

*Intended for:*

Faculty, university-wide and Rector's office workplaces  
University institute  
Specific-purpose facilities

## RECTOR'S DECISION No. 17/2010

### Methodology for preparing and carrying out projects co-financed from EU resources

#### 1. Organizational Measures

The preparation of university-wide projects co-financed from EU resources falls under the responsibilities of the Vice-rector for Science and Research of Mendel University in Brno (hereinafter MENDELU), who coordinates their organization, preparation and implementation.

The preparation of faculty and inter-faculty projects co-financed from EU resources falls under the responsibilities of the deans and the ILL director, who coordinate their organization, preparation and implementation. In case of a co-funding request from the side of the university, the preparation will be discussed with the bursar; the Finance Office of the Rector's Office provides a standpoint for the co-financing in the accompanying sheet for the project.

In order to coordinate project activities, each organizational part of MENDELU will implement suitable organizational measures. These will include the nomination of an employee (the **functional manager for the part**) who will be responsible for the coordination of the preparation of the projects and their compliance with the interests of the faculty, ILL or the university as a whole – including after the end of the provider's funding (and including necessary financing of costs for the project's sustainability). Within the system of transfer of information and documents at the university, the functional manager of the organizational part will serve as the contact person for the functional manager of the Rector's office and the distributor of information and documents to project managers and investigators of the projects of the appropriate organizational part. The submission of project documents to the rector for signature will be carried out exclusively via the university-wide functional manager or the functional managers for organizational parts.

#### 2. Principles for the Preparation of Projects

- 2.1 The first phase of the preparation of projects will be the **project initiation** (via a written proposal of the goals and activities leading to these goals). A project may be initiated by every employee at the university, notably via the appropriate functional manager and depending on the content/focus of the project and its target group.
- 2.2 The functional manager will assess the formal compliance of the initiation proposal with the wording of the appropriate call, and may propose the use of the proposal for a different, more suitable call. In the next step, the proposer will prepare the logical framework of the project, a rough budget and the cover sheet for the project (see the annex), which are submitted via the faculty's functional manager (ILL, rectorate) to the dean (ILL director, vice-rector or bursar). If the project owner does not have reservations, the proposer will then move to the next phase for its preparation.
- 2.3 The employment of the project team must be planned in a way preventing violations of § 13 of the Labor Code.

- 2.4 Assuming that the given call only allows the university to submit a single project, persons interested in participating in the project will create a joint project team and agree on a system for managing the team. If an agreement cannot be reached (for instance due to significant differences between the project intents of the proposers), the Vice-rector for Science and Research will decide on how to proceed.
- 2.5 The **project cover sheet** is an internal annex to the application submitted to the rector. This cover sheet will contain basic information about the project as well as the financial resources used for co-financing, sustainability, or potential costs that the provider considers to be ineligible. The financial costs associated with the project which will not be covered by the provider will instead be covered from the financial resources of the project owner's organizational part. If the project's scope is university-wide and the project owner is the bursar or vice-rector, then these costs will be paid from the budget of the organizational part of the university-wide workplace headed by the appropriate vice-rector (or bursar). This organizational part must take this fact into account when preparing their budget. The rector will not sign the project unless it is accompanied by a filled in cover sheet signed by the project owner. The cover sheet will be required for all types of projects that are to be signed by the rector and will be stored at the Research Department within the Rector's Office. The original cover sheet will also be required if MENDELU is a partner of the project. Signing the partnership declaration and the partnership agreement by the rector is conditioned by the provision of a completed cover sheet signed by the owner of the partner part of the project.
- 2.6 After the formal approval of the structured application by the project owner via a signature on the **cover sheet of the project**, the completed project application along with all annexes is submitted to the rector. The application is always submitted for signature by the responsible functional manager via the Research Department within the Rector's Office, at the latest five workdays before the provider's deadline, unless specified otherwise. The submitting functional manager checks notably the manner of ensuring project financing and the consent of resource owners with how co-financing is set up (if applicable). After being signed by the rector, the cover sheet is transferred by the filing office to the Research Department at the Rector's Office for filing and safekeeping; its copy is then sent by the Research Department to the appropriate functional manager.
- 2.7 The project includes regular monitoring. Before submitting the monitoring report to the provider, its financial part including a list of accounting documents for OP EC projects will be submitted for inspection to the Finance Office at the Rector's Office. The financial part will be submitted on a quarterly basis, even in case of a six-month monitoring period. This requirement also applies to projects where MENDELU acts as a partner. The monitoring reports of partners will, however, not be audited by the Finance Office.
- 2.8 The project will be considered completed upon the approval of the final monitoring report by the provider and after the financial settlement with the provider as well as with the university.

### **3. Administrative Essentials of Project Management**

- 3.1 The provider's recommended forms will be used for the administration of the project. If internal forms of the university are used, they need to have a unified form for all administrated projects. Their form must be approved by the Research Department at the Rector's Office. The forms for OP EC projects will be made available on the university's website, in the Forms and Documents section and clearly labelled as for OP EC.
- 3.2 Project correspondence with the tasks arising for investigators will be sent as follows: The notification of the funding of the application or its rejection is provided to the functional manager of the Rector's Office, who then forwards this to the functional manager of the appropriate organizational part for distribution to the project's contact persons. The contact person is usually informed by an email from the provider. The funding decision will be provided via the filing room directly to the project manager of the specific project. He/she will ensure that the received documents are copied, at his/her discretion, and will then provide the complete original documents to the Finance Office of the Rector's Office. The handover of complete original documentation is a precondition for the receipt of the SPP element for the account created for the project. If the project manager agrees with the funding approval, he/she will provide the acceptance form to the rector via the Research Department. The functional manager of the Rector's Office and/or their delegate will then ensure that it is sent to the provider. The same

procedure will be applied to any amendments to the funding approval or other correspondence as for the funding approval.

