

THE UNIVERSITY OF PARDUBICE	
Directive No. 1/2013, as amended by Appendices 1 and 2	
Subject:	Coordination and Administration of Projects at the University of Pardubice
Applicable to:	Employees and departments of the University of Pardubice
Effective from:	March 22, 2013
Reference No:	RPO/0056/12
Prepared by:	Mgr. Linda Lososová, Centre for Technology and Knowledge Transfer
Submitted by:	Ing. Pavel Krečmer, PhD., Head of the Centre for Technology and Knowledge Transfer
Approved by:	doc. Ing. Tatiana Molková, PhD., Vice-Dean for Research and Development

Article 1

Subject Matter and Scope

- (1) The subject matter of this Directive is the coordination, monitoring, administration and procedure for the approval and revision of electronic and paper documentation of scientific research, innovation, educational, development or other similar professional projects (the "Project"), whether these are projects with national support, with international support or development programs, especially project proposals, partial and final project reports, contracts, agreements and project decisions.
- (2) This Directive does not apply to the donations provided¹ and to the ancillary activities performed by the University of Pardubice (the "University")².
- (3) This Directive shall apply to all projects referred to in Paragraph 1 at the University for which a third party (the "provider") is granted financial support from public funds. Where special legal regulations apply, these regulations shall always be adhered to as well.³
- (4) The binding rules for the preparation and submission of projects of operational programs in the Programming Period 2014 - 2020 are set out in Annex 6.
- (5) As a beneficiary, the University may participate in the project directly with the provider on the basis of a contract or grant decision, or it may participate in the project as another participant in the project on the basis of a written contract with the beneficiary. This Directive also applies to projects in which the University participates as another participant in the project. Proposers and Principal Investigators of these projects are subject to the same obligations laid down in this Directive as proposers and Principal Investigators of projects in which the University participates as the main beneficiary.
- (6) The coordination, monitoring, administration and electronic and paper documentation of all projects at the University are managed by the respective University Administration Units according to their competence set out below, (the "University Administration Units"):

Financial Support Providers:	In the competence of the University Administration Unit:
Academy of Sciences of the Czech Republic	Department of Science and Academic Activities
Czech Science Foundation	Department of Science and Academic Activities

¹ Section 628 of Act No. 40/1964 Sb., The Civil Code, as amended,

² Section 20 (2) of Act No. 11/1998 Sb., The Higher Education Act, as amended.

³ e.g. Act No. 130/2002 Sb., on Support of Research and Development from Public Funds and on Amendments to Certain Related Acts (Act on Support of Research and Development), as amended.

Ministry of Culture of the Czech Republic	Department of Science and Academic Activities
Ministry of Industry and Trade of the Czech Republic	Department of Science and Academic Activities
Ministry of the Interior of the Czech Republic	Department of Science and Academic Activities
Ministry of Health of the Czech Republic	Department of Science and Academic Activities
Ministry of Agriculture of the Czech Republic	Department of Science and Academic Activities
Technology Agency of the Czech Republic	Centre for Technology and Knowledge Transfer
Ministry of Education, Youth and Sports of the Czech Republic	International Affairs and Development
Czech National Agency for European Educational Programmes	International Affairs and Development
European Union	International Affairs and Development
European Commission	International Affairs and Development

- (7) This Directive does not provide for the procedure of individual faculties in preparing their participation in projects. The faculty may determine the procedure before submitting the project proposal by a directive with faculty scope of authority.

Article 2 Project Proposal

- (1) Only the Rector shall submit a project proposal on behalf of the University. Neither faculties nor other parts of the University shall participate in the project independently. The following identification data shall be included in the project proposals and in other project documents:

Czech	English
The University of Pardubice	University of Pardubice
Studentská 95 532 10 Pardubice	Studentská 95 532 10 Pardubice
IČO: 00216275	Czech Republic
DIČ: CZ00216275	Legal Registration No: 00216275
zastoupená Rectorem: [jméno Rectora]	VAT No: CZ00216275 Represented by the Rector: [Rector's name]

