

Other European/International Research Projects Guidelines UNIGE Responsibilities and Authorisations

V01.2020

The Guidelines apply to all European and international (non-Swiss/FNS) research projects other than H2020 (including ERC, MSCA, etc.) and NIH. For H2020 and NIH please refer to the specific guidelines.

The guidelines are not intended to be a legally binding document or regulation. In case of questions, please contact Research Services or DIFIN. Official reference documents : Model Grant Agreements, UNIGE directives and policies.

Please refer always to the latest version of the guidelines available on our web site.

1. Responsibilities

Please be aware that any contractual, ethical/data or financial problems which are not identified and corrected before project submission may, if the project is selected, lead to non-signature of the contract, non-reimbursement of costs and additional audits during and after the project.

The PRINCIPAL INVESTIGATOR for UNIGE is responsible for all administrative, contractual, ethical, data protection/management, financial and scientific/technical data and information concerning his contribution to the project.

In order to prevent future problems leading to potential time, money and image loss for the PRINCIPAL INVESTIGATOR and the beneficiary institution it is essential for the PRINCIPAL INVESTIGATOR to take notice of his responsibilities, to clear any key issues using the compliance self-check form, and to set-up appropriate lab/group-internal management resources and procedures.

Please note that Research Services essentially provide programme-specific information and advice, in close collaboration with the other relevant administration services (Legal services, Unitec, DIS, DISTIC, CUREG, etc.). For specific budget questions, the PRINCIPAL INVESTIGATOR should directly contact DIFIN-UNIGE.

2. Authorisations

At UNIGE, full professors and associated/assistant professors and MER are allowed to submit research projects on their own as PRINCIPAL INVESTIGATOR endorsing the overall responsibility of the project submission and subsequent project execution/management.

Only in exceptional and duly justified cases, non-professors/MER in charge of the project's research activities may act as PRINCIPAL INVESTIGATORS.

At the level of project submission, they must obtain the approval from the hierarchical authorised person-s. We strongly advise to (pre-)formalise such authorisations using our Compliance self-check form. Please be aware that such procedure may take some time and should therefore be undertaken well ahead of the submission deadline.

At the level of the grant agreement preparation and signature, if the project is retained for funding, a formal derogation request signed by the same hierarchical authorised person-s (head of department and/or the Faculty Dean) must be addressed to the vice-rector in charge of research, right at the beginning of the processes.

The letter must state, apart from the project key data (programme, project acronym-title, etc.), the following: 1) the PRINCIPAL INVESTIGATOR's continuous involvement in the project over the duration of the project, 2) the PRINCIPAL INVESTIGATOR's right to sign the Grant agreement and the scientific/financial reports on behalf of UNIGE, 3) the PRINCIPAL INVESTIGATOR's right to open and operate the project related financial account independently, 4) the name of the professor guaranteeing the execution of this arrangement. The formal handling of these derogations is currently under evaluation.

Special cases:

- **Retirement of PI before the end of the project (+ 6 months):** the PI needs an authorisation for the continuation of research activities beyond retirement, to be requested to the Rectorate through the Legal Services;
- **Collaborative project coordination or any project implying significant needs for additional working/lab space and infrastructures and/or high financial transfers:** the PI must inform the director of the hosting department/unit and, if relevant, the necessary agreements must be arranged;
- **UNIGE/HUG double affiliation:** the UNIGE affiliation and hierarchy is generally relevant for the commitment in European projects. HUG can be included as third party if relevant. The PI should refer to our specific information (Guidelines UNIGE: Administrative and contractual/legal key points).

References, further information, contacts:

[UNIGE rules and policies \(Règlementations\) UNIGE](#)

[Research Services - Euresearch](#)