



In Brno, on (date): 18 February 2003  
Ref. No. 409/2003

## RECTOR'S DECISION No. 7/2003

**Subject: Rules for the use of financial support for research and development from public resources**

### Part One

#### Article 1

##### General provisions

Mendel University of Agriculture and Forestry in Brno (hereinafter the university or MENDELU) utilizes support (funding) for research and development from public funding sources based on

1. Act 130/2002 Coll., on support for research and development from public sources and on amendments to some related acts (the Research and Development Support Act),
2. as well as government regulation 461/2002 Coll., targeted support of research and development from public funds and on public tenders in research and development,
3. government regulation 462/2002 Coll., on institutional support for research and development from public sources and on the evaluation of research intents,
4. the directives and rules governing the management of MENDELU, a university registered at the Ministry of Education, Youth and Sports (hereinafter the ministry or MEYS) under ref. no. 18 395/99-30, and other special regulations and contracts governing the provision of funding, its purpose, use and settlement, concluded between the university and the ministry as well as other funding recipients and co-recipients,
5. and this regulation.

#### Article 2

##### Definitions

- (1) **Research and development** is defined by Act 130/2002 Coll. as systematic creative work carried out with the aim of obtaining new knowledge or applications of such knowledge. This is divided into
- a) **research**, which is systematic creative work that expands our understanding, including the understanding of human beings, culture or societies, by methods which allow the confirmation, extension or refutation of obtained findings, carried out as
    - aa) **basic research**, which consists of experimental or theoretical work carried out with the aim of obtaining foundational knowledge of observed phenomena, an explanation of their causes and possible impacts associated with the use of obtained findings, or
    - ab) **applied research**, which consists of experimental or theoretical work carried out with the aim of obtaining new findings focusing on future practical applications,
  - b) **development**, which consists of systematic creative use of findings from research or other sources for the production of new or improved materials, products or devices and/or for the introduction of new or improved technologies, systems and services, including the creation and verification of prototypes, semi-operational or demonstration

devices.

(2) For the purposes of providing support the

- a) **provider** is the administrator of a section of the state budget or a local administration body who decides on the provision of support and provides this support,
- b) **recipient** is an organizational body, legal entity or natural person who is the beneficiary of a funding decision by a provider,
- c) **co-recipient** is an organizational body, legal entity or natural person whose contribution to the project was specified in the project proposal and who concluded a contract on investigating a part of the project with the recipient,
- d) **applicant** is an organizational body, legal entity or natural person who is applying for support,
- e) **programme** is a set of thematic, temporal and financial conditions for the activities needed to achieve the research and development goals formulated by the provider, as declared in a public competition for research and development or within the scope of allocating the project,
- f) **infrastructure** is a set of supporting activities for research and development which includes services or activities of special research facilities, organizations securing the administration and financing of research and development or the verification or extensions of results of research and development,
- g) **results** are new findings in research and development created by the activities carried out within the scope of the project or research intent, or their use,
- h) **user** is an organizational body, legal entity or natural person who uses the results of their activities,
- i) **eligible costs** are costs arising in research and development which the provider approves as being necessary for the project or research intent and which will be exerted during its solution, are justified, demonstrable and assigned to the approved activities.

### Article 3

#### Subject of financial support for research and development from public resources

Support for research and development (R&D) including infrastructure is provided as

- 1) **targeted support**, which is the provision of targeted resources for a research and development project (hereinafter the project), where the project is a defined set of activities in research and development
  - a. within a programme project, within which the investigator explains how and under which conditions they will contribute to the goals of the program formulated by the provider,
  - b. within a grant project, within which the recipient selects the goals and the methods for achieving these goals in foundational research on their own,
  - c. in a public procurement for research and development (hereinafter public procurement), where the recipient performs research and development for the needs of the provider, who is the sole user of their results;
- 2) **institutional support**, which is the provision of institutional resources for a research intent, for specific research at a university or for international collaboration involving the Czech Republic in research and development, where
  - a. research intent is a delimitation of the subject of the research activities of the legal entity or organizational unit, its goals, strategies, costs and expected results, which ensures its further conceptual development within foundational or applied research for a period of 5-7 years,
  - b. specific university research is a part of the research activities carried out by the university which is immediately connected to education and where students take part,
  - c. international collaboration of the Czech Republic in research and development

carried out based on international contracts.