- (2) The project proposal documentation is always submitted by the project proposer⁴, who is responsible for:
- a) the formalities of the documents;
 - b) professional feasibility of the project in quality and deadlines as required, including specification of required work capacity and specification of necessary adjustments to existing work duties of all future members of the project research team, provided that it has been approved by the senior executive;
 - c) financial feasibility of the project, including the specification of the financial resources, including, where appropriate, the required financial contribution from the beneficiary;
 - d) elaboration of the project proposal in accordance with the special regulations, internal regulations and internal standards of the University (the "University regulations") and the provider's rules. If the rules concerning the same aspect of the project are different in the different relevant regulations, the proposer shall follow the strictest of them (i.e. the stricter rule principle);
 - e) planning an appropriate amount of overhead costs applied to the project in the form of indirect costs, where the rules of the financial support provider so permit. The appropriate level of overhead costs is determined in accordance with the Bursar's instruction No. 1/2013 "Determining the Amount of Overhead Costs of Special-purpose Projects" in cooperation with the Faculty Secretary and the Finance and Accounting Centre - Internal Economy. If it is not possible to adhere to the specified overhead costs when planning the indirect costs of the project (mainly due to the limitations given by the provider's rules), the proposer is obliged to consult the University Finance and Accounting Centre and the Faculty Secretary and justify in writing the lower volume of proposed overhead costs applied in the project using the "Overhead Costs" form given in Annex 1.
- (3) Documentation of the project proposal is approved on the form "Statement of the Head of the University Part on the Project Proposal" given in Annex No. 2 by the Dean on behalf of a University faculty, by the director on behalf of a University institute, by the Vice-Rector or Bursar on behalf of a University Administration Unit. This also applies to the approval of the University's participation in the project as another project participant.
- (4) The Dean, the Director of the University Institute, the Vice-Rector and the Bursar may ask the Head of the University Finance and Accounting Centre for an expert opinion on the economic and financial conditions and consequences of the project proposal. The contractual documents for project proposals concerning intellectual property are reviewed by the University's Centre for Technology and Knowledge Transfer.
- (5) The proposer shall submit the proposal in all prescribed copies, including the "Statement of the Head of the University Part on the Project Proposal", to the Rector for signature solely through the relevant University Administration Unit, no later than 2 working days before the stipulated delivery date to the provider. The proposer is responsible for delivering the proposal to the provider. The proposer is responsible for adhering to the procedure laid down by the University directives in submitting contracts for signing to the Rector.
- (6) No later than on the day of submission of the proposal, the proposer shall ensure electronic documentation of the current version of the project proposal and other mandatory annexes and documents (e.g. draft contracts) into the internal electronic information system into the "Grants and Projects" module. The proposer is responsible for depositing the project proposal in paper form.

⁴ A person in an employment relationship or other contractual relationship with the University applying for a project on behalf of the University, or a person in an employment relationship or other contractual relationship with another legal or natural person who has a relevant contractual relationship with the University.

- (7) Once the proposal has been submitted, the proposer shall make, without undue delay, the change of the project status in GaP from "in progress" to "submitted". The module must include all project data and related documents, in particular the project proposal, draft contracts, draft budget. The proposer is responsible for the electronic documentation.

Article 3

Project Implementation

- (1) If the project proposal has been accepted for implementation, the Principal Investigator⁵ shall make, without undue delay, the change of the project status from "submitted" to "accepted" in the internal electronic information system in GaP without undue delay. The Principal Investigator shall also ensure the addition and updating of other project data, including the assigned project number. The Principal Investigator is responsible for the electronic documentation of the accepted project, in particular for storing all applicable documents of the project with the dates of their issue, conclusion, etc., so that the chronological ordering of documents in GaP is apparent.
- (2) Draft project contracts in all prescribed copies, together with the "Contract Accompanying Document" given in Annex 5, shall be submitted by the Principal Investigator to the Rector for signature solely through the relevant University Administration Unit, no later than 2 working days before the stipulated delivery date to the provider. The Principal Investigator is responsible for delivering the draft contract. The Principal Investigator is obliged to hand over the originals of concluded contracts or final decisions on the accepted project to the relevant University Administration Unit.
- (3) If the project proposal has not been accepted for implementation, the proposer shall ensure the change of the project status from "submitted" to "not accepted" in GaP without undue delay.
- (4) If the Principal Investigator fulfils the conditions specified in Paragraph 1, the Economic Management of the University Finance and Accounting Centre shall activate a separate order in the internal electronic information system iFIS.
- (5) As of the commencement date of the project implementation, the Principal Investigator shall ensure the change in the project status from "accepted" to "implemented" in GaP.
- (6) If the project proposal has been accepted for implementation, the Principal Investigator shall be responsible for:
- a) implementation of the project, supervision of the project work, professional and technical aspects of the project and achievement of the set objectives and outputs within a specified time in accordance with the conditions of the provider;
 - b) effective use of funds in accordance with the approved documentation and the budget structure of the project, in accordance with the contract with the provider or, where applicable, the beneficiary, and other contracts relating to the project;
 - c) execution of the partial and final accounting of the contract, for its factual and content correctness in accordance with the specified project conditions;
 - d) preparation of partial and final reports and for their content and formal correctness and their completeness, and also for the provision of external examination reports or other required reports; the reports shall be approved by the Dean, the director of the university institute, the Vice-Dean or the Bursar according to the project, on the form "Approval of the Interim/Final Report" given in Annex 4;
 - e) saving electronic versions of all applicable project documents in GaP.

