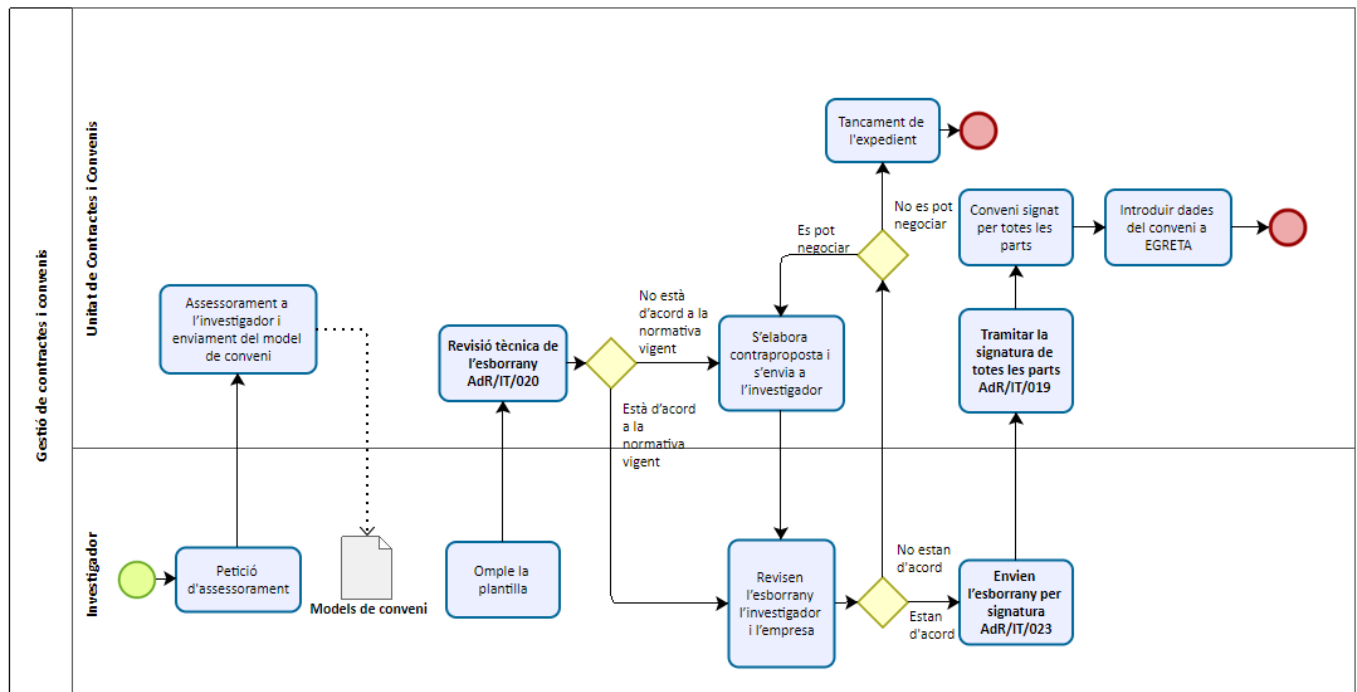


Procedure

- Proposals for agreements or contracts must be submitted to the Contracts and Research Agreements Unit by e-mail to agr.convenis@uab.cat.
- The Contracts and Research Agreements Unit carries out the necessary technical and legal review and informs the researchers of their conformity or non-conformity with the content of the proposal. In the latter case, the agreement or contract proposal is returned with the proposed modifications.
- When the content of the proposal has been agreed by the parties, the signing procedure is established; preferably, signing will be carried out electronically.
- When the parties have signed the contract or agreement, it is then entered into the EGRETA research-management application, where the promoter, the Area for Research Management, the Economics and Finance Area and the structural ambit to which the researcher is assigned can consult the document and the data deriving from its content. In the case of service contracts, the awarded cost centre can also be consulted.
- The person responsible for the agreement can then request the invoicing of the amount(s) of the agreement or contract through their departmental management or via the Revenue Unit at the Area of Economy and Finance.
- Two months before the end of the term of the contract or agreement, the person responsible will receive an automatic e-mail informing them that they must decide on its renewal or definitive termination.
- If the contract or agreement is to be renewed, the person responsible must inform the Contracts and Research Agreements Unit, which will formalise this by means of an addendum. In such a case, the procedure is the same as for an initial agreement or contract.

Scheme of the procedure



NB: no work or service provision may be initiated until the agreement or contract has been correctly formalised and signed by the parties, nor may this said agreement or contract be signed without the express authorisation of the Contracts and Research Agreements Unit.