



D.R. 30.9.2022 n. 196

recante modifiche al *Regolamento per i Centri di Ricerca della Luiss Guido Carli*

### IL RETTORE

- VISTA la Legge 9 maggio 1989, n. 168 con la quale è istituito il Ministero dell'Università e della Ricerca Scientifica e Tecnologica
- VISTA la Legge 30 dicembre 2010, n. 240 recante *Norme in materia di organizzazione delle università, di personale accademico e reclutamento, nonché delega al Governo per incentivare la qualità e l'efficienza del sistema universitario*
- VISTO lo Statuto di Autonomia della Luiss Libera Università Internazionale degli Studi Sociali Guido Carli, da ultimo pubblicato nella Gazzetta Ufficiale, Serie Generale, n. 157 del 7 luglio 2022
- VISTO il Decreto Rettorale 11 novembre 2009, n. 184 recante emanazione del *Regolamento per i Centri di Ricerca della Luiss Guido Carli* e successive modifiche
- VISTE le modifiche deliberate dal Comitato Esecutivo della Luiss Guido Carli nella seduta del 14 settembre 2022, proposte dal Senato Accademico nella seduta del 19 luglio 2022

### DECRETA

#### Art. 1

È modificato il *Regolamento per i Centri di Ricerca della Luiss Guido Carli* come da testo allegato al presente Decreto, di cui costituisce parte integrante.

Prof. Andrea Prencipe



Firmato digitalmente da  
PRENCIPE ANDREA  
C = IT  
O = LUISS GUIDO CARLI

LUISS



# **Regulations on Luiss Guido Carli Research Centers**

with the changes proposed to the Academic Senate at its sitting of 19 July 2022 and approved  
by the Executive Committee at its meeting of 14 September 2022



## TITLE I – ESTABLISHMENT AND PURPOSES

### Article 1 – Definition and Establishment

The Research Centers of Luiss Guido Carli (hereinafter referred to as “Centers”) are university structures (preferably interdisciplinary), including established in cooperation with other institutions (university and non-university), dedicated to exploring in-depth any research topics of strategic interest to the University.

Pursuant to Article 13 of the General University Regulations the Centers are coordinated by the Vice Rector for Research in cooperation with the Heads of Department, who constitute the “Research Centers Commission”. The Commission is chaired by the Vice Rector for Research, who has the casting vote in the event of a tie.

Centers are established by resolution of the Executive Committee, after consultation with the Academic Senate, acting on a proposal from the Research Centers Commission in accordance with Article 13 of the General University Regulations.

Should the Research Centers Commission believe that the development of a project or an area of research is of significant interest to the University and to civil society and calls for interdisciplinary expertise of other institutions (e.g. universities, centers of excellence or other institutions not exclusively university in nature), both Italian and foreign, it may forward the Academic Senate the relevant proposal to establish a Center in cooperation with other institutions.

### Article 2 – Purposes

Pursuant to Article 13 of the General University Regulations, the purpose of Centers is exclusively to produce research and transfer it to society as a whole and to public and private institutions in particular. Each Center sets its own specific goals and clearly outlines its research areas in a three-year planning document, prepared by the Director of the Center at the beginning of the latter’s term of office in accordance with the methods and deadlines specified in the annex hereto on “Requirements, Economic Governance and Incentives”.

### Article 3 – Activities

In the pursuit of their respective purposes, Centers:

- undertake research and scientific consultancy, including of an applied nature, in sectors relating to the areas falling within their remit, at the request of other entities and bodies, public or private, national or international;
- promote the development of research in their own areas of interest;
- manage the dissemination of the results of their own research through organizing study meetings, seminars and conferences in connection with the research carried out, as well as through the preparation of reports and publications and the constant updating of their own website;
- pursue, in order to better conduct the above mentioned activities, the signing of cooperation agreements or contracts with other universities and university research centers, Italian and foreign.



Each Center lists in its three-year planning document the specific activities that it believes it will carry out in order to meet both academic and economic objectives during the period covered by the three-year plan.

In the interest of the University, Centers liaise with each other in order to capitalize on synergies, rationalize resources and avoid overlap.