⁵ A person in an employment relationship with the University who participates in the project and is responsible for it.

- (7) When selecting a suitable supplier of services, materials, tangible and intangible assets and construction works, the Principal Investigator shall proceed in accordance with applicable legislation, University regulations and the provider's terms and conditions.
- (8) The Principal Investigator shall be entitled to consult and ask for an expert opinion of the University's Public Tenders Administration to ensure the selection of a suitable supplier of services, tangible and intangible assets and construction works. The Principal Investigator is obliged to use the related implemented information systems of the University.
- (9) Project intellectual property contract documents shall be reviewed and approved by the Centre for Technology and Knowledge Transfer.
- (10) The Principal Investigator shall submit the partial report and similar documents to the project, as required by the provider, with the consent of the head of the University Part⁶, according to his/her affiliation. The Principal Investigator shall submit these documents in paper form to the Rector for signature only through the respective University Administration Unit, together with the form "Approval of the Interim/Final Report", no later than 2 working days before the stipulated delivery date to the Provider. Delivery is the responsibility of the Principal Investigator.
- (11) The partial report and similar documents, which are sent to the Provider according to the conditions stipulated by the Provider solely electronically or through the web applications designated for this purpose, shall be sent by the Principal Investigator only once they have been saved in GaP. The Principal Investigator is also obliged to provide the respective University Administration Unit with the consent of the Head of the University on the form "Approval of the Interim/Final Report", no later than 2 working days before the stipulated delivery date to the Provider. Delivery is the responsibility of the Principal Investigator.
- (12) Project costs that have not been accepted or reimbursed by the provider, including statutory penalties for breach of budgetary discipline, shall be charged to the faculty, university institute or University Administration Unit, according to the affiliation of the principal Principal Investigator.
- (13) The Rector, Dean, Head of the University Institute, Vice-Rector and Bursar shall be entitled to review the project under his/her authority, both financially, professionally and in terms of content, as well as in compliance with applicable legislation, University regulations and Provider's conditions.
- (14) The Dean of the Faculty shall adjust the employment of the Principal Investigator and other project participants depending on the size of the work load in the project so that the total time of the Principal Investigator or project participants is equal to the work load before the project is accepted for implementation, in accordance with Directive No. 6/2011 Methodology of Employee Wage Cost Allocation in Multi-source Financing.
- (15) If the mandatory project commitments, outputs and objectives of the project have not been met or a breach of the rules for the use of funds has been found, the Principal Investigator may be penalized in accordance with the University's regulations.

Article 4 **Changes in the Project**

- (1) Proposals for substantial⁷ changes to the project, subject to the Provider's conditions, shall be

⁶ Section 22 (1) of Act No. 111/1998 Coll., On Higher Education and on Amendments to Other Acts (Higher Education Act), as amended

⁷ Substantial changes to the project are always defined by the provider.

submitted by the Principal Investigator with the approval of the Head of the University Part, according to his/her affiliation, to the Rector for signature exclusively through the respective University Administration Unit no later than 2 working days before the stipulated delivery date to the Provider. In the event that the Provider does not specify a prescribed form in its conditions for proposed changes, the Principal Investigator shall submit a proposal for change in the project using the "Proposal for Change of Project" form in Annex 3.

- (2) The Principal Investigator shall, without undue delay, ensure the electronic documentation of the submitted amendment proposal in the GaP, stating the date so that the chronological ordering of the documents is evident. The Principal Investigator is responsible for depositing the document in paper form.
- (3) If the change has been approved and accepted by the provider and the project has been changed, the Principal Investigator is obliged to immediately record the change in the GaP.

