

Administrative Procedures for the Preparation and Implementation of Research Projects at VSE

Annotation:

This university-wide Directive specifies administrative procedures for research projects at VSE, from project preparation, approval, conclusion of an agreement, project implementation, use of funds, etc. to the project end. It sets out the competencies of the Research Office, faculties and other departments at VSE.

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Department / Position	Research Office	Vice-Rector for Research and Doctoral Studies	Rector
Datum:			
Signature:			
Valid from:	1 February 2025	Valid until:	Revocation

1. Introductory Provisions

1.1 This Directive specifies binding procedures for submitting research project proposals, concluding agreements, keeping project records, approving interim and final reports and procedures for using allocated financial resources.

1.2 The principles, procedures and terms stated in this Directive are binding for internal processes in connection with the project proposal or with the implementation of the approved project at VSE. It must comply with the rules of the provider, the internal rules of VSE and the laws of the Czech Republic.

1.3 This Directive has a university-wide scope. An exception to procedures for the Faculty of Management forms an annex to this directive.

2. Defined Terms

<i>Term</i>	<i>Meaning</i>
Funding scheme (targeted support for research and development)	The principles for the provision of targeted support are governed by Act No. 130/2002 Sb., on the support of research, experimental development and innovation from public funds and on the amendment to some related acts (the Act on the Support of Research, Experimental Development and Innovation), as amended and supplemented, and by the subsequent decrees, and by rules specified by individual providers. The funding scheme consists of funds for specific university research and funds from the resources of the Czech Science Foundation (GACR), Technology Agency of the Czech Republic (TACR), individual ministries, donations and other national as well as foreign providers (hereinafter generally referred to as the "provider"). Funds for specific research are distributed in accordance with the Rules for the Provision of Targeted Support for Specific University Research pursuant to the Act on Support for Research, Experimental Development and Innovation issued by the Ministry of Education, Youth and Sports and are governed by the guidelines and rules published in the Principles of Student Grant Competition at VSE.
Project	A unique effort to produce a set of results within a specified time, cost, resources and quality constraints and in accordance with applicable standards and agreed requirements.
Research Office	The Research Office is subordinate to the Vice-Rector for Research and Doctoral Studies, and consists of specialised and administrative staff who provide support and administration and other tasks related to the submission of a project proposal, its implementation and completion.
Proposer	The proposer prepares a project plan and subsequently a proposal and is responsible for its contents, including a properly drawn up budget.
Researcher	The researcher implements the project. The researcher is responsible for the proper implementation of the project, including using of funds and reporting of eligible costs to the provider.
Provider	A national or foreign entity that provides financial resources for the implementation of the project.

Beneficiary	The entity that implements the project on the basis of an approved application for financial support, i.e. the Prague University of Economics and Business.
Coordinator / main applicant	An entity involved in the project with co-researchers / project partners coordinating such co-researchers / project partners with the aim to achieve a common project objective. This is a position within a multi-entity consortium.
Co-researcher / project partner	An entity involved in the project as a project partner in a multi-entity consortium project (not a coordinator / main applicant).
Authorising officer and budget administrator	Persons defined in university-wide Directive SR 07/2008 - the Rules on Inspection (current version).
Project card	It forms Annex 1. It contains and documents basic information about the project proposal, specifying commitments of the proposer/faculty/ university, the proposed budget including indirect costs / overheads, and the guarantee of the faculty (university workplace) for the implementation of the project, including securing any potential co-financing from VSE and the professional and material-technical support of the project. The request for approval of the project card must be submitted in InSIS well in advance of the deadline for sending the project proposal/application to the provider. The project card is included in every project proposal except for Internal Grant Competition projects from university specific research funds.
Project card addendum	It forms Annex 2. It supplements the project card. The project card addendum will be submitted in case the researcher requires advance financing.
Agreement registration form	The form with basic data of the agreement that will be concluded between VSE and an external entity (outside employment relations) registered in the VSE central register of agreements. The form is an annex to Directive SR 06/2008 - Document Management System.
Project plan	The project plan is a summary of the intended international research project, in which VSE acts as a consortium coordinator or in the case of ERC projects, and which must be approved in writing by the management of the faculty and the university.
Project proposal	The project proposal is drawn up by the proposer and sent electronically or by post before the call deadline, in accordance with the provider's rules.
International research projects	International research projects are projects announced and awarded by a foreign funder. In the context of European research projects, the European Commission (EC) or one of its agencies is typically the funder. This also includes research projects that are funded from foreign sources, but in which a Czech ministry or another Czech entity acts as an intermediary.
Research projects in the Czech Republic	Research projects within the Czech Republic are projects provided by the Czech Science Foundation (GACR) and the Technology Agency of the Czech Republic (TACR), and other projects implemented by one or more partners on the territory of the Czech Republic, in which the provider is a Czech entity.

