

REKTORÁT

Implementation of UGC student's grants

Czech University
of Life Sciences Prague



EUROPEAN UNION
European Structural and Investment Funds
Operational Programme Research,
Development and Education



czu.cz/en

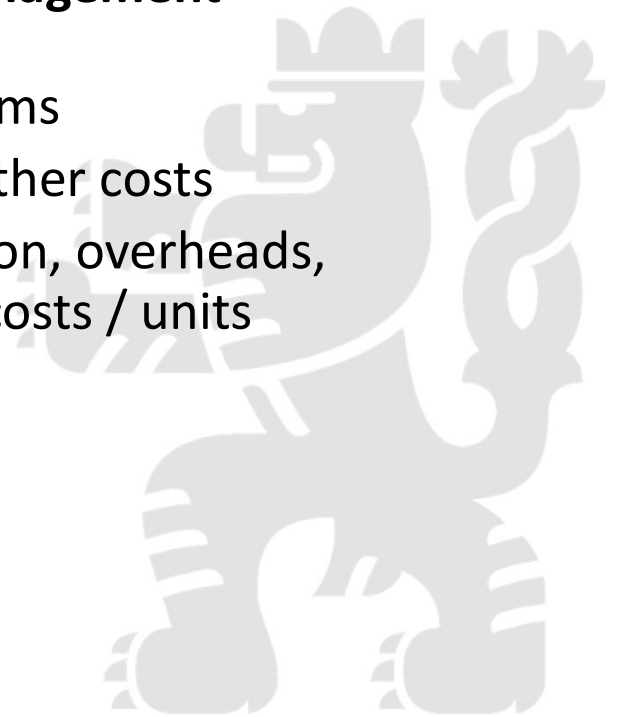
13.5.2021

1. Project management

- a. Project implementation
- b. Project deliverables and their publicity
- c. Activity Reports
- d. Changes in projects
- e. Contact centre and documents

2. Financial management

- a. Budget items
- b. Drawing other costs
- c. Participation, overheads, ineligible costs / units



Project management

Project management

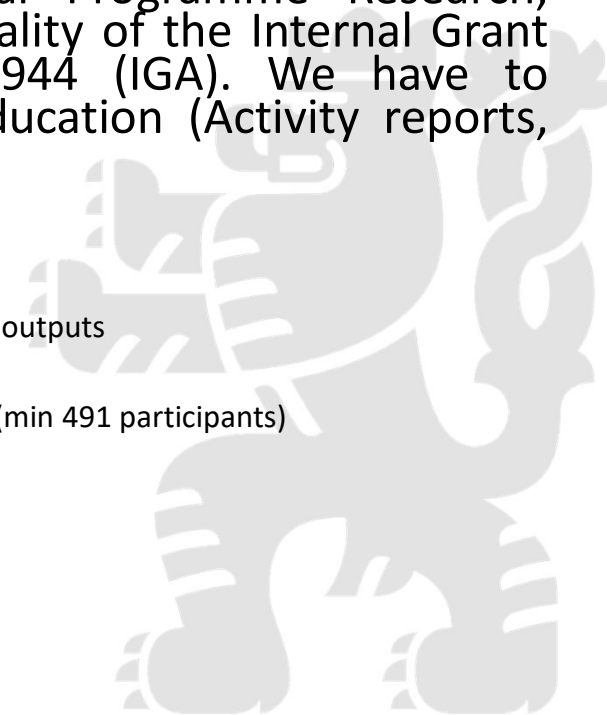
- The execution of all the projects started 1.5.2021
- The period of student grant is 12 – 18 months + 6 months for publication deliverables.
- The research team is composed of the principal researcher and other researchers.
- Each team have one mentor at minimum. The role of a mentor is supervisor and expert advisor. Mentor isn't member of research team.
- During implementation period you have to achieve all project's outputs declared in grant application and the Decision on financing.
- If this fails, the last unit costs (last month) would be inelible! The unit cost for last month of the grant implementation will pay your department/faculty.