Article 5 Project Completion

- (1) The Final Report, the Final External Examination Report, and other similar documents (the "Final Documents") required by the Provider after the Project Duration, shall be submitted by the Principal Investigator with the approval of the Head of the University, according to his/her affiliation. The Principal Investigator submits these documents in paper form to the Rector for signature only through the respective University Administration Unit together with the form "Approval of the Interim/Final Report", no later than 2 working days before the stipulated delivery date to the Provider. Delivery is the responsibility of the Principal Investigator.
- (2) Final Documents sent to the Provider, according to the conditions stipulated by the Provider, exclusively by electronic means or through web applications designated for this purpose, shall be sent by the Principal Investigator only once they have been saved in GaP. The Principal Investigator is also obliged to provide the respective University Administration Unit with the consent of the Head of the University Part on the form "Approval of the Interim/Final Report", no later than 2 working days before the stipulated delivery date to the Provider. Electronic delivery is the responsibility of the Principal Investigator.
- (3) It is the responsibility of the Principal Investigator to ensure that the final documents, in addition to their content, also meet all the formalities required and bear all the necessary endorsement clauses and signatures of the persons concerned.
- (4) The Principal Investigator shall, without undue delay, ensure the electronic documentation of the submitted Final Documents in the GaP, stating the date so that the chronological ordering of the documents is evident. The Principal Investigator is responsible for depositing the documents in question in paper form.
- (5) If all final project documents have been delivered to the provider, the Principal Investigator shall ensure without undue delay that the status of the project is changed in the GaP from "implemented" to "completed".
- (6) If the project has been completed, all financial resources of the project are closed by the Economic Management of the University Finance and Accounting Centre, including the lock-up of individual orders in the internal electronic information system iFIS.

Article 6 Sustainability of the Project

The conditions and obligations set by the provider for the project sustainability period, as well as the University's internal procedures during the project sustainability period, shall be resolved on a case-by-case basis.

Article 7 Labour Law Relations

- (1) When entering into labour law relations, the conditions⁸ set by the provider shall be followed.
- (2) If there are any changes in labour law relations when setting up the investigative team, the Principal Investigator shall seek the support of the University's Human Resources Department and follow the instructions of that department.
- (3) Proposals for changes in labour law relations in connection with the work on the project shall be elaborated by the Principal Investigator according to the models uploaded in the internal electronic system - employee intranet.
- (4) When a labour law relation to the University is terminated, the Principal Investigator is obliged to hand over all project documentation in paper form to the Senior Executive⁹.

Article 8 Final Provisions

- (1) Supplementary instructions and procedures of the respective University Administration Units and their responsible representatives related to the provisions of this Directive may be published on the employee intranet of the University and in the GaP.
- (2) All the forms set out in the Annexes to this Directive are available in the GaP.
- (3) The University of Pardubice Directive No. 15/2007 "Submission and Administration of Projects Conducted at the University of Pardubice" is hereby repealed.
- (4) This Directive shall enter into force on the day of its signature.

Pardubice, March 22, 2013

prof. Ing. Miroslav Ludwig, CSc. Rector

⁸ provided the applicable laws and regulations of the University are observed

⁹ Articles 8c and 9 of the University of Pardubice Directive No. 18/2007 Working Rules of the University of Pardubice

Annexes:

Annex 1 - Overhead Costs

Annex 2 - Statement of the Head of the University Part on the Project Proposal

Annex 3 - Proposal for Changes to the Project

Annex 4 - Approval of the Interim/Final Report

Annex 5 - Contract Accompanying Document

Annex 6 -- Rules Applied in Preparation and Submission of Projects of Operational Programmes in the Programming Period 2014-2020

Amendment 1 to Directive 1/2013 came into effect on April 1, 2015

Amendment 2 to Directive 1/2013 came into effect on January 10, 2017

Overhead Costs¹⁰

Name of the Project: - to be uploaded from GaP

Project No.: - to be uploaded from GaP

Name of the Proposer: - to be uploaded from GaP

Beneficiary: The University of Pardubice

Faculty: - to be uploaded from GaP

Workplace: - to be uploaded from GaP

Provider: - to be uploaded from GaP

Programme: - to be uploaded from GaP

Duration of the Project: - to be uploaded from GaP

Calculated corresponding amount of overhead costs determined by FAC: -to be completed by the proposer (according to the calculation received)

Claimed amount of project overhead costs: - to be completed by the proposer

In the proposal for the above project, I claim Overhead Costs lower than the corresponding amount of overhead costs set by the FAC, which is required under the Provider's aid.

