

List of General Authorizations for IST Austria

General authorization		approved by the
Name	Function at IST Austria	Board of Trustees on
Michael Sixt	Executive Vice President	08.06.2021
Georg Schneider	Managing Director	08.06.2021

Examples of documents that are usually signed by persons with a general authorization:

Name	Function at IST Austria	Types of documents
Michael Sixt	Executive Vice President	Project applications;
		Official documents related to experimental research at IST;
		Employment contracts for Postdocs and Postdoctoral Visiting Scientists
Georg Schneider	Managing Director	Insurance policies and related documents;
		Procurements with a total value of up to EUR 100,000 incl. VAT;
		Contracts with a total value of up to EUR 100,000 EUR incl. VAT such as NDAs, MTAs, Cooperation / Collaboration -, Data Processing -, Usage and Rental -, Sponsoring agreements in connection with events; License agreements whereas IST Austria is the Licensee;
		Employment contracts for admin / SSU and apprentices and related documents;
		Credit card applications, bank authorizations;
		Tax declarations;
		Works agreements related to Admin / SSU staff

Authorizations for specific duties

Special authorization for specific duties granted to:			granted by the President on
Name	Function at IST Austria	Specific duties	
Simon Hippenmeyer	Area Chair	Employment contracts for Postdocs	07.04.2020
		Employment contracts for Postdoctoral Visiting Scientists	01.02.2021
Robert Seiringer	Area Chair	Employment contracts for Postdocs	07.04.2020
		Employment contracts for Postdoctoral Visiting Scientists	01.02.2021
Krzysztof Pietrzak	Area Chair	Employment contracts for Postdocs	07.04.2020
		Employment contracts for Postdoctoral Visiting Scientists	01.02.2021
Eva Frimlová (Benková)	Dean of the Graduate School	Employment contracts for PhD Students, Pre-doctoral Visiting Scientists, and Scientific Interns, as well as any individual traineeship agreements relating to the stay of students or other early stage researchers on traineeships at IST Austria	01.09.2021
Maria Trofimova	Head of Graduate School Office	- Employment contracts for PhD students, scientific interns, predoctoral visiting scientists - Visiting student agreements	01.03.2021
Gasper Tkacic	PhD Program Chair	- Employment contracts for affiliated and unaffiliated PhD students in case of absence of the Dean - Employment contracts for affiliated PhD students in the Dean's research group	01.03.2021
Barbara Abraham	Deputy Managing Director, Head of Academic Affairs	- Grant applications and agreements on behalf of the President	20.12.2019
		- Employment contracts and offer letters for administrative staff in absence of the Managing Director	01.12.2020
Stefan Hipfinger	Head of Construction & Maintenance	Charging Agreements for electric cars	03.10.2019
		Vertretung vor Baubehörde Klosterneuburg in Bauangelegenheiten und vor BH Klosterneuburg in Sachen des Arbeitsstätten-Rechtes	08.04.2021
Elke Egger	Team Lead Campus Services	Standard apartment contracts	23.02.2021
Wolfgang Fohringer	Head of Finance	- Agreements for advances salary payments - Standard apartment contracts	28.06.2019
Michael Schunn	Manager of Pre-Clinical Facility	Conditions of Use (CoU) MMRRRC (mutant mouse resource and research centers)	31.07.2020
Christoph Haindl	Team Lead IT infrastructure	A1 B2B webshop	04.06.2019
Markus Wanko	Managing Director TWIST GmbH	Material Transfer Agreements via Addgene Inc.	17.12.2020
Ingrid Spillman	Technology Transfer Manager, TWIST GmbH	Material Transfer Agreements via Addgene Inc.	17.12.2020

Note: Employment Contracts include any employment related documents such as but not limited to amendments to employment contracts, supplemental agreements to employment contracts, termination agreements as well as employer initiated terminations