

Notice of the Director no. 2/2023

Title:

Submission and Solution of Projects and Other Activities at IPS

In effect from: 27. 2. 2023

In Prague on 27. 2. 2023

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Director of the Institute

The submission and solution of grant projects at the FSV is governed by [DIRECTIVE S EO 004](#) and [DIRECTIVE S DEK 008](#). In the interest of transparency and awareness, the Notice of the Director systematises and recapitulates the specifics and internal rules for the submission and handling of grant projects at the IPS.

1. Submission of the Project

1.1. Budget of the Project

The rules for determining the project costs are set out in the tender documentation, in the information prepared for the project applicant, or in [FAQ of Research Office](#). The applicant will prepare himself/herself own project budget. If s/he needs any assistance in preparing the budget, s/he should first contact the Project Manager at the IPS and - only in case of any doubt - the respective member of staff of the Research Office.

If the project documentation allows it, the investigator is obliged to allocate funds in the budget for the salary of the project manager. The calculation of the salary of a project manager with a workload in a project where a THP position is possible is based on a tariff salary of CZK 43,000.00 at 1.0 workload (e.g. 0.1 workload means a salary of CZK 4,300.00 per month in the project).

1.1.1. Overheads

The amount of overhead deducted from revenue sources is always set as the maximum possible according to *S EO_004 (1/2023)* while accepting the limitations imposed by the provider or other rules applicable to the given source. = *overhead to be paid to the IPS main centre (at least 20 % if the project documentation allows it)*.

After that, *S EO_004 (1/2023)* stipulates the share contribution to the overhead of the Dean's Office = *contribution from the IPS main centre to the Dean's Office (7% or 13% depending on the type of project)*.

1.2. Reporting Project via [google form](#)

The IPS staff member fills in the [google form](#) and attaches the project budget (point 1.1.) 6 weeks (or one week after the call is announced, if the period is less than 6 weeks) before the deadline for submitting the project in the relevant system. For projects subject to the approval of the project committee of the Faculty,¹ this deadline is 10 weeks before the deadline for submission of the project in the relevant system.

Requested information in [google form](#) is as follows:

Project name

Project annotation

Basic information

- *Principal investigator (meaning the organisation of the principal investigator)*
- *Contact person at IPS (i.e. applicant=responsible investigator at IPS)*
- *Type of project (GAČR/TAČR/PRIMUS and others)*
- *Link to the tender documentation, if available*
- *Expected start and end of project implementation*

Staff composition

- *Employing foreign staff members² (yes/no) - if yes, please fill in details of the number of staff members, their workloads, country and the way the social insurance and health insurance will be paid to a foreign country*
- *Is remote work considered for any of the investigators? (yes/no) - if yes, please fill in details of the number of staff members, their workloads, and country*
- *Recruitment of new staff members to hold a research workload (yes/no)*
- *Administrative support for the project (please indicate the planned workload for the project manager)*

¹ The decision of the project committee on the submission of a project is mandatory in cases where one or more points apply to the project or activity:

- the faculty is in the role of coordinator and the project budget is CZK 40 million and above,
- the part of the project budget for the entire duration attributable to FSV UK is CZK 20 million or more,
- OPPI staff should be members of the project team,
- VAT is not an eligible cost in full amount.

² Only possible from 0.3 workload and above.

Overhead and co-funding

- *Is the involvement of another institute of FSV/faculty of Charles University in the project being considered? (yes/no). If yes, is the co-funding share resolved? (yes/no) If yes, please indicate the shares of the institutes.*
- *Fill in the maximum % overheads allowed in the project call*
- *Sustainability of the project after its implementation has ended (yes/no)*
- *Is there a need for co-funding by the IPS? (yes/no)³*
 - *Soft co-funding - counting the funding of existing workload at the IPS (e.g. academic staff member) (yes/no)*
 - *Hard co-funding –need to fund the employee's involvement in the project with additional IPS funds (yes/no)*
- *Does the project include the following activities? I.e. the project considers the cost of at least one of the following:*
 - *(yes/no)*
 - *Registration of a domain or website, operation of an existing project website (yes/no)*
 - *Workshops (yes/no)*
 - *Refreshments for project events (yes/no)*
 - *Holding of tenders for the supply of goods and services (yes/no)*
 - *Premises requirements*
- *Is VAT an allowable cost? (yes/no)*

In addition to the completed items listed above, the applicant will also attach a project budget file to the form.