Justification:

Pardubice on: - to be uploaded from GaP Name of the Proposer - to be uploaded from GaP

Signature:.....

Pardubice on: - to be uploaded from GaP

Name and position of Head of the University Part - to be uploaded from GaP

Signature:.....

¹⁰ The form is available in the internal electronic information system in the module "Grants and Projects".

Statement of the Head of the University Part on the Project Proposal¹¹

Name of the Project: - to be uploaded from GaP

Name of the Proposer: - to be uploaded from GaP

Name of the Principal Investigator: - to be uploaded from GaP

Beneficiary: The University of Pardubice

Faculty: - to be uploaded from GaP

Workplace: - to be uploaded from GaP

Provider: - to be uploaded from GaP

Programme: - to be uploaded from GaP

Duration of the Project: - to be uploaded from GaP

Participation: - to be uploaded from GaP

I agree with the submission of the project proposal to the Provider and as the head of the University Part I guarantee that:

- the above project is in line with the concept and objectives of the University Part and the Applicant's Workplace,
- all sources of funding specified in the project proposal are in accordance with the applicable legislation, including any Participation by the University Part,
- if the project is accepted for financial support, the University Part undertakes to cover all eligible costs incurred during the project beyond the scope of the support provided by the Provider,
- the Principal Investigator will be provided with all known conditions for successful completion of the project within the internal working competencies of the University Part.

Pardubice on: - to be uploaded from GaP

Name and position of Head of the University Part - to be uploaded from GaP

Signature:.....

¹¹ The form is available in the internal electronic information system in the module “Grants and Projects”.

Proposal for Changes to the Project

Name of the Project: - to be uploaded from GaP

Project No.: - to be uploaded from GaP

Name of the Principal Investigator: - to be uploaded from GaP

Beneficiary: The University of Pardubice Faculty: - to be uploaded from GaP

Workplace: - to be uploaded from GaP

Provider: - to be uploaded from GaP

Programme: - to be uploaded from GaP

Duration of the Project: - to be uploaded from GaP

Specification of the changes required:

Description of the change required:

Justification of the request:

Statement by the Principal Investigator, Senior Executive of the University Part and University Statutory Representative:

I agree with the application for the change to the project.

Pardubice on: - to be uploaded from GaP

Name of the Principal Investigator - to be uploaded from GaP

Signature:.....

Pardubice on: - to be uploaded from GaP

Name and position of Head of the University Part - to be uploaded from GaP

Signature:.....

Pardubice on: - to be uploaded from GaP

Rector

Signature:.....¹²

¹² The form is available in the internal electronic information system in the module “Grants and Projects”.

Approval of the Interim/Final Report¹³

Name of the Project: - to be uploaded from GaP
Project No.: - to be uploaded from GaP
Name of the Principal Investigator: - to be uploaded from GaP
Beneficiary: The University of Pardubice
Faculty: - to be uploaded from GaP
Workplace: - to be uploaded from GaP
Provider: - to be uploaded from GaP
Programme: - to be uploaded from GaP
Duration of the Project: - to be uploaded from GaP

I hereby declare that I have prepared the Interim/Final¹⁴ Report No. ¹⁵ on the above project with the greatest possible care and expertise both in factual and financial terms and the facts stated therein are in accordance with the rules and regulations laid down by the Provider of the grant and those of the University of Pardubice.

Pardubice on: - to be uploaded from GaP
Name of the Principal Investigator - to be uploaded from GaP

Signature:.....

Pardubice on: - to be uploaded from GaP
Name and position of Head of the University Part - to be uploaded from GaP

Signature:.....

¹³ The form is available in the internal electronic information system in the module “Grants and Projects”.
¹⁴ Delete as appropriate.
¹⁵ Fill in

Contract Accompanying Document

Name of the Project: - to be uploaded from GaP
 Project No.: - to be uploaded from GaP
 Name of the Principal Investigator: - to be uploaded from GaP.
 Workplace: - to be uploaded from GaP
 Provider: - to be uploaded from GaP
 Programme: - to be uploaded from GaP
 Duration of the Project: - to be uploaded from GaP

Contract Name:

I agree with the conclusion of the contract for the above project as submitted.

