

## Science and Research Policy at VSE

**Annotation:**

This university-wide Directive specifies the principles of the grant process administration, the procedure used to submit grant proposals, the method of concluding grant agreements and the use of grant funds at the University of Economics in Prague as a whole as well as within individual faculties and other departments.

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<b>Date:</b>	16 October 2019	16 October 2019	17 October 2019
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<b>Valid from:</b>	1 July 2007	<b>Valid until:</b>	Revocation
<b>Amendment 6 effective from:</b>	18 October 2019		

## 1. Introductory Provisions

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

Targeted support for research and development consists of funds for specific research and funds from the resources of the Czech Science Foundation (GACR), Technology Agency of the Czech Republic (TACR), individual ministries, donations and other domestic and foreign providers (hereinafter generally referred to as "agency" or "agencies").

The principles for providing 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 by the rules laid down by individual agencies.

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 chapter are binding for the internal grant process at VSE. In contact with individual agencies, it is usually necessary to adapt them to the principles and practices of the relevant agency.

## 2. Basic Terms and Information

<i>Term</i>	<i>Interpretation</i>
Funding scheme	The method of research and development financing - regulated 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.
Project Card	It forms Annex 1. It briefly summarises the basic information on the grant application (grant) and demonstrates the commitment that the researcher is accountable to VSE for the grant and also the guarantee of the respective faculty (the respective university-wide workplace) to ensure possible financial claims for co-financing on the part of VSE and to ensure technical and material support of the project. The Project Card is attached to each grant 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.
Confirmation	It forms Annex 3. It supplements the Project Card in case of submitting a project proposal via the VSE data box.
Proposer – grant researcher	The head of the research team specified in the grant application who is responsible to both the agency and VSE for the factual and professional aspects of the project and for the proper use of grant funds.

### 3. Principles of the Grant Administration at VSE

1. The Rector is the statutory body of VSE authorised to act and decide on grant proposals and grants on behalf of VSE. The Rector may delegate the performance of this activity to the Vice-Rector for Science and Research. The content and conceptual issues of project proposals are discussed within the respective faculty or the respective university-wide workplace.

2. The Office of Science and Research (hereinafter referred to as "OSR") is the executive and methodological department ensuring the grant administration at VSE in connection with the internal approval process for project proposals, with keeping project records and drawing down grant funds. Through OSR the proposers, or researchers shall submit the following documentation to the statutory representatives of VSE for approval or for information: applications, agreements and binding documents submitted to agencies and other documentation related to grant projects.

3. OSR shall assess these documents and information in terms of formal correctness in accordance with requirements by respective agencies and VSE directives, and use them for keeping project records, for processing comprehensive summaries and evaluations. Any documentation related to grant projects shall also be archived by OSR.

### 4. Procedure Used to Submit a Grant Proposal

1. The grant proposal shall be drawn up by the proposer in the form required by the respective agency. In the preparation of such a proposal, the proposer is obliged to comply with the VSE Internal Wage Regulations and other VSE regulations, including the method of determining overhead costs according to the provider's rules and the VSE budget rules.

2. The proposer shall submit this proposal together with the Dean's statement on a Project Card to OSR 10 working days (unless stated otherwise) before the deadline set for submission of the application by the grant agency. Within the deadline, the project proposal and its budget shall be checked by OSR and brought to the attention of faculty secretaries. Together with the Project Card the proposer shall submit a Confirmation to OSR in case of submitting the project proposal via the VSE data box. If the grant proposal is to be approved by the VSE Scientific Board, the deadline for submission must be discussed with OSR in advance.

3. The proposer shall submit the grant proposal to the relevant grant agency and a copy of the proposal to OSR. In the case of multiple proposals to one grant agency, OSR shall ensure the possibility of bulk submission of proposals on behalf of VSE. In the case of electronic submission, if the proposer submits the proposal to OSR electronically, OSR shall ensure its dispatch.

## 5. Conclusion of Agreement

1. On behalf of VSE a grant project agreement is concluded with the respective grant agency by the statutory body of VSE, i.e. the Rector who may delegate the performance of this activity to the Vice-Rector for Science and Research. In addition, some agencies require the proposer's signature to confirm the agreement.

2. The agency shall send the agreement to the Rector for signature either directly or through the researcher. If the liaison person between the agency and VSE is the researcher, they shall ensure the signature by the Rector through OSR.

