

## GUIDE TO RESEARCH PROJECT MANAGEMENT AT UNIVERSIDAD AUTÓNOMA DE MADRID

### 1. GENERAL

A number of general aspects should be taken into account with regard to research project management:

- Project call and applicable regulations.
- Project execution term
- Eligible and non-eligible expenditures
- Scientific and economic justification deadlines

Expenditure eligibility in the framework of a project depends on several criteria:

1. The date on which the expenditure takes place (date of invoice), which should be after the date of commencement and before the end date of the project.
2. The **type of expenditure**, which must be:
  - a. admissible in the framework of the project, as indicated at the project call
  - b. related to the technical tasks envisaged
  - c. foreseen in the application. Expenditures not included in the initial application budget may need to seek the express approval of the funding body and justify this need in the monitoring and final technical reports, as required in the call for research proposals.

Each call for proposals provides a clear definition of expenditure eligibility. As these may vary from one year to another, it is advisable to check the specific criteria for the call the project falls under.

### 2. FINANCIAL EXPENDITURES MANAGEMENT AT THE UAM

The financial management of research expenditures at the UAM is handled by the **Servicio de Gestión Económica de la Investigación** [Research Financial Management Service], which belongs to the Area of Research and Transference.

The recruitment of staff is conducted through the **Sección de Personal Investigador** [Research staff section] ([seccionpi@uam.es](mailto:seccionpi@uam.es)), dependent on the management sub-area for Human Resources and Organisation and in close collaboration with the Area for Research and Transfer.

### 3. EXPENDITURES PROCESSING PROCEDURE

The management of research expenditures (except recruitment) is processed **through the OTR lists**, implemented in May 2020 to provide a telematic processing centre for the expenditures submitted by researchers.

Research expenses are processed according to the type of expenditure to be charged (the address to which each type of expenditure should be sent is shown in red):

- For **the rendering of services and the acquisition of supplies with a cost of less than 5,000 euros (including VAT) and IT and research equipment with a cost of less than 600 euros**, such as expenses relating to disposable material, the cost of publications or inscriptions in conferences with no associated travel expenses (conducted in virtual mode or held in Madrid), the form [Formulario de gastos hasta 5000 euros IVA incluido](#) is required. This form, duly filled in, must be accompanied by the corresponding invoices and, in the case of conference inscriptions, the certificate of attendance. All invoices must be addressed to the UAM stating its tax ID number Q2818013A. All supporting documentation to justify the expenditure should be forwarded for processing to [fungible.inv@uam.es](mailto:fungible.inv@uam.es).
- **If the cost is greater than 5,000 euros (including VAT)** three offers or estimates must be presented together with the form [Formulario de gastos de material inventariable y gastos entre 5.000 € \(con IVA\) y 50.000 € \(sin IVA\)](#). The **Servicio de Gestión Económica** will submit a minor contract request to obtain authorisation from the Vice-Rector for Research, in advance of the purchase. All the relevant information to justify the minor contract process should be forwarded to [contratos.inv@uam.es](mailto:contratos.inv@uam.es).
- For the procurement of **IT and researching equipment with a cost exceeding 600 euros** three offers or estimates must be presented together with the [Formulario de gastos de material inventariable y gastos entre 5.000 € \(con IVA\) y 50.000 € \(sin IVA\)](#). The **Servicio de Gestión Económica** will submit a minor contract request to obtain authorisation from the Vice-Rector for Research, in advance of the purchase. All the relevant information to justify the minor contract process should be forwarded to [contratos.inv@uam.es](mailto:contratos.inv@uam.es)
- For **the rendering of services or the procurement of IT and researching equipment and supplies with a cost exceeding 50,000€ (excluding VAT)** a public procurement process should be opened pursuant to Act 9/2017, of 8 November, on Public Sector Contracting. To launch this procedure, contact the **UAM Contracting Service** ([servicio.contratacion@uam.es](mailto:servicio.contratacion@uam.es)).
- For **travel-related expenditures**, such as expenses for attending conferences, fieldwork, or research sojourns at other centres, a request must be sent in advance of the date of travel for the corresponding Travel on Duty authorisation at:

1º Personal PDI should apply via SEDE ELECTRÓNICA -PROCEDIMIENTOS- PERSONAL PDI/PI- PERMISO DE DESPLAZAMIENTO PDI, and send it along with the justifying documentation to [viajes.inv@uam.es](mailto:viajes.inv@uam.es)

2º “Personal Docente e Investigador en Formación” should fill in the form available at the web “Comisión de servicio de profesores” and send it by email to [comisionesservicio.investigacion@uam.es](mailto:comisionesservicio.investigacion@uam.es).

