

Intended for:

All worksites ref. no.: 8039/2016-953

Brno, 11 May 2016

RECTOR'S DECISION No. 16/2016

Preparation of applications for the Operational Program Research, Development and Education

I. Subject

- (1) This decision defines the processes associated with the preparation of applications for support from the Operational Program Research, Development and Education (hereinafter OP R&D&E).
- (2) Project support is the responsibility of the Department for Research and Development (hereinafter DR&D) in collaboration with other departments at the rector's office of MENDELU and the appropriate worksites at the various parts (units) of the university.
- (3) This decision designates the competences of individual persons working on the project in various parts of the university and other economic centers of MENDELU (hereinafter part).

II. Initial Considerations

- (1) The prepared projects including individual project activities must be based on the Strategic Development Plan of MENDELU up to 2020 with an Outlook to 2030, the Long-term Plan for Educational, Scientific, Research, Development and Innovation, Artistic, and Other Creative Activities at MENDELU for 2016-2020, and the National RIS3 Strategy.
- (2) The project is prepared in compliance with the conditions specified by the provider, with the text of the specific call and its annexes as well as with other relevant documents of the provider made available for individual calls, and in compliance with applicable legislation.

III. Definitions

- (1) Call coordinator – a person appointed by the rector whose competences will include the coordination of project plans within the announced call and the comprehensive management of processes leading to the commencement of preparation of applications for support. The call coordinator communicates the most important aspects of the call, such as resources and the co-financing percentages, the number of projects submitted on behalf of MENDELU as well as other key aspects to MENDELU management (the rector, vice-rectors, bursar) and the management of individual parts of MENDELU (deans and the ILL director).
- (2) Project proposer – the person responsible for leading MENDELU and leading individual parts through the comprehensive processes for preparing specific applications for support. The choice of the proposer depends on the conditions stipulated by the call in view of the bonification criteria. He/she is assigned the role of an role in IS KP 14+. The coordinator of the call can also be the project proposer.
- (3) Project manager – a person designated by the project proposer to prepare the application. He/she is assigned the role of an role in IS KP 14+.

- (4) Preparation team – a group of persons which will prepare the application, from the preliminary announcement of the call up to the provider's decision phase. It consists of persons nominated by the management of MENDELU and by individual parts. If needed, more employees can be invited into the preparation team.
- (5) The IS KP 14+ application – a tool for preparing funding/support applications. The application takes care of electronic submission of applications and of processes, such as the administration of project applications, their monitoring, the administration of projects, as well as communication with the funding provider.
- (6) Roles in IS KP 14+ – the “access administrator” is a person who creates the application and assigns further roles, the “reader” is a person who has read-only access to the application in the IS KP 14+ module, the “signatory” is a person authorized to put an electronic signature on the documentation and the “editor” is a person who can edit the application.

IV. Specification of Competences and Activities of the Department of Science and Research

- (1) The department of science and research shall, in particular:
 - a. organize the processes associated with the preparation of the application;
 - b. coordinate the collaboration with other affected departments in Rector's Office worksites, especially the Finance Office, Legal Department, Procurement and Purchasing Office, Technical Operations Office, Construction Department, and other units as necessary;
 - c. issue methodological documents based on the conditions of specific calls;
 - d. ensure communication in the direction of the funding provider;
 - e. track the latest information related to announced OP R&D&E calls and relevant information is provided to proposers and other involved persons via personal meeting platforms;
 - f. in the IS KP 14+ systems they hold a role of “reader” or higher with access to other grant applications as well, unless designated otherwise;
 - g. secure that applications in IS KP 14+ are signed by the appropriate signatory;
 - h. actively communicate with the call coordinator, proposer and project manager for the application designated by the proposer.

