarding the award of subliminal contracts or contracts excluded from the application of the Public Procurement Law, along with estimation of the value of the contract and correspondence related to the preparation and implementation of the project.

§ 18

Final provisions

The JU Representative for external funds, in consultation with the Director of the RSC and the JU Bursar, defines in the form of instructions the rules of conduct and cooperation between the RSC and the JU administration units in the drawing up and implementing projects funded from external sources. The CWN Director shall post the instruction on the RSC website.