Statement by CTKT¹⁶:

Obligation to publish the contract in ISRS ANO - NE

Pardubice on: - to be uploaded from GaP
Signature of the CTKT representative

Statement by the Finance and Accounting Centre¹⁷:

Pardubice on: - to be uploaded from GaP
Signature of the Finance and Accounting Centre representative

Statement by the Senior Executive of the University Part:

Pardubice on: - to be uploaded from GaP
Signature - to be uploaded from GaP

Pardubice on: - to be uploaded from GaP
Signature
Vice-Rector

¹⁶ Only if the contract concerns intellectual property.

¹⁷ Only if the contract concerns finance.

Rules Applied in Preparation and Submission of Projects of Operational Programs in the Programming Period 2014-2020

Article 1

Subject Matter and Scope

- (1) The subject matter of Annex 6 is to determine the procedure and binding rules for the preparation and submission of projects of operational programs in the programming period 2014-2020, both in cases where the call allows one common project for the institution and in cases where the institution can submit more projects.
- (2) The primary purpose is to strengthen the preparatory phase of projects and thus increase the success in individual calls, while facilitating and simplifying the implementation phase. The secondary objective is to establish and develop successful cooperation and trust between the individual parts and workplaces of the University of Pardubice (the "University") leading to the common objective, development of the University as a whole and its individual parts.
- (3) In order to ensure the compliance of the prepared project with the applicable methodology, compliance with the formal requirements of the prepared project, ensuring the maximum benefit of the project for the whole university, to respect the rules of economic management at the University and to maintain synergy across all the projects under preparation, in addition to the experts in the technical aspects of the project, the preparatory teams shall comprise of employees of the Rectorate's organizational units as their useful and active members.
- (4) Supporting documents, information and specified procedures related to the preparation and implementation of OP RDE projects will be published on the University intranet, OP RDE section (<https://zamestnanci.upce.cz/akad-cin/podpora-rozvoje/op-vvv.html>).

Article 2

Project Preparation in Calls Where an Institution Can Submit Only One Project

If the university management decides that the submission of projects in the call is strategic for the University, it shall set out the following procedure:

- (1) On the basis of a preliminary or already published call, the Vice-Rector in cooperation with the International Affairs and Development shall prepare information to the Deans of Faculties or, depending on the nature of the call, to the Heads of Units¹⁸. At the same time, he/she shall prepare a draft project sheet.
- (2) The university management will appoint a project guarantor¹⁹ and a person who will manage the project preparation - the project preparation coordinator²⁰.
- (3) Deans of the faculties (heads of Units) decide whether or not the Faculty (Unit) will participate in the project. In the case of a positive decision, they shall appoint a person who will represent the Faculty (Unit) and participate in further project preparation in cooperation with the project

¹⁸ Units means the central university units (LC, DPES, HRCS, IC, UL, UCC, TD, PHPC), CTKT and organizational units of the Rectorate (divisions, departments and separate offices).

¹⁹ The guarantor of the project is usually the Vice-Rector, within whose competence the given type of project falls.

²⁰ The project preparation coordinator is usually an IAD employee who will coordinate the preparation and work closely with the project guarantor in the initial phase.

preparation coordinator and the project team. They shall inform the project guarantor of their decision in writing.

- (4) Faculties (Units) shall fill in project sheets by the set deadline and send to the guarantor and the project preparation coordinator.
- (5) The university management shall, upon agreement with the management of the Faculties (Units), appoint the project proposer²¹ during the project preparation period.
- (6) The project proposer, in cooperation with the university management and the project preparation coordinator, shall propose a preparatory team²² accordance with Article 4 (1) and (2).
- (7) The proposer is responsible for documenting the preparatory stage and its administration in the GaP system and for all activities related to the preparation and submission of the project.