Centers shall not carry out training activities: where training is required related to specific research undertaken or in progress, that training will be managed by the post-graduate schools with the involvement of the Center concerned to the extent necessary.

#### **Article 4 – Research Scholarships, Grants and Contracts**

Within the limits of its own budget, a Center may award scholarships and the like, mainly targeting Luiss Guido Carli graduates, as well as research scholarships, grants and contracts subject to complying with applicable rules and regulations.

## **TITLE II – STRUCTURES AND PERSONNEL**

#### **Article 5 – Legal Representation**

The General Manager of Luiss Guido Carli is empowered to legally represent the Centers and authorize expenditure acting on a proposal from the Director of the Center concerned.

Contracts relating to research commissioned by third parties are formally signed by the General Manager of the University acting on a proposal from the Director of the Center concerned, and likewise contracts with outside consultants, collaborators and researchers.

#### **Article 6 – Governance Structure**

Each Center’s governance is structured as follows:

- a. the President (**Presidente**);
- b. the Director (**Direttore**);
- c. the Management Committee (**Comitato Direttivo**);
- d. the Academic Board (**Comitato Scientifico**) (optional).

The Director, the President and the members of the Management Committee and of the Academic Board, if established, are appointed by the Academic Senate acting on a proposal from the Research Centers Commission in accordance with Article 13 of the General University Regulations. Their term of office is three years and they are eligible for reappointment.

The names of the members of a Center’s bodies and officers, as well as the personnel affiliated with the Center, are listed in the three-year planning document.

No position held within a Center may attract any remuneration or allowances.

In the event of the establishment of a Center in cooperation with other institutions, the Center’s governing bodies and officers will be regulated by an agreement concluded for that specific purpose.



## **Article 7 – The Director**

The Director of the Center, appointed from among the tenured professors in service at Luiss Guido Carli and affiliated with the Center:

- convenes and chairs meeting of the Management Committee and the Academic Board, if any;
- oversees the organization of the Center and is responsible for its operation and the carrying out of its activities, setting priorities for action and criteria for managing resources by agreement with the Management Committee;
- arranges, within his or her remit, to implement the resolutions adopted by the University’s academic bodies, the Management Committee and the Academic Board, if any;
- prepares, at the beginning of his or her term, a three-year planning document setting out the program of activities and the planned lines of research and governance of the Center and, at the end of his or her term, a final report evaluating the Center’s activities over the three-year period, in accordance with the methods and deadlines specified in the annex hereto on “Requirements, Economic Governance and Incentives”;
- briefs the Research Centers Commission on the three-year planning document;
- provides the data and documents necessary to prepare the report on the financial statements and report on the budget, in accordance with the methods and deadlines specified in the annex hereto on “Requirements, Economic Governance and Incentives”;
- oversees all aspects that count towards attaining the Center’s institutional purposes;
- periodically arranges for the updating of the Center’s website.

Should the organizational needs of the Center make it necessary, the Director may appoint from among the Center’s members:

- a Deputy Director who assists him or her in the performance of his or her duties;
- one or more representatives in charge of supervising specific activities or research areas.

## **Article 8 – The Management Committee**

The Management Committee consists of:

- the Director of the Center;
- the President of the Center;
- the Deputy Director and/or activity/area representatives, if appointed;
- professors, researchers and other personnel affiliated with the Center, varying in number based on the needs of the Center.

The Management Committee, convened and chaired by the Director of the Center, has a strategic function and meets at least once a year to:

- adopt resolutions in relation to new initiatives proposed by the Director of the Center;
- serve in an advisory capacity to the Director of the Center;
- contribute to setting the priorities for action and criteria for managing the resources needed to carry out research activities;
- ensure the implementation of development plans formulated by the Director of the Center in the three-year planning document.



Should a Center be requested to carry out research under a contract relating to sensitive issues or sectors (e.g. defense, health, environment or gambling), the Management Committee is also required to arrange for the person in charge of the research to seek a prior opinion from the Research Committee.

