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Regulations on the administration of resources released from competitive funds of the UOC

Approved by the UOC Governing Council

UOC

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Text approved by the UOC Governing Council on 17 March 2026

REGULATIONS ON THE ADMINISTRATION OF RESOURCES RELEASED FROM COMPETITIVE FUNDS OF THE UNIVERSITAT OBERTA DE CATALUNYA – 2026

Preamble

One of the university's objectives is to encourage and facilitate the participation of the university's academic community, consisting of teaching staff, research and project staff, and administrative staff (hereinafter the "Staff") in research and knowledge transfer (hereinafter "R&KT") projects in competitive international programmes.

In the context of both the European Union's Research and Innovation (R&I) Framework Programme and other national and international competitive calls, institutions such as universities are funded in the total costs format. This means the subsidies include the costs associated with the work done by the institution's staff on the project, as well as additional funding in the form of indirect costs eligible for funding (overheads) established by the funding body. Although this indirect-costs percentage and the possibility of assigning university staff costs are applicable to most instruments funding total costs, some types, such as the Marie Skłodowska-Curie actions, have established units for fixed costs.

Listing the costs of the UOC staff working on the project in the project budget (total costs) enables what are known as *released resources* to be generated.

Some international bodies, such as the European Commission, also fund projects by means of competitive tenders payable by European funds. In these cases, the budget must always be calculated in terms of total costs, taking into account the percentage of overheads stipulated in the UOC's overhead policy and the cost of the work done by the UOC staff performing the tasks required to carry out the project, which means released resources will also be generated.

Competitive international funds that generate released resources may come from both competitive grant programmes and public tenders payable by international funds, provided they cover total costs.

Article 1. Purpose

The purpose of these regulations is to regulate the management of the unallocated released resources that are generated for the UOC as a result of its R&KT activities

financed with competitive international funds which involve funding in total costs, and also include overheads.

Article 2. Scope of application

1. These regulations apply to all the R&KT projects or services funded through international competitive calls where the funding received by the university is in total costs format, thereby generating released resources.
2. The released resources subject to these regulations may only be made available to UOC research staff undertaking R&KT projects that have been financed with competitive international funds that generate released resources.

Article 3. Activities excluded

1. Any R&KT activity funded by means of contracts and agreements signed by virtue of Article 83 of the Organic Law on Universities is not subject to these regulations.
2. The extraordinary payments that some renowned international competitive projects allow to be charged to the project as an eligible expense are not subject to these regulations. In the absence of a specific university regulation governing the issue, a specific agreement between the parties, approved beforehand by the university's Governing Council, will be required in these cases.

Article 4. The concept of released resources

For the purposes of these regulations, released resources consist of the difference between the amount to be paid by the UOC for the project to be carried out, and the amount received as a grant by the funding institution. These funds come from resources contributed by the institution, and human resources in particular, as well as the receipt of indirect costs. These resources have been justified to the funding institution, and each institution is therefore free to make specific use thereof according to its own strategic lines.

Article 5. Management and allocation of released resources

1. The research staff of the UOC can allocate the released resources generated by the R&KT project to cover the expenditure that has not been foreseen in the budget presented and approved by the funding institution, and/or the expenditure that is not eligible for the specific call, and which is considered necessary to carry out the project.

2. The UOC research staff managing the R&KT project may make use of the released resources under the conditions set out in the university's expenditure execution regulations and current legislation, and specifically for the following activities, among others:

- Recruitment of administrative staff. Payments for the recruitment of a project manager in the event that this has not been budgeted for.
- Partial reduction in the teaching load for research and teaching staff by assigning the proportional part of their salary corresponding to the workload for the R&KT project to the project's budget, with prior authorization from the dean of the faculty. The amount of salary released can subsequently be used to hire substitute teaching staff, in accordance with the current regulations in force at the university.
- Payments for newly recruited teaching and research staff or research staff. Payments for the recruitment of research staff not specifically included in the project under the heading Contracted staff.
- Purchases of consumable or inventory material that is ineligible or not listed in the project budget.
- Travel expenses that are deemed ineligible by the project's regulatory framework.
- Expenses for the formulation of new proposals, such as preparatory meetings for other European projects and related travel.
- Contracting of consultants for the preparation of proposals.
- Expenses for the rental of spaces or specialized research infrastructures.
- Repair and maintenance costs of equipment and facilities.
- Conference and course registrations.

