

Short Manual for the Chemistry Section: A summary of who should sign an agreement* depending on the situation.

This manual was written based on the document "Rutiner för avtalsarbete vid Stockholms universitet" (procedures for entering into agreements at Stockholm University) 2016-04-21.

<http://www.su.se/regelboken/bok-1/%C3%B6vergripande-f%C3%B6reskrifter/rutiner-f%C3%B6r-avtalsarbete-vid-stockholms-universitet-1.279923>

- Contracts for services worth more than SEK 250,000 and grant agreements worth more than SEK 5,000,000 must be signed by the Vice-Chancellor. Agreements that have to be signed by the Vice-Chancellor should be submitted to the Vice-Chancellor's briefing, which takes place every Thursday (instructions are available on the University's website). Whenever the Vice-Chancellor has to sign an agreement,
 - a) the Faculty Office should be contacted, and
 - b) the head of the relevant department should also sign the agreement.
- The Deputy Vice-Chancellor of the faculty may enter into agreements on behalf of the academic area and its departments when the extent of the agreement is smaller than what is described in the paragraph above. The Deputy Vice-Chancellor has delegated this responsibility to the heads of department.
- Exceptions apply to agreements concerning projects with international research financiers, which should be reviewed by the Research Support Office and, in accordance with the University's delegation policy, signed by the director of the Research Support Office.

When the agreement is ready to be signed, it should be filed and registered. The registration depends on who will sign the agreement on behalf of the University; for example, if the agreement is signed by the head of department, it will be registered at the department. Once the agreement has been signed, it should be distributed to the concerned parties. An original copy should always be sent to the registrar for archiving.

* Confidentiality agreement; Agreement concerning commissioned research; Agreement concerning a project with foreign research financiers.