



How to handle projects at ČZU



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Office to Support International Projects focused on Life Sciences in the European
Research Area II,

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Version 2020

Introduction

How to handle projects at ČZU aims primarily at students of doctoral studies at the Czech University of Life Sciences Prague [ČZU]. This handbook is the result of activities of the Department for Strategic Planning of the ČZU (ORPŘ) and its objective is to serve as the first guide to budding scientists and researchers for the procedure they should follow when filing applications for funding their own projects. This handbook contains, among other things, a brief overview of requirements that every project must satisfy, details of individual subsidy providers and a summary of methodological support provided to applicants by the ORPŘ.

We wish you every success in obtaining financial support, an absolute must for all research projects...

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Eight steps on how to file a project application

Step 1: Project vision

Formulate the basic vision of your project - type of research (basic research/applied research/experimental development), field of research (biological/agricultural/environmental/technical). Consider the expected achievable results or outputs of your project (see page 5 for more details)

Step 2: Identification of funding options

Check the current calls and overview of providers on this website. If you intend to propose a project of applied research or experimental development, you may find a suitable partner in the commercial sphere with the potential to co-fund your project from their own resources. (see page 7 for more details)

Step 3: Methodological documents for applicants

On the Intranet and this website, the Department for Strategic Planning (ORPŘ) provides researchers with methodological documents for individual calls, including general information with indicators and data concerning the ČZU, draft annexes for projects prepared, etc. (see page 17 for more details)

Step 4: Consultation with the Centre for Projects Implementation

Before you embark on completing a specific application, you should consider consulting with the line manager and the Faculty's representative of the Centre for Projects Implementation. This consultation is strongly recommended if the provider requires cost-sharing, and is obligatory in the case the provider has imposed restrictions on the number of applications filed on behalf of the institution (these calls include, *inter alia*, de minimis calls or standard public procurement calls). (see page 20 for more details)

Step 5: Partners and the project team

You need to consider which colleagues from the ČZU or external organizations should join you in submitting your application. A well-assembled team increases chances that your application will be accepted. When putting your team together, remember to arrange for the project and financial management. (see page 21 for more details)

Step 6: Well-defined activities and a transparent budget

The realistic schedule of activities must rely on knowledge and experience of the research team; when preparing the budget, consultation with the Centre for Projects Implementation or ORPŘ is recommended. (see page 22 for more details)

Step 7: Submission of project applications

Project proposals (to be funded from external sources) are signed by the statutory representative through the ORPŘ after the project proposal is registered and approved in the Project Register application (ep.czu.cz). On submitting a project proposal, you should proceed in accordance with the Rector's Directive No. 10/2019 Principles and Procedure for the Application, Registration and Settlement of External Grants and Projects. (see page 24 for more details)

Step 8: Signing the grant contract and

If your project proposal is approved, the ORPŘ will arrange for the conclusion of a grant or co-research contract, allocation of the contract number and the entry of the scientific and research project in the database of scientific and research projects to allow for the reporting of project results in the application <http://cv.czu.cz>. The researcher is obliged to observe Rector's Directive No. 10/2019 Principles and Procedure for the Application, Registration and Settlement of External Grants and Projects. (see page 40 for more details)

Project vision

First and foremost, you need a good idea, determination to make it real and the belief that you have a chance to succeed. These are the most important prerequisites for obtaining project funding. However, to have the basic idea of the project is far from enough: you should think over the overall concept, which must be well-structured, well-organized and logically linked. The project should attract readers/reviewers on the first reading and, at the same time, readers/reviewers should not get lost in the text.

The main points that need to be clarified and solved before filing each project application:

Formulation of the main vision of the project

- field of research (biological/agricultural/environmental/technical/sociological)
- the problem to be addressed, the outputs I intend to achieve in my project
- what makes my approach/solution to the problem the best
- activities planned within the project

Type of research (definitions based on Section 2f of Act. 130/2002 Coll.)

- basic research (theoretical or experimental work performed predominantly with the view of obtaining new knowledge on basic principles of phenomena or observable facts, not primarily aimed at application or use in practice)
- applied research (theoretical or experimental work directed towards obtaining new knowledge and skills for the development of new or substantially improved products, procedures or services)
- experimental development (acquisition, integration, forming and use of the existing scientific, technological, commercial and other relevant knowledge and skills for the design of new or substantially improved products, procedures or services)

A grant or programme project?

Grant agencies will primarily appreciate an original contribution to the basic research and will provide grants to projects with a high potential for world-class results (e.g. the Czech Science Foundation - GAČR). In grant projects, beneficiaries define objectives and methods of solutions within the basic research generally themselves, while funds from “programme funding” support those projects that directly contribute to the solution of objectives that have already been defined (typically, this includes operational or departmental programmes).