3º “Personal laboral” should fill in the form available at the web “Comisión de servicios personal laboral” and send it by email to [comisionesservicio.investigacion@uam.es](mailto:comisionesservicio.investigacion@uam.es).

The maximum allowances for board and lodging during travel on duty are regulated in Royal Decree 462/2002, of 24 May, as reimbursement of expenses. The amounts to be considered are those established for group 2 and are dependent on the destination country. With regard to transport, the selected fare should always be economy class.

Travel expenses may be handled in two different forms:

- 1) Researchers may make their own transport and accommodation bookings at any travel agency or online booking service, bearing in mind the maximum amounts established in Royal Decree 462/2002 in the country of destination.
- 2) Contact the El Corte Inglés Travel Agency branch located on the UAM campus ([uam@viajeseci.es](mailto:uam@viajeseci.es)), who will make the required travel tickets and accommodation bookings.

On returning from the trip, the travel expenses form ([Formulario gastos de viaje](#)) and the total expenses settlement form ([Liquidación de dietas y/o gastos de locomoción derivados de la comisión de servicios concedida por resolución del Rectorado](#)) must be submitted accompanied by the following documentation:

- Transport and accommodation invoices, unless these were processed by the UAM campus branch of *El Corte Inglés* Travel Agency
- Boarding passes, in the case of travel by air
- Conference attendance certificate, in the event of travelling to a conference
- Sojourn completion certificate, in the case of research sojourns at other centres

Travel expenses should be sent to [viajes.inv@uam.es](mailto:viajes.inv@uam.es)

- **Project-funded recruitment** is managed by the **Sección de Personal Investigador** [Research Staff Section] ([seccionpi@uam.es](mailto:seccionpi@uam.es)), in close collaboration with the **Área de Investigación y Transferencia** [Area for Research and Transfer]. The recruitment procedure should be conducted as set forth in [Instrucción Conjunta del Vicerrectorado de Investigación y Gerencia](#) published in the Official Gazette of the UAM on 24 October 2019.

- The Research Staff Section will provide guidance and support to researchers throughout the recruitment process, from contractual eligibility verification with the Area for Research and Transfer, to the preparation and publication of the call and candidate selection process, and subsequent conclusion of the labour contract.

#### 4. CORPORATE CREDIT CARD

In order to enhance research project expenditures processing, the UAM provides principal researchers with a 'corporate' credit card with which to pay for certain invoices and expenses without the need to request cash advances.

These credit cards may be requested by principal researchers conducting research projects with external funding managed by the University, with a duration of more than one year and whose overall budget amounts to over 20,000 euros.

Expenditures charged to these credit cards may include travel expenses, conference inscriptions, purchases of non-inventory items or and the publication of scientific works. After payment, the invoice must be submitted together with form [Formulario de gastos de viaje con tarjeta del investigador](#).

Credit card requests, their associated expenses settlements, and any other issue involving corporate credit cards should be addressed to [corporate.inv@uam.es](mailto:corporate.inv@uam.es).

#### 5. ECONOMIC MONITORING OF PROJECTS

Economic monitoring of projects may be effected through the **Portal Investigador de la plataforma UXXI Investigación**, at: <https://plataformadeinvestigacion.uam.es/Investigacion>, using your UAM access data (and VPN if you are away from the campus).

Through this platform, researchers may consult the economic status of all projects in which they feature as principal researcher and view the budget, expenses charged to date and the balance.

Likewise, the **Portal del Investigador** [Researchers' portal] allows the consultation of information regarding the researchers participating as research team members in the projects under their direction.

Principal researchers wishing to grant another researcher access to data on a given project, such as a manager recruited within the Department or within the project itself, may select the option to delegate access for a defined period.

Please contact [soporte.plataformainvestigacion@uam.es](mailto:soporte.plataformainvestigacion@uam.es) if you have any queries regarding this platform.

#### Point of Contact

Financial Research Management

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