- 3) Support for research and development including infrastructure can be at most 100 %. In case of lower support, it is not possible to use public resources for co-funding, where public resources here includes resources from the state budget, the budget of local administration bodies and abroad. For investments, co-funding can only be paid from FRIM.

## **P a r t T w o**

### **Article 4**

#### **Conditions of financial support for research and development from public resources**

- (1) Support is provided in compliance with the Czech Republic's national policy for research and development.
- (2) With the exception of public procurement, funding is also governed by Act 59/2000 Coll., on public support.
- (3) Targeted support is provided based on a public competition on research and development based on Act 130/2002 Coll., on support for research and development, or based on the specifications of public procurement, in compliance with Act 199/1994 Coll., on public procurement, as amended.
- (4) Institutional support for research intents is provided after the evaluation of the intents and previous results of the university's creative activities in research and development.
- (5) Institutional support for specific research at a university is provided based on the university's prerequisites given by previous successes in public competitions in research and development, successful application of results, the number of students in individual types of accredited study programmes and the qualification structure of academic employees.

### **Article 5**

#### **Use of targeted support for research and development from public resources**

- 1 Targeted support can be used by the recipient in compliance with government regulation 461/2002 Coll., on targeted support for research and development from public resources and public competition in research and development, exclusively in compliance with eligible expenses of the project as listed in the project proposal and approved by the provider in the public procurement (e.g., selection procedures of GACR, MZe, MoE etc.).
- 2 Targeted support for projects can be used to cover costs of research and development carried out by the recipient or a co-recipient, including necessary infrastructure. When a part of targeted support is provided by the recipient to a co-recipient, this procedure is not governed by Act 199/1994 Coll., on public procurement, as amended.
- 3 For each project and research intent, the university keeps separate records as per Act 563/1991 Coll., on accounting, as amended; within these records it tracks the costs covered by support.
- 4 Eligible costs may include:
  - a) personnel costs for research and development employees, academic staff, technicians as well as other supporting staff of the recipient or co-recipients, including workers who take part in the project, and the corresponding expenses for mandatory legal deductions (insurance).  
Personnel costs may include
    - aa) salaries of employees hired based on an employment contract exclusively for the purpose of investigating the project (full-time or part-time employment),
    - ab) increasing the flexible component of salaries of employees who take part in the project,
    - ac) other personnel costs based on a contract for work or agreement for the performance

of work concluded in direct relation to the project,

b) costs of tangible property, in the amount of the purchasing costs corresponding to the ratio in which it is expected to be used for the given project,

ba) eligible expenses for the purchase of long-term tangible property (in compliance with Act 563/1991 Coll., on accounting) with a service life exceeding the duration of the project or for the purchase of tangible property whose purchasing price exceeds CZK 40 000 and whose operational-technical functionality exceeds 1 year (as per Act 568/1992 Coll., on income taxes, as amended) and at the same time longer than the project's duration, are calculated based on the following formula:

$$U_N = (A/B) \times C \times D,$$

where:

$U_N$  are eligible costs,

A is the duration for which the property will be used for the project (in years),

B B is the service life or duration of operation-technical functionality of the property (in years) calculated based on Act 586/1992 Coll., on income taxes, as amended,

C C is the purchase price of property determined based on Act 563/1991 Coll., on accounting,

D is the ratio in which the property is used for the project,

bb) eligible costs for the purchase of long-term tangible property with a service life of at most the project's duration or for the purchase of tangible property whose costs exceed CZK 40,000 and which will have a service life of more than 1 year but at most that of the project duration will be calculated based on the following formula:

$$U_N = C \times D,$$

where  $U_N$ , C and D have the same meaning as in paragraph (4)ba,

bc) the eligible costs for the purchase of tangible property which is not listed under paragraphs (4)ba and (4)bb, will be determined based on the formula specified under paragraph (4)bb,

c) costs for the purchase of intangible property

ca) with a purchasing cost exceeding CZK 60,000 will be processed based on the formula listed under paragraph (4)bb,

cb) used exclusively for the project and which is not covered under paragraph (4)ca,