Project management

- Your grants are financed from the funds of Operational Programme Research, Development and Education, the project Improvement in Quality of the Internal Grant Scheme at CZU, reg. no. CZ.02.2.69/0.0/0.0/19_073/0016944 (IGA). We have to document the grants implementation to the Ministry of Education (Activity reports, confirmations from conferences, certificates, ...)

IGA project indicators:

- 5 46 01 Number of students solving the student grants
 - we document this with: Final Activity report, documents that confirm the fulfilling of grant's outputs
 - Each researcher must complete at least 120 hours of work on the grant
- 5 45 02 Number of Ph.D. students with completed educational activities supported by the OP RDE (min 491 participants)
 - Each is counted as many times as he completed UGC educational activities
 - We document this with: certificate from educational activity
- 2 08 00 Number of supported researchers and academics (min 110 participants)
 - they are CZU employees in the period of grant implementation
 - Each is counted as many times as he completed UGC educational activities
 - We document this with: certificate from educational activity, Reflection Report
- 6 00 00 Total number of participants (min 225)
 - Each person supported from IGA project, counted after the 24 hours of UGC work activity / educational activity
 - We document this with the Participant card form ESF CR



Project management

MIN. UGC DELIVERABLES TO BE COMPLETED – RESEARCHERS:

If the deliverables will not be completed, the all researchers unit costs for last months of implementation will be ineligible.

- Each researcher must complete at least 120 hours of work on the grant
- Each researcher must be Ph.D. student during his/her engagement in the implementation of the project
- Abroad activity – each team member with workload 0,3 and more
 - no limit for length and quantity
 - if an educational/research activity is carried out in a country where the student's **mother tongue** is generally comprehensible (e.g. Slovakia), at least a part of the activity must be carried out in a foreign language (e.g. presentation of a paper, text of a study)
 - certificate / confirmation of the participation in the conference, intership... issued by the foreign institution (identification of institution and participant, contact data, duration), submit it with Monthly Activity Report
 - distance form – for reasons related with the SARS-CoV-2 or health disadvantages of the student grant researcher, is possible to participate in the abroad activity in the distance form. You need to justify and explain this in the Monthly Activity Report. You will document the activity with printscreen with date and event type.

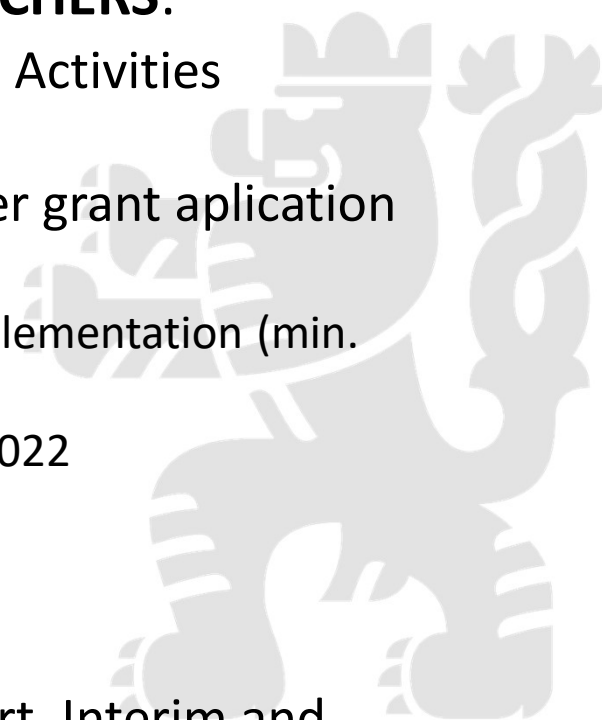
Project management

MIN. UGC DELIVERABLES TO BE COMPLETED – RESEARCHERS:

- each researcher has to participate on the UGC Education Activities (indicator 2 08 00)
- each researcher chose UGC Educational Activity in his/her grant application