3. In the case the agreement is signed electronically, OSR shall ensure all necessary tasks related to the execution thereof in cooperation with the researcher.

4. OSR shall inform the researcher about the conclusion of the agreement and the arisen obligations.

5. On the basis of the agreement, the Economic Department (hereinafter referred to as "EO") issues an order number of the grant and OSR facilitates the registration of the agreement with the Legal Department.

## 6. Interim and Final Reports

1. An interim or final report (hereinafter referred to as a "report"), on the basis of which the agency monitors the progress of the grant project, is prepared by the researcher. It shall be submitted to the statutory representative for approval through OSR no later than 8 working days (unless another deadline is specified) before the deadline for reporting to the grant agency.

2. OSR shall verify the formal accuracy of the report, in particular the data on the drawdown of funds stated in the report in relation to the grant agreement and drawdown reports.

3. The approved report shall be submitted (sent) by the researcher to the relevant grant agency. In case of multiple reports to one grant agency, OSR shall ensure the possibility of bulk submission of proposals on behalf of VSE.

4. In the case the report is submitted electronically, the researcher shall also submit the report to OSR electronically.

5. OSR or the researcher shall ensure the dispatch of the report according to the conditions of the electronic system of the provider.

## 7. Grant Funds

1. 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.

2. Grant funds can only be drawn down on the basis of a signed grant agreement and after the internal order number has been assigned, under which all planning, record keeping and accounting operations related to the grant shall be conducted.

3. Only eligible costs related to the project, namely material costs, labour costs and investments, may be covered from grant funds. All financial requirements must be detailed in the grant proposal.

4. Researchers are responsible for the management of the funding. If the budgeted funds cannot be properly spent under the rules and no other procedure is specified, they will be returned to the provider.

5. The authorising officer and the budget administrator are defined in the Rules on Inspection (SR 07/2008).

6. In extraordinary and justified cases (especially in the case of foreign grant projects) it is also possible to draw down funds that have not yet been transferred to the account of the educational institution, but always after signing the grant agreement and after the assignment of the order number. Advance financing will be allowed in the cost items of travel or services up to the amount of CZK 100,000. In justified cases, upon the agreement with the faculty management the amount may be increased, or additional funding may be made in other cost items. In order to allow advance financing, it is necessary to complete the Project Card Addendum (Annex 2) and submit it to OSR, which will forward the original to EO. An integral part of the Project Card Addendum is the researcher's signature, and the statement and the written consent of the Dean of the respective faculty or a senior employee of the respective university-wide workplace undertaking to pay the difference between the drawdown and the grant from the relevant project. Material and service requirements by the researcher are governed by the Rules on Public Procurement at VSE (SR 1/2019) organisational directive 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 in the normal way.

8. 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 agency (in some agencies after the submission of and the review of the piece of work, or after an interim report has been prepared).

9. The deadline set by grant agencies for dispatching final reports and financial statements may be different from the financial statement at VSE, which is usually performed at an earlier time. The researchers must respect this fact and bear in mind the termination of the grant funds drawing within

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the announced deadline (usually by the end of November). Reporting unspent funds from allocated grants is usually required by the same deadline.

### **8. Grant Projects Cooperation**

1. If a worker from another organisation participates in a VSE grant, or vice versa, if a VSE worker becomes co-researcher of a grant 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 legal department).
2. The researcher shall instruct a member of EO staff to transfer the share of the grant funds to the organisation of the co-researcher if this obligation is part of the agreement.
3. Contact between the two organisations is ensured by the VSE worker - researcher (co-researcher) who shall ensure the submission of one original of the concluded grant agreement to OSR. A record of this agreement shall be kept by OSR in a normal way with an internal order number assigned to it by EO.
4. The drawdown of funds transferred by the organisation of the researcher to VSE shall be subject to the same principles of drawing down VSE grant funds.

### **9. Final Provisions**

This Directive enters into force on the date of execution thereof and becomes effective on 1 July 2007.

The *Science and Research Policy at VSE (1/2006)* directive dated 23 January 2006 is repealed by this Directive.

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.

### **Annexes to this Directive:**

- Annex 1 – Project Card
- Annex 2 – Project Card Addendum
- Annex 3 - Confirmation