



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

Annotation:

This university-wide Directive specifies administrative procedures for scientific 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 Office for Science and Research, faculties and other departments at VSE.

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1. Introductory Provisions

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

The funding scheme (targeted support for research and development) 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 Specific 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.

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. In contact with individual providers, it is usually necessary to adapt them to the principles and practices of the provider concerned.

2. Defined Terms


<i>Term</i>	<i>Meaning</i>
Funding scheme	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.
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.
Office for Science and Research (Research Office)	The Office for Science and Research 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.



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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-researchers / project partner	An entity involved in the project as a project partner in a multi-entity consortium project (not a coordinator / main applicant).
The authorising officer and the budget administrator	Persons defined in the Rules on Inspection (SR 07/2008) (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 project card must be completed including the relevant signatures as specified in the project card before the project proposal / application is sent to the provider, it is attached to each project proposal.
Project card addendum	It forms Annex 2. It supplements the project card. The project card addendum shall be submitted in case the researcher requires advance financing.
Agreement registration form	The form with basic data of the agreement concluded between VSE and an external entity (outside employment relations) registered in the VSE central register of agreements. The form is an annex to the directive Document Management System (SR 06/2008).
Project plan	The project plan is a summary of the intended international scientific 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.

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International scientific research projects	International scientific research projects are projects announced and awarded by a foreign funder. In the context of European scientific research projects, the European Commission (EC) or one of its agencies is typically the funder. This also includes scientific research projects that are funded from foreign sources, but in which a Czech ministry or another Czech entity acts as an intermediary.
Scientific research projects in the Czech Republic	Scientific 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

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.

The Office of Science and Research (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 shall submit the documentation to the statutory representatives of VSE for approval or for information such as applications, agreements and binding documents submitted to providers and other documentation related to grant projects, in electronic or written form, under the conditions of the provider.

The Research Office shall 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 scientific research projects shall 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 Scientific Research Proposal

The scientific research proposal shall 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 shall also provide access rights to the project 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. If the provider does not specify the amount of overheads, overheads are set at 15-20 % for national projects and 20-25 % for international projects. 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.



In the case of international scientific research projects in which VSE should act as a consortium coordinator, and in the case of ERC projects, the proposer shall prepare a project proposal after the project plan has been agreed upon at faculty as well as at university level. Approval of the project proposal is to be given in writing, e.g. by email, by the Dean of the relevant faculty or its statutory representative and 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,
- duration,
- an approximate expected project budget and budget for VSE,
- information on the co-financing of the project,
- a list of key people expected to be involved in the project on behalf of the university.


The proposer shall send the project plan with the approval of the Dean to Research Office staff. The Research Office will inform the Vice-Rector of the project plan and ensure that a written response is prepared and without delay communicated to the proposer.

The proposer consults the project budget as well as the budget for VSE with 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.

In the case of international scientific research projects coordinated by VSE, a complete project proposal shall be forwarded 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 scientific research projects, in which VSE participates as a project partner and 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 Scientific Research Projects will be used.

In the case of international scientific research projects coordinated by VSE, or where VSE is responsible for drafting 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 submitted at most 14 days before the call closure.

The proposer is obliged to fill in, sign and also to have signed/approved the project card including the planned project budget. The project card must be signed/approved by the Dean of the relevant faculty as well as by the Vice-Rector for Research and Doctoral Studies. The fully signed project card must be submitted to the Research Office at least 10 working days before the call closure. The Research Office shall archive the project card.

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

The project proposal is always 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.

The project proposal should be submitted with time to spare in order to avoid possible technical problems, so applicants should upload everything to the grant provider's online system and submit it with time to spare at least 3 days before the call deadline.

5. Conclusion of the Agreement

On behalf of VSE a scientific research project agreement is concluded with the respective provider by the statutory body of VSE, i.e. the Rector.

The Research Office shall, in cooperation with the researcher, ensure all necessary tasks related to the signature of the agreement by the Rector.


Upon the approval of the project proposal (the signing of the project agreement by the Rector), the Research Office shall ask the Economic Department to assign a unique order number to the project in the economic information system. The Economic Department shall then inform the Research Office and the researcher about the order number.

The signed project agreement together with a duly completed agreement registration form shall be forwarded by the Research Office in cooperation with the researcher without undue delay 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).

6. Basic Responsibilities in the Project, Support Provided by the Research Office and Other Departments

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.

The researcher of international scientific 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

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in order to optimize the use of grant resources in accordance with the rules of the grant provider and the VSE employment regulations.

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

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 scientific 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 shall be sent to the provider by the researcher, or by the Research Office depending on the conditions of the provider.

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


Where the conditions of the provider limit the amount of time to be spent by team members, 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 provides data on the total full-time equivalents.

In respect of 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.

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, it is necessary to consult further project activities with the Research Office, which will check their compatibility with the provider's rules and propose solutions to allow the smooth continuation of the project.

7. Use of Grant Funds

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.

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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.

The researcher is responsible for funds management. Material and service requirements by the researcher are governed by the Rules on Public Procurement at VSE (SR 1/2019) and in compliance with the Document Management System (SR 06/2008). 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.


7.1 Overheads

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

- A) 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 the Research Office, 5 % to faculty overheads and 5 % to indirect costs of the research team.
- B) 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.
- C) For scientific research projects funded by TACR, 10 % goes to shared costs and 10 % to faculty overheads.
- D) For other scientific 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.

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.

The calculation of overheads shall 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 shall be determined according to the budgeted funds in the given year, which form the basis for the calculation. The request for withholding of overheads shall 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 Research Office staff. The calculation and distribution of overheads is made in line with Article 4.

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

A template is set out in Annex 3.

7.2 Project Budget and Adjustments


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 shall 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. 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, shall 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.

In exceptional and justified cases (especially for international scientific research projects), it is possible to draw down 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 faculty management, the Bursar and the Vice-Rector for Research and Doctoral Studies. To enable this procedure, the project card addendum (Annex 2) must be completed and forwarded to the Research Office, which shall forward the original to the Economic Department. An integral part of the project card addendum is the signature of the researcher, an opinion and written consent of the Dean of the relevant faculty or its statutory representative, in which the faculty undertakes to pay any difference between the drawdown and the subsidy for the relevant project.

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.

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.

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

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8. Scientific Research Projects Cooperation

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

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.

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

9. Final Provisions

The *Science and Research Policy at VSE* (SR 4/2007) directive dated 1 July 2007 is repealed by this Directive.

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

The responsibility for monitoring adherence to this Directive lies with the Head of the Office for Science and Research who shall report 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