3. General Principles

3.1. The Rector is the statutory body of VSE authorised to act and decide on processes related to the submission of a grant proposal or to the implementation of a project. The Rector is authorised to delegate all or part of his/her authority to act and decide on these matters to another person. The delegation must be in writing. In the case of a partial delegation, the relevant parts must be specified.

3.2 The Research Office is the executive and methodological department ensuring the grant administration at VSE in connection with the preparation and internal approval process for project proposals, with keeping project records and drawing down grant funds. Through the Research Office, the proposers or researchers will submit the documentation to the Rector of VSE for approval or for information such as applications, agreements and binding documents submitted to providers and other documentation related to research projects, in electronic or written form, under the conditions of the provider.

3.3 The Research Office will assess these documents in terms of formal correctness in accordance with requirements by respective providers and VSE directives, and use them for keeping project records, for processing comprehensive summaries and evaluations. Any documentation related to research projects will be archived by the Research Office, if required, in accordance with Directive SR 4/2020 - VSE Rules on Document Management.

4. Procedure Used to Submit a Research Proposal

4.1.1 The research proposal will be drawn up by the proposer in the form required by the respective provider. In the case of the use of an electronic system for the submission of the proposal, the proposer will also provide project access rights to the designated Research Office staff member with respect to their work agenda. When preparing such a proposal, the proposer is obliged to comply with the VSE Internal Wage Regulations and other VSE regulations, including the method of determining overheads according to the provider's rules.

4.1.2. Where the provider specifies overheads as ineligible costs or does not specify the amount of overheads at all, funds for overheads will be covered by faculty resources, at a minimum of 15 % for national projects and 20 % for international projects.

4.1.3 Where the provider does not specify the amount of overheads at all, but overheads are eligible costs, the applicant will apply overheads in the amount of 15 % for national projects and 20 % for international projects, already when preparing the project proposal.

4.1.4 Where the provider does not set overheads clearly and precisely, but within a certain range, the maximum possible overhead amount will be used, i.e. at the upper limit of the range.

4.1.5 Where the provider specifies overheads at less than 15 % for national projects and 20 % for international projects, the faculty will pay the difference up to 15 % and 20 % respectively.

4.1.6 Changes may be requested from the Vice-Rector for Research and Doctoral Studies, who may change the amount of overheads in justified cases in consultation with the Bursar.

4.2.1 In the case of international research projects, in which VSE should act as a consortium coordinator, and in the case of ERC projects, the proposer will prepare a project proposal after the project plan has been agreed upon at faculty level as well as at university level. Approval of the project

proposal is to be given in InSIS first by the Dean of the relevant faculty and then by the Vice-Rector for Research and Doctoral Studies.

The project plan must include

- a funds provider,
- a call, in which the project should be submitted,
- a preliminary name of the project and its goal / brief summary,
- expected partners and project coordinator,
- project duration,
- an approximate expected project budget and budget for VSE,
- information on the co-financing of the project,
- a list of key persons expected to be involved in the project on behalf of VSE.

4.2.2 The proposer will consult the project budget as well as the budget for VSE with the Research Office staff who will coordinate cooperation with the Wage and Personnel Department and the Economics Department. In the projects under direct costs, the proposers will prepare a budget and time allocation for the project administrator / project manager in accordance with the project provider's rules.

4.2.3 In the case of international research projects coordinated by VSE, a complete project proposal will be provided by the proposer to the Research Office for internal comments and checking of formal aspects at least one and a half months before the call closure. In the case of international research projects, in which VSE participates as a project partner, for which the proposers are interested in receiving internal comments, and for GACR projects, for which the proposers are interested in internal comments, the deadline for the relevant parts of the project proposal is one month before the call closure. The Research Office will arrange for internal commenting, for which an expert or experts from the List of Experts for Internal Peer-Review of Research Projects will be used.

4.2.4 In the case of international research projects coordinated by VSE, or where VSE is responsible for preparing a specific part of the project proposal, the Research Office will arrange for a language check. For the language check, the complete project proposal (or its relevant part) must be provided no later than 14 days before the call closure.

4.3 The proposer is required to fill in the project card including the planned project budget and submit a request for approval in InSIS. The project card must be approved by the Vice-Dean for Science and Research, the Dean of the relevant faculty as well as by the Vice-Rector for Research and Doctoral Studies. The InSIS approval procedure must be completed no later than 10 working days before the call closure.

4.3.1 The only exception is Internal Grant Competition projects, for which the proposer does not prepare any project card and does not submit it in InSIS for approval.

4.4 All documentation to be submitted to the provider must undergo a formal review by the Research Office prior to the signing by the Rector. The project proposal and its budget are formally checked by the Research Office within a given deadline.