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- please participate in these activities during your grant implementation (min. range 24 hours and fulfillment the course requirements)
 - educational activities will be announced until the end of 2022
 - information in the Monthly Activity Report
- Each researcher submits Monthly Activity Report
 - Each principal researcher submits Monthly Activity Report, Interim and Final Activity Report



Project management

MIN. UGC DELIVERABLES TO BE COMPLETED – PROJECT:

- accepted paper in a journal registered in databases WoS (a journal was allocated an IF in 2019) or SCOPUS (a journal was allocated an SJR in 2019)
- at minimum, the principal researcher must be a team member of the authors of the paper
- the paper must be dedicated to the solved project. The publication deliverable must indicate clearly that the presented results are outcomes of the project execution.
- **dedication:** *(number and name of your UGC project financed from the OP RDE project Improvement in Quality of the Internal Grant Scheme at CZU, reg. no. CZ.02.2.69/0.0/0.0/19_073/0016944*
- the progress of preparation of the paper manuscript will be described by the principal researcher in the Interim Activity Report

Project management

ACTIVITY REPORTS:

- Monthly, Interim, Final
- aim: to inform about project implementation, educational and abroad activities, plans for next period
- an example you find on the UGC website / Basic informations
- **Monthly Activity Report** <https://www.czu.cz/dl/89108?lang=cs>
 - prepared and submitted by each researcher
 - evaluation of progress of the work on the project outputs, an activity plan for the upcoming period, the summary of other researchers' activities
 - **e-submission**: electronically through the Contact Centre, after approval in Contact Centre, print it and sign by researcher and mentor. Submit the **Hard Copy** to the **S&R Office** with the original documents to prove the completed activities
 - e-submission by the 8th day of the subsequent month, hard copy immediately after approval

Project management

ACTIVITY REPORTS:

▪ Interim Activity Report

<https://www.czu.cz/dl/89109?lang=cs>

- 1 report for project prepared and submitted by the main researcher
- after 12 months of the project execution. In the event of 12-month projects, the Interim Activity Report is not submitted.
- summary information: the current composition of the research team, situation regarding the use of the budget, educational activities completed by all team members, travels abroad, completed and planned activities in project, progress on publication deliverables
- evaluation of project implementation by the mentor
- **e-submission** : electronically through the Contact Centre, after approval in Contact Centre, print it and sign by principal researcher and mentor. Submit the **Hard Copy** to the **S&R Office** with the original documents to prove completed activities.
- e-submission by the 15th day of the subsequent month, hard copy immediately after approval

Project management

ACTIVITY REPORTS:

▪ Final Activity Report

<https://www.czu.cz/dl/89110?lang=cs>

- 1 report for whole team and project, prepared and submitted by the main researcher
- the summary of grant implementation, deliverables achieved, other researchers' activities (in the case of team grants) and fulfilment of educational objectives defined in the Student Grant application, e.g. in a form of reflection.
- evaluation of project implementation by the mentor
- submit immediately after acceptance of publication deliverable, max. till 6 months after end date of grant implementation. Always to the 15th day of the subsequent month after the deadline or acceptance of **publication deliverable**.
- **e-submission:** electronically through the Contact Centre, after approval in Contact Centre, print it and sign by all researchers and mentor. Submit **Hard Copy** to the **S&R Office** with the original documents to prove the completed activities.

Project management

CHANGES IN PROJECTS

- Applications for changes in projects are lodged using the forms “Applications for a change in the research team” or “Application for a change in the budget” (templates are available).
- The submitted applications for changes must meet the rules of UGC Call.
- **e-submission:** electronically through the Contact Centre, after approval in Contact Centre, print it and sign by principal researcher and mentor. Submit **Hard Copy** to the **S&R Office**.
- Without submitted Hard Copy, the change will not be accepted.
- Application will be approved by the ViceRector for Science and Research. The Vice-Rector may ask the GK for its opinion.
- Inform about other changes in the Monthly Activity Report (f.e. change of planned conference and related costs, change of terms of abroad activity and related costs, change in planned educational activities...).

