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Signature of authorised person:	Prof. Mgr. Milan Adámek, Ph.D. m. p.	

Article 1

Purpose of the regulation

- (1) This Directive regulates the establishment, purpose, and rules governing the use of the Internal Fund for the Support of Innovation Activities at Tomas Bata University in Zlín (hereinafter referred to as "TBU"). For this purpose, it also provides a general framework for the principles of operation of the Technology Transfer Centre and the principles of operation of the Intellectual Property Protection Committee.

Article 2

Definition of terms

- (1) The Internal Fund for the Support of Innovation Activities (hereinafter referred to as the "Innovation Fund") is established for the purpose of maintaining verifiable records of financial flows related to the transfer of research, development, innovation, and other creative activities of TBU (hereinafter referred to as "TBU Results") into practice (hereinafter referred to as "commercialisation of TBU Results"), and for ensuring the utilisation of revenues from the commercialisation of TBU Results in accordance with the current wording of the Act on Research, Development, Innovation and Knowledge Transfer, and with the Framework for State Aid for Research, Development and Innovation.
- (2) When maintaining verifiable records of financial flows pursuant to Paragraph (1), the determining factor is whether the commercialisation result is classified as a supplementary or principal activity, depending on the source from which the creation of that result was funded, as well as any specific individual requirements relating to commercialisation set out by the respective implemented projects. If such individual requirements do not allow the revenues to be directed anywhere other than back into the activities from which the result was funded, and justification for this is duly documented, the distribution of commercialisation revenues described in Article 6 of this Directive shall not be applied.
- (3) The Innovation Fund is formed by revenues from the commercialisation of TBU Results.

These revenues are allocated to the SPP¹ Innovation Fund (hereinafter referred to as “SPP-IF-V”), which consists of two parts: the SPP-IF-V of the respective component part and the SPP-IF-V-UTB;

- The SPP-IF-V of the respective component part consists of the share of commercialisation revenues allocated to that component part, including records of the share for the group of originators.
- The SPP-IF-V-UTB consists of the share of commercialisation revenues allocated to TBU.

The creation and structure of the Innovation Fund, the mechanism for distributing revenues, and the purposes for which funds from the commercialisation of TBU Results may be used are defined in Article 6 of this Directive.

- (4) The Technology Transfer Centre (hereinafter referred to as the “TTC”) ensures industrial property protection and commercialisation of TBU Results. The activities of the TTC are defined in Article 3 of this Directive.
- (5) The TBU Intellectual Property Protection Committee is established by the relevant Rector’s Directive as an advisory body. The composition and activities of this Committee are defined in Article 4 of this Directive.
- (6) If operational resources of the Innovation Fund are to be used for the acquisition of long-term assets, it is necessary for the payment mandator to request that the TBU Bursar exchange the operational resources for capital resources.

Article 3 Technology Transfer Centre

- (1) Commercialisation and cooperation with industry are priority activities of the Technology Transfer Centre (TTC), which was established on 1 January 2008 as a specialised unit for cooperation with the application sector and for the transfer of research and development results. It is managed by the Director of the TTC. Funds for financing the activities of the TTC are allocated in the TBU budget for the relevant calendar year.
- (2) Within TBU, the TTC provides services and activities in the field of intellectual property, in particular the preparation and securing of industrial property protection for the results of TBU’s research and development activities (hereinafter referred to as a “TBU Result”). It manages the agenda related to the exercise of rights to objects of industrial property, ensures representation of TBU before the competent administrative authorities dealing with industrial property protection in the Czech Republic and before institutions operating at the international level, and arranges representation of TBU before national offices of individual countries, as well as advisory and consultancy services in the field of intellectual property. Decisions regarding specific matters of industrial property protection are governed by the relevant Rector’s Directive.

Article 4 TBU Intellectual Property Protection Committee

- (1) The TBU Intellectual Property Protection Committee is an advisory body to the TBU Rector (hereinafter referred to as the “Committee”). The composition of the Committee is governed by the Rector’s Directive concerning the composition of advisory bodies at TBU. Membership of the Committee is tied to the performance of the respective function.
- (2) All Committee members are obliged to familiarise themselves in advance with the

¹ Translator’s note: This term corresponds to “Work Breakdown Structure component”.

documents for the Committee meeting, to participate in the Committee's meetings, to vote on the proposals under consideration, and, in the case of representatives of individual component parts, to inform the Deans/Directors of the component parts of the outcome of the meeting.

- (3) Committee meetings are convened by the Vice-Rector for R&D and Creative Activities as required, but at least once a year. Committee meetings take place in the form of a session attended by Committee members. Attendance means either physical presence or electronic participation through remote communication tools.
- (4) The Committee's role is to prepare materials for the Rector's decisions regarding the use of funds from the SPP-IF-V-UTB. Preparation of Committee meetings is ensured by the Vice-Rector for R&D and Creative Activities in cooperation with the Director of the TTC. In making decisions on matters discussed by the Committee, the Rector is not bound by the Committee's positions.
- (5) Committee meetings are confidential. All participants in the meetings are bound to confidentiality regarding all information they learn during the meetings. Apart from the meeting participants and TTC staff, the meeting outcomes may be accessed by the Rector, the Bursar, the Head of the TBU Finance Office, and the originators of the intellectual property to which the meeting related, as well as their direct superiors and the relevant Deans or Directors of component parts.
- (6) The Committee votes on the adoption of an opinion. The Committee is quorate if at least half of its members are present. Adoption of the Committee's opinion requires the consent of a majority of all members present.
- (7) The administrative tasks of the Committee, including archiving of documents, are ensured by the TTC. Minutes are always taken of the Committee's meetings.

