

Charles University  
Faculty of Social Sciences, Institute of Political Studies

**Notice of the Director no. 5/2025  
(Replacement of Notice of the Director no. 2/2024)**

Title:

**Submission and Implementation of Projects and Other  
Activities at IPS**

Effective: 15.10. 2025

In Prague on 10.10. 2025

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Director of the Institute

The submission and implementation of grant projects at the FSV are governed by [DIRECTIVE S EO 004](#) and [DIRECTIVE S DEK 008](#). To promote transparency and clarity, the Notice of the Director systematizes and recapitulates the specifics and internal rules for the submission and implementation of grant projects at the IPS.

The submission of GAUK projects does not require reporting through IPS PP and is conducted electronically via [application](#), usually by the end of October. Additional information regarding the GAUK call is provided by the [Research Office](#) and is published in the schedule of [ongoing FSV calls](#) in the month of September every year.

In the case of OP JAK project submissions, [Project Support and Investment Office](#) is the lead department of Dean's Office, while for other grant projects, it is the [Research Office](#).

## **1. Project Submission**

### **1.1. Budget of the Project**

The rules for determining the project costs are stated in the tender documentation, in the information prepared for the project applicant, or in [the FAQ of the Research Office](#). The applicant prepares the project budget on their own. If any assistance is necessary when preparing the budget, they should first contact the IPS Project Manager (hereinafter referred to as PM) and - only in case of any uncertainties - the respective staff member of the [Research Office](#) / [Project Support and Investment Office](#).

If the project documentation allows it, the investigator is obliged to allocate funds for the PM's salary in the direct budget costs. The calculation of the PM's salary with a workload in a project where a technically economic position is possible is based on a total monthly gross salary of CZK 55,000 plus 34.8% in contributions for a 1.0 workload (for example, a 0.1 workload corresponds to a gross monthly salary of CZK 5,500 plus 34.8% in contributions in the project).

When staffing the research team, it is necessary to involve an adequate number of postdocs and doctoral students.

Foreign workers / Czech workers living abroad can only be employed on the project with a workload higher than 0.25 and for a period longer than 3 months. IPS must be notified of the planned involvement of these workers at least 6 months before their intended start date. The PM will immediately contact the Rector's Office of Charles University to discuss the possibility of covering the costs of a consulting firm for handling social security and health insurance contributions abroad.

### **1.1.1. Overheads and Indirect Costs**

The amount of overheads/indirect costs deductions from revenue sources is always set as the maximum allowed according to [DIRECTIVE S EO 004](#) . At the same time, any limitations imposed by the provider or other applicable rules for the given source are accepted.

## **1.2. Reporting Project Proposal at the IPS**

The IPS staff member fills in the [IPS Project Proposal](#) (hereinafter referred to as IPS PP) and attaches the project budget (point 1.1.) within 6 weeks (or within one week after the call has been announced if the period is less than 6 weeks) before the project submission deadline in the respective system. For projects subject to the approval of the project committee of the Faculty, this deadline is 3 months before the project submission deadline in the respective system.

### **1.2.1. A Decision by the Project Committee Regarding the Project Submission is Mandatory in Cases where in the Given Project**

- Faculty acts as the coordinator and the total project budget amounts to CZK 40 million or more
- Portion of the project budget allocated to FSV UK over the entire duration of the project is CZK 20 million or more
- Members of the project team are to be OPPI employees
- VAT is not fully eligible as a project cost

### **1.2.2. Required Information in IPS PP Form:**

#### **Basic information**

- Principal investigator (referring to the organization of the principal investigator)

- Contact person at the IPS (i.e. applicant=responsible investigator at the IPS)
- Project / activity name
- Project annotation (max. 50 words – basic information)
- Type of project (GAČR/TAČR/PRIMUS and others)
- Link to the tender documentation, if available
- Expected start and end date of project implementation

### **Staffing of Research Team**

- Hiring new staff members to hold a research workload? (yes/no). If yes, provide further information.
- Hiring foreign staff members? (yes/no). If yes, please fill in the details regarding the number of staff members, their workload, country, and the method of paying the potential social insurance and health insurance abroad.
- Is remote work considered for any of the investigators? (yes/no). If yes, please fill in the details regarding the number of staff members, their workload, and country.
- Administrative support of the project (please indicate the planned workload for the PM).

### **Overheads and Co-funding**

- Is the involvement of another institute of FSV or 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 workplaces involved.
- Fill in the maximum % of overheads/indirect costs allowed in the project call.
- Is there a need for co-funding by the IPS? Choose the method of co-funding.
- Is project pre-funding required?
- Are you planning to register a domain or a website, or manage an already established project website? Will it be covered by the project or will the IPS funds be needed?
- Are you planning to hold workshops or an international conference within the project? Please provide more information if available.
- Do you have any specific requirements for the premises? If yes, how will this be handled?
- Are you considering investment expenditures or major purchases of goods/services over CZK 100 thousand, such as data collection? Please provide more information if available.

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

## **2. Approval of the Project Proposal**

After reporting the IPS PP and consulting with the respective PM, the PM will prepare the document for signature by the director of IPS/institutes and applicant(s). The director of IPS approves the project proposal including the budget. The PM informs the applicant about the approval of the project proposal by the director of IPS. Only

after its approval will the PM send the IPS PP to the [Research Office / Project Support and Investment Office](#), where it will undergo the approval process again.