Project management

CHANGES IN RESEARCH TEAMS

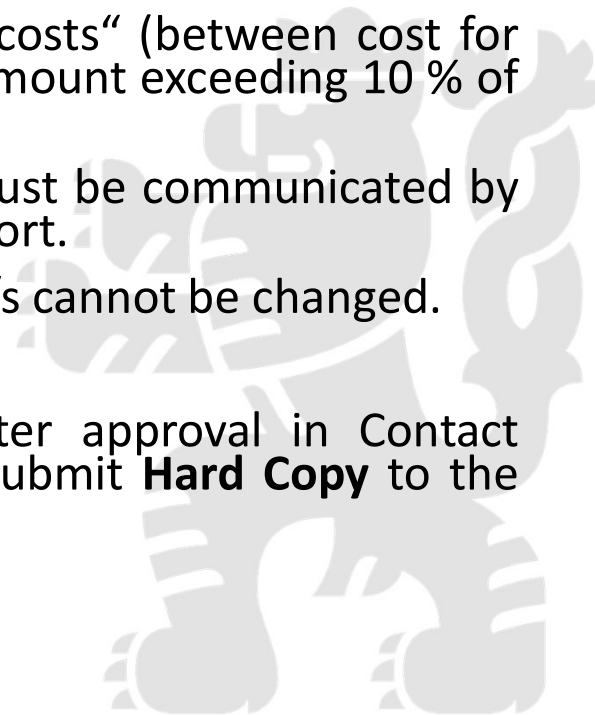
- The principal researcher of a Student Grant can be replaced only by another member of the research team.
- The other research team members may be changed.
- Approved work capacities of individual researchers of a Student Grant can be divided or combined (e.g. only one researcher will perform relevant activities under the workload of 0.5 instead of two researchers working under the workload of 0.25). The total project budget must not be increased or reduced.
- **e-submission:** electronically through the Contact Centre, after approval in Contact Centre, print it and sign by principal researcher and mentor. Submit **Hard Copy** to the **S&R Office**.

Project management

CHANGES IN BUDGET

- Changes are allowed only in the budget section „other direct costs“ (between cost for mentor/s and other direct costs). Changes in the budget in an amount exceeding 10 % of other direct costs must be requested in advance.
- Changes not exceeding 10 % (inclusive) of other direct costs must be communicated by the project principal researcher in the next monthly Activity Report.
- The total amount of salaries (personnel costs) of the researcher/s cannot be changed.
- The total amount of the project overheads cannot be changed.
- **e-submission:** electronically through the Contact Centre, after approval in Contact Centre, print it and sign by principal researcher and mentor. Submit **Hard Copy** to the **S&R Office**.

<https://www.czu.cz/dl/89111?lang=cs>




Contact centre UIS


<https://is.czu.cz/>

- For e-submission and approval of grant documents (Activity Reports, changes in project).
- For e-submission use the word or pdf file without signatures
- After approval in Contact Centre, print it and sign with all required **signatures**. Submit **Hard Copy** to the **S&R Office**.
- Manual for Contact Centre:
<https://www.czu.cz/dl/96095?lang=cs>

Personal administration

Welcome to the Personal administration section of the University Information System.

 :: Stručné návody pro zaměstnance
 :: Restriksions on entry to the FES building
 :: Personal data check