## **Article 9 – The President**

The President of the Center, appointed among high-level experts in the fields falling within the Center’s sphere of competence and not necessarily affiliated with Luiss Guido Carli:

- may assist the Director in setting the strategy and priorities for action of the Center;
- attends meetings of the Management Committee and the Academic Board, if any;
- promotes the establishment of scientific collaboration relationships in agreement with the Director of the Center.

The President may be one and the same person as the Director of the Center.

## **Article 10 – The Academic Board**

Depending on the specificity of the Center, an Academic Board may be established, consisting of:

- the President of the Center;
- the Director of the Center;
- high-level experts in the fields of expertise of the Center, including those affiliated with other universities or institutions, in a number that varies according to the needs of the Center and not necessarily affiliated with the Center itself.

The purpose of the Academic Board, convened and chaired by the Director of the Center, is to:

- provide opinions on strategic policy;
- suggest lines of research;
- promote the Center at an institutional level and engage in fundraising;
- provide opinions on matters submitted for its attention by the Management Committee concerning the work of the Center;
- propose topics for conferences, seminars and publications;
- propose research projects and scientific cooperation agreements.

## **Article 11 – Affiliated Personnel**

Luiss Guido Carli permanent faculty (full professors, fixed-term full professors, associate professors, fixed-term researchers and associate professors research) working in one of the four Departments and interested in the topics falling within a Center’s remit are assigned to the Center concerned, in a minimum number that is such as to meet the requirements set forth in the annex hereto on “Requirements, Economic Governance and Incentives”. Each Luiss permanent faculty member may be affiliated with one Center only. However, in order to promote interdisciplinarity, Luiss permanent faculty already affiliated with a Center can collaborate in the activities of other Centers.

In compliance with the minimum requirements, a Center may also include non-permanent professors, researchers, doctoral students and Luiss post-docs. A Center may also avail itself of external experts (partners from the private sector, public sector and other universities), both Italian and foreign, who carry out research activities in the areas falling within the Center’s sphere of competence.



Gender equality must be promoted in the Centers in compliance with constitutional and European Union principles and in line with what is established in the Luiss Gender Equality Plan, with particular reference to Action 10d, which provides that by 31 December 2024 the composition of all Centers shall include a quota of researchers of the underrepresented sex equal to at least 40% of the total number of all members of the Center.

## **Article 12 – Associated Substructures**

The following types of research substructures may be formally established within a Center:

- Permanent Observatory: permanent research organization dedicated to the in-depth study of one or more topics of core interest to the Center.
- Temporary Observatory: research organization to carry out activities related to a specific agreement or research project, which is dissolved upon the expiry of the agreement and the related funding as the case may be.
- Laboratory: research organization focused on experimental and laboratory activities on specific topics of interest; more precisely, it carries out activities that require the use of particular physical equipment or certain software, or study and research activities of a more practical character (construction of monitoring instruments, data collection and analysis, etc.), aimed at involving also junior researchers (e.g. doctoral students and post-docs) to increase their skills and refine their aptitude for research.

Permanent Observatories and Laboratories are set up by internal members of a Center, and can be organized by envisaging a coordinating role if functional to the carrying out of the planned activities.

With regard to Temporary Observatories, the issues of governance and participation of members external to the Center are specified in the agreement to which the structure itself is linked.

Any proposal to establish or close down Observatories and Laboratories must be submitted by the Director of the Center to the Vice Rector for Research and the Research Centers Commission for evaluation by the latter.

Informal groups of researchers can also be freely formed within a Center, in order to explore in greater depth single research themes or to carry out specific activities.

## **Article 13 – Administrative Personnel and Infrastructure**

To carry out its activities, each Center makes use of the facilities and administrative resources of the University, in accordance with the procedures agreed upon with the Office of the General Manager. The location of each Center is agreed upon with the Office of the General Manager and indicated in the three-year planning document.

Each Research Center is granted the use of a maximum of two workstations at the University as well as the possibility, where necessary, to have a shared meeting space. Possible exceptions may be made by the Vice Rector for Research on the basis of the volume of the Center's research activity and the external funding received.



