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Signature of authorized person:	

Article 1

Basic provisions

- (1) A project is a separately defined summary of activities for the implementation of which public funding support intended for specific university research (hereinafter referred to as "public funding support") is provided by the provider, in particular from the state budget, from public budgets of the European Union, EU member countries and/or other countries and from budgets of self-governing territorial units.
- (2) Public funding support and/or institutional support for the funding of projects is provided to Tomas Bata University in Zlín (hereinafter referred to as "TBU") directly by the provider in the event that TBU is the recipient (holder of the project). In the event that the recipient (holder of the project) is a different legal entity, public funding support for the funding of a project will be provided to TBU as a co-recipient (co-holder of a project), in accordance with a contract on the implementation of a part of the project concluded with the recipient, and that through the recipient, or directly from the provider.
- (3) Projects are registered in the OBD information system (Personal Bibliographic Database), in the 'Grants and Projects' module (hereinafter referred to as "GaP"). The module provides, in addition to other features, the following functions:
 - Registration of project proposals as an overview of basic information, e.g. according to the provider, years or the title of the proposed project;
 - Registration of implemented projects including a structured overview, identification and descriptive information about implemented projects and their outputs, about the project implementation team, economic parameters, liabilities and indicators of participation.
- (4) The following persons have access to the individual entries in the GaP module:
 - a) The proposer of the project/Project Investigator (to all sections concerning his/her project, with possible delegation of his/her access rights to another person)

- b) Rector, Vice-Rector for Research and Creative Activities, the Strategic Development Officer and the Assistant to the Vice-Rector for Research and Creative Activities (to all information and documents entered in the GaP module)
- c) Dean and the Vice-Dean authorized by the Dean (to projects proposed, implemented and terminated at the relevant Faculty)
- d) Bursar and the Finance Office (to the budget section of the project)

Persons mentioned in Letter b) to d) are obliged to maintain secrecy about the information included in project proposals and in the project documentation entered in the GaP module.

Article 2

Applicant for support

- (1) The only applicant for support to be provided to all projects submitted to the provider is TBU. It is necessary to give the following information on the University in the project proposals and in the related contracts:

In Czech:

Univerzita Tomáše Bati ve Zlíně, nám. T. G. Masaryka 5555, 760 01 Zlín

Statutární zástupce (Statutory body): (jméno, příjmení titul - First name, surname, academic degree), rektor (Rector)

IČ: (Identification Number) 70883521

DIČ: (Tax Identification Number) CZ70883521

Additional information on the legal status of the University:

Právní forma - veřejná vysoká škola (Legal form – public higher education institution)

dle „Rámce společenství“ – výzkumná organizace

(According to the “Community Framework for State Aid for Research and Development and Innovation” – research organization)

In English:

Tomas Bata University in Zlín, nám. T. G. Masaryka 5555, 760 01 Zlín, Czech Republic

Identification Number: 70883521

Tax Identification Number: CZ70883521

- (2) Unless otherwise specified in this Directive or in another internal regulation of TBU, the person entitled to act on behalf of TBU and represent the University as the statutory body is the Rector. If the Vice-Rector authorized to act as the Deputy Rector to the full extent acts on behalf of the University, he/she shall add the note “p.p.” or “per pro.” to his/her personal signature.

Article 3

Project proposal

- (1) The documentation regarding the project proposal shall be prepared by the proposer in compliance with the rules laid down by the provider, with respect to the internal rules and regulations of TBU. If permitted by the rules laid down by the provider, the proposer is required to plan additional (overhead) costs in the project proposal in accordance with the

calculation.

- (2) The proposer is required to obtain the consent of his/her immediate superior to the project proposal, who shall express his/her consent by initialling the project proposal, and that also in cases when TBU is the co-recipient. If the proposer is employed at more than one constituent part of TBU, then the proposer must obtain the consent of his/her immediate superior at the relevant constituent part where the project will be implemented.
- (3) If the project implementation team is composed of employees of constituent parts other than the constituent part where the proposer is employed, it is necessary - when submitting the project proposal - to attach the consent of the Dean or of the Head of the respective constituent part and the Secretary or the Financial Manager at the constituent part to the participation of the relevant members of the project implementation team in the implementation of the project proposed.
- (4) The documentation of the project proposal is to be approved by:
 - a) For projects implemented within a Faculty:
 - Dean (as regards the conformity with the conception of the Faculty and personnel affairs)
 - Secretary (in the event of financial participation by the Faculty)
 - Rector
 - b) For projects implemented at other constituent parts of TBU:
 - Senior executive of the constituent part (as regards the conformity with the conception of the Faculty and personnel affairs)
 - Secretary/Financial Manager ((in the event of financial participation by the constituent part)
 - Rector
 - c) For projects implemented at the Rectorate:
 - Immediate superior
 - Bursar
 - Rector

After the project proposal has been checked, the relevant persons express their consent to the proposal by signing the document "Statutory Declaration and Authorization for Project Investigators (hereinafter referred to as the "Statutory Declaration of the Project Investigator"; in compliance with the Rector's Directive No. 23/2011 "Responsibility of Cost Centre Managers Including Project Investigators"). The proposer is required to submit the Statutory Declaration of the Project Investigator together with the project proposal. The Rector shall sign the project proposal as well as the Statutory Declaration of the Project Investigator.

- (5) Before the project proposal is submitted to the Rector for approval, the proposer shall enter the basic compulsory information about the project including all required documents into the GaP module.
- (6) The project proposal shall be submitted for signature to the Rector through the Strategic Development Office no later than 3 working days before the deadline for submission of

the project proposal to the project provider.

