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Signature of authorized person:	Prof. Ing. Vladimír Sedlařík, Ph.D.

Article 1 **Basic provisions**

- (1) A project is a separately defined summary of activities for the implementation of which public funding support intended for specific university research (hereinafter referred to as "public funding support") is provided by the provider, in particular from the state budget, from public budgets of the European Union, EU member countries and/or other countries and from budgets of self-governing territorial units.
- (2) Public funding support and/or institutional support for the funding of projects is provided to Tomas Bata University in Zlín (hereinafter referred to as "TBU") directly by the provider in the event that TBU is the recipient (holder of the project). In the event that the recipient (holder of the project) is a different legal entity, public funding support for the funding of a project will be provided to TBU as a co-recipient (co-holder of a project) in accordance with a contract on the implementation of a part of the project concluded with the recipient, and that through the recipient, or directly from the provider.
- (3) Projects are registered in the OBD information system of the Personal Bibliographic Database (hereinafter referred to as "OBD"), namely in the 'Grants and Projects' module (hereinafter referred to as "GaP"). The registration is intended for an efficient use of information concerning research, development and creative activities (hereinafter referred to as "R&D and creative activities") of TBU employees. This information will be further used during the process of evaluation of R&D and creative activities of academics and researchers employed at TBU, and that as a tool for an effective management of research and development at TBU and for the purposes of statistical reporting of data required by providers.
- (4) The following persons have access to the individual entries in the GaP module:
 - a) The proposer of the project/Project Investigator (to all sections concerning his/her project, with possible delegation of his/her access rights to another person)
 - b) Rector, Vice-Rector for R&D and Creative Activities, and, if required, other persons

from among employees of the Rectorate authorized by the Rector (to all information and documents entered in the GaP module).

- c) Dean and Vice-Dean authorized by the Dean or Director of the relevant component part and his/her deputy authorized by the Director
- d) Bursar and Finance Office, Secretary to the Faculty (to the budget section of the project)
- e) Deputy authorized by the Dean/Director/Head of the component part (project name, annotation)

Persons listed in Letter b) to d) are obliged to maintain secrecy about the information included in project proposals and in the project files entered in the GaP module.

- (5) The submission and implementation of projects funded by the Operational Programme “Research, Development and Education” (hereinafter referred to as “OP RDE”) and by the Operational Programme “Enterprise and Innovations for Competitiveness” (hereinafter referred to as “OP EIC”) adhere to the relevant Bursar’s Directive.

Proposals of projects submitted to the OP RDE and OP EIC shall be registered in the GaP module, in compliance with this Directive, Article 1, Clause (3).

Article 2

Applicant for provision of support

- (1) The applicant for support to be provided to all projects submitted to the provider is exclusively TBU. It is necessary to give the following information on the University in the project proposals and in the related contracts:

In Czech:

Univerzita Tomáše Bati ve Zlíně, nám. T. G. Masaryka 5555, 760 01 Zlín

Statutární zástupce (Statutory body): (jméno - name), rektor (Rector)

IČ: (Identification Number) 70883521

DIČ: (Tax Identification Number) CZ70883521

Additional information on the legal status of the University:

Právní forma - veřejná vysoká škola (Legal form – public higher education institution)

dle „Rámce společenství“ – výzkumná organizace

(According to the “Community Framework” – research organization)

- VAT payer: Yes, however, due to the activities carried out within the implementation of the project, no VAT return can be claimed in compliance with the law (this applies to projects involving non-economic activities); in other cases, it is necessary to contact the Finance Office at the Rectorate.
- Account number in the CNB – Czech National Bank (recipient) and another participant’s bank account in a commercial bank (another participant – financial resources in compliance with the relevant contract concluded with the recipient) – in the event that the grant is provided from the state budget of the Czech Republic, TBU is the main recipient of the grant.

In other cases, it is necessary to contact the Finance Office at the Rectorate in order to receive the number of the current account.

In English:

Tomas Bata University in Zlín, nám. T. G. Masaryka 5555, 760 01 Zlín, Czech Republic

Identification Number: 70883521

Tax Identification Number: CZ70883521

Article 3 Project proposal

- (1) The proposer shall prepare documents for a project proposal in compliance with the rules laid down by the provider, taking into consideration internal rules and regulations of TBU. Provided that the rules laid down by the provider allow it, the proposer is required to plan additional (overhead) costs within the project proposal, and that based on the calculation.
- (2) The proposer is required to obtain the consent of his/her immediate superior to the project proposal.
- (3) The administration of projects shall be dealt with in the relevant internal regulation issued by the component part; the regulation must specify the following:
 - i. Approval process to take place at the relevant component part when a project application is planned to be submitted,
 - ii. Submission of information (project files, progress/final reports and other communication with the provider) for entry into the GaP module,
 - iii. Persons authorized to communicate with the Rector's Office and with the Assistant to the Vice-Rector for R&D and Creative Activities.
- (4) If the project implementation team comprises employees from component parts other than the component part where the proposer is employed, it is necessary - when submitting the project proposal - to attach the consent of the Dean or of the Head/Director of the relevant component part and of the Secretary/Financial Manager at the relevant component part to the participation of the given members of the project implementation team in the implementation of the project proposed.
- (5) After the project proposal has been checked, the relevant persons shall express their consent to the proposal by signing the document "Statutory Declaration and Authorization by the Rector for the Project Investigator" (hereinafter referred to as the "Statutory Declaration of the Project Investigator"). The proposer is required to submit the Statutory Declaration of the Project Investigator together with the project proposal. The Rector shall sign the project proposal as well as the Statutory Declaration of the Project Investigator.
- (6) Before the project proposal is submitted to the Rector for approval, the proposer or the person in charge shall enter the compulsory basic information about the project into the GaP module.

