

## **“Rules for the establishment, operation and dissolution of research support services (RSS)”.**

### **PREAMBLE**

The following regulations constitute an update and the development of those rules that have already been approved by the Board of Trustees of the University in May 2003, expanding their content, and including and developing those other aspects that have been considered necessary to provide greater agility to the existing infrastructures in order to achieve their maximum scientific and economic use.

### **I – OBJETIVES AND ORGANISATIONAL AFFILIATION OF RESEARCH SUPPORT SERVICES (RSS)**

#### **Article 1**

Each Research Support Service shall have, in addition to its specific objectives, the following general aims:

1. To improve the research infrastructure of Universidad CEU San Pablo.
2. To provide support to the research activity developed by the professors and researchers of Universidad CEU San Pablo.
3. To facilitate the development of research programmes in which professors, researchers and research groups of Universidad CEU San Pablo participate.
4. To provide services to public and private research centres within the framework of the established conventions or agreements.
5. To improve the performance and profitability of investments in scientific equipment.
6. To develop those research projects that imply an improvement or expansion of the scientific and technical performances, in accordance with the general guidelines of the research policy of Universidad CEU San Pablo.
7. To elaborate, present and participate in research projects within the programming on Universidad CEU San Pablo, as well as other National Organisations, the European Union and organisations from the rest of the world, in accordance with Universidad CEU San Pablo guidelines.
8. To advise and inform the scientific community in everything that refers to the specialties and techniques related to each RSS.
9. To collaborate in the development of educational programmes aimed at training and retraining specialists in the techniques related to each RSS.
10. To support the practical teaching of the undergraduate and postgraduate subjects of the University.

#### **Article 2**

The RSS will depend functionally on the Vice-Rectorate for Research, through the Research Support Service.

## **II – CREATION PROCEDURE**

### **Article 3**

It will be up to the Department Directors to proceed with the identification of the teams or units of a technical or scientific nature, or of the research groups, that can carry out research or consulting services, both present and future in each Department, capable of being integrated as RSS and promoting their constitution. This identification will be made before the end of July every year.

To this end, the Director of the Department shall propose to the Vice-Rectorate for Research, through the Dean or Director of the centre involved in its operation, the appointment of a Coordinator or Coordinators, up to a maximum of two.

The Dean or Director of the center involved in the RSS, after hearing its Research Committee, will assess the convenience or not of the proposal for the creation of the RSS, issuing a report that will be sent to the Vice-Rectorate for Research.

### **Article 4**

The appointed Coordinator must refer to the Vice-Rectorate for Research:

- The completed RSS Data Sheet, in accordance with the model contained in ANNEX I of these Rules.
- The fees provided for external and internal customers for their approval. The calculation of tariffs for external customers should be based on a market analysis – including direct and indirect costs for providing the service – that of internal customers shall be based on a cost forecast. Both types of tariffs shall also be included in ANNEX I referred to in the preceding paragraph. The Vice-Rectorate for Research will request the approval of the rates proposed by the Management of the University.
- The particularised objectives that take into account the nature and purposes of the RSS, which must be reasoned and justified from a scientific and technical point of view, as well as any other information that is considered relevant.

### **Article 5**

The Vice-Rectorate for Research, on the basis of the documentation referred to in previous articles and after consulting the Research Committee of the University, will decide on the relevance of the creation of the RSS. In the event that the initiative is evaluated favourably, the Vice-Rector for Research will submit it to the Standing Committee of the Governing Council for final approval.

## **III – ADMINISTRATIVE AND ECONOMIC FUNCTIONING OF RESEARCH SUPPORT SERVICES**

### **Article 6**

Before 30 June, the Coordinator of the RSS will send, to the Vice-Rectorate for Research, an Economic Report and a Report of Activities. This report must include a reasoned scientific assessment of the degree of compliance with its objectives and an economic and scientific forecast that justifies its viability for the following year.

The Vice-Rectorate for Research, after consulting the Management and the Research Committee of the University, will decide on the continuity of the RSS.

### **Article 7**

For the control of expenses and income of each RSS, the Management will be provided, through the Management technician who is responsible for making the economic monitoring of the RSS in question, the requests for expenditure or investment, as well as the accounting documents that are necessary. The processing of receipts and invoices will follow the rules indicated by Management in this regard.

Two different procedures for the control of expenses and revenues are established according to the nature of the service provided by the RSS:

1. Procedure for monitoring expenditure and revenue for internal services: this shall be as set out in Article 8 of these rules.
2. Procedure for the control of expenditure and revenue for external services: this shall be that laid down in Articles 9, 10 and 11 of these rules.

With regard to the provision of the service demanded to the RSS in question, in general, those demanded by the internal users of Universidad CEU San Pablo will have priority over those demanded by external users.