In a programme project, the beneficiary explains how and under what conditions he/she will contribute to the fulfilment of the objectives determined. The implementation of a programme project may consist of necessary activities of the basic research if such activities are followed by activities of applied research, development or innovation.

In the context of its definition, projects must have the following characteristics:

- NOVELTY Focus on obtaining original methods of solution
- CREATIVITY Original, not generally known concepts and approaches
- UNCERTAINTY The final result is not self-evident
- SYSTEMATICITY Systematic planning and budgeting of the project and the resulting realistic achievability
- REPRODUCIBILITY Reproducible or transferrable results

What should be considered before you start searching for a suitable call?

Material and staffing

- where the project/partial activities will take place
- working conditions
- technical equipment
- a qualified team capable of solving the relevant problems
- preliminary budget

Expected results or outputs of the project

- detailed description
- further use
- potential future supplier
- link to national/EU priorities, concepts and strategic documents in the area of the problems solved (e.g. food safety, sustainable use of resources, climatic changes)

Project schedule

- schedule of the project preparation
- timetable of activities - deadlines for project results and milestones

(Allow time to spare for both the project preparation and the implementation of the project as such)

Project risks

- ensure an alternative procedure in the case of
 - failure of individual activities
 - failure of the entire project

Funding options

On examining the funding options for your project, there is no need to rely only on internal grant agencies or the University's own resources. You can choose from a wide array of national and international support providers. In addition to funding from public resources, you can also look for partners in the commercial sphere who have a potential for co-funding a research (development) project from their own resources. Providers issue a "programme document" for their programmes, with information as to what issues and methods of their solutions will be supported in the framework of the given programme.

Programme documents also specify activities, types of projects and, last but not least, a preliminary schedule of call for proposal submission.

Research and funding options

Basic research (without financial participation of companies) – research is carried out in laboratories, research centres; providers include e.g.:

- Internal Grant Agency of the respective ČZU Faculty (IGA) (November)
- Czech Grant Agency (GAČR) – Junior programme (March)
- Ministry of Education, Youth and Sports (MŠMT) – projects of operational programmes (excellence teams, mobility)
- European Union (EU) – Horizon Europe programme (COST, MSCA – mobility)

Applied research and experimental development (co-funded by companies) – research is conducted not only in laboratories since results are transferred to and tested in, for example, practice (in companies); providers include e.g.:

- Internal Grant Agency of the respective ČZU Faculty (IGA)
- Technology Agency of the Czech Republic (TAČR) – ZÉTA programme
- Technology Agency of the Czech Republic (TAČR) – ÉTA programme
- National Agency for Agricultural Research – EARTH programme
- Ministry of Culture – NAKI
- Ministry of Interior – Security Research programme of the Czech Ministry of Interior

Research based on public procurement – research is generally commissioned by municipalities, cities, various ministries on account of tenders and contracts for work

- TAČR, Grant Services of the organization Forests of the Czech Republic
- Ministry of Agriculture, Ministry of the Environment
- Nature Conservation Agency of the Czech Republic, National Park Šumava Administration
- ČEZ Foundation

Contract research – research is generally commissioned by private entities and then carried out under contracts for work

- companies

Research funded from donations – research is usually commissioned by private entities on the basis of contracts of donation

- foundations

Overview of European providers and programmes

International

European Commission

<http://ec.europa.eu/research/participants/portal/desktop/en/opportunities/index.html>

- **Europe Horizon** https://ec.europa.eu/info/horizon-europe_en
- **Europe Horizon – Excellent Science**
 - European Research Council <https://erc.europa.eu/>
 - Marie Skłodowska-Curie actions https://ec.europa.eu/research/mariecurieactions/node_en
 - European research infrastructures https://ec.europa.eu/info/research-and-innovation/strategy/european-research-infrastructures_en
- **Europe Horizon – Mission** https://ec.europa.eu/info/horizon-europe/missions-horizon-europe_en
- **Europe Horizon – Partnership** https://ec.europa.eu/info/horizon-europe/european-partnerships-horizon-europe_en

- **LIFE** – <http://ec.europa.eu/environment/life/>
 - Environment <https://ec.europa.eu/easme/en/section/life/life-environment-sub-programme>
 - Klima <https://ec.europa.eu/easme/en/section/life/life-climate-action-sub-programme>

- **Erasmus+** https://ec.europa.eu/programmes/erasmus-plus/node_en
 - Website of DZS [Czech National Agency for International Education and Research] <https://www.naerasmusplus.cz/cz/>

- **EFSA – European Food Safety Authority** <http://www.efsa.europa.eu>
 - calls in the area of food safety

- **BBI Bio-Based Industries Joint Undertaking** <http://www.bbi-europe.eu/>

- **Interreg Central Europe** <https://www.interreg-central.eu/Content.Node/home.html>