## TITLE III – OPERATING RULES

### **Article 14 – Principles of Autonomy of the Centers**

A Research Center is an emanation of the University, with academic and organizational autonomy within the limits provided for by current regulations and with economic-financial autonomy within the limits of the annual budget approved by the Board of Directors.

The associated annual budget and financial statements, prepared in accordance with procedures communicated by the University, are an integral part of the University’s annual budget and financial statements.

The management of a Center’s funds and related accounting matters are handled by the University’s administration and are governed by the same rules that apply to the University’s own funds.

A Center’s revenue and funding must be such as to make it economically and financially self-sufficient so that it is not a burden on the University. Centers are required, for their continued existence, to fulfil the minimum economic requirements laid down in the annex hereto on “Requirements, Economic Governance and Incentives”, whose objective is to ensure both the financial self-sufficiency of the Center and an operating margin for Luiss. Centers that do not fulfil the requirements within the timeframe and in the manner established in that said document shall cease.

Centers established in cooperation with other institutions shall be governed as regards their economic and financial aspects by an agreement concluded for that specific purpose.

### **Article 15 – Sources of Funding for Centers**

Funds received from third parties for the carrying out of research activities will belong to the Center concerned. Specifically, research activities carried out on behalf of third parties mean funding for research commissioned from a Center by public and private entities, including through a public tendering process that entails the submission of bids.

In order to achieve its aims, a Center may also avail of:

- memberships, sponsorships, donations and the like;
- any funding awarded on foot of national and international calls, attributable to the Center’s research activities of the Centre but which does not contribute to the attainment of the minimum economic requirements set out in the annex hereto on “Requirements, Economic Governance and Incentives”.

Finally, Centers may qualify for additional funding in the form of incentivizing prizes to be reinvested in research activities, as specified in the annex hereto on “Requirements, Economic Governance and Incentives”.

### **Article 16 – Fees and Contributions**

A percentage is deducted from a Center’s revenues in order to cover the University’s routine operating costs, as set out in the annex hereto on “Requirements, Economic Governance and Incentives”.





#### **TITLE IV – TERM AND DISSOLUTION**

##### **Article 17 – Term and Dissolution**

A Center’s term shall be indefinite.

Any decision to dissolve a Center is a matter for the Executive Committee of Luiss Guido Carli, adopting a resolution to that end after consulting with the Academic Senate and acting on a proposal from the Research Centers Commission in accordance with Article 13 of the General University Regulations.

A Center shall be dissolved as of right if it does not fulfill the minimum academic and economic requirements laid down in the annex hereto on “Requirements, Economic Governance and Incentives” within the timeframe established therein.

In the event that a Center is dissolved before completing its research commitments made to third parties (through agreements, contracts, tendering procedures or other forms of formal commitment), the research commitment in question shall be completed as part of the activities of another Center designated by the Executive Committee.

**Luiss**

Vice Rector for Research

# **Research Centers: Requirements, Economic Governance and Incentives**

Annex to the Regulations on Luiss Guido Carli  
Research Centers

July 2022

**LUISS**



## Requirements

### Academic Requirements

Academic output represents an important aspect to be considered in a process of rationalization of the Research Centers of Luiss Guido Carli (hereinafter the “Centers”). The quality of the results of academic research is assessed on the basis of a faculty member’s formal affiliation with the University. This fact has implications for both the composition of the membership of each Center and the evaluation of the results of the academic research conducted by the Center concerned. A Center must also have an adequate size in terms of members to ensure its ability to meet demands of increasing complexity. Therefore, apportionment and subject matter overlap should be avoided. To this end, Centers should have and fulfill the following characteristics and requirements:

- Each Center must consist of **at least 5 Luiss permanent faculty** (full professors, fixed-term full professors, associate professors, fixed-term researchers and associate professors research) of which:
  - at least 2 Luiss full or associate professors;
  - at least 1 Luiss fixed-term researcher.

In the absence of a Luiss fixed-term researcher at the Center, that figure can be replaced by an assistant professor (research).

Please note that each permanent Luiss professor or researcher (or assistant professor research) may be affiliated with just one Center.