4.5 The project proposal will always be sent in accordance with the terms and conditions of the provider:

- via the data box (or in hard copy) – ensured by the Research Office,
- via an electronic system – ensured by the proposer in cooperation with the Research Office.

4.6 The project proposal must be submitted with time to spare in order to avoid possible technical problems, so applicants must upload everything to the grant provider's online system and submit it with time to spare no later than 3 days before the call deadline.

5. Internal Procedure to Conclude the Agreement

5.1 A research project agreement is concluded with the respective provider on behalf of VSE by the statutory body of VSE, i.e. the Rector

5.2 All necessary tasks related to the signing of the agreement by the Rector will be ensured by the Research Office in cooperation with the researcher.

5.3 Upon the approval of the project proposal by the provider (prior to the signing of the project agreement by the Rector), the Research Office will ask the Economic Department to assign a unique order number to the project in iFIS. The Economic Department will then inform the Research Office and the researcher about the order number. Concurrently, the Research Office will send the agreement to the Legal Department for review.

5.4 Prior to the signing, the project agreement together with a duly completed agreement registration form will be forwarded to the authorising officer and the budget administrator and upon the approval submitted by the Research Office for the signature by the Rector. Without undue delay it will then be submitted, in cooperation with the researcher, to the Legal Department for the purpose of ensuring registration on the basis of Rector's Order PR 2/2000 - Concluding Agreements and their Records at VSE (as amended). The Legal Department will communicate the internal registration number of the agreement to the researcher and the Research Office.

6. Primary Responsibilities during Project Implementation, Support Provided by the Research Office and Other Departments

6.1 The researcher is responsible for the project implementation in terms of professional and content/factual aspects and for achieving the project's objectives and outputs in the required quality, scope, deadlines and budgetary constraints according to the provider's rules. The Research Office provides support to the researchers in terms of formal aspects of the project, including control of the use of funds according to the provider's rules and in accordance with the internal rules.

6.2 The researcher of international research projects consults the setting of wages and employment contracts (both own and those in the team involved in the project) with the Research Office, which provides expert consultation in cooperation with the Wage and Personnel Department in order to optimize the use of grant resources in accordance with the rules of the grant provider and the VSE employment regulations.

6.3 Exchange rate differences in international research projects (gains and losses) are to the advantage / disadvantage of the faculty where the project is implemented.

6.4 The researcher is responsible for the preparation of reports and any change procedures in line with the provider's rules, their content/factual and formal correctness and timely submission. The partial, interim, final, etc. report (hereinafter referred to as the report), on the basis of which the provider or the project coordinator checks the progress of the research project, is prepared by the researcher in cooperation with the Research Office, the Wage and Personnel Department and the Economic Department and the head of the relevant department (the authorising officer). The Research Office provides support to researchers in terms of formal correctness of any partial, final or financial reports of the project. The report will be sent to the provider by the researcher, or by the Research Office depending on the conditions of the provider.

6.5 The researcher is responsible for providing timely, truthful and complete information to the authorising officer and the budget administrator during project implementation.

6.6 Where the conditions of the provider limit the amount of time that team members can work, the researcher is responsible for complying with the provider's conditions. In cooperation with the researcher, the Research Office will verify the current level or eligibility of the planned full-time equivalents with the Wage and Personnel Department, which will provide data on the total full-time equivalent.

6.7 In relation to the project, the authorising officer and the budget administrator are responsible for the acts in accordance with Rector's Directive SR 7/2008 - the Rules on Inspection (as amended). The authorising officer and the budget administrator may request confirmation of the correctness of the data in relation to the content of the project by the initialling of the documents by the researcher or other persons.

6.8 In case of termination of the employment relationship between the researcher and VSE, or in case of inability to fulfil the role of the researcher for other objective reasons, the duties of the researcher are transferred to a person designated by the head of the department where the project is implemented. The change of the researcher will be reported by the department head to the Research Office without undue delay.

7. Use of Funds

7.1 The Rector is responsible for the control of funds management under generally applicable economic and legal regulations (Act No. 218/2000 Sb., on budgetary rules and on amendment to some related acts (the Budgetary Rules), as amended; Act No. 320/2001 Sb., on financial control in public administration and on amendment to some acts, as amended, and other economic regulations binding for the grant holder or co-holder), and in accordance with the principles of economy of operation of the respective workplace.

7.2 All economic and accounting transactions related to the project are recorded under the assigned order number. The researcher is obliged to ensure that the use of funds is properly documented according to the provider's rules, the Research Office provides aid in interpreting the financial rules of individual providers.

7.3 The researcher is responsible for funds management. Material and service requirements by the researcher are governed by Directive SR 1/2019 Rules on Public Procurement at VSE and in compliance with Directive 06/2008 Document Management System. The administrative organisational structure of departments, of faculties, of university-wide workplaces, etc., which ensures the transmission of

requests, invoices and other documents to the relevant departments of the Rectorate, is being used by the researcher in the normal way.

