

PROCEDURE FOR SUBMITTING PROJECT PROPOSALS TO PUBLIC  
COMPETITIONS OF NATIONAL AND INTERNATIONAL PROGRAMMES AND  
REGISTRATION OF SUBMITTED PROJECT PROPOSALS, CONTRACT  
RESEARCH AND COMPLEMENTARY ACTIVITIES

---

Article 1

**Introductory provisions**

1. This Dean's Regulation is prepared in accordance with the Rector's Directive No. 3/2022 and the Bursar's Directive No. 1/2021.
2. The regulation defines the involvement of the FTZ Project Centre (FTZ CP) in the procedure for the preparation, submission and award of projects or the preparation of complementary activities and the signing of the contract.
3. According to this regulation any intention to submit an application for a project grant, grant application or application for any other form of funding for a project or similar activity (hereinafter referred to as a "project" or "project application"), any intention to carry out contract research or complementary activities at the FTZ, whether the applicant acts as principal investigator or co-investigator, must be registered with the FTZ CP.

Article 2

**Project preparation**

1. The applicant is obliged to inform the FTZ CP at [projects@ftz.czu.cz](mailto:projects@ftz.czu.cz) about the start of the preparation of the project submission (hereinafter referred to as "the intention") as soon as possible after the announcement of the project call by the provider, but no later than 14 days before the deadline for submitting the application to the relevant provider. In accordance with the Rector's Directive No 3/2022, the intention must be registered in the Project Register (hereinafter referred to as the 'EP'). The completed application in the EP will be sent by the applicant for approval at least 5 days before the end of the call. The forthcoming project plan must be approved through the EP by the Head of Department, the Secretary of the Faculty and the Dean before the project is submitted. In the EP, the applicant shall indicate a member of the FTZ CP as the contact person.
2. In case of the need to conclude a contractual relationship with other project participants, the applicant will prepare a draft contract well in advance (according to the required or prescribed templates of individual providers) in cooperation with the FTZ CP.

3. FTZ CP is available for budget consultation, checking the formalities of the project application, ensuring the mandatory annexes and signature of the statutory body. Any requests have to be submitted no later than 7 working days before the deadline for submitting the application to the relevant provider. FTZ CP has 7 working days to deal with them.
4. Based on this regulation, the share of overhead costs to be paid to the Dean's Office is set at 100% of the total planned/approved overhead costs, regardless of the level of co-payment for the project, unless otherwise set by specific regulations. In the case of a necessary co-payment, it is recommended that this is always calculated to be at least 25% less than the overhead costs. On the other hand, the overheads should always correspond to the maximum allowed by the call for projects when applying the flat rate scheme.
5. For projects under implementation, which have been credited with funds in a given year, the principal investigator will transfer the overhead funds to the FTZ general fund ("sběrná zakázka") by 31 October of that year, according to the instructions of the FTZ Secretary. Projects that are credited with funds after 31 October will transfer the overhead funds to the general fund within 30 days of the funds being credited. This provision will not be applied retrospectively and will take effect for projects initiated after 01/12/2022.
6. If the planned participation in the project corresponds to 75% or more of the overhead costs, the proposer or co-proposer must inform the head of his/her department in writing well in advance and secure the written consent of the Dean of the FTZ to pay the difference in overhead and participation. He/she shall also inform the Secretary and the FTZ CP of this fact. This difference will be covered primarily from the salary funds of the respective project's investigators workloads. If this is not possible (e.g. the project does not have salary funds), it will be covered from other departmental/faculty sources.

### Article 3

#### **Submission of the project**

1. The applicant shall submit the project application to the provider in the manner specified by the provider. The submission on behalf of the CZU is handled by the Department of Development and Project Management of the CZU, which is entitled to set an internal deadline for the submission of the necessary documents by the applicants and, when needed, to secure the signature of an authorised person. The FTZ CP must be informed of the submission.
2. By submitting an application, the applicant undertakes to comply with the terms and conditions of the anticipated contract (in particular the grant contract, decision on the provision of subsidy, contract on the provision of support, contract on the provision of special-purpose support - hereinafter referred to as "Contract") or decision (in particular the decision on the provision of subsidy, decision on the allocation of special-purpose funds etc. - hereinafter referred to as "Decision"), to inform line supervisors, to ensure quality administration (project and financial management) and to enable continuous administrative control of the project implementation by the Dean and the FTZ CP.

