

**AUTHORISATION TO SIGN FORM  
SUB-ADMINISTRATION**



**Location:**

**Research group:**

**Work order:**

**Project number:**

**Title project:**

**Date:**

**serial number: 1**

name	position	signature	initialled	special notes/ comments	initialled budget holder <sup>1)</sup>
name budget holder:	research group leader				
1. name authorised representative:					
2. name authorised representative:					
3. name authorised representative:					
4. name authorised representative:					

<sup>1)</sup> The budget holder should place his/her signature after the name of each authorised representative. Only then is the authorisation valid.

<b>TO BE COMPLETED BY THE BUSINESS ADMINISTRATOR (NWO Physics):</b>	<b>Signature (for seen):</b>	<b>Date:</b>

## **Annex for power to sign form**

### **Material budget**

You can fund the following items from the material budget of NWO-I:

- Instruments, gases (not for cooling), small equipment and materials for scientific experiments. The purchase must be in line with the approved proposal; NWO-I will only fund delivery by the university workshop if the invoicing is on the basis of a prior agreed upon delivery against a fixed sum (contracting sum), which was signed for approval by the budget holder. A copy of this agreement should be sent with the invoice.
- Expansion, improvement and refurbishment of existing NWO-I equipment.
- Objects of NWO-I research, such as isotopes.
- Maintenance subscriptions for NWO-I equipment and machines.
- Books and journals. This is only permitted if it concerns specialist materials that are directly related to the NWO-I research. NWO-I assumes that general standard works are present in the laboratory's library.
- Business trips in the Netherlands and abroad.
- All employees involved in the project can make business trips. In the context of the work it could be important for the employee to visit a congress or symposium abroad or to give a lecture abroad. As the work group leader, you determine whether a business trip is important for the project. [The exact procedure for applying for funding for a foreign business trip is described on the NWO-I website under Personnel/Renumerations/](#). You must sign the application and later the declaration and provide the work order number for these. For more information you should also consult Implementing Regulation 2 "Domestic and foreign business trips", part II.

For purchases or services with a value greater than €25,000 (incl. VAT) you should, in addition to what is described under Goods and services, request a written quotation from at least two suppliers. A copy of the tender and two quotations must be included with the invoicing of the price agreed on in advance in writing. In addition, here all costs should be included in the price. NWO-I will therefore not pay for separate person-hours and for the purchase of materials. If you work with fixed suppliers, then you only need to send the quotation from the fixed supplier. Fixed suppliers can be external suppliers but also internal suppliers, such as workshops. If you work with fixed suppliers, then please notify the Finance of NWO-I about who the fixed suppliers are. You must also state how the university periodically assesses that these suppliers are still the most appropriate suppliers.

### **University budget**

You have the right to infrastructural facilities provided by your university. Besides office and experimental space, these facilities can consist of administrative and small-scale technical support. The following costs for research groups will, in any case, be charged to the university budget:

- Reprints and photocopies of articles.
- Workshop facilities or workshop systems and other services provided to NWO-I (including costs for separate person-hours and for the purchase of material).
- Administrative assistance.
- Telephone, postage, office supplies.
- Rent, furnishing or improvement of workspace.
- Gas, water, electricity.
- Use of university computer.
- Cryogenic gasses such as helium and nitrogen (except in the case of large quantities for which a prior budget has been applied for and explicitly awarded).