



MEASURE OF THE DEAN OF THE FACULTY OF ECONOMICS OF USB No. 184 /2020

Procedure for the Submission of Project/Grant Applications and Applications for Public Contracts.

23 April 2020

Article 1

Introductory Provisions

This document sets out the measures to ensure the procedure of the submission of project/grant applications and contracts at the Faculty of Economics of the University of South Bohemia in České Budějovice (hereinafter referred to as 'the FE USB') with the aim of improving the quality of projects and contracts submitted on behalf of the FE USB, providing support for their submission and improving their registration.

- 1) The Measure applies to all project/grant proposals, public contracts, etc., in which the FE USB acts in the role of the recipient or co-recipient of subsidies.
- 2) The Measure applies to all project/grant proposals, public contracts, etc., in which an employee of the FE USB acts in the role of proposer, co-proposer, partner, coordinator or similar relationship (hereinafter referred to as 'the Submitter').
- 3) The list of organizational guarantors of the application of this Measure in the case of:
 - projects/grants of a scientific nature: the Science and Research Office (S&R) and the Vice-Dean for Science and Research;
 - in the case of other projects/grants of a non-scientific nature of public contracts: the Development and External Affairs Office (D&EA) and the Vice-Dean for Development and External Affairs;
 - in the case of other projects/grants of a non-scientific nature focused on foreign mobility: Foreign Office and the Vice-Dean for International Relations.
- 4) The Submitter of a project/grant application/public contract, etc. means an employee of the FE USB who will prepare the application and solve the project/grant/public contract.

Article 2

Obligations of the Submitter of a Project/Grant Application/Public Contract, etc.

The Submitter shall:

- 1) Guarantee the formal and content accuracy of the project application processing in accordance with the call and the provider's instructions.
- 2) Fill in the data on the project and sign the annex to this Dean's Measure entitled 'Project Plan Approval Sheet' (hereinafter referred to as 'the PPAS').
- 3) Submit to the Secretary of the FE USB the PPAS with the project application, especially its financial part – the estimated project budget together with the tender documentation/manual for applicants or another relevant document of the provider on the financial plan-project settlement. The Secretary shall approve the planned budget within 3 working days (if there are any discrepancies, he/she shall return the financial part of the application to the Submitter



for re-submission). Approval of the planned budget and the use of funds shall be confirmed by the Secretary by signing the PPAS.

- 4) Submit, according to the nature of the project/grant application, the PPAS with the project application, incl. any relevant documentation and annexes (e.g. a Letter of Intent, confirmation of partner involvement, mandate agreement, etc.) to the relevant guarantor/vice-dean, who shall assess and approve the project/grant application within 3 working days (in case of discrepancies, he/she shall return the project application to the Submitter for re-submission). The consent to the planned submission of the application shall be confirmed by the guarantor/vice-dean by signing the PPAS.

The approval procedure shall take place in such a way that the project/grant application is submitted, with the accompanying documentation and the PPAS signed by all the persons, to the administrator of the S&R, D&EA or IR offices who shall forward the project/grant application:

- to the Rector: no later than 14 days before the end of the receipt of project/grant applications/public contracts, etc. by the provider (e.g. a grant agency). (Before providing the Rector's own signature, the project application shall first be submitted to the Dean, who shall issue a cover letter of approval with which the application is then sent to the Rector's Office for signature. The letter of approval and its submission to the Dean and then to the Rector's Office shall be ensured by the relevant office.)
- to the Dean: no later than 7 days before the end of the receipt of project/grant applications/public contracts, etc. by the provider.

After signing the project/grant application, the administrator of the S&R, D&EA or IR offices shall ensure, in cooperation with the proposer, timely sending of the application to the provider.

Other measures:

- I. In the case of sending the project proposal or its partial parts through a data box, it is necessary to submit the documents to be sent to the relevant office of the FE USB no later than **3 working days** before the end of their receipt by the provider.
- II. In the case of submitting project/grant applications during the summer holidays (July–August), the submission deadlines mentioned in Clauses 1-4 shall be doubled automatically.

Article 3

Co-research Projects

In the case of submitting co-proposed or co-research projects, the deadlines referred to in Article 2 may be shortened in agreement with the office concerned.

Article 4

Projects Limited by the Allowed Number of Submitted Applications

If the Submitter wishes to submit an application that can only be submitted in a limited number for a faculty or university, the Submitter shall inform the relevant office of this intention immediately after the announcement of the relevant call but no later than 10 days after the announcement of the call. The FE management shall decide, no later than one week after receiving all proposals from all potential applicants, which proposal will continue to preparations for submission (if the number of projects per university is limited, it shall select applications to be forwarded to the USB management that will decide which project can be submitted). All the applicants shall be informed immediately of the selection of a proposer and of a project that has been selected.

Article 5

Registration of Projects



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The Submitter shall submit, to an office depending on the nature of the project/grant, i.e. to a relevant guarantor/vice-dean in accordance with Article 1 of this Measure, the PPAS and the final version of the proposal, as well as shall inform immediately the relevant office about the application result, any changes in the research team, etc. Any changes concerning the budgeting and finances of the project shall also be notified to the Secretary without delay.

Article 6

Failure to Meet the Deadlines

In case of failure to meet the deadlines specified in Articles 2 and 3 of this Measure by the Submitter, the Dean of the FE USB may decide, on the proposal of the Vice-Dean for S&R, D&EA or IR of the FE USB, not to submit a project/grant or a contract application to the provider.

Article 7

Validity and Annexes

This Measure shall enter into force on the day it is signed by the Dean of the FE USB and shall replace the Dean's Measure No. 173/2019. Attached to the Measure is the *Project Plan Approval Sheet*, also available at <http://www.ef.jcu.cz/veda-a-vyzkum/granty> in the Documents section.

doc. Ing. Dr. Dagmar Škodová Parmová
Dean of the Faculty of Economics



Annex to the Dean's Measure No. 184/2020

Project Plan Approval Sheet

Project/grant application	Provider/program Call		
	Project name		
	Deadline for submission of applications		
	Role of the FE USB (delete as appropriate)	Proposer or researcher	Co-proposer or co-researcher
	Project implementation from – to (number of years)		
Submitter	Name and surname, degrees		
	Other members of the FE USB team		
Finance (thousands of CZK)	Total project costs		
	Amount of co-financing		

	<i>Date</i>	<i>Signature</i>
Submitter		
	I hereby confirm the content accuracy of the project plan in accordance with the tender documentation, the project meets all the requirements set by the provider in the call.	
Faculty Secretary		



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	I hereby confirm the correctness of the budget setting and the calculation of personnel costs of the project plan, the required amount meets the conditions of allocation in the call.	
Vice Dean		
	I hereby agree with the submission of the project plan.	