## Article 4

### **Award of the project**

1. As soon as the principal investigator (FTZ in the role of beneficiary - proposer) or the co-PI (FTZ in the role of co-PI - co-proposer or other participant) receives information on the approval/rejection of the project, he/she checks the information on the project application in the EP on the basis of the draft contract and informs the FTZ CP. The FTZ CP in cooperation with the Development and Project Management Department of the CZU will ensure the preparation for the formal start of the project, i.e. signing of the contract with the provider or main beneficiary, or approval of the budget. Furthermore, the FTZ CP, in cooperation with the FTZ Secretary and the Economic Department of the CZU, will ensure the setting up of the relevant accounting contracts.
2. The principal investigator or co-investigator can only be an employee with an open-ended or fixed-term employment contract ending at least three months after the end of the project itself, who designates a representative with an open-ended employment contract who has the responsibility to address any additional requirements with the project (e.g. audit). Only the Dean can grant a written exemption.
3. The principal investigator or co-investigator is obliged to consult the method of drawing personal and other costs of the granted project with FTZ CP prior to the start of the implementation of the project.
4. The amount of wages and remuneration paid must be in accordance with the provider's rules, Act No. 262/2006 Coll., the Labour Code, as amended, and the CZU internal wage regulations. Remuneration will be realised by allocating and embedding project working time into the employee's existing time according to the standardised procedures of the CZU Human Resources Management Department.
5. The employee's salary, which has been set as a tariff salary and personal allowance, will be changed so that a proportion of the tariff salary will be paid from the project. The increase in the project salary will be equal to 100% of the employee's project remuneration, provided that the employee continues to carry out all his/her existing duties related to his/her job title and workload (not being replaced in certain areas by other current/new staff).
6. Vacation reimbursement from the project employee's salary is automatically charged to the project if such cost is deemed allowable by the provider. Only the Dean may grant a written exception.
7. If allowed by the provider, the investigator will allocate a minimum of 0.1 FTE (full time equivalent) in the project for the FTZ CP administrative staff member according to the national reference rate for the position.
8. The investigator is obliged to implement the project in accordance with the concluded Contract or Decision, including ensuring the administration of the project and including adequate ongoing control of the administrative procedure of the partners, if he/she is the principal investigator or coordinator of the project. The investigator is responsible for the proper and timely submission of interim or monitoring reports, final report, etc. to the provider. The FTZ CP shall always be informed of these steps.

9. In the course of the project implementation, the investigator, co-investigator or other participant of the FTZ CP informs about changes in the project, in particular about the budget update and the impact on the amount of overhead costs and co-financing. The FTZ CP shall be available for consultation on any changes to the project and correspondence with the provider.
10. Responsibility for the efficient, economical, effective and properly documented use of funds in accordance with the rules set by the provider rests with the principal investigator from the CZU listed in the EP.

#### Article 5

##### **Procedure for recording contract research and complementary activities**

1. All supplementary activities, including contract research, are subject to the approval of the Dean of the FTZ, as well as to registration in the EP. The preparation of the plan, approval and registration of contract research and other supplementary activities is carried out by the project investigator in cooperation with the FTZ CP in accordance with the Bursar's Directive No.1/2021. In the case of contract research exceeding CZK 250,000, the principal investigator consults the plan with the CZU Centre for Innovation and Technology Transfer (CITT) and the FTZ CP.
2. After approval of the intention to implement contract research or other complementary activities by the Dean of the FTZ and approval of the calculations by the Secretary of the FTZ, the investigator will approach the FTZ CP, which will ensure the signing of the contract and possible publication of the contract in the register of contracts, in cooperation with the CZU legal department. Subsequently, in cooperation with the FTZ Secretary and the CZU economic department, the FTZ CP will have a contract number created for the activity and inform the FTZ CP.

#### Article 6

##### **Final provisions**

1. This regulation was discussed by the College of the Dean of FTZ on 26 June 2024.
2. This regulation shall enter into force and effect on the date of its promulgation.

In Prague on 01/07/2024



prof. dr. ir. Patrick Van Damme  
Dean of FTZ