3. Apart from the items listed above, extraordinary payments charged to these funds are also allowed to be made to the research staff who participate in the funding project, according to the distribution proposed by the principal investigator and taking into account in all cases the limits, procedures and forecasts detailed in the following articles.

Article 6. Calculation of available released resources

1. During the month following the beginning of the execution period of the R&KT project, the principal investigator and the project manager of the UOC department responsible

for the management of the R&KT activity will review the need for released resources to ensure the project's correct development. In this framework, initial calculations of the permanent staff hours required and the corresponding released resources generated will be made, in accordance with the provisions of the Grant Agreement as well as the Consortium Agreement, if applicable, and any other agreements containing provisions relating to the financial execution of the project.

2. The initial calculation of permanent staff hours must be reviewed periodically. This review must take into account the project's actual development, the updated needs and any variation that might affect the released resources generated.

3. The reviews carried out will be included in the project's financial planning and will serve as the basis for updating the estimated released resources foreseen for the end of the project.

Article 7. Availability of released resources

1. The released resources will be available as soon as the planning of the funded R&KT project or activity has been carried out, and will remain in force until its end date. The cost centre associated with the R&KT project will be closed after this period and, if there are still funds remaining, a research fund will be opened in accordance with the regulations established to that end.

The released resources available will be retained in the event that the R&KT project or activity presents justification difficulties.

2. Costs may only be charged to released resources before the project is completed and justified if these expenses are directly related to the project, but are not eligible for funding with it.

3. Extraordinary payments to the research staff participating in the project are subject to justification to the funding body and final or partial receipt of resources.

This means extraordinary payments may be made after each period, provided they have been duly justified and the funds received by the university, and not only once the project has been completed.

Payments made prior to the project's completion, justification and final receipt of resources, which must be at least annual, will only be possible if **the coordinator of the research group to which the person belongs** (when the payment is made as part of their salary) signs a commitment to fund the extraordinary payment amount in the event that the final justification of the project is not fully accepted and the UOC does not receive the entire amount funded.

Article 8. Procedure and limits for extraordinary payments payable from released resources

1. The extraordinary payments payable from released resources received by the research staff participating in the R&KT project will be made as part of their salary as a one-off bonus, creating no ongoing entitlement, subject to prior authorization by the **dean of the faculty** or the director of the research unit (in the case of research staff who are not members of faculty) to which they belong. In all cases, the directors of the research units will be informed when a one-off salary bonus from released resources is validated.
2. These extraordinary one-off payments do not imply a change in the contractual relationship between the research staff and the UOC.
3. All the payments will be made after the R&KT project has been justified, the justification has been accepted and the resources have been received in full from the funding institution.
4. The maximum annual amount that an individual may receive in the form of extraordinary payments payable by released resources may not exceed 30% of teaching and research staff member's annual gross fixed salary in the previous financial year at the time when the extraordinary remuneration is planned. Payments for academic commissions are not taken into account for this calculation.
5. Applications for extraordinary remuneration will be submitted by the principal investigator using the form provided by the UOC department responsible for the management of the R&KT activity. It must include the list of researchers, the amount to be received by each one, and the signatures of all of them, as well as the authorization of the dean of the faculty or director of the research unit (in the case of research staff who are not faculty members).

These applications must be submitted when the R&KT project to which the extraordinary payments are charged is planned/replanned.

6. Extraordinary payments will under no circumstances be authorized for R&KT projects with an overhead lower than that established by the Overheads Policy approved by the UOC Governing Council. The principal investigator will be informed of this during the preparation of the proposal.

Temporary provision

Those projects formalized before the entry into force of these regulations will only be adapted to these regulations if they have a remaining execution period at that time of 24 months or longer. The extensions that have been processed and accepted during the

term of the project will not be taken into account for the calculation of the remaining execution period.

Final provision. Entry into force

These regulations will enter into force on the day after their publication in the UOC's E-Services Portal, subject to approval by the university's Governing Council.