

Code:	SR/30/2025	
Ref. No.:	UTB/25/073206	
Type of document:	INTERNAL	
Category:	RECTOR'S DIRECTIVE	
Title:	Setting access rights and roles in the European Commission "Funding & Tenders Portal"	
Liability:	Tomas Bata University in Zlín	
Issue date:	1 December 2025	Version: 01
Effective from:	1 December 2025	
Issued by:	Rector	
Prepared by:	Office of Vice-Rector for Research, Development and Creative Activities	
In cooperation with:	Vice-Rector for Research, Development and Creative Activities, Bursar	
Pages:	4	
Appendices:	0	
Distribution list:	TBU employees	
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Article 1

Introductory Provisions

- (1) The Rector of Tomas Bata University in Zlín (hereinafter referred to as "TBU") hereby lays down the rules for setting roles and access rights within the European Commission portal "Funding & Tenders Portal" (hereinafter referred to as "FTP"), intended for submitting project applications and administering international research projects.
- (2) Access rights in the FTP system are tied to specific roles and determine the scope of information the user has access to and the actions they can perform. All access rights are assigned in accordance with the rules of the European Commission and must correspond to the functional assignment of the person within the university or a specific project.
- (3) The objective of the Directive is to ensure transparent, legally sound, and effective management of access and roles in the FTP system in compliance with the rules of the European Commission and the internal settings of the university.
- (4) The Directive is binding for all TBU employees and collaborators involved in the preparation, administration, and implementation of projects submitted and managed via FTP.
- (5) The authorized employee providing specialized support, control, and assistance in resolving potential issues is the Project Manager specializing in international research projects from the Office of the Vice-Rector for Research, Development and Creative Activities (hereinafter referred to as the "authorized person").

Article 2

Organizational Roles and their Appointment

- (1) Legal Entity Appointed Representative (hereinafter referred to as „LEAR“)

- a. The person for the LEAR function is appointed by the TBU Rector. The execution of this role stems from the job classification, the scope of which includes managing the agenda associated with the university's participation in European projects and the FTP portal.
- b. A change in the execution of the LEAR function is only possible based on the Rector's decision and considering the ensuring of proper functioning of the agenda towards the European Commission.
- c. LEAR is the main authorized person of the university for communication with the European Commission within the FTP system. They are responsible for managing organization data, its updating and completeness, and also for appointing and dismissing persons to the roles of Account Administrator (hereinafter referred to as "AccAd"), Legal Signatory (hereinafter referred to as "LSIGN"), and Financial Signatory (hereinafter referred to as "FSIGN").
- d. In the event of an audit, LEAR appoints a person to the role of Primary Audit Contact (hereinafter referred to as "PAuCo") and ensures the university's cooperation with the relevant control bodies.

(2) Account Administrator (AccAd)

- a. The AccAd function is performed by the person identical to the LEAR, or another person authorized by them.
- b. The AccAd acts exclusively based on the authorization of the LEAR, who is responsible for all actions of the AccAd.
- c. AccAd manages the organization's data, appoints, and dismisses LSIGN and FSIGN.

(3) Legal Signatory (LSIGN)

- a. The role of LSIGN is held exclusively by the TBU Rector.
- b. LSIGN has the right to sign legal documents binding upon TBU managed via FTP.

(4) Financial Signatory (FSIGN)

- a. For each university department, one person is appointed to the role of FSIGN by the dean/director.
- b. On behalf of the rectorate, this function is performed by the bursar, or by the head of the finance department in his stead.
- c. For the International Office of TBU, the head of the department or another designated person appointed by the rector assumes the role of FSIGN. The agenda of mobility exclusively falls under the responsibility of this person.
- d. FSIGN is appointed in the FTP via LEAR based on the proposal of the relevant unit head and approval by the rector.
- e. The bursar of TBU has access in the FTP to all projects managed under TBU to the extent necessary for the fulfillment of their role and according to TBU's internal regulations. This access especially includes the ability to review financial parts of projects (budgets, expenditures, final financial reports) and to coordinate audit activities in cooperation with LEAR and relevant FSIGNs.
- f. The bursar supervises the proper expenditure of project funds and the setup of financial authorizations in the FTP system.

(5) Primary Audit Contact (PAuCo) an Audit Contact (hereinafter „AuCo)

- a. In case of an organizational audit, LEAR appoints the university bursar to the role of PAuCo.

- b. LEAR appoints additional persons to the role of AuCo after consulting with PAuCo.
- c. Only individual FSIGNs responsible for the audited projects are appointed to the role of AuCo.

Article 3

Project Roles and Their Management

- (1) Primary Coordinator Contact (hereinafter „PCoCo“) a Coordinator Contact (hereinafter „CoCo“)
 - a. The person who initiates the project application in the FTP portal is automatically assigned the role of PCoCo. This role can appoint CoCos.
 - b. PCoCo and CoCo are responsible for coordinating the application and communication with the European Commission. In accordance with European Commission rules, they can appoint additional persons to project roles such as Task Managers (hereinafter "TaMa"), Team Members (hereinafter "TeMe"), Project Legal Signatory (hereinafter "PLSIGN"), and Project Financial Signatory (hereinafter "PFSIG").
- (2) Participant Contact (hereinafter „PaCo“)
 - a. For each participating organization except the coordinator, at least one person is appointed to the role of PaCo.
 - b. PaCo can nominate additional PaCos, TaMas, and TeMes.
 - c. PaCo selects persons for the roles of PLSIGN and PFSIGN exclusively from those previously appointed to the roles of LSIGN and FSIGN within the organization.
- (3) Task Manager (TaMa)
 - a. This role is available only in the project implementation phase. TaMa can create and edit documents but does not have the authority to appoint persons or submit documents.
- (4) Team Member (TeMe)
 - a. TeMe has read-only access to data and is not authorized to edit or submit data.
- (5) Project Legal Signatory (PLSIGN)
 - a. Only a person registered as LSIGN in the FTP portal can be appointed to the role of PLSIGN.
 - b. PLSIGN has the right to sign contractual documents within specific projects.
- (6) Project Financial Signatory (PFSIGN)
 - a. Only a person registered as FSIGN in the FTP portal can be appointed to the role of PFSIGN.
 - b. PFSIGN must be appointed from the FSIGNs of the relevant organizational unit of TBU that is the recipient of funds in the project.
 - c. PFSIGN has the right to sign financial documents for the respective project.

Article 4

Final Provisions

- (1) The directive is based on the document Roles and Access Rights EU Funding and Tenders Portal and rules of the European Commission regulating the management of access rights in the FTP. Its application also considers the legal regulations of the Czech Republic and TBU's internal regulations governing finance and risk management.
- (2) Methodical leadership, supervision of the currency of rights settings, and implementation of updates to the directive is the responsibility of LEAR in cooperation with the university bursar.

The directive will be continuously revised whenever reference documents of the European Commission or the internal management system of TBU change.

- (3) The directive will be updated according to changes in the reference document of the European Commission.
- (4) This directive shall enter into force on December 1, 2025.

Document version			
Date	Version	Changed	Description of change
1.7.2025	01	Office of Vice-Rector for Research, Development and Creative Activities	Creating a document