 :: Stručné návody pro studenty
 :: Information for new students at CULS

Search Open all

Public information portal <ul style="list-style-type: none"> Persons at CZU Timetables Departments Study plans Course catalogue 	My College <ul style="list-style-type: none"> Student's portal Course Attainment Evaluation Course evaluation by students Study application form Overview of financing 	Science and research <ul style="list-style-type: none"> IGA/A projects administration IGA/A projects IGA projects Outside staff register IGA projects administration 	Personal management <ul style="list-style-type: none"> Mail box Document storage Document server Noticeboard Tasks
eAgenda <ul style="list-style-type: none"> Contact centre Economic information system Magion Room reservation eSurveys Trips abroad 	Technology and its administration <ul style="list-style-type: none"> Setting of password to access the eduroam network 	Information system administration <ul style="list-style-type: none"> Authorizations administration Administration of mobile applications authorizations 	UIS documentation <ul style="list-style-type: none"> UIS documentation System integrators Licence information Statistics of using UIS My operations
Adjustment of the information system <ul style="list-style-type: none"> Change photo User settings Portlets in UIS Administration of My Favourites menu 	Information system set-up <ul style="list-style-type: none"> Change identity My operations Delegates set-up Password change Log out 	Protection of personal data <ul style="list-style-type: none"> Personal data check Approvals by user Personal data check statistics 	My teaching <ul style="list-style-type: none"> Final theses

eAgenda

- Contact centre
- Economic information system Magion
- Room reservation
- eSurveys
- Trips abroad

Access to documents in UIS



UNIVERSITY INFORMATION SYSTEM

Logged in: Barbora Rabochová

0 messages 18 documents 0 tasks

Test EN

[Basic information](#)[Team members](#)[Mentors](#)[Application](#)[Files](#)

Aplikace uchovává soubory přiložené k danému projektu. Soubory nahrává správce projektů na prohlížení.

Files

test.docx

11.3 KiB

[Back to projects](#)[Back to Personal administration](#)

- Directly in UIS in the part for your project
- S&R Office upload the pdf of the documents
 - Decision on financing
 - approved Changes in project
 - approved Activity reports
- Visible only for main researcher

Financial management

Financial management

Money from your budget are available from 1.5.2021 to the end of the project implementation (see your Decision on financing project). All finances must be spent up to this date!

Budget of your grant (The budget is composed of number of units x 7986 CZK)

Budget includes:

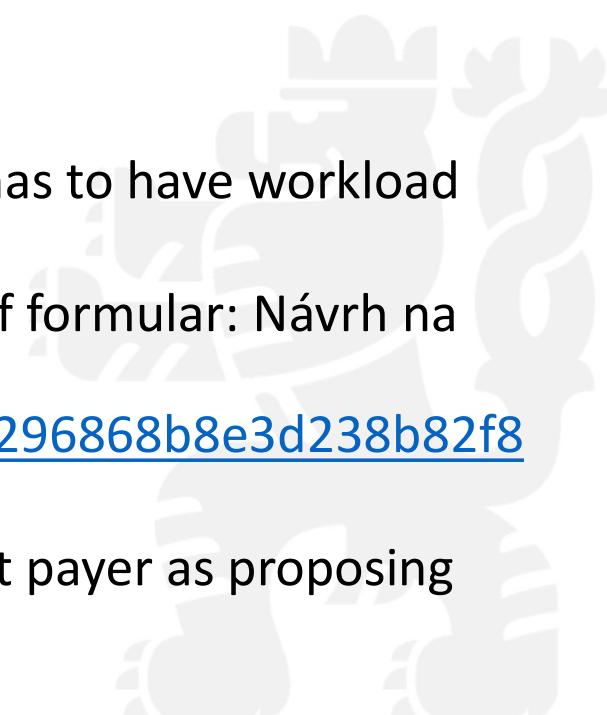
- Personnel costs of researchers (which includes gross salary + mandatory employer's payments (Social insurance + Health insurance + mandatory accident insurance))
- Personnel costs of mentor if you have mentor in your budget. (the personnel costs of mentor includes: Social insurance + Health insurance + mandatory accident insurance + social fund)
- Other direct costs – this is an expenses related to the implementation of the students grant. For example: material, small equipment, professional literature, software, travel costs, external courses
- Overheads 4%, which will be take away on Dean's Office, by decision of the Quaestor 4/2020
<https://intranet.czu.cz/index.php?g=189&i=38748&uin=250e3f5ce9d99bd82c36aee18fe5e7a5>

*Unit = workload x 10 (example main researcher has workload 0,5 which means 5 units)

Financial management

Mentor's remuneration

- In a month when mentor get the remuneration, mentor has to have workload maximum 1,2 FTE!
- The payment of remuneration will be paid on the basis of formular: Návrh na přiznání odměn (the proposal for granting remuneration) (<https://intranet.czu.cz/index.php?g=4698&i=6814&uin=296868b8e3d238b82f85f237dc1a7562>)
- The proposal for granting remuneration is filled by budget payer as proposing and approves budget manager as an approving.