- (7) In case of such projects when TBU is a co-recipient (co-holder) of the project, the basic information shall be entered into the GaP module by the co-proposer/contact person from TBU. The submission of the Statutory Declaration of the Project Investigator is compulsory.
- (8) After all required basic information regarding the project has been entered into the GaP module and after the project proposal has been signed by the Rector, the Strategic Development Officer changes the project status in the GaP module from "Prepared" to "Submitted". Subsequently, the Officer will enter the Statutory Declaration of the Project Investigator into the "Document Storage" in the GaP module.

Article 4 **Project implementation**

- (1) If the project has been accepted for implementation by the provider:
 - a) After receiving the decision on the grant provision or after the information on the acceptance has been posted in the database of the organizer of the call for projects and if at the same time TBU is the recipient, the Strategic Development Officer shall without delay change the project status from "Submitted" to "Accepted".
 - b) In the event that TBU is a co-recipient, the Project Investigator acting on behalf of TBU shall ask the Strategic Development Officer to change the project status from "Submitted" to "Accepted", and that immediately after receiving the decision on the grant provision.
- (2) If the project has been rejected (according to the same criteria as mentioned in Paragraph 1), the Strategic Development Officer will change the project status in the GaP module to "Not accepted", and that based on a decision made by the provider or at the request of the Project Investigator acting on behalf of TBU in case of project proposals where TBU is a co-recipient.
- (3) The proposer, who becomes the Project Investigator after the project has been accepted for funding, is required to enter a full and approved version of the project including all compulsory appendices into the GaP module through the Strategic Development Officer.
- (4) After the requirements set in Paragraph 3 have been fulfilled, the Project Investigator shall apply for the creation of a Work Breakdown Structure component at the Finance Office through the Secretary/Financial Manager of the relevant constituent part, and that by submitting the form entitled "Application for a Creation of a Work Breakdown Structure Component". A separate Work Breakdown Structure component shall be created for each year, and that divided at least into eligible expenses, non-eligible expenses and financial participation.
- (5) The Project Investigator has in particular the following responsibilities:
 - a) Fulfilment of requirements set in the contract concluded with the provider or set in the decision on the grant provision;
 - b) Management, technical and technological aspects of the implementation of the project, fulfilment of the aims and outputs set within the specified period in accordance with the project proposal, with the valid legislation and in compliance with internal rules and regulations of the University.

- c) Correct spending of resources within budget items in compliance with the contract concluded with the provider.
- d) Submission of complete electronic documentation related to the project to the GaP module through the Strategic Development Officer, i.e. partial (progress) and final reports approved by the provider, minutes of the project review procedure and other reports and subdocuments required by the provider including all required formalities. If it is not possible to enter the document in electronic form, the Project Investigator is required to submit the document in printed form to the Strategic Development Office for filing.
- (6) The Dean or the senior executive of the constituent part where the relevant project is implemented is responsible for the provision of conditions appropriate for the implementation of the approved project at the workplace where the Project Investigator is employed.
- (7) In the event of a breach of rules for budget management or of other deficiencies, the relevant provisions of the Civil Code regarding the responsibility of the employee for damage caused apply to the Project Investigator.
- (8) Partial reports (progress reports) and/or other reports and subdocuments required by the provider in printed form must be submitted by the Project Investigator for signature to the Rector through the Strategic Development Officer no later than 3 working days before the deadline for submission to the provider.

Article 5

Alterations to a project

- (1) If a major alteration has been applied for, the Project Investigator shall ensure that a copy of the request for the alteration and, subsequently, the opinion of the provider or of the Rector (if the alteration is not conditional on the consent of the provider) are entered into the GaP module by the Strategic Development Officer.

Article 6

Termination of a project

- (1) Final reports and related documents including all required signatures and formalities shall be submitted for signature to the Rector through the Strategic Development Officer no later than 3 working days before the deadline for submission to the provider. At the same time, the Project Investigator shall enter the electronic version of the documents into the GaP database.
- (2) After the termination of the project, the Project Investigator shall enter the reports on the project review procedure or similar final documents (hereinafter referred to as "final documents") specified by the provider within 7 calendar days of the reception thereof into the GaP module through the Strategic Development Officer.
- (3) After all final documents have been entered into the GaP module, the Project Investigator shall ask the Strategic Development Officer to change the project status from "Accepted" to "Terminated".
- (4) The Project Investigator is required to submit those documents related to a terminated

project which are subject to filing (required by the provider or arising from the valid Filing System and Record Classification of TBU) to the Strategic Development Office in electronic or printed form (see Article 4 Paragraph 5 Letter d).

- (5) If the requirements for the implementation of the project have been changed and if such a change makes the fulfilment of the announced aims and outputs impossible, the Rector may prematurely terminate the implementation of the project by submitting a request for the termination of the project to the provider, and that at a written request of the Project Investigator including the opinion of the Dean and/or of the senior executive of the relevant constituent part, submitted through the Strategic Development Office.
- (6) If the Project Investigator fails to fulfil the duties that he/she undertook to carry out, the Rector may prematurely terminate the implementation of the project by submitting a request for a termination of the project to the provider. Any damages caused by the fact that the Project Investigator failed to meet his/her duties shall be dealt with by the Damage Compensation Committee.
- (7) After the termination of the implementation of the project, the Project Investigator is required, with the support of the relevant constituent part, to ensure the fulfilment of the outputs of the project during the whole period of sustainability which has been specified by the provider.
- (8) In case of termination of employment of the Project Investigator at TBU during the implementation period or the period of sustainability of the project, it is necessary, in accordance with the Statutory Declaration of the Project Investigator, to confer the duties of the Project Investigator on a successor.

Article 7 **Temporary and final provisions**

- (1) The required information regarding the projects which are in implementation at the moment of the issue of this Directive will be entered by the Project Investigator into the GaP modules through the Strategic Development Officer including all required documents within 60 days of the issue of this Directive.