

## Appendix 1 – List of General Authorizations for ISTA

General authorization		approved by the
Name	Function at ISTA	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 ISTA	Types of documents
Sixt Michael	Executive Vice President	Project applications;
		Official documents related to experimental research at IST;
		Employment contracts for Postdocs and Postdoctoral Visiting Scientists
Schneider Georg	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

## Appendix 2 – Authorizations for specific duties

Special authorization for specific duties granted to:			granted by the President on
Name	Function at ISTA	Specific duties	
Abraham Barbara	Deputy Managing Director, Head of Academic Affairs	Grant applications and agreements on behalf of the President	20.12.2019
Abraham Barbara	Deputy Managing Director, Head of Academic Affairs	Employment contracts and offer letters for administrative staff in absence of the Managing Director	01.12.2020
Abraham Barbara	Deputy Managing Director, Head of Academic Affairs	Vereinbarung für Erasmus+ Personalmobilität zu Fortbildungszwecken" zwischen ISTA und Mitarbeiterinnen/Mitarbeitern, welche sich um Förderung im Rahmen des EU-Programms "Erasmus+ mobility" beworben haben.	05.08.2020
Abraham Barbara	Deputy Managing Director, Head of Academic Affairs	Employment contracts, amendments, etc. for Admin/SSU staff in their assigned division	26.04.2023
Adletzberger Michael	IT Support	"Mein A1 Business Admin" web interface	04.12.2018
Anderl Karin	Human Resources	<ul style="list-style-type: none"> <li>• training alliance agreements for apprentices,</li> <li>• the enrollment of apprentices in the vocational school,</li> <li>• grant applications for apprentices at the "Wirtschaftskammer NÖ",</li> <li>• applications for work permit („Beschäftigungsbewilligung“),</li> <li>• employer declaration agreements („Arbeitgebererklärung“),</li> <li>• hosting agreements.</li> </ul>	25.05.2022
Asenov Todor	Manager of Machine Shop	<ul style="list-style-type: none"> <li>• Declarations for the acceptance of equipment based on existing purchase contracts between ISTA and a third party.</li> <li>• Loan / demo equipment contracts.</li> </ul>	25.05.2022
Bagiante Salvatore	Manager of Nanofabrication Facility	<ul style="list-style-type: none"> <li>• Declarations for the acceptance of equipment based on existing purchase contracts between ISTA and a third party.</li> </ul>	25.05.2022
Bickel Bernd	Vice President for Technology Transfer	<ul style="list-style-type: none"> <li>- Rechtsgeschäfte, die laut den jeweils gültigen Rules for Professors in den Zuständigkeitsbereich der Authorized Person for IP fallen.</li> <li>- Entscheidungen der Generalversammlung der TWIST Research Transfer and Development GmbH („TWIST“) über Interessenkonflikte der Geschäftsführung oder Mitarbeitern der TWIST.</li> </ul>	26.04.2022
Bickel Bernd	Vice President for Technology Transfer	Special power of attorney with full power and authority to commission and appoint patent attorneys and grant them corresponding power of attorneys to act as ISTA's attorney(s), and to represent ISTA before and to transact all business in national and/or international patent offices (including the European Patent Office) in connection with the application, prosecution and/or cancellation proceedings of any patents or other industrial property rights in the name of ISTA, and to revoke such powers and authorizations at any time.	30.05.2022

