

## Responsibilities of the Project Coordinator

- I) After the announcement of the competition, the Project Coordinator:
  - a) becomes acquainted with the Rules of the competition;
  - b) becomes acquainted with the date and Rules of submitting the application at R<sub>2</sub>N;
  - c) prepares the application and the required attachments;
  - d) makes the application together with attachments (for reading) available to the Competition Supervisor.
- II) After taking a decision to submit the application, the Project Coordinator:
  - a) submits the project application form in the EOD system within the required time limit;
  - b) supplements the application (if necessary);
  - c) in case of Poznan University of Technology being a consortium partner, sends the required documents to the Leader.
- III) After receiving a positive financing decision, the Project Coordinator:
  - a) informs the Director of an institute/unit about receiving the subsidy;
  - b) participates in negotiations (if necessary);
  - c) prepares agreements and a checklist with attachments.
- IV) After signing the financing agreement, the Project Coordinator:
  - a) signs a project coordination agreement or an extension of the scope of responsibilities;
  - b) maintains regular contact with the Project Supervisor;
  - c) carries out the project in accordance with the agreement and the terms of the competition and applicable regulations;
  - d) coordinates the project team, including monitoring the consortium partners if PUT is the Project Leader;
  - e) bears responsibility for achieving the aims and results of the project;
  - f) prepares an audit agreement if there is a need for an external audit;
  - g) prepares reports (in particular payment applications) and submits them in accordance with the agreement concluded with the project financing institution, after prior verification by the Supervisor at R<sub>2</sub>N and the Bursar;
  - h) provides explanations (jointly with other relevant units of the University) to bodies conducting inspections and audits both at the stage of project implementation and after its completion;
  - i) submits to R<sub>2</sub>N the results of external audits/controls;
  - j) provides, on an ongoing basis, the Scientific Information System at Poznan University of Technology with documents confirming the implementation of substantive tasks (reports, publications, technical documentation, source codes of the developed software, etc.);
  - k) notifies R<sub>2</sub>N 30 days in advance of the date of drawing up the last payment application/refund application.
- V) After accepting the completion of the project, the Project Coordinator:
  - a) prepares, together with the administrative and financial specialist, a financial report on the implementation of the project;
  - b) prepares a substantive report on the implementation of the project;
  - c) prepares documents for archiving in accordance with the instructions on archiving documents.
- VI) Maintaining the project durability, the Project Coordinator:
  - a) ensures the maintenance of project implementation indicators;
  - b) prepares reports during the project durability period;
  - c) provides documents and information about the project during the inspection.