8. Overheads

8.1 The amount of overheads for research projects and the breakdown of overheads will be divided depending on the provider as follows:

- A) For international research projects that are funded through actual costs or lump sum, i.e. for example Horizon Europe Pillar II consortium projects or individual ERC-type projects, where the indirect costs are set at 25 %, 10 % goes to reimbursement of shared costs, 5 % to project support provided by the Research Office, 5 % to faculty overheads, and 5 % to indirect costs of the research team.
- B) For international research projects funded through unit costs (e.g. MSCA, COST projects), where the amount of overheads is determined by other means (e.g. unit costs or flat rate) or is not determined by the provider, the amount and distribution of overheads will be determined individually, taking into account the breakdown referred to under A) above.
- C) For research projects funded by TACR, 10 % goes to reimbursement of shared costs, 10 % to faculty overheads. If the provider sets the total overheads at a different amount, the breakdown of the overheads will be set in the same proportions.
- D) For other research projects within the Czech Republic save TACR, 10 % goes to reimbursement of shared costs, 2.5 % to the Research Office project support, and 7.5 % to faculty overheads. If the provider sets the total overheads at a different amount, the breakdown of the overheads will be set in the same proportions.
- E) In cases where the faculty pays 15 % of overheads towards VSE, 10% goes to reimbursement of shared costs, and 5% goes to the Research Office. In other cases where there are exceptions to the use or payment of overheads, the researchers will follow the instructions from the Vice-Rector for Research and Doctoral Studies who, after consultation with the Bursar, has granted the exception.
- F) For international research projects that require co-financing by the beneficiary (e.g. research-based Interreg projects), overheads will be distributed on the basis of an individual agreement between the Dean of the relevant faculty, the Vice-Rector for Research and Doctoral Studies and the Bursar.

8.2 For international research projects, at the start of the project, the Research Office will ask the Economic Department staff to assign a unique order number for the research team's overheads; the research team will also be informed by the Research Office as to how and for what cost it can draw on its indirect costs during the course of the project.

8.3 In the case of multi-year international projects, where the amount of overheads is not clear at the beginning of the calendar year (by reason of the allocation of funds for the entire duration of the project), the project researcher is obliged, in cooperation with the Research Office, to ask the Economic Department to withhold overheads after the end of each year.

8.4 The calculation of overheads will be carried out by the Research Office in accordance with the provider's rules, which determine the overheads percentage. The amount of overheads in Czech crowns will be determined according to the budgeted funds in the given year, which form the basis for the calculation.

8.5 In the case of Article 8.1 C) and D) above, the Research Office will prepare a summary calculation of overheads and forward it to the Economic Department for overheads to be withheld. In other cases, the Research Office will forward individual approved requests to the Economic Department.

8.6 The request for withholding of overheads will include the order number, the name of the project and the calculated amount of overheads in Czech crowns for the year in question. The request must be signed by the researcher, the budget administrator of the faculty concerned and the Research Office staff. The calculation and distribution of overheads is made in line with Article 4 and Article 8.1. A template is set out in Annex 3.

9. Project Budget and Its Adjustments

9.1 Only eligible costs related to the project can be covered by the project funds. Project costs that have not been recognised as eligible by the provider or have not been reimbursed by the provider, including penalties for breaches of budgetary discipline incurred during the implementation or after the end of the project, will be charged to the faculty according to the affiliation of the authorising officer. The reimbursement of ineligible costs or penalties will be arranged for by the budget administrator of the relevant unit on the basis of information from the researcher.

9.2 In exceptional and justified cases (especially for international research projects), it is possible to draw down also funds that have not yet been transferred to the university's account, but always only after the contract / grant agreement has been signed and the order number has been assigned. Funding to bridge the period between the drawdown of costs and the disbursement of funds by the provider will be made available after agreement with the Dean of the faculty, the Bursar and the Vice-Rector for Research and Doctoral Studies. To enable this procedure, it is necessary to fill in a project card addendum (Annex 2) and submit a request for approval in InSIS. The project card addendum must be approved in InSIS by the Vice-Dean for Science and Research, the Dean of the relevant faculty and also the Vice-Rector for Research and Doctoral Studies. Further, the Research Office will forward the request to the Rector for approval, and to the Economic Department for approval by the Bursar.

9.3 By approving the project card addendum by the Dean of the relevant faculty in InSIS, the faculty undertakes to pay any difference between the use and the grant from the relevant project.

9.4 As a matter of principle, wage funds and other labour costs may be used in compliance with the Czech legislation in force, in accordance with the VSE Statutes, the VSE Internal Wage Regulations and the rules of the respective provider. The final financial statement is the responsibility of the researcher according to the requirements of the provider, including all relevant project costs incurred.