For Centers in cooperation with other institutions, the permanent personnel of the partner institutions can also be counted among the 5 members.

- Research Center members assessed for internal evaluation of research (VIR) purposes (permanent faculty and assistant professors research) must produce **at least 20 band A or A+ research products over a three-year period**.

For Centers in cooperation with other institutions, the number of products required will be proportional to the number of Luiss members out of the total number of members of the Center itself: for example, if Luiss researchers make up half of the total membership, the number of research products in band A or A+ must be at least 10.

## Economic Requirements

In order to ensure both the financial self-sufficiency of Research Centers and an operating margin for Luiss, funding received by a Center from public and private entities must amount to **at least an average of € 30,000 per calendar year** in the three-year evaluation period. This amount can be reduced to an average of € 20,000 per year for the first two calendar years of establishment of a new Center.

Any funding awarded on foot of national and international calls does not contribute to the achievement of the above minimum financial requirement.

## *Overhead*

A **25% overhead** for the University's routine operating costs will be charged against a Center's revenues.

For funding from projects with accounting obligations awarded under national and international calls, the percentage of overhead charged to the project shall be that stated in the call.

No overhead will be charged in relation to:

- funds intended for doctoral and research scholarships, for research grants and the like;
- sponsorships and memberships for amounts up to € 5,000 and donations;
- incentivizing prizes that the Center may qualify for to be reinvested in research activities, as specified in the "Incentives" section of this document.

## Evaluation and Monitoring of the Requirements

### Three-Year Planning

At the beginning of his or her term of office (and at each renewal thereof, if any) the Director of the Center shall prepare a three-year planning document, valid as a plan of activities, in which the Center sets out its planned lines of research and governance. The three-year planning document shall:

- describe the governance choices of the Center, specifying the composition of its bodies and the existence of any Observatories and/or Laboratories, and also give details of the Center's establishment and its address;
- list the members of the Center, distinguishing the Luiss permanent members from the non-Luiss permanent members, specifying their roles and their affiliation, if other than Luiss;
- clearly outline the Center's purpose and areas of research;
- list the activities that the Center believes it will carry out in order to meet both academic and economic objectives during the three-year planning period;
- explain the possibilities for obtaining funding for research and academic output through direct public or private contracts, listing such potential funders.

If a new Center is established during the three-year period, the planning document must cover:

- the remaining period until the end of the initial three-year period, if the remaining period is more than 12 months;
- the remaining period up to the end of the initial three-year period and the following three-year period, if the remaining period is less than 12 months.

In either case, the requirements will be assessed pro rata for the period to which they relate.

The planning document must be submitted within three months after the appointment of the Director of the Center (with the date indicated by specific communication), sending it to [prorettorericerca@luiss.it](mailto:prorettorericerca@luiss.it) and [ricerca@luiss.it](mailto:ricerca@luiss.it). Within one month after receipt, the Vice Rector for Research may request clarification. The Research Centers Commission must be informed by the Director of the Center of the contents of the document.

The first three-year period to which the planning document must refer is 2021-2023.

## Three-Year Evaluation of a Center's Activities

For every year of activity, each Center must produce, by 31 January of the following year, a report on the activities carried out in terms of both academic output and economic results. In turn that document will be used to support the report on the financial statements that the Research Office prepares annually. In addition, in the third quarter of the year each Center must provide the Research Office with the necessary data required to support the report on the budget for the following year.

Within three months after the end of his or her term of office, the Director of the Center must draw up a final report evaluating the Center's activities during the three-year period, making use of the monitoring data provided by the Research Office, and send it to [prorettorericerca@luiss.it](mailto:prorettorericerca@luiss.it) and [ricerca@luiss.it](mailto:ricerca@luiss.it). Following the deadline for submission of the report, an Evaluation Commission will meet composed of:

- the Rector or the latter's representative;
- the General Manager or the latter's representative;
- the Vice Rector for Research.

The Commission will have the task of evaluating, for each Center that has submitted the final report, the academic requirements, the three-year plan and whether the planning is consistent with continued fulfilment of the academic requirements and attainment of the economic requirements. At the end of the evaluation process, the Vice Rector for Research will make the results known to the Research Centers Commission, which in turn will inform the Directors about them. The Centers that do not fulfil the requirements will be closed down.