Special authorization for specific duties granted to:			granted by the President on
Name	Function at ISTA	Specific duties	
Binishofer Heidmarie	Deputy Head Human Resources	<ul style="list-style-type: none"> <li>• training alliance agreements for apprentices,</li> <li>• the enrollment of apprentices in the vocational school,</li> <li>• grant applications for apprentices at the "Wirtschaftskammer NÖ",</li> <li>• applications for work permit („Beschäftigungsbewilligung“),</li> <li>• employer declaration agreements ("Arbeitgebererklärung"),</li> <li>• reimbursement agreements for training costs,</li> <li>• hosting agreements.</li> </ul>	25.05.2022
Binishofer Heidmarie	Deputy Head Human Resources	<ul style="list-style-type: none"> <li>• Employment contracts, amendments, etc. for Admin/SSU staff (except direct reports to Managing Director) in absence of Head of HR Operations</li> <li>• Special cases documents (e.g. variable salary components, dismissal) for Admin/SSU staff in absence of Head of HR</li> </ul>	26.04.2023
Bode Silvia	Human Resources	<ul style="list-style-type: none"> <li>• training alliance agreements for apprentices,</li> <li>• the enrollment of apprentices in the vocational school,</li> <li>• grant applications for apprentices at the "Wirtschaftskammer NÖ",</li> <li>• employer declaration agreements ("Arbeitgebererklärung").</li> </ul>	25.05.2022
Brandstätter Zoe	Human Resources	<ul style="list-style-type: none"> <li>• training alliance agreements for apprentices,</li> <li>• the enrollment of apprentices in the vocational school,</li> <li>• grant applications for apprentices at the "Wirtschaftskammer NÖ",</li> <li>• applications for work permit („Beschäftigungsbewilligung“),</li> <li>• employer declaration agreements ("Arbeitgebererklärung"),</li> <li>• hosting agreements.</li> </ul>	25.05.2022
Cummins Renate	Human Resources	<ul style="list-style-type: none"> <li>• training alliance agreements for apprentices,</li> <li>• the enrollment of apprentices in the vocational school,</li> <li>• grant applications for apprentices at the "Wirtschaftskammer NÖ",</li> <li>• applications for work permit („Beschäftigungsbewilligung“),</li> <li>• employer declaration agreements ("Arbeitgebererklärung"),</li> <li>• hosting agreements.</li> </ul>	25.05.2022
Fohringer Wolfgang	Head of Finance	<ul style="list-style-type: none"> <li>- Agreements for advances salary payments</li> <li>- Standard apartment contracts</li> </ul>	28.06.2019
Fohringer Wolfgang	Head of Finance	Employment contracts, amendments, etc. for Admin/SSU staff in their assigned division	26.04.2023
Fohringer Wolfgang	Head of Finance	Vertretung in Zollbelangen des ISTA	02.05.2023

Special authorization for specific duties granted to:			granted by the President on
Name	Function at ISTA	Specific duties	
Frimlová (Benková) Eva	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
Gansch Roland	Head of Scientific Service Units	<ul style="list-style-type: none"> <li>• Declarations for the acceptance of equipment based on existing purchase contracts between ISTA and a third party.</li> <li>• Non-disclosure agreements.</li> </ul>	25.05.2022
Gansch Roland	Head of Scientific Service Units	Employment contracts, amendments, etc. for Admin/SSU staff in their assigned division	26.04.2023
Haindl Christoph	Team Lead IT infrastructure	A1 B2B webshop	04.06.2019
Herbst (Egger) Elke	Team Lead Campus Services	Standard apartment contracts	23.02.2021
Hipfinger Stefan	Head of Construction & Maintenance	Charging Agreements for electric cars	03.10.2019
Hipfinger Stefan	Head of Construction & Maintenance	Vertretung vor Baubehörde Klosterneuburg in Bauangelegenheiten und vor BH Klosterneuburg in Sachen des Arbeitsstätten-Rechtes	08.04.2021
Hipfinger Stefan	Head of Construction & Maintenance	Employment contracts, amendments, etc. for Admin/SSU staff in their assigned division	26.04.2023
Hippenmeyer Simon	Area Chair	Employment contracts for Postdoctoral Fellows	07.04.2020
Hippenmeyer Simon	Area Chair	Employment contracts for Postdoctoral Visiting Scientists	01.02.2021
Kaltenecker Magdalena	Head of Office of the President	Employment contracts, amendments, etc. for Admin/SSU staff in their assigned unit	26.04.2023
Kaya Arzu	Human Resources	<ul style="list-style-type: none"> <li>• training alliance agreements for apprentices,</li> <li>• the enrollment of apprentices in the vocational school,</li> <li>• grant applications for apprentices at the "Wirtschaftskammer NÖ",</li> <li>• applications for work permit („Beschäftigungsbewilligung“),</li> <li>• employer declaration agreements („Arbeitgebererklärung“),</li> <li>• hosting agreements.</li> </ul>	25.05.2022
Krens Gabriel	Manager of Imaging and Optics Facility	<ul style="list-style-type: none"> <li>• Declarations for the acceptance of equipment based on existing purchase contracts between ISTA and a third party.</li> <li>• Loan / demo equipment contracts.</li> </ul>	25.05.2022
Lintner Julia	Head of Executive Affairs	Employment contracts, amendments, etc. for Admin/SSU staff in their assigned units.	26.04.2023
Lovicar Ludek	Manager of Electron Microscopy Facility	<ul style="list-style-type: none"> <li>• Declarations for the acceptance of equipment based on existing purchase contracts between ISTA and a third party.</li> <li>• Loan / demo equipment contracts.</li> </ul>	25.05.2022

