

Appendix 1 – List of General Authorizations for ISTA

General authorization		approved by the
Name	Function at ISTA	Board of Trustees on
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
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 ISTA 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
		Generic power of attorney for the conclusion of gift agreements

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"> • training alliance agreements for apprentices, • the enrollment of apprentices in the vocational school, • grant applications for apprentices at the "Wirtschaftskammer NÖ", • applications for work permit („Beschäftigungsbewilligung“), • employer declaration agreements ("Arbeitgebererklärung"), • hosting agreements. 	25.05.2022
Asenov Todor	Manager of Machine Shop	<ul style="list-style-type: none"> • Declarations for the acceptance of equipment based on existing purchase contracts between ISTA and a third party. • Loan / demo equipment contracts. 	25.05.2022
Bagiante Salvatore	Manager of Nanofabrication Facility	<ul style="list-style-type: none"> • Declarations for the acceptance of equipment based on existing purchase contracts between ISTA and a third party. 	25.05.2022
Binishofer Heidemarie	Deputy Head Human Resources	<ul style="list-style-type: none"> • training alliance agreements for apprentices, • the enrollment of apprentices in the vocational school, • grant applications for apprentices at the "Wirtschaftskammer NÖ", • applications for work permit („Beschäftigungsbewilligung“), • employer declaration agreements ("Arbeitgebererklärung"), • reimbursement agreements for training costs, • hosting agreements. 	25.05.2022
Blaha Adela	Human Resources	<ul style="list-style-type: none"> • training alliance agreements for apprentices, • the enrollment of apprentices in the vocational school, • grant applications for apprentices at the "Wirtschaftskammer NÖ", • applications for work permit („Beschäftigungsbewilligung“), • employer declaration agreements ("Arbeitgebererklärung"), • reimbursement agreements for training 	01.02.2024

Special authorization for specific duties granted to:			granted by the President on
Name	Function at ISTA	Specific duties	
		costs, • hosting agreements.	
Bode Silvia	Human Resources	<ul style="list-style-type: none"> • training alliance agreements for apprentices, • the enrollment of apprentices in the vocational school, • grant applications for apprentices at the "Wirtschaftskammer NÖ", • employer declaration agreements ("Arbeitgebererklärung"). 	25.05.2022
Cummins Renate	Human Resources	<ul style="list-style-type: none"> • training alliance agreements for apprentices, • the enrollment of apprentices in the vocational school, • grant applications for apprentices at the "Wirtschaftskammer NÖ", • applications for work permit („Beschäftigungsbewilligung“), • employer declaration agreements ("Arbeitgebererklärung"), • hosting agreements. 	25.05.2022
Danowski Patrick	Manager of Library Facility	- License Agreements concluded between ISTA and the authors of Master's or PhD theses which are submitted as part of the requirement of ISTA's PhD program.	19.03.2024
Fohringer Wolfgang	Head of Finance	- Agreements for advances salary payments	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
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"> • Declarations for the acceptance of equipment based on existing purchase contracts between ISTA and a third party. • Non-disclosure agreements. 	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
Henzinger Monika	Vice President for Technology Transfer	<ul style="list-style-type: none"> - Legal transactions, which, according to the applicable Rules for Professors, fall within the scope of responsibility of the Authorized Person for IP. - Decisions of the General Assembly of xista innovation GmbH ("xista innovation") regarding conflicts of interest of the management or employees of xista innovation. 	01.03.2024
Henzinger Monika	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	01.03.2024

Special authorization for specific duties granted to:			granted by the President on
Name	Function at ISTA	Specific duties	
		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.	
Herbst (Egger) Elke	Head of Campus Services	Standard apartment contracts	23.02.2021
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
Hipfinger Stefan	Head of Construction & Maintenance	Standard apartment contracts	01.06.2024
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
Just Anita	Head of Human Resources	<ul style="list-style-type: none"> • Employment contracts, amendments, etc. for Admin/SSU staff (except direct reports to Managing Director) in absence of Head of HR Operations • Special cases documents (e.g. variable salary components, dismissal) for Admin/SSU staff • employment contracts, amendments, etc. for Admin/SSU staff in their assigned division. 	15.01.2024
Kaltenecker Magdalena	Head of Office of the President	Employment contracts, amendments, etc. for Admin/SSU staff in their assigned unit	26.04.2023
Katsaros Georgios	Vice President for Scientific Resources	<ul style="list-style-type: none"> - Employment contracts for Staff Scientists and Senior Staff Scientists. - All official documents related to experimental research at ISTA. This includes, for example, project applications for the use of laboratory animals, project applications for works with genetically modified organisms and microorganisms, or applications for the use of radiation or dangerous substances. - All project applications which include the use of laboratory rodents. 	01.04.2024
Kaya Arzu	Human Resources	<ul style="list-style-type: none"> • training alliance agreements for apprentices, • the enrollment of apprentices in the vocational school, • grant applications for apprentices at the "Wirtschaftskammer NÖ", • applications for work permit („Beschäftigungsbewilligung“), • employer declaration agreements („Arbeitgebererklärung“), • hosting agreements. 	25.05.2022
Krens Gabriel	Manager of Imaging and Optics Facility	<ul style="list-style-type: none"> • Declarations for the acceptance of equipment based on existing purchase contracts between ISTA and a third party. • Loan / demo equipment contracts. 	25.05.2022