The fulfillment of the requirements for Centers in cooperation with other institutions is evaluated by the Evaluation Commission considering the overall activity, i.e. of the whole Center and not only the Luiss component thereof.

## Annual Monitoring of a Center's Activities

The Research Office annually monitors each Center's performance for the purposes of checking fulfilment of the requirements. The resulting document is forwarded to the Director of the Center to be used in the preparation of the annual reports and the final report.

In June of each year, the Research Office requests an update from the Director of the Centre regarding its composition.

In July of each year, the Research Office informs the Director of the Center:

- of the number of research products published in bands A or A+ VIR by members of the Center during the previous year;
- whether the reported composition of the Center meets the numerical requirements: if not, the Director of the Center will be requested to ensure that by the end of the year the Center has the members necessary to meet requirements in that regard;
- of the total amount of funding awarded to the Center in the previous year and in the first six months of the current year; in the third year of the three-year period, if the average annual amount is still less than the set requirement, a forecast of revenue for the following months will be requested.

## Incentives

A Center that counts among its members a permanent Luiss faculty member in charge of a research project that has been granted funding on foot of a European or national call may qualify for specific incentivizing prizes to be reinvested in research activities.<sup>1</sup>

The amount of the prizes is taken from the overhead of the project winning the funding allocated to the University. Its value is fixed and is calculated taking into account the line of funding involved and the role of Luiss in the project proposal indicated in the table below:

Line of Funding		Luiss Role	Amount
European Union Framework Programme for Research and Innovation (Horizon Europe)	European Research Council (ERC): Starting Grant (StG), Consolidator Grant (CoG), Advanced Grant (AdG), Synergy Grant (SyG) and Proof of Concept (PoC)	Host institution	€ 10,000.00
	Research Innovation Action (RIA); Innovation Action (IA); Coordination and Support Action (CSA); Marie Skłodowska-Curie Doctoral Networks and Staff Exchange Actions	Collaborative project coordinator	€ 6,000.00
		Collaborative project partners	€ 2,000.00
	Marie Skłodowska-Curie Postdoctoral Fellowships Actions	Host institution	€ 3,000.00
Programs of other Directorates General of the European Commission		Coordinator or single beneficiary	€ 3,000.00
		Partner	€ 1,000.00
Italian Fund for Science (FIS)	Starting Grant; Advanced Grant	Host institution	€ 4,000.00
Projects of Significant National Interest (PRIN)		Lead partner	€ 2,000.00
		Partner	€ 1,000.00

The amount of the prize, disbursed following the signing of the funding agreement, may be used to fund the following types of initiatives to incentivize and promote the Center's research:

- contribution to the Center's academic publication activities;
- support for dissemination and promotion of the Center's research activities, such as the organization of events and maintenance and updating of the Center's website;
- funding of research activities on specific topics of interest to the Center by groups or individuals, including through the establishment of research grants;
- purchase of instrumentation necessary for the Center's research activities.

The use to which the prize is to be put is decided jointly by the Director of the Center and the Luiss faculty member in charge of the funded project.

<sup>1</sup> These prizes are expected to be made for project proposals submitted on or after 1 January 2022.

## Appendix

# Operation and Monitoring of Research Centers: Schedule and Regulatory Provisions

The following schedule sets out, for each type of activity related to the monitoring of the requirements of Research Centers, an initial summary that is described below through a brief explanation and/or by means of the underlying regulations (with the exception of what has already been established and described in this document). In particular, the table indicates the single actions into which each type of activity is broken down, specifying for each:

- “Proponent/Applicant” means the body or office, if any, that proposes, requests, or communicates the intention to carry out or initiate the indicated action (e.g. the Director of the Center informs the Research Office of the intention to establish a new Observatory within the Research Center);
- “Head”: the body or office tasked with carrying out the indicated action (e.g. the Research Office, after consultation with the Vice Rector for Research, notifies the Research Centers Commission of the establishment of the new Observatory);
- “Addressee”: the body or Office, if any, that receives the result of the action carried out by the head (e.g. the Research Centers Commission receives the communication regarding the establishment of the new Observatory).