Financial management

Drawing other costs

- When you draw the other cost you have to behave according to the rules 3E (efficiency, economy, effectiveness). It is necessary to make market research .
- Market research: comparison of several offers (make a prtsr with the offer, price and date of making market research, maintenance of e-mail communication about market research, take the minutes of the most suitable offer – formular published on the UGS website)
- At the end of your project you have to submit all document related to your project on department of SaR rectorate (printed documents or documents on CD/flashdisk). Submit at the end with final report.

Financial management

Purchase on invoice (all invoices must be addressed to CZU!):

- The budget payer makes an order in IS Magion (books, material, laboratory material...). The order will be sent automatically to the financial control. When the supplier sends you an invoice – you forward this invoice to scan department scan@czu.cz with the number of the order. The Economic department proceeds the invoice to financial control again and then the invoice will be paid.

Purchase under 10 000 CZK

- You can pay by cash or your own credit card. You must fill formular „drobné vydání“. You have to hand in completed formular and the bill to your accountant.
(<https://intranet.czu.cz/index.php?g=12&i=2010&uin=05d932230eabe7aac9bea6367eef365b>)
- Rector´s decision for the use of payments cards / Směrnice k úhradě platební kartou: Rozhodnutí rektora 1/20
<https://intranet.czu.cz/index.php?g=5368&i=36431&uin=a655abb929d435cda9c17f75acebc113>

Purchase for publishing article/ conference

This things are payed by invoice. When the invoice will be paid automatically will be add VAT 21%. You must expect this extra costs.

Financial management

Travel costs

- *Plane ticket* – it can be buy over mediator, who issue an invoice to CZU or you must fill foreign travel order.
- If you need use **company automobile** you can. Payment for this services is over inter invoice. On this invoice you fill your grant number account and than it will be book on your grant budget.
- If you nedd use **own automobile** you can. You have to fill formular below. You have to have a internal drivers training (You fill here <https://projekty2.czu.cz/course/index.php?categoryid=75>) and your car has to have emergency insurance.
- Foreign travel formular:
<https://intranet.czu.cz/index.php?g=12&i=15698&uin=c8f327b146207103f706de62ecb8344d>
- Domestic travel formular:
<https://intranet.czu.cz/index.php?g=12&i=15698&uin=c8f327b146207103f706de62ecb8344d>

Financial management

Invoice information (correct address):

