



Purpose and Use of Institutional Support Aimed at the Long-term Conceptual Development of VSE

Annotation:

This university-wide Directive specifies the purpose and use of institutional support funds for the long-term conceptual development of a research organisation (hereinafter referred to as "VSE").

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1. Introduction

Research and development is systematic creative work undertaken in order to acquire or to apply new knowledge. Based on the evaluation of the results achieved by the research organisation, the Ministry of Education, Youth and Sports allocates institutional support (hereinafter referred to as "IS") aimed at long-term conceptual development of such research organisation. The support is annually allocated as a lump sum in the form of a grant.

2. Allocation of Financial Resources

The total amount of the allocated IS grant is apportioned into the university-wide IS fund on the basis of the priorities defined in the area of VSE research policy and to individual faculties following the drawn-up faculty development programme in the research and development area, within the budgetary objective after the assessment of publication and grant performance and the fulfilment of other indicators.

3. Purpose and Use of Institutional Support

1. Support for the development of VSE can cover eligible costs for activities in research, development and innovations carried out by VSE or by other research organisations (defined pursuant to Section 2 (2)(d) of Act No. 130/2002 Sb., as amended) provided these activities are subject to cooperation in research, development and innovation on the basis of a written agreement between the organisations.
2. Eligible costs in research, development and innovation are the following costs or expenses for:
 - labour costs, including scholarships for research, development and innovation activities in accordance with Section 91 (2)(c) of Act No. 111/1998 Sb., as amended,
 - the acquisition of tangible and intangible assets,
 - services.
3. In acquiring tangible and intangible assets, only the part of the cost of acquisition corresponding to its anticipated use for research, development and innovation activities may be included in the eligible costs.

4. Faculty Duties

The faculty is required:

- to draw up a faculty development programme in the area of research and development setting out concrete measures, in accordance with which the funds will be used,



- to update the faculty development programme in the area of research and development on an annual basis,
- to prepare continuous annual reports,
- to submit developed materials to the Vice-Rector for Science and Research within the set deadline,
- to record outputs in the publications database,
- to account for the grant in line with the VSE directive (the schedule of financial statements) as of the date of clearing the state budget funds.

5. Duties of the Vice-Rector for Science and Research

- To set priorities in the area of VSE research policy within budgeting on an annual basis,
- to propose the amount of financial resources required for the university-wide IS fund after discussion with faculties,
- to propose budgetary frameworks and discuss them with faculties,
- to evaluate faculty development programmes in the area of research and development.

6. Financial Resources Drawdown

1. The financial resources allocated under this Directive shall be monitored in the economic system in a separate budget resource of the respective faculty and in a budget resource of the Vice-Rector for Science and Research. In accordance with the approved VSE budget, 15% of whole-university indirect costs are applied to the allocated funds.
2. The authorising officer and the budget administrator are defined in the Rules on Inspection (SR 07/2008) VSE directive.
3. Material and service requirements are governed by the Rules on Public Procurement at VSE (SR 04/2018) organisational directive and in compliance with the Document Management System (SR 06/2008) directive. The administrative organisational structure of departments, faculties, university-wide workplaces, etc., which ensures the transmission of applications, invoices and other documents to the relevant departments of the Rectorate, is used in the normal way.
4. As a matter of principle, wage funds and other labour costs may be used in accordance with the VSE Statutes, the VSE Internal Wage Regulations and the rules of the Ministry of Education, Youth and Sports.
5. Financial support for the development of the research organisation may exclusively be used to cover eligible costs in the given year, grants may not be transferred to the following year.



7. Ownership of Assets, Rights to Results

1. VSE shall be the owner of tangible and intangible assets acquired from the financial support for the development of a research organisation.
2. All rights to research, development and innovation results, which are achieved through the support for the development of a research organisation, shall belong to VSE.
3. The rights of authors and originators of results are governed by special regulations.

8. Final Provisions

The Head of the Office for Science and Research is responsible for monitoring adherence to this Directive and shall report identified serious deficiencies to the Vice-Rector for Science and Research.