

DIREZIONE ORGANIZZAZIONE, PROGRAMMAZIONE E SVILUPPO RISORSE UMANE

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To all Teaching and Research Staff

To the Holders of research grants

and cc

To the Administrative Managers of the Departments

To the Direzione Ricerca e Terza Missione

To Direzione Economico Finanziaria

THEIR OFFICES

SUBJECT: Clarifications regarding compatible activities carried out by grant holder with contracts financed by reportable projects: implications on the drafting of any timesheets

Hereby, the Direzione Organizzazione, Programmazione e Sviluppo Risorse umane and the Research and the Direzione Ricerca e Terza Missione, in close collaboration, clarify and define the issue of reporting of personnel expenses in research projects, namely that the research grant is compatible with some activities not expressly excluded by art. 12 of the Regolamento di Ateneo per il conferimento di assegni di collaborazione ad attività di ricerca (i.e. the University Regulations for the awarding of research collaboration grants) (art. 22 L. 240 of 30.12.2010). First of all, it is important to recall art. 10 of the Regolamento di Ateneo per il conferimento di assegni di collaborazione ad attività di ricerca, where the following are expressly authorized:

- all activities planned by the Department for the promotion of research and the circulation of results, without the need to stipulate any further contract;
- a limited teaching activity (maximum 30 hours per academic year), pertinent to the area of research carried out by the grant holder, provided that it does not compromise the research and consists in the assignment of teaching tasks complementary to the institutional activity, in participation in exam commissions, if the grant holder is a subject expert, and in collaboration with students in research related to the degree thesis.

These activities are included in the research grant contract signed by the grant holder and are recorded in the timesheet as ordinary activity. Indeed, with regard to research grants financed by reportable projects, for which the drafting of a timesheet is required, we recall that the grant holder is required to carefully fill in the timesheet relating to the research activities carried out and according to the form present in timesheet-WEB.

Moreover, in reference to art. 12 the following are also compatible:

- 1) contract teaching, awarded pursuant to art. 23 of Law 240/2010 (art. 12 paragraph 9), at the University of Modena and Reggio Emilia or other Universities or Research Institutions equivalent to them (*Article 23 of Law 240/2010 refers to University teaching, not to school teaching of any level or of any other type*)
- 2) any assignments instrumental to the performance of services on behalf of third parties assigned by the Department for specific services provided for by research programs (art. 12 paragraph 13);
- 3) services provided free of charge at voluntary associations or non-profit socio-welfare cooperatives, without prejudice to the full fulfilment of one's own research tasks.

As clarified by the Direzione Ricerca e Terza Missione, of the three aforementioned activities only those related to the first point will appear in the timesheet, if carried out at the University of Modena and Reggio Emilia, as registration in the ESSE3 application is required, which automatically transfers the performed hours to the timesheet upon download.

As regards the activities referred to in point 1 carried out at other Universities, the grant holder must comply with the rules of the University where he/she is carrying out the teaching activities. As regards the teaching activities referred to in point 1 carried out at our University, the hours of the assignment must be added to the hours of the research activities (which are remembered to be equal to approximately 1720 hours/year).

The activities of points 2 and 3 must not be recorded in the timesheet, as they are carried out outside the research service provided for by the contract in force with this University.

In any case, the additional assignments must not overlap with the research activities recorded in the timesheet relating to the contract in force.

For example, since the grant holder is required to fill out timesheets, where requested, for a productive time equal to approximately 1720 hours/year of contract, in the event that 10 hours of non-supplementary teaching are carried out at the University of Modena and Reggio Emilia (i.e. not foreseen in the research grant contract), these must appear in the timesheet and must be added to the hours of research activity. The annual timesheet of the grant holder will therefore be equal to 1720 hours of research + 10 hours of teaching = 1730 hours.

We remain at your disposal for any clarifications, and send you our best regards.

Modena, 3 October 2024

THE MANAGER
(Dr. Maria Raffaella INGROSSO)
Digitally signed under the law D.Lgs. N. 82/2005