Česká zemědělská univerzita v Praze

Kamýcká 129

165 00 Praha - Suchdol

Česká republika

VAT number: CZ60460709



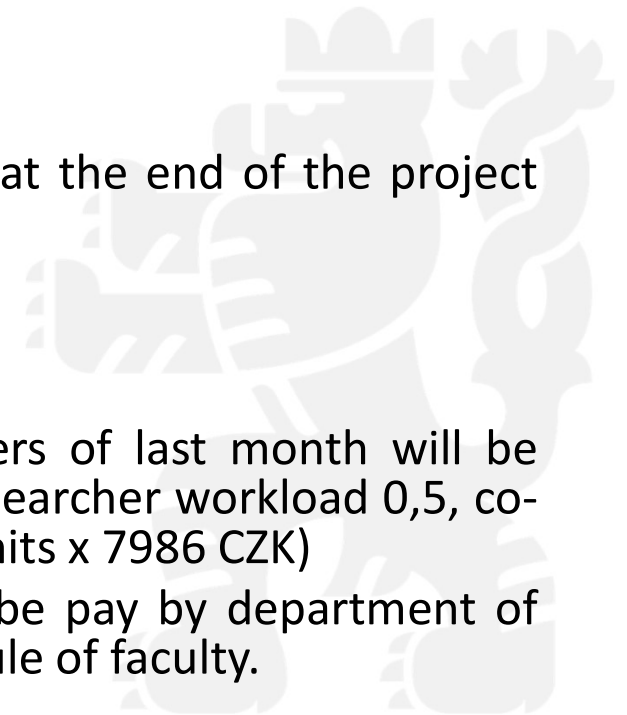
Financial management

Participation

- 5% participation is paid by the dean's office of the Faculty.
- The participation will be paid at the end of the year and at the end of the project implementation.

Ineligible unit

- If your aim will not be achieved, unit costs of all researchers of last month will be ineligible. For example: 2 members of researchers (main researcher workload 0,5, co-researcher workload 0,4 – ineligible cost is 71 874 CZK (9 units x 7986 CZK)
- Ineligible unit of last month implementation project will be paid by department of main researcher or dean's office of faculty, it depends on rule of faculty.



Important Contacts

FACULTY	HUMAN RESOURCES DEPARTMENT	PAYROLL DEPARTMENT
PEF	Brtek Ivo brtek@rektorat.czu.cz tel. 224 382 105 mob. +420 704 870 189	Bajerová Lucie bajeroval@rektorat.czu.cz tel. 22438 2090
FAPPZ	Horáková Marie horakovamarie@rektorat.czu.cz tel. 224 382 117	Kopáčová Olga, Bc. kopacovao@rektorat.czu.cz tel. 22438 2094 mob. +420 730 192 012
FŽP	Dvořáková Edita, DiS. dvorakovaedita@rektorat.czu.cz tel. + 224 382 412 mob. +420 704 870 192	Coufalová Zdenka, Ing. coufalovaz@rektorat.czu.cz tel. 22438 2115
FLD	Vančurová Renata vancurovar@rektorat.czu.cz tel. +420 224 382 106	Alena Stomeová stomeova@rektorat.czu.cz tel. 22438 2100
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FTZ	Brtek Ivo brtek@rektorat.czu.cz tel. 224 382 105 mob. +420 704 870 189	Kopáčová Olga, Bc. kopacovao@rektorat.czu.cz tel. 22438 2094 mob. +420 730 192 012

- FOR TAX QUESTIONS CONTACT THE PAYROLL DEPARTMENT
- FOR QUESTIONS ABOUT WORK AGREEMENT CONTACT THE HUMAN RESOURCE DEPARTMENT
- **IMPORTANT CONTACT FOR STUDENTS FORM ABROAD - CZU International Relations Office**
- FOR HEALTH INSURANCE (VZP) CONTACT INTERNATIONAL OFFICE

UGC Contacts

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Ing. Ladislava Prázová, MBA

- UGC project implementation, Activity Reports, Changes in project

[Ing. Ladislava Prázová, MBA - Abecední seznam - Lidé na ČZU - ČZU WhitePages \(czu.cz\)](#)

Ing. Alena Valentová

- UGC project implementation, Activity Reports, Changes in project

[Ing. Alena Valentová - Abecední seznam - Lidé na ČZU - ČZU WhitePages \(czu.cz\)](#)

Ing. Lenka Kubizňáková, Ph.D.

- Educational Activities

[Ing. Lenka Kubizňáková, Ph.D. - Abecední seznam - Lidé na ČZU - ČZU WhitePages \(czu.cz\)](#)

Bc. Barbora Rabochová

- Technical issues in UIS and Contact Centre

[Bc. Barbora Rabochová - Abecední seznam - Lidé na ČZU - ČZU WhitePages \(czu.cz\)](#)

All UGC documents are available on the UGC web: [Czech University of Life Sciences Prague \(czu.cz\)](http://czu.cz)

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