

**Ordinance No. 38
of the Rector of Poznan University of Technology
of 2 December 2024
(RO/XII/38/2024)**

**on the research infrastructure of Poznan University of Technology co-financed
by the European Regional Development Fund under Measure 4.2 of the Smart Growth
Operational Programme**

Pursuant to Article 23 section 1 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2024, item 1571), in connection with Resolution No. 19/2024-2028 of the Senate of Poznan University of Technology of 27 November 2024 on the adoption of the regulations on the use of the research infrastructure of Poznan University of Technology, **it is ordered** as follows:

§ 1 GENERAL PROVISIONS

1. The Ordinance applies to the following projects:
 - a) “ECBiG – European Centre for Bioinformatics and Genomics”, contract no. POIR.04.02.00-30-A004/16-00 of 22 December 2016
 - b) “ECBiG – European Centre for Bioinformatics and Genomics – MOSAIC”, contract no. POIR.04.02.00-00-D017/20-00 of 15 April 2021
 - c) “NSMET – National Coordinate Metrology Network”, contract no. POIR.04.02.00-00-D012/20-00 of 29 December 2020
 - d) “Digital Research Infrastructure for the Humanities and Arts – DARIAH-PL”, contract no. POIR.04.02.00-00-D006/20-00 of 28 December 2020
2. The template of the research infrastructure card shall be established as set out in Attachment No. 1 to the Ordinance.
3. The template of the application for access to the research infrastructure by employees, students and Ph.D. students of Poznan University of Technology shall be established as set out in Attachment No. 2 to the Ordinance.
4. The template of the application for access to the research infrastructure by external entities shall be established as set out in Attachment No. 3 to the Ordinance.
5. The template of the research infrastructure handover and acceptance protocol shall be established as set out in Attachment No. 4 to the Ordinance.
6. The template of the research infrastructure usage record shall be established as set out in Attachment No. 5 to the Ordinance.
7. The template of the report on the use of research infrastructure shall be established as set out in Attachment No. 6 to the Ordinance.

**§ 2 PRINCIPLES FOR THE PREPARATION OF PRICE LISTS AND
FEE CALCULATIONS**

1. A separate list of services and price list shall be prepared for each project.
2. Price lists shall be determined based on market analysis. In the absence of comparable market data, the price list shall take into account, in particular: the value of the infrastructure, the performance of the infrastructure (e.g., measured in hours of operation), operator remuneration, material costs, indirect costs, and profit. The amount of fees may not be lower than the sum of direct costs, indirect costs, and profit, increased by VAT. The amount of indirect costs referred to in the preceding sentences shall be defined by a separate ordinance of the Rector.
3. Service lists and price lists are subject to approval by the Rector. The Rector may authorise the Vice-Rector for Research or the infrastructure administrator to approve price lists.

4. Service lists and price lists shall be published on the website of Poznan University of Technology, where required by the project co-financing agreement or applicable guidelines.

§ 3 FEES FOR THE USE OF RESEARCH INFRASTRUCTURE

1. Employees, students, and Ph.D. students of Poznan University of Technology shall not be charged for the use of research infrastructure, subject to section 2.
2. If the provision of access to the research infrastructure for employees, students, or Ph.D. students of Poznan University of Technology incurs remuneration costs, material consumption costs, or other direct costs associated with such access, these costs shall be borne, based on an internal accounting note, by the organisational unit of the University to which the respective employee, student, or Ph.D. student is affiliated.
3. The internal accounting notes referred to in section 2, as well as invoices for the provision of access to the research infrastructure, shall be issued by the organisational unit of the infrastructure administrator.

§ 4 RULES FOR RECORD-KEEPING AND SETTLEMENT OF RESEARCH INFRASTRUCTURE USAGE

1. For each project, a research infrastructure card and a usage record shall be maintained. Separate usage records may be kept for individual components of the infrastructure within a project, provided they comply with the monitoring rules defined for the project.
2. Quarterly reports on the use of the research infrastructure shall be prepared.
3. The reports referred to in section 2 shall be submitted promptly upon preparation to the Head of the Research and Projects Department, or a person designated by them, but no later than 40 days after the end of the quarter.

§ 5 FINAL PROVISIONS

1. In matters not regulated by this Ordinance, the applicable Regulations for the Use of Research Infrastructure of Poznan University of Technology co-financed by the European Regional Development Fund under Measure 4.2, as well as the University's internal financial and asset management regulations, shall apply.
2. The Rector may, in justified cases and due to the specific nature or location of the infrastructure, establish separate rules for the use of the research infrastructure.

§ 6

The Ordinance enters into force on the day of signing.

The original signed by

Rector
of Poznan University of Technology

Professor Teofil Jesionowski, Ph.D., D.Sc.