Article 3

Project Preparation in Calls Where an Institution Can Submit Multiple Projects

If the university management decides that the submission of projects in the call is strategic for the university, it shall set out the following procedure:

- (1) On the basis of a preliminary or already published call, the Vice-Rector in cooperation with the International Affairs and Development shall prepare information to the Deans of Faculties or, depending on the nature of the call, to the Heads of Units. At the same time, he/she shall prepare a draft project sheet.
- (2) Deans of faculties, or the heads of units shall decide whether and how the Faculty (Unit) will participate in the project and file a project proposal in the GaP system.
- (3) Faculties (Units) shall save completed project sheets into the GaP system by the set deadline.
- (4) On the basis of project sheets, the UPa management shall decide which projects by faculties (Units) will be further prepared and this information will be passed to the faculty management (heads of Units).
- (5) In the case of faculty projects (unit projects), the proposer shall be appointed by the Faculty (Unit) management, who will manage the project preparation. The name of the proposer shall be announced by the deadline set by the UPa. Subsequently, the IAD shall also be informed.
- (6) The project proposer, in cooperation with the faculty management, proposes a project preparatory team in accordance with Article 4 (1) and (2).

Article 4

Rules for Submitting Projects of Both Types of Calls

- (1) In order to adhere to the methodology of project preparation, the preparatory team of each project shall include an IAD employee (usually the project preparation coordinator, appointed by the IAD manager), to respect the rules of management at the university an employee of the Finance and Accounting Centre (appointed by the head of the FAC), or, depending on the nature of the project being prepared, a member of the Public Tenders Administration (appointed by the head of the PTA) or employees of other units. The recommendations and suggestions of these employees shall be incorporated into the project being prepared so that the project is in compliance with the applicable methodology and rules applied at the University.

²¹ The project proposer is a person responsible for all project preparation activities. After the project is accepted, he/she usually becomes the principal investigator.

²² The preparation team is responsible for project preparation and design. After the project is accepted, it usually becomes the basis of the research team.

- (2) With regard to other activities in the project, other persons from university units will be involved in the preparation (e.g. promotion, popularization of R&D, reconstruction, IT and communication equipment, etc.). The participation of these expert officers in the project preparation is determined by the heads of the relevant units who will guarantee the relevant professional part of the project preparation so that the project covers all university needs and goals related to the project implementation, strategy and operation of the University.
- (3) When submitting projects, capacities should be focused primarily on projects submitted and implemented by the University as coordinator. Such projects will be preferred over those in which the University acts as a partner.
- (4) The selection of partners for the project (both for university-wide and faculty projects) will be carried out in such a way that potential partners are proposed by faculties (units). The proposal of the partners will be discussed with the university management, who will recommend or will not recommend their involvement.
- (5) All projects must have a clear link to strategic documents, such as the Long-term Plan of the University, the Long-term Plan of the Faculty, the Strategic Plan of the University, regional and national RIS3, R&D priorities and others.
- (6) If a necessity analysis is required before submitting a project, all concerned parts of the University and its units will be involved in its processing.

Article 5

Financial Aspects of Project Preparation

- (1) The basic project budget is prepared on the basis of information from project sheets; partial calculations and related calculations will be prepared during project preparation in the project team.
- (2) In order to ensure project integrity and consistency and project synergy with other submitted projects and objectives and the University's economy, the project preparation coordinator is entitled to prepare definitions of goals, key activities, positions in the project, propose the amount of labour costs in accordance with the University's wage regulations for individual positions, e.g. gross wage, scope of engagement, etc. He/she is also entitled to exclude from the project budget such costs that are not justified by the activities carried out and do not fit into the overall concept of the project and other projects prepared and submitted by the University under all calls and are not in line with the University's operational needs and capabilities.
- (3) If it is found that the total project budget made from project sheets data exceeds the allowed maximum amount, the project preparation coordinator shall cut or remove the items.
- (4) When a partner is involved in the project, the University' project preparation coordinator shall determine the types of costs that can be paid to the partner and possibly the total amount of the partner's budget. When creating the project budget, it is recommended to cover the strategic costs of the University and only in the next phase to cover the costs of the project partner.

- (5) When preparing the project budget, the rules for applying VAT (full deduction/reduced deduction/no deduction) shall be negotiated with the FAC so that the correct amount of VAT is claimed in the project budget.
- (6) The financing of all (especially investment) costs from the project must comply with the accounting rules and the rules of eligibility of costs in OP RDE projects.
- (7) Preliminary inspection in the management of public expenditure prior to the commencement of the commitment will be ensured by the authorizing officer of the operation and the budget administrator in their competences in accordance with the University directive²³. They shall confirm the approval of the operation by signing it and the Chief Accountant shall be notified thereof.

²³ Article 4 of University of Pardubice Directive No. 29/2005 Internal Control System at the University of Pardubice