For actions with a set deadline during the year or the three-year period (further summarized in a calendar at the end of this document), the timing is also specified.

### Organization and Functioning of Research Centers

Action	Proponent/Applicant	Head	Addressee	Timing
Proposal for the establishment of a Research Center	Researchers and Research Office, after consultation with the Vice Rector for Research	Research Centers Commission	Academic Senate	
Resolution to establish a Research Center	Research Centers Commission; Academic Senate	Executive Committee		
Communication of establishment of an Observatory or a Laboratory	Director of the Center	Research Office, after consultation with the Vice Rector for Research	Research Centers Commission	



Action	Proponent/Applicant	Head	Addressee	Timing
Appointment of Director, President and members of the Management Committee and Academic Board of a Center	Research Centers Commission	Academic Senate		Every three years
Verification of fulfilment of a Center’s academic and economic requirements		Evaluation Commission: Rector, Vice Rector for Research, General Manager	Research Centers Commission; Director of the Center	At the end of each three-year period
Resolution to dissolve a Center	Research Centers Commission; Academic Senate	Executive Committee		
Communication of dissolution of a Center, Observatory or Laboratory	Director of the Center	Research Office	Research Centers Commission	

### Description and/or relevant regulatory provisions

#### *Establishment and dissolution of Research Centers and substructures*

- Researchers notify the Research Office of their intention to establish a new Research Center. The Research Office handles the establishment process, submitting the request to the Vice Rector for Research for the latter’s evaluation and thereafter communicating it to the Research Centers Commission, which acknowledges it and prepares appropriate minutes to be forwarded to the Academic Senate. The establishment of Centers must be resolved on by the Executive Committee acting on a proposal from the Academic Senate.
- The Director informs the Research Office that he or she wishes to proceed with the dissolution of the Centre. The Research Office handles the closing down process, submitting the request to the Pro Rector for Research and thereafter communicating it to the Research Centers Commission, which acknowledges it and prepares appropriate minutes to be forwarded to the Academic Senate. The dissolution of Centers must be resolved on by the Executive Committee acting on a proposal from the Academic Senate.
- The Director informs the Research Office also of any intention to establish or terminate the activities of a new Observatory or Laboratory belonging to the Centre. The Research Office submits the request to the Pro Rector for Research for the latter’s evaluation and thereafter communicates it to the Research Centers Commission, which acknowledges it and prepares appropriate minutes.
- **General University Regulations (2022), Article 13:** Proposals for establishing and closing down Luiss research centers are made by a special "research centers commission" chaired by the Vice Rector for Research (who has the casting vote in the event of a tie) and composed of the heads of department. After consulting with the Academic Senate, the Executive Committee resolves on the proposals for establishing and closing down research centers.
- **Regulations on Research Centers (2022): Article 1** “Definition and Establishment”, **Article 12** “Associated Substructures” and **Article 17** “Term and Dissolution”.

*Center’s Governance Structure*

- **General University Regulations (2022), Article 13:** The Academic Senate appoints the bodies of the research centers, acting on a proposal from the research centers commission.
- **Regulations on Research Centers (2022): Article 6** “Governance Structure”, **Article 7** “The Director”, **Article 8** “The Management Committee”, **Article 9** “The President” and **Article 10** “The Academic Board”.

Activity Planning and Reporting

Action	Proponent/Applicant	Head	Addressee	Timing
Drafting of the three-year planning document		Director of the Center	Vice Rector for Research; Research Office; Research Centers Commission	Every three years, within three months after the commencement of the term of office
Comments on the planning document		Vice Rector for Research	Director of the Center	Within one month after receiving the document
Data entry in Tagetik (current year’s preliminary figures and next year’s budget forecast)	Budget, Audit & ESG Office	Research Office, having consulted the Directors of the Centers	Budget, Audit & ESG Office	Every year in July
Drafting of the report on the budget (next year forecast)	Budget, Audit & ESG Office	Research Office, having consulted the Directors of the Centers	Budget, Audit & ESG Office	Every year, between September and October
Drafting of the annual report (for the year ended)		Director of the Center	Research Office	Every year, by 31 January
Drafting of the report on the financial statements (for the year ended)	Budget, Audit & ESG Office	Research Office, also using annual reports on the activities of the Centers	Budget, Audit & ESG Office	Every year, at the beginning of February
Drafting of the report on the Center’s activities over the three-year period		Director of the Center	Vice Rector for Research; Research Office; Evaluation Commission	Every three years, within three months after the ending of the term of office