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

The project applicant is responsible for the technicalities of the project application (project justification, abstract, keywords, etc.). The PM primarily checks whether the application complies with the formal criteria announced by the provider in the tender documentation (e.g. permitted scope of justification, binding outline, mandatory data).

### **3. Support in Submitting Project Applications Provided by IPS, FSV UK, and the Rector's Office of Charles University**

The applicant can consult any technicalities and justification of their project within the IPS and, for applied and contract research projects, also with the [Research Office](#).

This consultation is subject to the timely submission of the project in compliance with the published [schedule for individual calls](#), which is posted on the website of the [Research Office](#).

For HE coordinator projects, or ERC, an external consulting firm can be engaged to prepare the project. For more information, please consult the [Research Office](#).

For the preparation of ERC and Horizon coordinator project submissions, the project applicant may request financial support from IPS at least 6 months before submission – if interested, please contact the PM at IPS.

#### **3.1. Support in Submitting ERC Projects**

An ERC applicant also has the option to request a financial reward from the Rector's Office of Charles University for submitting an ERC application (according to [OR 8/2023](#)). The support can amount to CZK 50,000, and if the application advances to the second evaluation round, it can be increased to a total of CZK 100,000.

#### **3.2. Support in Submitting HE Projects**

An HE project applicant in the position of coordinator may request a CZK 100,000 grant from the Rector's Office of Charles University for project preparation, in accordance with [Rector's Measure No. 63/2017](#). Applications for support can be submitted continuously, but no earlier than 18 months and no later than 5 months before the call deadline. More details can be found in [the Methodological Guideline for Submitting Projects in the HE Program](#).

[Research Office](#) provides

- Information on Horizon Europe grant calls and opportunities to participate
- Coordination support during the preparatory stage of the project proposal
- Administrative and managerial support during the stage of project implementation

- Facilitation of communication and assistance regarding the grant between FSV UK, the Rector's Office, the Technology Centre of the Czech Academy of Sciences, and the European Commission

### **3.3. Support in Submitting OP JAK Projects**

In the case of an intention to submit a project application to OP JAK, it is possible to contact the [Project Support and Investment Office](#) regarding the potential use of services from a consulting firm.

## **4. Scope of Administrative Support for Projects Implementation**

Grant projects submitted and implemented at the IPS are administratively managed by the PM. If the tender documentation of the submitted projects allows it, the project applicants are obliged to include the PM in the submitted projects as a technically economic position in the direct costs and to set the project overheads to the highest possible amount according to the project call.

If the tender documentation allows for a workload of the PM and this workload is utilized to the maximum extent possible, or if the tender documentation does not allow for the PM, the IPS will provide administrative support for the project:

- Staff agenda - preparation of proposal sheets, job descriptions, securing signatures and their sending to the Dean's Office, checking staff arrangements
- Cost center setup
- Business trips - checking travel documents and billing, securing signature
- DPP/Agreement to complete a job, DPČ/Agreement to perform work, contract for work, billing - processing, securing signature, and sending to the Dean's Office
- Communication with partners and grant provider
- Invoices, petty cash - processing, securing signature, and sending to the Dean's Office
- Orders - processing, securing signature, and sending to the Dean's Office
- Book orders based on the table of titles
- Preparation of project changes (e.g. financial)
- Contractual project arrangements
- Preparation of project documents for review
- Monitoring the use of budget
- Preparing documents for the closure of accounts

If the tender documentation allows for the PM and the project applicant does not include one, they will then handle all aforementioned administration and project management themselves.

## **5. Approval of Project for Funding and its Implementation**

## **5.1. Decision on the Allocation of Funds**

As soon as the applicant, or investigator, learns about the allocation of funds, they will contact the PM and, in collaboration with him/her, prepare the proposal sheets and job descriptions for the team members. The PM will finalize the request for the creation of the cost center and signature templates and will ensure access to the cost centre once it has been created. The PM will also ensure that the persons listed below are authorized for the project cost centre (in compliance with [DIRECTIVE S DEK 008](#)):

- Budget administrator – IPS PM
- Deputy budget administrator - responsible project investigator, another IPS PM
- Operation transactor – IPS director
- Deputy operation transactor - deputy of IPS director

## **5.2. Use of Funds during Project Implementation**

The use of grant funds is governed by the project rules and respective faculty regulations. Once every 3 months, the PM 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, every 3 months).

## **5.3. Year-End Closing and Drawing of Funds**

Every year by October 20<sup>th</sup>, the PM provides the investigators with an overview of the use of grants according to individual cost categories, as well as an outlook for the use of salary funds until the end of the year.

For every project that ends its annual fiscal cycle on December 31<sup>st</sup> (or earlier, depending on the conditions of the grant agency), it applies that by September 30 the grant investigators will specify how they plan to handle unused funds, remaining resources within the funds, etc., so that the use of the grants aligns with the annually published guidelines for the financial year-end closing at FSV.

## **5.4. Token for Electronic Signing**

A researcher who newly joins a project team at IPS is required to obtain an electronic signature token through IPS, provided that Česká pošta allows the issuance of a qualified electronic signature certificate. The establishment of the electronic signature is handled by the PM in cooperation with the IPS Secretariat and the IT Department of FSV UK.