Special authorization for specific duties granted to:			granted by the President on
Name	Function at ISTA	Specific duties	
Lemeshko Mikhail	Area Chair	Employment contracts for Postdoctoral Fellows	01.07.2023
Lemeshko Mikhail	Area Chair	Employment contracts for Postdoctoral Visiting Scientists	01.07.2023
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"> • Declarations for the acceptance of equipment based on existing purchase contracts between ISTA and a third party. • Loan / demo equipment contracts. 	25.05.2022
Lugbauer Renate	Head of HR Operations	<ul style="list-style-type: none"> • Employment contracts, amendments, etc. for Admin/SSU staff (except direct reports to Managing Director) • Special cases documents (e.g. variable salary components, dismissal) for Admin/SSU staff in absence of Head of HR 	26.04.2023
Novarino Gaia	Executive Vice President	<ul style="list-style-type: none"> • Employment contracts for Postdoctoral Fellows in an Area Chair's Research Group, Visiting Professors in the President's Research Group and Postdoctoral Visiting Scientists in an Area Chair's Research Group; • Employment contracts for Postdoctoral Fellows in special cases, i.e. extending the total length of contract beyond five years; • Employment contracts for Admin/SSU staff who report directly to the Managing Director; • Agreements with Academic Visitor Postdoc in Area Chair's Group and Academic Visitor Professor; 	01.04.2024
Nowak Matthias	Manager of Laboratory Support Facility	<ul style="list-style-type: none"> • Declarations for the acceptance of equipment based on existing purchase contracts between ISTA and a third party. • Loan / demo equipment contracts. 	25.05.2022
Pauli Susanne	Human Resources	<ul style="list-style-type: none"> • training alliance agreements for apprentices, • the enrollment of apprentices in the vocational school, • grant applications for apprentices at the "Wirtschaftskammer NÖ", • applications for work permit („Beschäftigungsbewilligung“), • employer declaration agreements („Arbeitgebererklärung“), • hosting agreements. 	16.10.2023
Reinthal Lisa-Marie	Human Resources	<ul style="list-style-type: none"> • training alliance agreements for apprentices, • the enrollment of apprentices in the vocational school, • grant applications for apprentices at the "Wirtschaftskammer NÖ", • applications for work permit („Beschäftigungsbewilligung“), • employer declaration agreements („Arbeitgebererklärung“), • hosting agreements. 	01.12.2022
Rovó Petra	Manager of Nuclear Magnetic Resonance Facility	<ul style="list-style-type: none"> • Declarations for the acceptance of equipment based on existing purchase contracts between ISTA and a third party. 	25.05.2022

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Rowinska Agnieszka	Human Resources	<ul style="list-style-type: none"> • training alliance agreements for apprentices, • the enrollment of apprentices in the vocational school, • grant applications for apprentices at the "Wirtschaftskammer NÖ", • applications for work permit („Beschäftigungsbewilligung"), • employer declaration agreements ("Arbeitgebererklärung"), • reimbursement agreements for training costs, • hosting agreements 	01.02.2024
Wilkoszewski Harald	Head of Communications & Events	Employment contracts, amendments, etc. for Admin/SSU staff in their assigned division	15.01.2024
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	<ul style="list-style-type: none"> • 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
Spillman Ingrid	xista innovation 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> • Affiliated and unaffiliated PhD Students • Scientific Interns and FFG Interns in the Dean's research group • Other Scientific Interns and FFG Interns in case of absence of the Dean • Predoctoral Visiting Scientists in the Dean's research group • Visiting Student Agreements in the Dean's research group 	01.03.2021

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Wanko Markus	Managing Director xista innovation GmbH	Material Transfer Agreements via Addgene Inc.	17.12.2020
Wojtan Christopher	Area Chair	Employment contracts for Postdoctoral Fellows	01.07.2024
Wojtan Christopher	Area Chair	Employment contracts for Postdoctoral Visiting Scientists	01.07.2024

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