#### **Article 8**

The payment of the services demanded by internal users may be made in charge of (internal or external) research projects, or in charge of the budget of the School, or for direct economic consideration by the interested party, and will be articulated as follows:

- The RSS Coordinator will send the user a quote for acceptance by signing it.
- Once the service has been accepted and carried out, the RSS Coordinator will send Management the necessary data for the accounting of the service.

#### **Article 9**

Within the Services or Works of an external nature, the following are distinguished:

1. The Services or Singular Works: will be considered as such those that imply a reduced volume of work or are of short temporary duration. In each RSS, its peculiarities will be taken into account when including services or works included in this category (if applicable) by the Coordinator of the RSS and the Dean or Director of the corresponding Centre.
2. The Services or Works under agreement: will be those services or works that require the signing of an agreement either for its longer duration or periodic continuity, or because it is requested by the external applicant of the service.

#### **Article 10**

The administrative procedures of the Services or Works included in the first section of the previous article will be as follows: the RSS coordinator shall inform the Management's technical personnel in charge of the economic monitoring of the RSS the unique service to be provided and the price rates established for said service.

#### **Article 11**

The contracts or agreements for the performance of works of a scientific, technical or artistic nature, by the RSS, will be signed by the Rector on behalf of Universidad CEU San Pablo, or by the Vice-Rector for Research by express delegation of the latter, in accordance with the provisions of the internal regulations of Universidad CEU San Pablo for *"the performance of R & D + I works with internal and external funding and other research activities"* (approved by the Board of Trustees of Fundación Universitaria San Pablo-CEU, on 9 June 2001).

The administrative procedures of the Services or Works under agreement must follow the processes developed by the Vice-Rectorate for Research for the processing and monitoring of the agreements, as well as by the Management of the University in matters related to budgets and invoicing.

To initiate the procedure for the processing of the agreement that regulates the provision of services or work for an external user, the RSS coordinator will inform the RRTO of the specific service that he/she wants to contract, along with a proposal of the prices and billing deadlines that seem appropriate.

From that moment on, the procedure will be the same as that established for the rest of the agreements. Once the agreement has been signed, a copy of it will be sent to the RRTO and the corresponding RSS and the work or services committed will be executed.

#### **IV – COMPENSATION FOR PROFESSORS LINKED TO RESEARCH SUPPORT SERVICES**

##### **Article 12**

The professor appointed Coordinator of the RSS, in a reasoned manner and considering the curricular merits, will choose the professors he/she deems necessary to guarantee the good progress of the same. These, by virtue of this proposal, and after the approval of the Director of the Department and the Dean or Director of the corresponding Centre, will be linked to the RSS, during an academic year, becoming additionally known as Associate Professors to the RSS. This relationship may be renewed.

##### **Article 13**

With regard to the assignment of teaching, and in accordance with the provisions of current regulations on the assignment of teaching to professors, the Coordinator and the professors associated to the RSS will be considered main researcher and researchers, respectively, of research project with external funding.

In order to obtain points in the scale of promotion of professors (*Promotion Scale to the categories of Associate Professor and Professor of Universidad CEU San Pablo, February 2005*), to participate in a RSS will be evaluated according to the section "*Other Services to Universidad CEU San Pablo*", with an assessment of 0.2 points per year for the Coordinator and 0.1 points for associate professors.

##### **Article 14**

To the extent that the participation of the Coordinator and the rest of the personnel Associated with the RSS, exceed the hours established within their working day, and provided that this dedication offers as a result a scientific and economic benefit, up to a maximum of 15% of the net economic benefit obtained by the RSS may be used for the complementary remuneration of the participating personnel. To this end, the head of the RSS will make a reasoned proposal for the remuneration of the participating personnel to the Vice-Rectorate for Research.

The determination of the "research hours" of all the members of the RSS will be proposed by the Coordinator and must have the approval of the Dean or Director of the Centre and the Vice-Rectorate for Research.

##### **Article 15**

In the event that a RSS yields a positive net result at the end of an annuity, and once the remuneration referred to in the previous section has been deducted, half of this benefit will be allocated to the enhancement of the service itself and the other half to the promotion of the general research policy of the University itself.

#### **ANNEX I**

The RSS Data Sheet shall include the following information:

- Unit name and acronym
- Organization chart of the personnel assigned to their position and dedication (Coordinator, professors, interns and technicians)
- Offer (type of analysis-service, development of methods, possible use of the equipment/unit by external personnel to the organization chart of the RSS)

- Estimation performance of services, indicating the percentage corresponding to requests from internal and external customers
- Internal operation (procedure for the collection/acceptance of data/samples, types of data/samples, confidentiality, process management, security, deadlines for delivery of results ...)
- Prices (distinguishing between prices for internal customers – based on a cost forecast – and external customers)
- Annual budget (which will be tentative, including expenses and income)

**ANNEX 2**

RSS	Date	User	Concept	Amount	TOTAL

**ANNEXO 3**

RSS	Date	Invoice N°	Delivery Note N°	Concept	Amount	TOTAL