9.5 The researcher must observe deadlines for financial statements of VSE and of the relevant faculty and complete the disbursement of project funds within the announced deadline.

9.6 If the budgeted funds cannot be properly fully used under the rules and no other procedure is determined, they will be returned to the provider. The researcher is obliged to inform the Research Office, without undue delay, of the fact that the funds will not be fully used. In accordance with the Bursar's Closure Order, the Research Office will ensure that the funds will be returned to the provider in cooperation with the researcher, the budget administrator of the faculty/unit and the Economic Department. The amount of the budgeted and already booked overheads is adjusted by the respective share of the amount returned to the provider.

9.7 In the event of a financial disbursement audit by the project provider, the researcher will cooperate with the Research Office, which will coordinate cooperation with the Wage and Personnel Department and the Economic Department to help the financial audit run smoothly.

10. Research Projects Cooperation

10.1 If another organisation participates in a VSE research project or if VSE becomes co-researcher / partner of a research project assigned to another organisation, the Rector of VSE will conclude a cooperation agreement with this organisation (the agreement is drawn up by the researcher in cooperation with the Research Office, which will arrange for cooperation with the Legal Department). In the case of consortium international research projects, this agreement takes the form of the Consortium Agreement, which is signed by VSE no later than the date of the signing of the grant agreement. For projects coordinated by VSE, the preparation of the Consortium Agreement is the responsibility of the researcher in cooperation with the Research Office, which will ensure cooperation with the Legal Department.

10.2 In cooperation with the Research Office, the researcher prepares the request for transfer of the share of project funds to the account of the organisation of the co-researcher / project partner if this obligation is part of the agreement, including the Consortium Agreement.

10.3 The use of funds transferred by the organisation of the researcher to VSE is subject to the same principles as for research projects implemented by VSE.

11. Final Provisions

11.1 Directive 1/2023 Administrative Procedures for the Preparation and Implementation of Research Projects at VSE, dated 1 May 2023, is repealed by this Directive.

11.2 Exceptions to this Directive are determined in writing by the Rector and, in the case of exceptions related to funding by the Bursar upon the approval of the Rector.

11.3 The responsibility for monitoring adherence to this Directive lies with the Head of the Research Office who reports identified serious deficiencies to the Vice-Rector for Research and Doctoral Studies.

Annexes to this regulation:

- Annex 1 – Project Card
- Annex 2 – Project Card Addendum
- Annex 3 – Withholding Overheads
- Annex 4 - Exception to Procedures at FM

PROJECT CARD

Project name (full title of the project + acronym):

Provider:

Ident (if any):

Submission deadline:

Proposer at VSE:

Department:

E-mail:

Phone:

List of persons from VSE involved in the preparation of the project proposal (including contributions to the preparation):

Briefly describe the nature/objective of the project and the role of VSE:

Relationship between the project and the focus and strategy of the faculty (max. 70 words):

Project coordinator (main applicant) and other partners (partner name, country):

Estimated amount of the grant for the project in total and for VSE in total as well as in individual years.

Overall amount of indirect costs (for international projects) and overheads (for national projects) according to the provider's rules for VSE, as well as amounts in individual years:

Financial requirements for co-financing by VSE in individual years (please check the appropriate box):

- No requirements.
- To be co-financed from faculty resources.

By submitting the request for approval of the Project Card in InSIS, the proposer declares that he/she has read all the conditions set by the provider as well as VSE. The proposer also agrees to provide an evaluation of the project to the representatives of the faculty and the Research Office.

By approving the request in InSIS, the faculty guarantees the expertise and material and technical support of the project.

By approving the request in InSIS, the Vice-Rector for Research and Doctoral Studies agrees to the submission of the project proposal.

Project Card Addendum – Advance Financing
Order number:
Project name:
Provider:

Researcher:
Date.....
Amount of the requested limit:.....
Cost items:.....

Opinion of the faculty:
Date.....
By approving the request in InSIS, the faculty undertakes to reimburse any overdrawn funds from its own resources after the end of the project.

By approving the request in InSIS, the Vice-Rector for Research and Doctoral Studies agrees to the advance financing.

By approving the request in InSIS, the Bursar agrees to the advance financing.

Head of Economic Department

Prague / Jindřichův Hradec on

Dear xxx,

In compliance with the rules of the programme xxx, overheads for the year 20xx belong to the project xxx.