2. Approval of the Project

After reporting the project plan and consulting with the relevant project manager, the project manager will prepare the project plan for signature by the director of IPS. The director of IPS approves the project plan including the budget. The project manager informs the investigator of the approval of the project plan by the director of IPS. Only after approval does the project manager of IPS report the project application to the Research Office, where it again goes through the approval process.

After final approval of the project plan, the applicant will submit the project through the system for project submission (e.g. ISTA, GRIS, etc.). The applicant can arrange a meeting with the project manager of IPS concerning the submission of the project, any adjustments to the budget, and setting up the regime of the project manager.

³ If IPS co-funding is needed, it must be clearly indicated in the budget what form it should take.

The project applicant is responsible for the technicalities of the project application (project justification, abstract, keywords, etc.). The project manager of IPS primarily checks whether the application complies with the formal criteria announced by the provider in the call documentation (e.g. permitted scope of justification, binding outline, mandatory data). The applicant has the opportunity to consult the IPS on any technicalities of his/her project and its justification and, for applied and contract research projects, also the Research Office. This consultation is subject to the timely submission of the project in accordance with the published timetable for each call, which is posted on the website of the Research Office. For H2020 coordinator projects, an external consultancy firm can be engaged to prepare the project (see H2020 manual).

3. Administrative Solutions for Projects

Grant projects submitted and solved at the IPS are administratively managed by the project manager of IPS. If the call documentation of the submitted projects allows it, the project applicants are obliged to include the project manager of IPS in the submitted projects as a THP position and to set the project overhead as high as possible according to the project call.

3.1. Administrative Arrangements for the Project

3.1.1. Ensuring the agenda of projects with THP (i.e. technical-economic staff member) workload and projects whose call documentation does not allow for THP workload

If the call documentation allows for a workload for the project manager and this workload is filled to the maximum extent possible, or if the call documentation does not allow for a project manager, the IPS will provide administrative support for the project.

- Staff agenda - preparation of proposal sheets, job descriptions, securing signatures and sending to the Dean's Office, check on staffing
- Establishment of an accounting centre
- Business trips - checking travel order and billing, ensuring signatures
- DPP/Agreement to complete a job, DPČ/Agreement to perform work, contract for work, billing - processing, ensuring signatures and sending to the Dean's Office
- Communication with partners and grant provider
- Invoices, small expenditures - processing, ensuring signatures and sending to the Dean's Office
- Orders - processing, ensuring signatures and sending to the Dean's Office
- Book orders based on the table of titles
- Preparation of changes in the project (e.g. financial)
- Contractual arrangements for the project
- Preparation of project documents for review

- Monitoring the use of budget
- Preparing documents for the closure of accounts

3.1.2. Ensuring the agenda of projects without THP workload (although the call documentation allows for it)

If the call documentation allows for a project manager and the project applicant does not include one, s/he then handles all administration related to the project himself/herself.

- Staff agenda - preparation of proposal sheets, job descriptions, securing signatures and sending to the Dean's Office, check on staffing
- Establishment of an accounting centre
- Business trips - checking travel order and billing, ensuring signatures
- DPP/Agreement to complete a job, DPČ/Agreement to perform work, contract for work, billing - processing, ensuring signatures and sending to the Dean's Office
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4. Course of the Project

4.1. Decision to Grant Aid

As soon as the applicant or investigator learns of the allocated funds, s/he contacts the project manager and, in collaboration with him/her, prepares proposal cards and job descriptions for the team members. The project manager finalizes the application for the establishment of the centre and signature templates and secures access to the centre once it has been established. The project manager will also ensure that the persons listed below are assigned to the project centre (in accordance with S EO_004):

- Budget administrator - project manager of IPS
- Deputy budget administrator - responsible project investigator, second project manager of IPS
- Operations transactor– director of IPS
- Deputy operations transactor - deputy director of IPS

4.2. Use of Funds

The use of grant funds is governed by the project rules and relevant faculty regulations. Once every 3 months, the project manager supplies an overview of the use of salary

funds, the ongoing use of funds is monitored according to the agreement with the investigator (status check e.g. once a month, once every 3 months).

4.3. Closure and Use of Funds at the End of the Year

By 20 October each year, the project manager sends out to the investigators an overview of the use of grants according to individual cost categories and with an outlook for the use of salary funds until the end of the year.

By 31 October (or earlier, depending on the conditions of the grant agency), the grant recipients will specify how they plan to dispose of unused funds, remaining resources within the funds, etc., so that the full use of the grants is in line with the annually published accounting guidelines at FSV.