**PROJECT CHARTER**

**Project name:**

**Provider:**

**Name of Call[[1]](#footnote-2):**

**Estimated duration: from: to:**

**Project investigator for VŠE:** e-mail: Phone extension:

 Faculty /unit: Department:

**Contact person for VŠE:** e-mail: Phone extension:

 Faculty/unit: Department:

Brief description of project aim (max. 300 characters):

Outcome and benefits of the project for VŠE (max. 180 characters):

Linking the project to the [Strategic plan of VŠE](https://strategie.vse.cz/rozvoj-a-strategie/dlouhodoby-strategicky-zamer/strategicky-zamer-vse-pro-roky-2021-2025/) (max. 180 characters):

Project: national [ ]  international [ ]

VŠE is: sole solver [ ]  coordinator[ ]  co-solver[ ]

Coordinator and project partners: …………………….

|  |  |
| --- | --- |
|  | **Preliminary project budget[[2]](#footnote-3)** |
| *Row n.* | *Budget item* | *Amount and currency*  |
| 1 | Investment costs |  |
| 2 | Noninvestment costs (= row. 3+4+5) |  |
| 3 |  a) Personal costs  |  |
| 4 |  b) Material costs[[3]](#footnote-4) |  |
| 5 |  c) Overheads of school wide costs from the project budget[[4]](#footnote-5)  |  |
| **6** | **TOTAL BUDGET VŠE** (= row.1+2) |  |
| **7** | **TOTAL PROJECT BUDGET** (in case of partnership project) |  |
| 8 | Overheads of school wide costs from other sources/department VŠE[[5]](#footnote-6) payment classification: …………… |  |
| 9 | Co-financing of the project from VŠE resources: …… % payment classification: …………... |  |

Project sustainability: NO [ ]  YES [ ]  if yes, please state number of years:

The project solver by submitting in the Contact Centre in the InSIS system declares that he has read all the conditions set by the provider and by VŠE and confirms that he/she has informed his/her superior about the project in writing about the project.

The Budget administrator (Faculty Treasurer or Treasurer for CIKS/CI/NAKL or for other departments the head of the Economic Department) by approval in the InSIS agrees to financially secure the project, and, if necessary, to co-finance it from the budget of the relevant VŠE unit.

The Dean of the Faculty/Department Chief officer by approval in the InSIS confirms that the project is in line with the goals of the Faculty/University Department and ensures appropriate conditions for its successful implementation, and also guarantees the fulfilment of the obligations arising from the project.

The Bursar by approval in the InSIS agrees with the project funding and budget commitment.

The Vice-Rector for Development and Corporate Relations by approval in the InSIS agrees with the project aim.

1. Enter the name of the call, if there is any. [↑](#footnote-ref-2)
2. Fill the budget in the project currency and in case of a partner project only a share belonging to VŠE, except row 7. [↑](#footnote-ref-3)
3. Material costs include as well indirect/flat rate paid from the project if the providers‘ rule allows them to be drawn. [↑](#footnote-ref-4)
4. Overhead costs to cover university-wide costs are set at 10% of the allocated subsidy/grant for VŠE (excluding co-financing). [↑](#footnote-ref-5)
5. If the project overhead to cover school-wide costs cannot be financed from the project budget, it must be financed in whole or in part from other Faculty/Department sources, designated by the Budget administrator. In this case, please indicate the contract number for the classification of the payment. [↑](#footnote-ref-6)