

Séance de direction de l'EPFL

Extrait du procès-verbal

Lausanne, le 21 mai 2019

Chronos validation

Following the proposal of the Vice Presidency for Research, the Direction decides that for the transition period from June 2018 to May 2019

- total hours recorded by a researcher in CHRONOS shall be reported on the relevant projects, regardless of whether they have been validated by their superior, submitted to them or only recorded;
- when no recordings are available in CHRONOS, alternative evidence such as manual timesheets can be used, as long as they comply with funding body regulations; if accepted by CDG, they can be entered in CHRONOS and validated by ReO;
- hours recorded by researchers which have not been properly validated by their superiors within 30 days during this transition period shall first be validated manually by the superiors on CHRONOS printouts prepared by ReO and then centrally in the CHRONOS system, on June 30th 2019;
- should it prove necessary in specific cases, this central validation could be reversed after June 30th 2019, so as to provide full transparency on the actual status of recorded/submitted/validated hours prior to the central validation;
- the Director of Research Affairs is responsible for a proper execution of the decision.

Furthermore, the EPFL Direction formalises the validation process of time recorded for professors and heads of units, as follows

- the EPFL President delegates the responsibility of validating hours recorded by professors and heads of units in the CHRONOS system to program managers within ReO;
- the ReO program managers validate hours recorded on the projects that fall within their portfolio of projects; in case of absence, their coordinator or the head of ReO delegates this responsibility to the substitute of the absent program manager;
- should any disagreement arise with professors or head of units, the Vice-President for Research has authority to arbitrate.

Communication for implementation:

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Communication for information:

- Deans, institute directors, professors

Pour extrait conforme
Susan Killias
General Counsel