**PROJECT CHARTER**

**Project name:**

**Provider:**

**Name of Call[[1]](#footnote-2):**

**Estimated duration from: to:**

**Project leader:** e-mail: Phone extension:

Faculty /unit: Department:

**Contact person for VŠE:** e-mail: Phone extension:

Faculty/unit: Department:

Brief description of project aim (max. 300 characters):

Outcome and benefits of the project for VŠE (max. 180 characters):

Linking the project to the [Strategic plan of VŠE](https://strategie.vse.cz/rozvoj-a-strategie/dlouhodoby-strategicky-zamer/strategicky-zamer-vse-pro-roky-2021-2025/) (max. 180 characters):

Project: national  international

VŠE is: sole solver  coordinator co-solver

Coordinator and project partners:

|  |  |  |
| --- | --- | --- |
|  | **Preliminary project budget[[2]](#footnote-3)** | |
| *Row n.* | *Budget item* | *Amount and currency* |
| 1 | Investment costs |  |
| 2 | Noninvestment costs (= row. 3+4+5) |  |
| 3 | a) Personal costs |  |
| 4 | b) Material costs[[3]](#footnote-4) |  |
| 5 | c) Overheads of school wide costs from the project budget[[4]](#footnote-5) |  |
| **6** | **TOTAL BUDGET VŠE** (= row.1+2) |  |
| **7** | **TOTAL PROJECT BUDGET** (in case of partnership project) |  |
| 8 | Overheads of school wide costs from other sources/department VŠE[[5]](#footnote-6) payment classification: …………… |  |
| 9 | Co-financing of the project from VŠE resources: …… % payment classification: …………... |  |

Project sustainability: NO  YES  if yes, please state number of years:

The project leader declares that he has read all the conditions set by the provider and by VŠE and confirms that he/she has informed his/her superior about the project in writing about the project.

Date: ……………… Signature: ……………………………………………

Project leader

The Budget administrator agrees to financially secure the project, and, if necessary, to co-finance it from the budget of the relevant VŠE unit.

Date: ……………… Signature: ……………………………………………

Budget administrator

(The Faculty Treasurer or the head of the Economic

Department)

The Dean of the Faculty/Department Chief officer confirms that the project is in line with the goals of the Faculty/University Department and ensures appropriate conditions for its successful implementation, and also guarantees the fulfilment of the obligations arising from the project.

Date: ……………… Signature: ……………………………………………

Dean / Department Chief Officer

The Bursar agrees with the project funding and budget commitment.

Date: ……………… Signature: ……………………………………………

Bursar

The Vice-Rector for Development and Corporate Relations agrees with the project aim.

Date: ……………… Signature: ……………………………………………

Vice-Rector for Development and Corporate Relations

1. Enter the name of the call, if there is any. [↑](#footnote-ref-2)
2. Fill the budget in the project currency and in case of a partner project only a share belonging to VŠE, except row 7. [↑](#footnote-ref-3)
3. Material costs include as well indirect/flat rate paid from the project if the providers‘ rule allows them to be drawn. [↑](#footnote-ref-4)
4. Overhead costs to cover university-wide costs are set at 10% of the allocated subsidy/grant for VŠE (excluding co-financing). [↑](#footnote-ref-5)
5. If the project overhead to cover school-wide costs cannot be financed from the project budget, it must be financed in whole or in part from other Faculty/Department sources, designated by the Budget administrator. In this case, please indicate the contract number for the classification of the payment. [↑](#footnote-ref-6)