**Description and/or relevant regulatory provisions**

*Planning*

- **Regulations on Research Centers (2022): Article 7** “The Director”.

*Report on the budget*

- In July, the Budget, Audit & ESG Office requests the Research Office to compile the preliminary figures for the current year and the budget forecast for the following year for all ongoing projects. After consulting with the Director of the Center, the Research Office provides the information by entering the data into the Luiss Performance Management system (Tagetik).
- Between September and October of each year, the Budget, Audit & ESG Office requests the Research Office to prepare the report on the budget. The Research Office then asks the Directors of the Centers to briefly report on new or major activities and projects that will be

initiated/implemented in the following year and that are reflected in the revenue/cost estimates. The head of the Research Office collates the information provided by the Directors and prepares the report on the budget, which is sent to the Budget, Audit & ESG Office by the deadline set by the latter.

- **Regulations on Research Centers (2022): Article 7** “The Director” and **Article 14** “Principles of Autonomy of the Centers”.

*Report on the financial statements*

- At the beginning of the year, the Budget and Audit & ERS Office requests the Research Office to prepare the report on the financial statements for the year just ended. The head of the Research Office collates the information provided by the Directors of the Centers in the annual reports, produced in the same period, and prepares the report on the financial statements, which is sent to the Budget, Audit & ESG Office in February.
- **Regulations on Research Centers (2022): Article 7** “The Director” and **Article 14** “Principles of Autonomy of the Centers”.

### Monitoring of Requirements

Action	Proponent/Applicant	Head	Addressee	Timing
Communication of membership of the Research Center	Research Office	Director of the Center	Research Office	Every year in June
Annual monitoring of fulfilment of requirements		Research Office	Director of the Center	Every year in July
Final evaluation of fulfilment of requirements		Evaluation Commission: Rector, Director General, Vice Rector for Research and Head of Department	Director of the Center	At the end of the three-year period, after the deadline for submission of the report on the Research Center’s activities over the three-year period

### Description and/or relevant regulatory provisions

- **Regulations on Research Centers (2022): Article II** “Affiliated Personnel”, **Article 14** “Principles of Autonomy of the Centers” and **Article 17** “Term and Dissolution”.

## Calendar of Periodic Activities

Month	Operation of the Centers	Activity planning and reporting	Monitoring requirements
January		Director of the Center: drafting of the annual report on Center's activities during the year just ended.	
February		Research Office: drafting of the report on the financial statements (previous year).	
March		<b>First year of the three-year period only:</b> Director of the Center: deadline for drafting the planning document for the following three-year period.	
April			
May			
June			Director of the Center: Communication of updated membership of the Center in view of monitoring of fulfilment of requirements.
July		Research Office: data entry in Tagetik (current year's preliminary figures and next year's budget forecast).	Research Office: annual monitoring of fulfilment of requirements.
August			
September		Research Office: drafting of the report on the budget (next year forecast). <b>Third year of the three-year period only -</b>	
October		Director of the Center: drafting of the report on the Center's activities over the three-year period coming to an end.	
November			<b>Third year of the three-year period only</b> – Evaluation Commission (Rector, Vice Rector for Research and General Manager): final evaluation of the fulfilment of requirements.
December	<b>Third year of the three-year period only:</b> appointment/renewal of the bodies/officers serving in the following three-year period. Closure of Centers that have not met requirements in the three-year period.		

**Luiss**

Vice Rector for Research

Viale Romania 32  
00197 Rome  
T +39 06 85225557  
prorettorericerca@luiss.it