d) costs for the operation and maintenance of long-term tangible property with a service life exceeding 1 year or tangible property with operating-technical functionalities that last for over 1 year and which has not been purchased from public resources and at the same time is used for the project and whose purchasing price exceeds CZK 40 thousand, in the amount equal to the tax deductions corresponding to the duration of the period and share of expected use of this property for the project,

e) further operating costs arising in direct relation to the project, for instance costs for the purchase of materials, stocks and minor tangible property, i.e., only for further operating costs kept in separate records as per Act 563/1991 Coll., on accounting,

f) costs of services used in direct relation to the project kept in separate records,

g) costs for the publication of outputs from the project, including the costs for securing the copyrights for these outputs of research and development,

h) travel costs as per Act 119/1992 Coll. (as amended) on travel costs arising in direct relation to the project,

i) additional (overhead) costs arising in direct relation to the project, including administrative costs, costs for auxiliary personnel and infrastructure, energy and services not covered under points a) and e).

## Article 6

### Use of institutional support in research and development

- (1) The detailed conditions for the use of institutional support for research intents or specific research at the university are determined by the provider (the ministry) in compliance with § 1 par. 5 of government regulation 462/2002 Coll., on institutional support for research and development from public resources and on the evaluation of research intents, and § 14 par. 3 of Act 218/2000 Coll., on budgetary rules as part of the decision on providing institutional support.
- (2) Institutional support for a research intent can be used exclusively in compliance with eligible costs of the given research intent.
- (3) Eligible costs for institutional support for a research intent can include:
  - a) personnel costs of researchers, technicians and other auxiliary personnel, including workers who take part in the project, including mandatory legal deductions (insurance),
  - b) costs of devices, machines, equipment, plots and buildings as well as other tangible and intangible property used exclusively and permanently for research that is directly related to the research intent,
  - c) other operating costs arising in direct relationship to the research intent, such as costs of material, stocks and minor tangible property,
  - d) costs of services used in direct relation to the research intent,
  - e) travel costs and costs for international collaboration that are in direct relation to the research intent and costs of publication of results of the research intent, including the costs for securing the copyrights for the outputs of research.
  - f) additional (overhead) costs or expenses arising in direct relation to the research intent, including administrative costs, costs for auxiliary personnel and infrastructure, energy and services not covered under points a) and c).
  - g) relevant costs listed under paragraph (3)f) managed by university-wide workplaces within the Rector's Office will be applied in the amount of 20 % of direct costs.
- (4) Institutional support for specific research can be used for research activities which include the participation of the university's students.
- (5) The costs can include especially
  - a) personnel costs and relevant costs associated with the collaboration of students of Master's and Doctoral degree programmes within the scope of projects and research intents,
  - b) personnel and relevant costs of joint research carried out by academic researchers and students,
  - c) personnel and administrative costs of employees securing suitable conditions for and the organization of research and development at the university,
  - d) costs of research carried out by students during the preparation of their master's or doctoral theses,
  - e) costs for securing the infrastructure needed for specific research, notably operating costs and services used in direct relation with research and development (e.g., data transfer fees, operation and extension of computer networks, creation and development of the university's user software, contributions to the publications of scientific documents, purchase of information databases and journals, participation in conferences, publication costs for results of research and development),
  - f) costs listed under paragraph (5)c) and (5)e) managed by university-wide workplaces and departments of the Rector's Office will be considered with a ratio corresponding to the scope of their contributions to the research and development of students, as follows:  
personnel costs in the amount:  
30 % - Institute for Scientific Information

- Audiovisual Centre
- Central Library
- Information Centre
- Botanical Garden and Arboretum
- Department of IT
- 15 % - Institute for Scientific Information
  - Publishing Centre

Other investment costs in the amount:

- 100 % - Institute for Scientific Information
  - Publishing centre - publication of Acta universitatis
  - Central Library - purchase of books for research and development
- 50 % - Institute for Scientific Information
  - Central Library - subscription fees for professional international literature
  - Information Centre - purchase of databases and electronic information sources
- 30 % - Department of IT - fees for CESNET, BAPS, costs for technical and service support as per supplier contracts
  - Botanical Garden and Arboretum - material costs such as the purchase of pesticide, herbicide, seeds, gardening tools, payment for services as per supplier contracts.

**Article 7 Final  
provisions**

This decision enters into effect and validity on the day of its signature.

Prof. Ing. Stanislav Procházka, DrSc.  
rector of MENDELU