In accordance with Directive SR 1/2025, Article 8. Overheads¹

- A) For international research projects that are funded through actual costs or lump sum, i.e. for example Horizon Europe Pillar II consortium projects or individual ERC-type projects, where the indirect costs are set at 25 %, 10 % goes to reimbursement of shared costs, 5 % to project support provided by the Research Office, 5 % to faculty overheads and 5 % to indirect costs of the research team; FM - 17.5% faculty overheads, 2.5% to project support provided by the Research Office, 5% to indirect costs of the research team.
- B) For international research projects funded through unit costs (e.g. MSCA, COST projects), where the amount of overheads is determined by other means (e.g. unit costs or flat rate) or is not determined by the provider, the amount and distribution of overheads will be determined individually, taking into account the breakdown referred to under A) above; FM - the amount of the overheads is determined individually.
- C) For research projects funded by TACR, 10 % goes to reimbursement of shared costs, 10 % to faculty overheads; FM - 20 % to the faculty overheads. If the provider sets the total overheads at a different amount, the breakdown of the overheads shall be set in the same proportions.
- D) For other research projects within the Czech Republic save TACR, 10 % goes to reimbursement of shared costs, 2.5 % to the Research Office project support, and 7.5 % to faculty overheads. If the provider sets the total overheads at a different amount, the breakdown of the overheads shall be set in the same proportions. FM - 17.5 % to faculty overheads and 2.5 % to project support provided by the Research Office.
- E) In cases where the faculty pays 15 % of overheads towards VSE, 10% goes to reimbursement of shared costs and 5% goes to the Research Office. In other cases where there are exceptions to the use or payment of overheads, the researchers will follow the instructions from the Vice-Rector for Research and Doctoral Studies who, after consultation with the Bursar, has granted the exception.
- F) For international research projects that require co-financing by the beneficiary (e.g. research-based Interreg projects), overheads will be distributed on the basis of an individual agreement between the Dean of the relevant faculty, the Vice-Rector for Research and Doctoral Studies and the Bursar.

I am asking you to post overheads in the total amount of xxx to individual accounts:

- xxx for payment of shared costs,²
- xxx for project support provided by the Research Office,³
- xxx for overheads of the Faculty of xxx⁴,
- and xxx for indirect costs of the research team.⁵

Thank you.

.....
Researcher

.....
Faculty Secretary

.....
Research Office

¹ Please choose one of the options (A – F) below.

² 40 % of total overheads for A and B, 50 % for C, 50 % of total overheads for D, 67 % for E.

³ 20% of total overheads for A and B, (for FM 10 % for A), 12.5% of total overheads for D, 33 % for E.

⁴ 20% of total overheads for A and B (for FM 70 % for A), 50% of total overheads for C (for FM 100 %), 37.5% of total overheads for D (for FM 87,5 %).

⁵ 20% of total overheads for A and B (for FM 20 % for A)

Exception to Procedures to Directive for the Faculty of Management

Subject of Exception

The subject of the exception is the definition of a specific procedure for the preparation and implementation of research projects initiated and implemented by the Faculty of Management (hereinafter referred to as FM) due to the geographical distance from the Rector's Office. With regard to the digitalization of internal procedures and the possibilities of providers, it is generally the case that for projects such as GACR, TACR and projects of the Horizon Europe framework programmes, the FM Project Office staff consult submitted and implemented projects with the Research Office staff at all stages of the project life cycle.

The differences for projects at FM concern Articles 4.1.1, 4.1.2, 4.2.2, 4.2.3, 4.4, 4.5, 5.1, 5.2, 5.3, 5.4, 6.2, 6.4, 6.6, 6.8, 8.1, 8.2, 8.3, 8.4, 9.1, 9.6, 9.7, 10.1, 10.2 of the Directive.

4. Procedure Used to Submit a Research Proposal, Articles 4.1.1, 4.1.2, 4.2.2, 4.2.3, 4.4, 4.5 shall be replaced by the wording as follows:

4.1.1. The research proposal will be drawn up by the proposer in the form required by the respective provider. In the case of the use of an electronic system for the submission of the proposal of GACR, TACR and Horizon Europe projects, the proposer from FM will also provide project access rights to the FM Project Office staff as well as to the designated Research Office staff member with respect to their work agenda. For other research projects, the proposer will provide project access rights to the FM Project Office staff upon the consultation with the Research Office. When preparing such a proposal, the proposer is obliged to comply with the VSE Internal Wage Regulations and other VSE regulations, and determine overheads according to the provider's rules.

4.1.2 Where the provider specifies overheads as ineligible costs or does not specify the amount of overheads at all, funds for overheads will be determined by the FM Secretary upon the consultation with the Vice-Rector for Research and Doctoral Studies individually.

4.2.2 The proposer will consult the project budget as well as the budget for VSE with the FM Project Office staff who will coordinate cooperation with the FM Wage and Personnel Department and the FM Economic Department, or with relevant departments in Prague. In the case of research projects such as GACR, TACR and Horizon Europe, the FM Project Office staff will consult the project budget with the Research Office staff. In the projects under direct costs, the proposers will prepare a budget and time allocation for the project administrator / project manager in accordance with the project provider's rules.

