Stockholms universitet
Institutionen för molekylär biovetenskap,
Wenner-Grens institut

2024-12-06

Documents that need to be registered

Please send the documents in their original form to Alexander Malmstedt.
alexander.malmstedt@su.se.

Research grants

- Applications for research grants
- Decisions on research grants, including appendixes. **Please note that rejection letters also need to be handed in for registration**
- Correspondence with research funders (e.g., questions regarding a change of project leader, an extension of the project or a change in the project's funding)
- **Scientific sub- and final reports**

Other agreements/contracts

- Agreements and contracts within the research sector
  Collaboration agreements, e.g., with other universities
- Contracts with suppliers

Purchase and procurement

- Procurements over 100.000 SEK. Please note that you will need a decision in advance from the University Director for procurements over 100.000 SEK. Contact Kicki Ryman for more information
- (Procurements under 100.000 SEK do not need to be registered, but the documents related to the procurement should be kept for four years after the agreement was signed or the procurement was cancelled)

Permits

- Applications for permits (e.g., to/from Arbetsmiljöverket, Strålsäkerhetsmyndigheten).
- Decision on permits (e.g., to/from Arbetsmiljöverket, Strålsäkerhetsmyndigheten).
- Matters regarding inspections, including yearly reports (e.g., to/from Arbetsmiljöverket, Jordbruksverket).
- Applications, ethical review of animal or human testing
- Decisions, ethical review of animal or human testing

Staff

- Certificates of employment ("tjänstgöringsbetyg") that includes value judgement
- Documents concerning staff's permits to handle laboratory animals: certificate/permit

Work environment

- Risk assessments concerning changes in the organization.

Postadress:
Stockholms universitet
Arrheniuslaboratorierna F3
106 91 Stockholm, Sweden

Besöksadress:
Stockholms universitet
Arrheniuslaboratorierna F4
Svante Arrhenius väg 20B