Article 5

Voting outside Committee meetings

- (1) The Vice-Rector for R&D and Creative Activities may announce a vote outside a Committee meeting (hereinafter referred to as "per rollam voting") if the matter is urgent or if convening a Committee meeting is not possible or not purposeful for discussing the proposal. Per rollam voting is carried out using remote communication tools.
- (2) In the case of per rollam voting, the Vice-Rector for R&D and Creative Activities shall submit to all Committee members a draft opinion for their consideration, together with a notice of the deadline by which they must express their position by voting in favour of the proposal, against it, or abstaining. The Committee's opinion is approved if at least two-thirds of all Committee members express their position and if a majority of the voting members vote in favour of the proposal. The Vice-Rector for R&D and Creative Activities shall inform all Committee members of the voting results without delay.

Article 6

Purpose and rules for the use of the Innovation Fund

- (1) The Innovation Fund is composed of revenues from the commercialisation of TBU Results, i.e. one-off license fees and annual royalties obtained from license agreements concluded for TBU intellectual property rights (such as a percentage of sales), as well as financial resources obtained through other uses of protected and unprotected TBU intellectual property (for example, the use of literary, musical, artistic and other artistic copyrighted works, the transfer of industrial rights to TBU research results, income in the form of

distributed profit from a spin-off company, sales of web applications and other software, sales of know-how, etc.), with the exception of license fees and royalties for the use of qualification theses and final semester theses, which fall under the principal (educational) activity of the Faculty of Multimedia Communications. All such revenues are hereinafter collectively referred to as “revenues from the commercialisation of TBU Results”.

- (2) Revenues from the commercialisation of TBU Results are reduced by costs already incurred, which are transferred back to the component parts that incurred them. These costs include, in particular, costs associated with the creation of the intellectual property, costs relating to securing industrial property protection in the Czech Republic or abroad, as well as other costs incurred in commercialisation. Costs originally covered from central resources are transferred to the SPP-IF-V-UTB. Revenues from the commercialisation of TBU Results, after deduction of costs already incurred, are further distributed as follows: a 50% share for the group of originators is recorded on the SPP-IF-V of the respective component part; a 20% share for TBU is transferred to the SPP-IF-V-UTB for further use pursuant to Article 6 Paragraph (3) of this Directive; and a 30% share for the component part involved in the creation of the intellectual property, the subsequent protection and commercialisation is recorded on the SPP-IF-V of the respective component part for further use pursuant to Article 6 Paragraph (4).
- (3) The SPP-IF-V-UTB serves for the verifiable recording of the 20% share of commercialisation revenues attributed to TBU. The use of commercialisation revenues recorded in the SPP-IF-V-UTB is permitted for TBU Results with proven commercial potential and planned application in practice, particularly for costs relating to the commercialisation of such TBU Results.
- (4) The SPP-IF-V of a respective component part is composed of the 30% share of commercialisation revenues attributed to that component part, including the recorded 50% share for the group of originators, which is subsequently transferred from the SPP-IF-V of the component part to an SPP account recorded (established) directly at that component part and then paid out to the originators. The revenues from commercialisation recorded in the SPP-IF-V of the respective component part may be used to cover the costs of industrial property protection and the commercialisation of existing or new results of that component part.
- (5) Should the workplace of the originator(s) change (transfer to another component part/department) between the creation of the TBU intellectual property and the realisation of revenues from commercialisation, the revenues from commercialisation, reduced by costs incurred up to the moment of the change, shall be divided between the component parts/departments based on agreement between the former and the current workplace of the originator(s). If no agreement is reached, the decision shall be made by the Rector.
- (6) If the amount of financial resources accumulated in the SPP-IF-V-UTB or in the SPP-IF-V of a respective component part cannot be fully and purposefully used to cover the costs specified in Article 6 Paragraph (3) and Article 6 Paragraph (4), these financial resources may also be used for the development of R&D and creative activities (research, development, innovation and artistic activities), i.e. for the purchase of instruments and technical equipment for research units.
- (7) The payment mandator for the SPP-IF-V-UTB is the Rector. The budget administrator is the Bursar. The use of funds recorded in the SPP-IF-V-UTB is decided by the Rector on the basis of the Committee's opinions. If the funds in the SPP-IF-V-UTB are not used during the calendar year, they are transferred to the Investment Property Development Fund, or alternatively to the Operational Funds.

- (8) The payment mandator for subordinate SPP-IF-V accounts is the senior employee of the respective component part; the budget administrator is the secretary to/financial manager of the respective component part. If the funds in the SPP-IF-V of the respective component part are not used during the calendar year, they are transferred to the Investment Property Development Fund, structured by the individual component parts, or alternatively to the Operational Funds, likewise structured by the individual component parts.
- (9) If the payment mandator for the SPP-IF-V of a respective component part decides to use the financial resources recorded therein in accordance with Article 6 Paragraph (4) of this Directive, they shall notify the respective budget administrator in writing. The budget administrator shall ensure the transfer of the funds from the SPP-IF-V of the component part to an SPP account recorded (established) directly at that component part. The relevant costs may subsequently be paid from the SPP account recorded (established) at that component part.

Article 7

Evaluation of the use of the Innovation Fund (IF)

- (1) The Director of the TTC, in cooperation with the Vice-Rector for Creative Activities, shall prepare a draft financial statement of the Innovation Fund for the meeting of the Committee.

Article 8

Final provisions

This Directive replaces SR/39/2023.

Version of document			
Date	Version	Changed	Description of change
10 December 2025	01	Legal Services	Creation of document

This English version of the internal regulation is not legally binding; it is for informational purposes only and does not have to correspond to the Czech version of the original document.