

1.

Ensuring all documents – contracts after professional and legal review, accompanying documents with signatures including the lawyer, handover letter from the Vice-Dean for R&D of the relevant faculty with his/her signature, documents of the project or activity covered by the contract.

2.

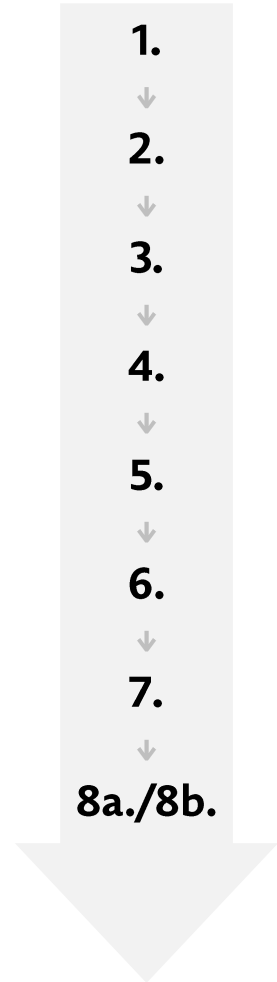
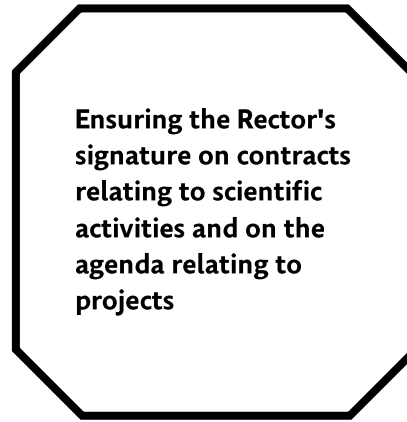
GAP – in the case of a scientific project the project needs to be registered in GAP and have the submitted documents uploaded in the attachments. The following should be uploaded to the GAP: project title, principal investigator, key investigators, project abstract, keywords, and a PDF document of the final application from ISTA/GRIS, etc.

3.

Personal bibliographic database (PBD) – notification of the result has been made in PBD if required at this stage.

4.

The required documents are sent to the Science and Knowledge Transfer Office to the designated person; a copy is sent to the faculty administrator and SKTO staff member responsible for the agenda.



5.

The designated person and the SKTO employee responsible for the agenda carry out a formal and professional check (you will be contacted if anything is missing).

6.

The formally and professionally checked contract and the attached documents are forwarded by the designated person to the Vice-Rector for Science and Creative Activities for approval.

7.

The contract and the attached documents approved by the Vice-Rector for Science and Creative Activities are forwarded by the designated person to the UHK Rector's Office for the Rector's signature.

8a.

The contract signed by the Rector and the other party is forwarded by the designated person to the Legal Office and, if necessary, to the grant provider; it is then, registered at the SKTO and forwarded back to **the submitter, who uploads it to the GAP.**

8b.

Contract signed by the Rector but not signed by the other party is forwarded by the designated person back to the submitter and the submitter ensures the other party's signature, or to the grant provider for signature, and then the procedure as described in 8a is applied.

To be ensured by the submitter (faculty)  
To be ensured by SKTO