4.2.3. In the case of international research projects such as Horizon Europe coordinated by VSE, a complete project proposal will be provided by the proposer to the Research Office for internal comments and checking of formal aspects at least one and a half months before the call closure. For other types of research projects, the formal aspects of the project proposal will be checked by the FM Project Office staff, in consultation with the Research Office. In the case of international research projects, in which VSE participates as a project partner, for which the proposers are interested in receiving internal comments, and for GACR projects, for which the proposers are interested in internal comments, the deadline for the relevant parts of the project proposal is one month before the call

closure. The Research Office will arrange for internal commenting, for which an expert or experts from the List of Experts for Internal Peer-Review of Research Projects will be used.

4.2.4 In the case of international research projects coordinated by VSE, or where VSE is responsible for preparing a specific part of the project proposal, the FM Project Office will arrange for a language check. For the language check, the complete project proposal (or its relevant part) must be submitted no later than 14 days before the call closure.

4.4 All documentation to be submitted to the provider must undergo a formal review by the FM Project Office prior to the signing by the Rector. In the case of GACR, TACR and Horizon Europe projects, the review is carried out in cooperation with the Research Office staff member in charge of the agenda.

4.5 The project proposal will always be sent in accordance with the terms and conditions of the provider:

- via the data box (or in hard copy) – ensured by the Research Office (always for GACR and TACR projects) or the FM Project Office staff (in charge of the relevant project)
- via an electronic system – ensured by the proposer in cooperation with the Research Office and / or the by FM Project Office staff (in charge of the relevant project).

5. Internal Procedure to Conclude the Agreement, Articles 5.1, 5.2, 5.3, 5.4 shall be replaced by the wording as follows:

5.1 On behalf of VSE a research project agreement is concluded with the respective provider by the statutory body of VSE, i.e. the Rector. The Rector may delegate the authority to conclude an agreement with the provider of the grant, on the basis of a power of attorney, to the Dean of FM.

5.2 The FM Project Office will, in cooperation with the researcher, ensure all necessary tasks related to the signing of the agreement by the Rector.

5.3 Upon the approval of the project proposal by the provider (prior to the signing of the project agreement by the Rector), the FM Project Office will ask the FM Economic Department to assign a unique order number to the project in iFIS. The FM Economic Department will then inform the FM Project Office and the researcher about the order number. Concurrently, the FM Project Office will send the agreement to the Legal Department for review.

5.4 Prior to the signing, the project agreement together with a duly completed agreement registration form will be forwarded to the authorising officer and the budget administrator, and upon the approval submitted by the FM Project Office for the signature by the Rector / the Dean of FM. Without undue delay the agreement will then be submitted, in cooperation with the researcher, by the FM Project Office to the Legal Department for the purpose of ensuring registration on the basis of Rector's Order PR 2/2000 - Concluding Agreements and their Records at VSE (as amended). The Legal Department will communicate the internal registration number of the agreement to the researcher, the FM Secretary and the Research Office.

6. Primary Responsibilities during Project Implementation, Support Provided by the Research Office and Other Departments, Articles 6.2, 6.4, 6.6, 6.8 shall be replaced by the wording as follows:

6.2 The researcher of international research projects such as Horizon Europe consults the setting of wages and employment contracts (both own and those in the team involved in the project) with the Research Office and the FM Project Office, which provides expert consultation in cooperation with the FM Wage and Personnel Department in order to optimize the use of grant resources in accordance with the rules of the grant provider and the VSE employment regulations.

6.4 The researcher is responsible for the preparation of reports and any change procedures in line with the provider's rules, their content/factual and formal correctness and timely submission. The partial, interim, final, etc. report (hereinafter referred to as the report), on the basis of which the provider or the project coordinator checks the progress of the research project, is prepared by the researcher for GACR, TACR and Horizon Europe projects in cooperation with the Research Office, the FM Project Office, the FM Wage and Personnel Department and the FM Economic Department. The Research Office provides support to researchers of GACR and TACR projects in terms of formal correctness of any partial, final or financial reports of the project. The report will be sent to the provider by the researcher, or by the Research Office or by the FM Project Office depending on the conditions of the provider. For research projects that belong to the FM project agenda (e.g. Interreg projects), the progress of the project is checked by the FM Project Office staff who also check the formal correctness of all partial, final or financial reports of the project.

6.6 Where the conditions of the provider limit the amount of time that team members can work, the researcher is responsible for complying with the provider's conditions. In cooperation with the researcher, the FM Project Office staff will verify the current level or eligibility of the planned full-time equivalents with the FM Wage and Personnel Department, which will provide data on the total full-time equivalents.

6.8 In case of termination of the employment relationship between the researcher and VSE, or in case of inability to fulfil the role of the researcher for other objective reasons, the duties of the researcher are transferred to a person designated by the head of the department where the project is implemented. The change of the researcher shall be reported by the department head to the FM Project Office without undue delay.

