

Signing responsibilities for research related documents at the Institute of Biotechnology

Note: The strict internal deadline for arranging signatures is 10 working days before due date. Ideally contact the presenter and/ or signatory as soon as you know you will require a signature.

document	size/ income	presenter	signatory	actions, notes
Non-disclosure Agreement (NDA), university	-		- PI and - Director of BI	advice from - HIS - legal counsel
Non-disclosure Agreement (NDA), individual	-		- researcher	- keep on file
Subcontract (subcontractor to the university)	-	Finance Officer at BI	- Director of BI	advice from - legal counsel

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Grants and contracts - Proposal stage

type of grant	document	size/ income	presenter	signatory	actions, notes
any application for funding or commitment letter (except as specified below) ***	any if required by the funder*	any	none or Research Funding Officer	- Director of BI and/ or – as required - PI	advice from - Research Funding Officer PI to send copy to Research Funding Officer
proposal for international funding organisations submitted by centrally managed electronic submission systems **	consent of the institute (BI) – financial responsibility	any	Finance officer at BI or Research Funding Officer	- Director of BI	PI to send copy to Research Funding Officer
	electronic application ***	any	Research Funding Officer (by managing the submission process)	Rector/ Vice rector (by acceptance in the electronic submission system)	
FP7***	consent of the institute (BI) – financial responsibility	any	Finance officer at BI or Research Funding Officer	- Director of BI	
	Administrative forms (A forms)	any	-	-	help from Research Funding Officer
ERC***	commitment of the host institution (HY)	-	Research Funding Officer	- Director of BI	

* for example: Academy of Finland, Tekes, international charities/ foundations...

** for example NIH, several US foundations, EuropeAid, ESA, (but not FP7/ Horizon 2020)

*** Note: Internal sign-off is required, even if the proposal documents from the funder do not ask for this!

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Grants and contracts - Negotiation stage - general

(Grant agreements, consortium agreements, material transfer agreements, negotiation documents etc.)

type of grant	document	size/ income	presenter	signatory	actions, notes
any ***	grant offer or preliminary agreement/ grant contract	up to €50,000	Administration Director of BI or Personnel or Finance Officer at BI or Research Funding Officer (as appropriate/ involved in the negotiation)	- PI (if required) and - Group Leaders*	advice from - Research Funding Officer - legal counsel if required
	FP7: grant preparation form (GPF)/ grant agreement/ Accession of Beneficiaries to the Grant agreement	over €50,000 or any FP7 grant		- PI (if required) and -Director of BI	advice from - Research Funding Officer - legal counsel if required
	Material Transfer Agreement (MTA)	-		- PI and - Director of BI	advice from HIS and legal council

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Grants and contracts - Negotiation stage – specific additional documents
(Grant agreements, consortium agreements, material transfer agreements, negotiation documents etc.)

type of grant	document	size/ income	presenter	signatory	actions, notes
ERC	supplementary agreement (between university and PI)	-	Personnel Officer at BI	- PI and - Director of BI	PI to send copy to: - the Commission - Research Funding Officer
	agreement with a team member	-	Personnel Officer at BI	- Researcher/ team member and - PI and - Director of BI	
Marie Curie	agreement between university (beneficiary) and researcher	-	Finance officer at BI or Research Funding Officer	- Researcher and - PI and - Director of BI	PI to send copy to: - Research Funding Officer**
	declaration of conformity	-		- Researcher and - Director of BI	

* If the PI is a group leader, the signatory is the Director of BI or Administration Director of BI

** Research Funding officer for Marie Curie Actions

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Grants and contracts - Project stage

type of grant	document	size	presenter	signatory	actions, notes
any	expenses	up to €50,000	Finance officer at BI	delegated to Group Leaders*	
		€50,000 to €500,000	Finance officer at BI	Director of BI	
		€500,000 to €3 mio	Finance officer at BI	Rector	
		over €3 mio	Finance officer at BI	University board	
any if applicable	employment contract	-	Personnel Officer at BI	- researcher and - PI and - Director of BI	
any if applicable	assignment of rights	-		- all project participants and - PI and - Director of BI	
any	invention disclosure	-		- researcher	send to HIS

* If the expenses are incurred by a group leader, the signatory is the Director of BI or Administration Director of BI

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Contacts:

function	name	email	phone +358 9 191...
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Administration Director of BI	Arto Halinen	bi-admin(at)helsinki.fi*	59360/ 050 526 2434
Finance Officer at BI	Hannu Kauko	Hannu.Kauko@helsinki.fi	59362/ 050-3175598
Personnel Officer at BI	Tuomas Leikkonen	tuomas.leikkonen@helsinki.fi	59364/ 050-4155369
Research Funding Officer for BI alternates:	Cornelia Thomas	cornelia.thomas@helsinki.fi	22059/ 050-3175491
Research Funding Officers	Sanna-Maija Kiviranta or http://www.helsinki.fi/tutkimuksen-toimiala/tutkimusrahoitus.html	Sanna-Maija.Kiviranta@helsinki.fi	59792/ 050-5447616
Research Funding Officer for Marie Curie Actions	Katariina Vainio-Mattila	Katariina.Vainio-Mattila@helsinki.fi	40822/ 050-4150146
HIS Innovation Manager	Pia Sundell	pia.sundell@helsinki.fi	050-5207882

*currently not available, please use personal email address

**Note! The only alternate for ERC grants is the Deputy Director of BI!