3.3 The administration also includes the organization of selection procedures for the purchase of goods and services for the implementation of projects. The selection procedures will be initiated by functional managers of the organizational parts of MENDELU on an operative basis. The functional managers will prepare, together with the project managers and the appropriate experts, an enquiry for projects investigated in their organizational part; these should be provided in a unified form for all projects within the organizational part and will include an itemized report for the enquiry with the price both with and without VAT. They will then inform the Research Department on their intent to carry out the selection procedure. The functional manager of the Rector's Office will coordinate, via the appropriate functional managers, the preparation for the overall enquiry for the selection procedure(s). Enquiries for individual projects will be transferred via the appropriate functional managers to the functional manager at the Rector's Office, who will prepare the complete call for offers and ensure that it is published on the provider's website and the website of MENDELU. The call is signed by the rector. Signing the call is conditioned by the approval of the functional manager of the given organizational part, who checks that the enquiry is correct, and a declaration of the secretary of the organizational unit on the inseparability of the procurement. The approval as well as the declaration will be provided on the cover sheet of the selection procedure, which is provided as annex 2 to the funding approval (decision). The selection procedures must be attended by all projects which commenced on the date of announcement of the selection procedure. Since the procurement is initiated by the university as a whole, it is obliged to ensure that the subject matter of the procurement remains indivisible. This means that the enquiry must also include smaller procurement items whose costs are below CZK 100,000 in the given project. The selection criteria will be set up based on the joint proposals of the functional managers of the organizational parts that take part in the selection procedure. On the day of its publication, the Research Department will inform potential interested parties about their possible participation in the selection procedure via a registered letter. The opening of the envelopes and the selection of a supplier is carried out by a selection committee assembled by the rector; the committee consists of 3-5 members, depending on the scope of the procurement. The members of the selection procedure will be nominated based on the proposal of the project managers who take part in the selection procedure. The project managers provide a consent with the nomination for the selection committee to the functional manager of the Rector's Office. He/she will then use this to ensure the appointment of the selection committee by the rector. The selection committee will select a supplier in compliance with the Act on Public Procurement and/or the methodology specified in the Handbook for funding beneficiaries for the given operational programme, and will also record the assessment and evaluation of the offers. These records are then provided together with other relevant documentation (declaration of committee members on their impartiality, complete offers of all applicants, attendance sheet) with a proposal for the selected supplier to the Research Department, which will prepare the Call result for all offers and ensure it is published on the websites of the provider and of MENDELU. It will also inform the successful and unsuccessful candidates by a registered letter. The Research Department will then ensure that a contract is concluded with the selected supplier which will form the basis for the procurement of the required goods. The complete documentation for the selection procedure will remain at the organizer of the selection procedure. Functional managers of organizational parts who take part in the call will receive a copy of the call, a copy of the assessment records and the evaluation of the offers, a copy of the result of the call for offers and a copy of the contract for purchase, allowing them to attach these documents to the monitoring reports.

prof. Ing. Jaroslav Hlušek, CSc.  
rector

**Project Cover Sheet**

1.	Faculty, institute incl. number	
2.	Manager of the project / investigator	
3.	Project name, duration	
4.	MENDELU as the applicant/partner (specify its position within the project)	Applicant: Partner:
5.	Funding provider (EU, MEYS, MZe, MoE...), grant program	
6.	Planned eligible expenses divided into investment resources and standard resources, in thousands of CZK or EUR	Investment (capital) Standard
7.	Co-financing divided into investment (capital) resources and standard resources, in thousands of CZK or EUR	Source: Investment (capital) Standard
8.	Expected annual costs for project sustainability for a period of 5 years after the end of the project's financing, in thousands of CZK or EUR	
9.	If required, sustainability costs will be covered by the workplace from the source:	Source: Signature of authorized person for the given source
10.	Ineligible expenses (e.g., VAT, road tax, exchange rate losses etc.) will be paid by the workplace from the source	Source: Signature of authorized person for the given source
11.	If the project is processed by an external processor, the costs will be paid from:	Source: Signature of authorized person for the given source
12.	Requirements for -adjustments of current premises and requirements for other premises -higher energy supply, additional energy installations or their expansion, these will be paid from:	Source: Signature of authorized person for the given source:
13.	Statement of the Finance Office at the Rector's Office in case of university co-funding	
14.	Confirmation of the Research Department at the Rector's Office that the formal essentials of the project have been checked	
15.	Consent of the project owner with the submission of the project	
16.	Consent of the rector with the submission of the project	
17.	Date of financial settlement of the project	

**Selection Procedure Cover Sheet**

Name of procurement	
Registration numbers of projects	
Expected value of the procurement excl. VAT	
I agree with the wording of the call for offers and their annexes and confirm that it includes all enquired goods for the projects of the appropriate organizational unit of MENDELU	Functional manager (signature)
In compliance with Act on Public Procurement, as amended and with the instructions specified in the Handbook for OP EC beneficiaries, I confirm that the enquiry listed in the call for offers includes all similar and related performance which the organizational unit, for which I serve as the secretary, intends to procure during one accounting period, and/or includes all performance which are locally, thematically and temporally related to each other or whose subjects form a single functional unit.	Secretary of the faculty / ILL (signature, stamp)
Proposed members of the selection committee + their provided consent with nomination	annex