8. Overheads, Articles 8.1, 8.2, 8.3, 8.4 shall be replaced by the wording as follows:

8.1 The amount of overheads for research projects and the breakdown of overheads will be divided depending on the provider as follows:

- A) For international research projects that are funded through actual costs or lump sum, i.e. for example Horizon Europe Pillar II consortium projects or individual ERC-type projects, where the indirect costs are set at 25 %, 17.5% goes to faculty overheads, 2.5% to project support provided by the Research Office, 5% to indirect costs of the research team.
- B) For international research projects funded through unit costs (e.g. MSCA, COST projects), where the amount of overheads is determined by other means (e.g. unit costs or flat rate) or is not determined by the provider, the amount and distribution of overheads will be determined individually.
- C) For research projects funded by TACR, 20 % goes to faculty overheads.

D) For other research projects within the Czech Republic save TACR, 17.5 % goes to faculty overheads and 2.5 % to the Research Office project support. If the provider sets the total overheads at a different amount, the breakdown of the overheads will be set in the same proportions.

E) In cases where the faculty pays 15 % of overheads towards VSE, 10% goes to reimbursement of shared costs and 5% goes to the Research Office. In other cases where there are exceptions to the use or payment of overheads, the researchers will follow the instructions from the Vice-Rector for Research and Doctoral Studies who, after consultation with the Bursar, has granted the exception.

F) For international research projects that require co-financing by the beneficiary (e.g. research-based Interreg projects), overheads will be distributed on the basis of an individual agreement between the Dean of the relevant faculty, the Vice-Rector for Research and Doctoral Studies and the Bursar.

8.2 For international research projects, at the start of the project, the FM project office staff will ask the FM Secretary to assign a unique order number for the research team's overheads; the research team will also be informed as to how and for what cost it can draw on its indirect costs during the course of the project.

8.3 In the case of multi-year international projects, where the amount of overheads is not clear at the beginning of the calendar year (by reason of the allocation of funds for the entire duration of the project), the project researcher is obliged, in cooperation with the FM Project Office staff, to ask the FM Secretary to withhold overheads after the end of each year.

8.4 The calculation of overheads and their transfer for projects implemented by FM will be carried out by the FM Project Office in accordance with the provider's rules, which determine the overheads percentage. The amount of overheads in Czech crowns will be determined according to the budgeted funds in the given year, which form the basis for the calculation.

9. Project Budget and Its Adjustments, Articles 9.1, 9.6, 9.7 shall be replaced by the wording as follows:

9.1 Only eligible costs related to the project can be covered by the project funds. Project costs that have not been recognised as eligible by the provider or have not been reimbursed by the provider, including penalties for breaches of budgetary discipline incurred during the implementation or after the end of the project, will be charged to the faculty according to the affiliation of the authorising officer. The reimbursement of ineligible costs or penalties will be arranged for by the FM Secretary on the basis of information from the researcher.

9.6 If the budgeted funds cannot be properly fully used under the rules and no other procedure is determined, they will be returned to the provider. The researcher is obliged to inform the FM Secretary and the FM Project Office, without undue delay, of the fact that the funds will not be fully used. In accordance with the Bursar's Closure Order, the FM Secretary will ensure that the funds will be returned to the provider in cooperation with the researcher and the FM Economic Department. The amount of the budgeted and already booked overheads is adjusted by the respective share of the amount returned to the provider.

9.7 In the event of a financial disbursement audit by the project provider, the researcher will cooperate with the FM Project Office, which will coordinate cooperation with the FM Wage and Personnel

Department and the FM Economic Department to help the financial audit run smoothly. In the case of projects such as GACR, TACR and Horizon Europe, the FM Project Office staff coordinates the preparation and course of the audit also with the Research Office staff with respect to their work agenda.

10. Research Projects Cooperation, Articles 10.1, 10.2 shall be replaced by the wording as follows:

10.1 If another organisation participates in a VSE research project or if VSE becomes co-researcher / partner of a research project assigned to another organisation, the statutory body of VSE will conclude a cooperation agreement with this organisation (the agreement is drawn up by the researcher in cooperation with the FM Project Office and the FM Secretary, which will arrange for cooperation with the Legal Department). In the case of consortium international research projects, this agreement takes the form of the Consortium Agreement, which is signed by VSE no later than the date of the signing of the grant agreement. For projects coordinated by VSE, the preparation of the Consortium Agreement is the responsibility of the researcher in cooperation with the FM Project Office and the FM Secretary and the Research Office, which will ensure cooperation with the Legal Department.

10.2 In cooperation with the FM Project Office and the FM Secretary, the researcher prepares the request for transfer of the share of project funds to the account of the organisation of the co-researcher / project partner if this obligation is part of the agreement, including the Consortium Agreement.

The other provisions of Directive SR 1/2025 are not affected by this exception.