- (2) In the phase of call announcement, the department of science and research, he:
 - a. calls attention to the announcement of the call via the R&D newsletter;
 - b. prepares information for each individual call and evaluates the associated risks, also letting the vice-rector for science and research know of problematic aspects, whereas the vice-rector then relays this information to MENDELU management;
 - c. creates a schedule for the call with the aim of ensuring the timely delivery of documents submitted to RIS JMK or to meetings of MENDELU management;
 - d. prepares the relevant annexes to the application that are the responsibility of Rector's Office worksites and coordinates their preparation at Rector's Office worksites;
 - e. takes part in seminars for applicants organized by the funding provider and provides the obtained information to project proposers either in writing or via communication platforms;
 - f. takes part in the meetings of preparation teams;
 - g. informs the vice-rector about the course of the preparation of the project;
 - h. initiates the involvement of relevant Rector's Office worksites via the bursar and, in view of the contents of the call, especially the Finance Office, the Procurement and Purchasing Office, the Construction Department, and the Institute of Information Technology. In the call announcement phase, the economic department first and foremost contributes in the area of possible sources of co-financing, providing relevant mandatory annexes to the project and consulting on the project budget. The Procurement and Purchasing Office consults on procurement plans within the project, especially investment activities. The Construction Department provides consultations and counselling aimed at preparing the project documentation for construction elements of the proposal and, if necessary, helps with the creation of a call for the selection of the lead designer.

V. Preparation of Applications

- (1) The coordinator of the call will ask the management of individual parts/units to prepare project intents. The project plans must match the announced call and include supported and eligible activities within the call. They must meet the conditions stipulated by the provider. Together with the management of the given parts, he/she will designate a project proposer, if applicable.
- (2) The preparation of a specific project is managed and organized by the project proposer. Together with the preparation team, he/she is responsible notably for collecting partial project documents from the organizational parts of MENDELU, preparing the project budget, coordinating project preparations with the MENDELU units, and communicating with selected employees of individual university parts. The project proposer is responsible for the preparatory phase of the project and for the proper and timely submission of applications.
- (3) The project proposer is authorized, after justification, not to accept sub-proposals or ideas from organizational parts of MENDELU which are not feasible or which could jeopardise the positive perception of the project by the provider.
- (4) If the project activities require a decision, standpoint or other legal actions by administrative bodies, the proposer of the project is obliged to secure these and include them in the application, always in collaboration with the appropriate part.
- (5) If the project activities require a selection or procurement procedure, the project proposer is obliged to consult the intents with the head of MENDELU Procurement and Purchasing Office.
- (6) The budget of the proposed project forms an integral part of the application. The project budget is prepared by the project proposer in collaboration with the project manager; the proposer also consults it with the Finance Office of MENDELU.
- (7) The proposer secures the consent of the management of parts of the university involved in the project with the activities they are involved in, including their co-financing shares.

VI. Financing of Projects during the Preparation of Applications

- (1) The costs of the project are eligible from the date listed by the provider in the call or in other documentation published by the provider; until this date the costs are allocated to the parts that are preparing the project – unless the rector decides otherwise.
- (2) The parts where the project will be carried out secure sources of pre-financing and co-financing for the activities that will not be carried out at the given parts.
- (3) If the project is not approved for funding, the financial resources provided for the preparation of the project plan will become part of the expenses of the given part.
- (4) If the application is funded but ineligible costs arise in relation to the preparation, the procedures will follow those described under point 3.

VII. Co-funding of OP R&D&E Projects

- (1) MENDELU is obliged to co-fund OP R&D&E projects in the scope of at least 5 % of the total eligible expenditures.
- (2) For the purposes of co-funding OP R&D&E projects, internal resources include the income of public universities as per Act 111/1998, on Higher Education, as amended, notably the following:
 - a. state contribution for educational and scientific, research, development, artistic as well as other creative activities;
 - b. earnings from owned property;
 - c. earnings from supplementary activities;
 - d. earnings from gifts and inheritance;
 - e. resources designated in specific rules of the call such as, e.g., the reserve fund, the fund of operational resources and/or the fund for reproduction of investment property.
- (3) For these purposes, internal resources also include resources of subsidies for the long-term conceptual development of the research organization as per Act 130/2002, on supporting research, experimental development, and innovation, as amended.

VIII. Closing provisions

- (1) This decision targets the preparatory phase of funding applications. The procedures concerning the implementation of OP R&D&E projects will be addressed in the project implementation agreement. The project implementation agreement will specify the obligations of the parties related to the project and in particular specify the obligations of the individual parts such as, e.g., meeting of monitored indicators, reconciliation of financial resources, financing of eligible project expenditures, co-financing from individual parts, coverage of ineligible expenditures, project management etc.
- (2) The rector is responsible for overseeing adherence to this decision.
- (3) This decision shall take effect on the day of its announcement.

prof. RNDr. Ladislav Havel, CSc.
rector