Compulsory information includes the following:

- Project name
- Provider
- Programme
- Role of TBU

- External partner institutions (where applicable)
 - Implementation period of the project
 - Project implementation team
 - Annotation
 - Keywords
 - Budget proposal
- (7) The project proposal and the Statutory Declaration of the Project Investigator shall be submitted for signature to the Rector no later than 3 working days before the deadline for submission of the project proposal to the provider.
- (8) If the requirement to submit the project via the TBU data box is set out in the project files, the project proposer or the person in charge at the relevant component part of TBU shall enter the relevant documents in the required form into the E-spis application, and submit them to the Assistant to the Vice-Rector for R&D and Creative Activities. The project proposer shall notify the Assistant to the Vice-Rector for R&D and Creative Activities as well as employees of the Rector's Office of this fact in advance by e-mail.
- (9) In case of such projects when TBU is a co-recipient (co-holder) of the project, the entry of the compulsory basic information into the GaP module shall be ensured by the co-proposer/contact person. The co-proposer will be designated as the "Principal Investigator" in the GaP module (on behalf of TBU); names of external investigators will also be listed in the entry. The submission of the Statutory Declaration of the Project Investigator and of the project proposal is compulsory.
- (10) After all compulsory basic information regarding the project has been entered into the GaP module and after the project proposal and the Statutory Declaration of the Project Investigator have been signed by the Rector, the Assistant to the Vice-Rector for R&D and Creative Activities will change the project status in the GaP module to "Submitted". Subsequently, the Assistant will upload a scanned copy of the Statutory Declaration of the Project Investigator to the "Document Storage" of the relevant project in the GaP module.

Article 4

Project implementation

- (1) If the project has been accepted for implementation by the provider, the Assistant to the Vice-Rector for R&D and Creative Activities shall,
- after receiving the decision on the grant provision,
 - after the information on the acceptance in the database of the provider has been announced,
 - or at the request of the Project Investigator on behalf of TBU in case of project proposals where TBU is a co-recipient,
- change the project status in the GaP module from "Submitted" to "Accepted".
- (2) If the project has been rejected (according to the same criteria as listed in Paragraph 1), the Assistant to the Vice-Rector for R&D and Creative Activities will change the project status in the GaP module to "Not accepted".

- (3) The Assistant to the Vice-Rector for R&D and Creative Activities shall ensure the filing of documents received from the Rector's Office and related to an accepted project/project in implementation.
- (5) The Project Investigator has in particular the following responsibilities:
 - a) Fulfilment of requirements set out in the contract concluded with the provider or in the decision on the grant provision;
 - b) Management, technical and technological aspects of the implementation of the project, fulfilment of the aims and outputs set within the specified period of time in accordance with the project proposal, with the valid legislation and in compliance with internal rules and regulations issued by TBU.
 - c) Correct use of financial resources within budget items in compliance with the contract concluded with the provider.
 - d) Submission of complete electronic files related to the project to the GaP module, i.e. progress and final reports approved by the provider, record of the project review procedure and other reports and subdocuments required by the provider including all required formalities.
- (6) The Dean or the Director/Head of the component part where the relevant project is implemented is responsible for the provision of conditions appropriate for the implementation of the approved project and for ensuring of a correct administration of the project at the constituent part where the Project Investigator is employed.

Article 5 Alterations to a project

- (1) If a request for a major alteration has been submitted, the Project Investigator shall ensure that a copy of the request for the alteration and, subsequently, the opinion of the provider or of the Rector are entered into the GaP module by the Assistant to the Vice-Rector for R&D and Creative Activities.
- (2) If the requirement to submit the project via the TBU data box is set out in the project files, the project proposer shall enter the relevant documents in the required form including the required specification into the E-spis application, and submit them to the Assistant to the Vice-Rector for R&D and Creative Activities. The project proposer shall notify the Assistant to the Vice-Rector for R&D and Creative Activities as well as employees of the Rector's Office of this fact in advance by e-mail. The data message will be sent after being registered and after checking as to whether the documents have been entered in the GaP module.

Article 6 Termination of a project

- (1) Final reports and related documents including all required signatures and formalities shall be submitted for approval to the Rector no later than 3 working days before the deadline for submission to the provider. At the same time, the Project Investigator shall ensure that the electronic version of the documents is entered into the GaP module.

- (2) After the termination of the project, the Project Investigator shall ensure that the Assistant to the Vice-Rector for R&D and Creative Activities enters the reports on the project review procedure or similar final documents (hereinafter referred to as “final documents”) specified by the provider into the GaP module within 7 calendar days of the receipt thereof.
- (3) After all final documents have been entered into the GaP module, the Project Investigator shall ask the Assistant to the Vice-Rector for R&D and Creative Activities to change the project status from “Accepted” to “Terminated”.
- (4) The Project Investigator is obliged to ensure the filing of all documents related to a terminated project which are subject to filing (as required by the provider or arising from the valid Regulations for Document Filing of TBU).
- (5) If the Project Investigator fails to fulfil the duties that he/she undertook to carry out, the Rector may prematurely terminate the implementation of the project by submitting a request for a termination of the project to the provider. Any damages caused by the fact that the Project Investigator failed to meet his/her duties shall be dealt with by the Damage Compensation Committee.
- (6) After the termination of the implementation of the project, the Project Investigator is required, with the support of the relevant component part, to ensure the fulfilment of the outputs of the project during the whole period of sustainability of the project as specified by the provider.
- (7) In case of termination of employment of the Project Investigator at TBU during the implementation period or the period of sustainability of the project, it is necessary, in accordance with the Statutory Declaration of the Project Investigator, to delegate the duties of the Project Investigator to a successor.

Article 7
Temporary and final provisions

This Directive replaces Rector’s Directives SR/13/2012 and SR/10/2016.