Special authorization for specific duties granted to:			granted by the President on
Name	Function at ISTA	Specific duties	
Lugbauer Renate	Unit Head HR Operations	<ul style="list-style-type: none"> <li>• Employment contracts, amendments, etc. for Admin/SSU staff (except direct reports to Managing Director)</li> <li>• Special cases documents (e.g. variable salary components, dismissal) for Admin/SSU staff in absence of Head of HR</li> </ul>	26.04.2023
Nowak Matthias	Manager of Laboratory Support Facility	<ul style="list-style-type: none"> <li>• Declarations for the acceptance of equipment based on existing purchase contracts between ISTA and a third party.</li> <li>• Loan / demo equipment contracts.</li> </ul>	25.05.2022
Pietrzak Krzysztof	Area Chair	Employment contracts for Postdoctoral Fellows	07.04.2020
Pietrzak Krzysztof	Area Chair	Employment contracts for Postdoctoral Visiting Scientists	01.02.2021
Potzmann Kerstin	Human Resources	<ul style="list-style-type: none"> <li>• training alliance agreements for apprentices,</li> <li>• the enrollment of apprentices in the vocational school,</li> <li>• grant applications for apprentices at the "Wirtschaftskammer NÖ",</li> <li>• applications for work permit („Beschäftigungsbewilligung“),</li> <li>• employer declaration agreements („Arbeitgebererklärung“),</li> <li>• hosting agreements.</li> </ul>	25.05.2022
Reinthalер Lisa- Marie	Human Resources	<ul style="list-style-type: none"> <li>• training alliance agreements for apprentices,</li> <li>• the enrollment of apprentices in the vocational school,</li> <li>• grant applications for apprentices at the "Wirtschaftskammer NÖ",</li> <li>• applications for work permit („Beschäftigungsbewilligung“),</li> <li>• employer declaration agreements („Arbeitgebererklärung“),</li> <li>• hosting agreements.</li> </ul>	01.12.2022
Reisinger Karin	Head of Human Resources	<ul style="list-style-type: none"> <li>• training alliance agreements for apprentices,</li> <li>• the enrollment of apprentices in the vocational school,</li> <li>• grant applications for apprentices at the "Wirtschaftskammer NÖ",</li> <li>• applications for work permit („Beschäftigungsbewilligung“),</li> <li>• employer declaration agreements („Arbeitgebererklärung“),</li> <li>• reimbursement agreements for training costs,</li> <li>• hosting agreements</li> </ul>	25.05.2022
Reisinger Karin	Head of Human Resources	<ul style="list-style-type: none"> <li>• Employment contracts, amendments, etc. for Admin/SSU staff (except direct reports of Managing Director) in absence of Head of HR Operations</li> <li>• Special cases documents (e.g. variable salary components, dismissal) for Admin/SSU staff</li> <li>• Employment contracts, amendments, etc. for Admin/SSU staff in their assigned division</li> </ul>	26.04.2023
Rovó Petra	Manager of Nuclear Magnetic Resonance Facility	<ul style="list-style-type: none"> <li>• Declarations for the acceptance of equipment based on existing purchase contracts between ISTA and a third party.</li> </ul>	25.05.2022

Special authorization for specific duties granted to:			granted by the President on
Name	Function at ISTA	Specific duties	
Schleederer Florian	Interim Head of Communications & Events	Employment contracts, amendments, etc. for Admin/SSU staff in their assigned division	26.04.2023
Schunn Michael	Manager of Pre-Clinical Facility	Conditions of Use (CoU) MMRRC (mutant mouse resource and research centers)	31.07.2020
Schunn Michael	Manager of Pre-Clinical Facility	• Declarations for the acceptance of equipment based on existing purchase contracts between ISTA and a third party.	25.05.2022
Seiboth Verena	Research Integrity & Research Ethics	• issue letters on behalf of ISTA for use towards third parties (such as funding agencies, authorities) in connection with research ethics topics of projects performed at ISTA, based on the assessment of applicable research ethics requirements. • represent ISTA as voting member in the general assembly (including circular resolutions) of the Österreichische Agentur für wissenschaftliche Integrität (ÖAWI) (Austrian Agency for Research Integrity).	25.05.2022
Seiringer Robert	Area Chair	Employment contracts for Postdoctoral Fellows	07.04.2020
Seiringer Robert	Area Chair	Employment contracts for Postdoctoral Visiting Scientists	01.02.2021
Spillman Ingrid	Technology Transfer Manager, TWIST GmbH	Material Transfer Agreements via Addgene Inc.	17.12.2020
Stadlbauer Stephan	Head of IT	"Mein A1 Business Admin" web interface	04.12.2018
Stadlbauer Stephan	Head of IT	• Declarations for the acceptance of equipment based on existing purchase contracts between ISTA and a third party. • Loan / demo equipment contracts.	25.05.2022
Tkacic Gasper	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
Trofimova Maria	Head of Graduate School Office	- Employment contracts for PhD students, scientific interns, predoctoral visiting scientists - Visiting student agreements	01.03.2021
Wanko Markus	Managing Director 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