Ing. Jan Andrle

Head of Economic Department

Prague / Jindřichův Hradec on …….

Dear Mr Andrle,

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

In accordance with Directive SR 1/2023, Article 7.1 Overheads[[1]](#footnote-1)

1. For international scientific 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 OSR, 5 % to faculty overheads and 5 % to indirect costs of the research team.
2. For international scientific 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 shall be determined individually, taking into account the breakdown referred to under A) above.
3. For scientific research projects funded by TACR, 10 % goes to shared costs and 10 % to faculty overheads.
4. For other scientific research projects within the Czech Republic save TACR, 10 % goes to reimbursement of shared costs, 2.5 % to OSR project support and 7.5 % to faculty overheads.

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

* xxx for payment of shared costs,[[2]](#footnote-2)
* xxx for project support provided by the Office for Science and Research,[[3]](#footnote-3)
* xxx for overheads of the Faculty of xxx[[4]](#footnote-4),
* and xxx for indirect costs of the research team.[[5]](#footnote-5)

Thank you.

…………………………………. Researcher

…………………………….. ………………………………… Faculty Secretary Office for Science and Research

1. Please choose one of the options (A – D) below. [↑](#footnote-ref-1)
2. 40 % of total overheads for A and B, 50 % for C, 50 % of total overheads for D. [↑](#footnote-ref-2)
3. 20% of total overheads for A and B, 12.5% of total overheads for D. [↑](#footnote-ref-3)
4. 20% of total overheads for A and B, 50% of total overheads for C, 37.5% of total overheads for D. [↑](#footnote-ref-4)
5. 20% of total overheads for A and B. [↑](#footnote-ref-5)