



Procedures for contract work at the DBNS

Legal space Universitätsgesetz §26 and §27, plus contract applicable to position of applicant

Background requirements

The contract work has to:

1. Comply with the duties of the employment contract and other specifications of the employment, e.g. the contract has to allow for additional employment within the field of work of the employee.
2. Comply with the strategies and goals of the DBNS in research and teaching as detailed in the strategic plan for the DBNS and agreed with the Rektorat in the yearly negotiations.
3. Be carried out without impacting the regular activities of the DBNS and its employees in research and teaching.
4. Cover the full costs of the research including the overhead costs required by the BOKU and the department.
5. Regulated by contract with the DBNS without parallel personal contracts, e.g. specifying additional personal compensation. Personal compensation is therefore regulated by salary contract through the personnel department.

Documents to be provided

Project proposal specifying:

1. The background and goals of the proposed work.
2. Relation to research or teaching carried out or to goals of the research and teaching of the DBNS.
3. The type of measurements required.
4. The DBNS infrastructure that will be used
5. The personnel required for the work with an estimation of the number of hours required per person
6. The budget for the project (see details below)

The documents should be signed in approval by all project personnel and supervisors of project personnel.



Full cost budget

A full cost analysis for use of the specified research equipment and methods has to be provided in an appendix to the research proposal. If the DBNS already has established an updated full cost estimate confirmed by the ALK for the specified equipment and methods, these costs can be used and referenced. It is to be noted that full cost includes also updated service and repair costs in addition to running costs, and depreciation costs for equipment which are provided by the department itself.

Personnel costs are expected to reflect the actual salary levels at the BOKU of the people involved in the project, and full salary costs should be included in the project description and budget.

A minimum overhead of 20% added to the full cost of the project has to be added to the budget, while additional overhead to the benefit of the DBNS is expected to be added when the price of the provided service is significantly below what can be considered offered by commercial service providers on the market. The profit for the DBNS should be greater than the personal gain from carrying out the activity.

Priority and project working hours

To ensure that contract work performed for profit and not directly linked to ongoing research projects within the DBNS does not negatively impact research and teaching activities, experimental work requiring synthetic and analytic infrastructure of the DBNS for such contracts should be carried out outside normal operating hours.