


Regulation No. 13/2017	Internal standard of the Institute of Technology and Business in České Budějovice				
CURRENT WORDING RESEARCH PROJECTS					
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Repealed regulations	Rector's Provision No.15/2014 Research projects				
Superior regulations	Regulation No. 11/2015 ITB Organizational Rules				
Related regulations	Regulation No. 1/2018 Circulation of Accounting Documents and Financial Audit Rules Regulation No. 28/2012 ITB Accounting Rules Rector's Provision No. 6/2013 Designation of principal and budget manager for individual contracts and cost centres (in full) Rector's Provision No. 2/2017 Organizational Rules of the Faculty of Corporate Strategy Rector's Provision No. 3/2017 Organizational Rules of the Faculty of Technology Rector's Provision No. 4/2017 Organizational Rules of the School of Expertness and Valuation				
Subordinate regulations	-				
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Article 1

General provisions

- (1) The Regulation governs project activities related to research at the Institute of Technology and Business in České Budějovice (hereinafter referred to as "ITB"), and lays down conditions for the preparation and management of projects submitted within publicly announced calls for projects.
- (2) In cooperation with the Vice-Rector for Creative Activities (hereinafter referred to as "CA"), the Faculties ensure project activities in the field of research, to the extent stipulated by this regulation.
- (3) Research projects are projects whose outputs are defined in the Act No. 130/2002 on the Support of Research, Experimental Development, and Innovations as amended, and related regulations and methodologies (especially the RIV methodology), which is a part (data area) of the information system of the research, experimental development, and innovations (IS R&D) (hereinafter referred to as "research projects").

Article 2

Monitoring

- (1) In cooperation with the Vice-Rector for CA, the Faculties shall regularly monitor calls for submitting research projects.
- (2) The Faculties shall engage in research projects independently. Independent engagement in projects does not alter the parts of regulation on monitoring.
- (3) Project requests, decision on support, and progress and final reports are submitted in electronic form to the Vice-Rector for Creative Activities for archiving.

Article 3

Preparation of project request

- (1) Before the preparation of project request, the Faculty is obliged to submit to the Vice-Rector for CA a brief project intention that will include the annotation of the project, research team composition, preliminary budget and the benefits for the ITB, and the list of project co-researchers. The project intention is submitted via ETMS.
- (2) The proposal of project intention shall be commented on by the Director of the Faculty, the Secretary of the Faculty, the Vice-Rector for CA, the Bursar, and the Rector.
- (3) The participation in project shall be dealt with independently by the Faculties on the basis of their budget available. Other department and divisions of the college may provide assistance and cooperation.
- (4) The project request including the budget proposal is carried out by the main project researcher in cooperation with other research team members, or in the case of more applicants, together with other research teams.

- (5) The Vice-Rector for CA provides methodological support in the preparation of project request.
- (6) If necessary, administrative workers are involved in the project on behalf of the ITB. Their involvement is determined by the project researcher after the consultation with the head of the department of a given worker.
- (7) The final form of the project request shall be approved by the ITB Rector.

Article 4

Project implementation

- (1) The decision on approving the project is sent to the main beneficiary. If the ITB is in the position of a project partner, the researcher may, on behalf of the ITB, request a copy of the decision, which will be stored in the ETMS.
- (2) If the ITB is the main beneficiary, the researcher in the cooperation with the Secretary of the Faculty shall prepare all necessary particulars specified in the project documentation.
- (3) Grant agreement is subject to the standard approval process in accordance with the Regulation No. 1/2018 Circulation of Accounting Documents and Financial Audit Rules. The principal for the grant agreement is the project researcher responsible for the substantive accuracy of the project, and the Secretary of the Faculty is a budget manager.
- (4) After signing the grant agreement, the Secretary of the Faculty shall:
 - a) Hand over the instruction for creating a project contract together with all information available (project budget, project researcher, budget manager) about the project to the Bursar's Department, where the Economic Department shall create specimen signatures of the principal and project budget manager;
 - b) Hand over the information on the project implementation and its principal and budget manager to the Department of Project Work;
 - c) Prepare the instruction to transfer wages and other costs related to the agreements outside the employment relationship of the research team for the project contract or the instruction to conclude an employment contract or agreement in case of employing persons who are not the ITB employees for the purposes of the project implementation;
 - d) Ask the Bursar's Department to open a separate bank account if required by the grant provider.
- (5) The Bursar's Department shall create a contract in the IFIS information system and enters update of the Provision No. 6/2013 Designation of principal and budget manager for individual contracts and cost centers to the department of strategies, innovations, and quality.
- (6) The researcher ensures the initiation of the project implementation and the activities of the research team related to the research project.

- (7) The Researcher and the research team members submit monthly reports on project work based on which the Secretary of the Faculty assigns points in the ETMS. The Secretary of the Faculty also checks whether the project work is in accordance with the set project timetable.
- (8) All documentation related to the accounting part of the project shall bear the internal contract number and shall be submitted to the Bursar's Department.
- (9) The Secretary or a person authorized by him/her shall process the orders for purchasing equipment and services on the basis of information and documentation provided by the project researcher. Orders are executed via the iFIS economic system with a relevant project number. Project numbers are tied to the budget or financial manager of the project.
- (10) Selection and procurement procedures shall be processed by the Purchasing Officer on the basis of the instruction from the Secretary of the Faculty.
- (11) Once a month, the principal and budget manager in cooperation with the Bursar's Department shall agree on the state of drawing of the project funds and the accounting operations in relevant contracts.
- (12) The researchers shall prepare progress and final reports, which are entered into the ETMS and sent to the Vice-Rector for CA. Depending on the method of submitting, the Director of the Faculty shall ensure the Rector's signature or approval.
- (13) In the case that the project includes indirect costs, the amount of indirect costs the ITB used for its implementation shall be documented in the form of the Budget manager's statement.

Article 5

Project responsibilities

- (1) The researcher is responsible for:
 - a) Carrying out the project,
 - b) Communication within the working team,
 - c) Correctness of changes in project,
 - d) Submitting progress and final project reports,
 - e) achievement of the relevant outputs in accordance with the project proposal,
 - f) participation in the project audits,
 - g) publicity, evaluation of the project results and other assessments according to the nature of the project.
- (2) Project budget manager is a Secretary of the Faculty or a person authorized by him/her or project financial manager. His/her responsibilities include:
 - a) Drawing of financial fund in accordance with the project proposal,
 - b) Communication with the Bursar's Department, handing over the documentation and relevant information related to the project financial flows,

- c) Compliance with the rules for drawing subsidy set by the provider,
 - d) Implementation of the project in accordance with the applicable legislation and internal standards of the ITB.
- (3) Vice-Rector for CA is responsible for:
- a) Regular monitoring of calls for research projects,
 - b) Providing methodological support in preparation of project request,
 - c) Providing methodological support during the project implementation,
 - d) Monitoring of compliance with the rules for drawing subsidy set by the provider,
 - e) Archiving project requests, decisions on support, and progress and final reports in electronic form.
- (4) The method of communication with the partners is determined by the Director of Faculty. It is recorded in the CRM in the electronic system.

Article 6 **Project documentation**

- (1) The circulation of documents within the project activity is carried out in accordance with the Regulation No. 1/2018 Circulation of Accounting Documents and Rules for Financial Audit, as amended, and Directive ...Accounting Rules and related measures, as amended.

Article 7 **Common, transitional and final provisions**

- (1) All documentation for individual projects is, after their completion, stored in the ETMS and sent electronically to the Vice-Rector for CA.

Annexes:

[Annex 1: Algorithm](#)