# **Exception to FM procedures from directive Administrative Procedures for the Preparation and Implementation of Development Projects at VŠE (SR 9/2021)**

**Annotation:**

This exception is determined by the Rector in accordance with paragraph 8.3 of Directive SR 9/2021 - Administrative Procedures for the Preparation and Implementation of Development Projects at the VŠE.

This exception is determined from paragraphs 3.7, 3.8, 3.9, 3.10, 3.11, 3.13, 3.14, 4.4, 4.6, 4.9, 4.10, 4.11 and 5.2 of Directive SR 9/2021 - Administrative Procedures for the Preparation and Implementation of Development Projects at the HEI and concerns the solution of the specifics of the FM project agenda in terms of geographical distance.

# **Subject of exemption**

## The subject of the exception is the definition of a specific procedure for the preparation and Implementation of Development projects (non university-wide) initiated and implemented by the Faculty of Management (hereinafter referred to as FM), due to the geographical distance from the Rector's Office.

## **The differences for FM development projects concern the following points:**

## **Submission of documentation** - paragraphs 3.7 - 3.11 are entirely replaced in by the following new wording:

### Documentation that arises during the preparation or implementation of the project and requires the Rector's signature (e.g. project application including annexes, contracts, implementation reports, etc.) shall be submitted by the Project leader to the FM Dean for approval through the FM Development and Administration Centre (hereinafter referred to as FM RAC). The documentation is signed by the Dean of the FM as the person authorised by the Rector on the basis of a power of attorney. All documentation submitted to the provider will undergo a formal and substantive check by the RAC FM, which represents the role of the Project Office for the FM, prior to the Dean's signature. The FM itself determines the circulation of documents. (Text replaces the original paragraph 3.7.)

### All documentation under paragraph 3.7 submitted to the provider must be submitted to the FM RAC no later than 3 working days before the deadline set for sending the documents to the provider. The Project leader is responsible for the possible consequences resulting from late submission of the documentation *(in particular formal and content deficiencies, failure to obtain the Rector's signature, late submission of the documentation to the provider, etc.).*

### The FM RAC shall forward the documentation to the FM Dean without undue delay. *(Text replaces the original paragraph 3.9.)*

### The RAC FM shall archive a copy of the submitted documentation in electronic form for the purpose of sharing the know-how of the project agenda at VŠE. *(Text replaces original paragraph 3.10.)*

### The documentation is sent to the provider or coordinator, as appropriate, by RAC FM, unless otherwise specified in the project conditions. The RAC FM shall provide the Project Office with at least an electronic copy of the project application, a copy of the grant support approval/disapproval document, a copy of the final report and information on the project contract number for central recording and archiving. Other documents are archived by the RAC FM.) *(Text replaces original paragraph 3.11.)*

## **Overheads** - paragraphs 3.13 and 3.14 are replaced by the following:

### FM independently arranges for tasks that are provided for other faculties by all-faculty departments, and for this reason, FM retains overhead for faculty. *(Text replaces original paragraphs 3.13.i 3.14.)*

## **Project Preparation: Project Charter** paragraphs 4.4 and 4.6 are replaced by the following:

### A duly completed and submitted Project Charter shall be forwarded by the Project Office to the FM Project Manager for resolution, who shall then forward it to the following for approval: 1) the Budget Manager, 2) the FM Dean. The Dean of the FM may request a modification of the project plan*. (Text replaces the original paragraph 4.4.)*

### The paper form of the Project Charter is not archived. Only the digital form, which is the result of the approval process at the InSIS Contact Centre, is archived. The PM FM shall inform the Project Office of the outcome of the submission of the Project Charter in InSIS by e-mail within 3 days of the approval/disapproval of the Project Charter. Based on this information, the Project Office enters the project information into the Project Database. If the project application is approved, the cooperation on the project with the partner organisation is subsequently confirmed by a so-called Partnership Agreement, which is signed in accordance with the applicable rules of Directive SR 9/2021. *(Text replaces the original paragraph 4.6.)*

## **Project preparation: Preparation of the project application** - Paragraphs 4.9 and 4.10 are replaced by the new text:

### For research projects with a budget of more than CZK 10 million, the FM shall nominate one person to fulfil the duties of the Project Office in accordance with the Directive in the role of "Faculty Project Manager". This person will be an employee of the FM and will be methodologically coordinated by the Project Office. The methodological guidance by the Project Office will be dealt with by ad hoc project agreement. *(Text replaces the original paragraph 4.9.)*

### In the case of use of the electronic application system, the Project manager will also provide access rights to the project to the FM RAC Project Manager, with the authority to read, modify and manage accesses where appropriate (roles of 'editor' and 'deputy access manager' or equivalent). *(Text replaces original paragraph 4.10.)*

## **Submission of the project application to the provider** - Paragraph 4.11 is replaced by the following new wording:

### The project application shall be sent to the grant provider (or part thereof to the project coordinator) by the RAC FM, unless otherwise specified in the project conditions. The RAC RAC shall inform the Project leader of this fact, who shall subsequently inform any other bodies involved in the project of the submission of the project application.

## **Project approval and implementation -** Paragraph 5.2 is replaced by the following:

### Upon notification of project approval, the FM shall establish separate project contracts in the economic information system. The contract number will then be communicated to the Project leader and the Project Office.

## The other provisions of Directive SR 9/2021 are not affected by this exception.

## This exception replaces the document "Addressing the specifics of the FM project agenda in terms of geographical distance in relation to the new project directive", approved on 9/11/2021 by the College of the Rector at the same time as Directive SR-9-2021.