- **The European Space Agency** <https://www.esa.int/>

Foreign

- **International Visegrad Fund** <https://www.visegradfund.org/>
 - Strategic Grants
 - Visegrad Grants
 - Visegrad+ Grants
 - Mobility

- **Central European Initiative** <http://www.cei.int/>

- **Human Frontier Science Program** <https://www.hfsp.org/>

- **Ministry of Education and Research, Federal Republic of Germany**
<http://www.era-fellowships.de/en/index.php>
- **Swiss National Science Foundation**
<http://www.snf.ch/en/funding/programmes/Pages/default.aspx>
- **National Science Foundation** <http://www.nsf.gov/funding/aboutfunding.jsp>
- **The Research Council of Norway**
http://www.forskningsradet.no/en/Home_page/1177315753906
- **Netherlands Organization for Scientific Research** <http://www.nwo.nl/en>
- **Norway Grants** <https://eeagrants.org/>
 - Czech National Agency for International Education and Research
<https://www.dzs.cz/program/fondy-ehp>
 - State Environmental Fund <https://www.sfzp.cz/en/norway-grants/>
- **The Polish National Agency for Academic Exchange** <https://nawa.gov.pl/en/>

National

- **Czech Grant Agency (GA ČR)** <https://gacr.cz/zakladni-informace/>
 - Standard grant projects
 - Junior grant projects
 - JUNIOR STAR
 - International grant projects (LA)
 - International grant projects (bilateral)
 - Support for ERC applicants
 - EXPRO
- **Technology Agency of the Czech Republic (TA ČR)**
<https://www.tacr.cz/programy-a-souteze/>
 - BETA 2 programme – public procurement programme in research, experimental development and innovation for public administration needs.
 - GAMA 2 programme – support for verification of results of applied research and experimental development from the perspective of practical application of the same and the preparation of subsequent commercial exploitation.
 - DELTA 2 programme – support for cooperation in applied research and experimental development through joint projects of companies and research organizations supported by TA ČR and renowned foreign technology and innovation agencies or other similar institutions.
 - EPSILON programme – support for projects of applied research and experimental development the results of which have a high potential for fast application in new products, production procedures and services, chiefly in the following priority areas: competitive knowledge-based economy, sustainability of energy and material resources, environment for quality life.
 - ÉTA programme – the objective is to foster research activities in applied social sciences and application of results of the above activities to boost competitiveness of the Czech Republic, to increase the quality of life of its population and the balanced socio-economic development of society.

- National Centres of Competence programme – support provided to establish and facilitate activities of centres of research, development and innovations in progressive disciplines with a high application and innovation potential and prospects for a significant contribution to the growth in competitiveness of the Czech Republic.
- ZÉTA programme – support for cooperation between academia and companies by way of involvement of students and young researchers in research and development activities aimed at the application of results in practice.
- THÉTA programme – utilizing outputs, results and impact from projects supported, the objective of this programme is to contribute, in the medium and long-term horizon, to fulfilling the vision of transformation and modernization of the energy industry in accordance with strategic documents approved.
- TREND programme – the aim is to increase the international competitiveness of companies, in particular by extending the companies' markets abroad, by penetrating new markets or rising in global value chains.
- Environment for Life programme – the programme looks for new solutions in the area of environmental issues and aims at minimizing negative impact of human activities on the environment, including the impact overreaching national borders, which will contribute to improving the quality of life in Europe and the global context alike.
- TRANSPORT 2020+ programme - support of the transport sector in a manner reflecting social needs, accelerating technological and knowledge development of the Czech Republic and facilitating the growth in competitiveness of the Czech Republic.

➤ **Technology Agency of the Czech Republic (TA ČR) – international cooperation**

<https://www.tacr.cz/mezinarodni-spoluprace/>

ERA-NET co-fund calls provide Czech applicants (enterprises and research organizations) with an opportunity to submit projects together with foreign partners for international calls in various areas. These calls are announced jointly by providers who come from the individual Member States involved in the given ERA-Net co-fund; Technology Agency of the Czech Republic (TA ČR) is a provider for the Czech Republic. Within joint international projects, each provider funds successful applicants from its own country. Project consortia may include partners from non-participating countries; however, they must obtain their own funding.

- EuroNanoMed programme – the objective of EuroNanoMed co-fund is the support of cooperation between researchers from participating countries in multidisciplinary projects leading to breakthrough knowledge in nanomedicine.
- BiodivRestore programme – projects aimed at the protection and restoration of damaged ecosystems and their biodiversity, including the focus on water systems.
- CHIST-ERA programme - CHIST-ERA co-fund is concerned with the cooperation between researchers from participating countries in multidisciplinary projects pursuing the breakthrough knowledge in ICT and related disciplines.
- ERA-MIN programme – the objective of ERA-MIN co-fund is to support researchers from participating countries in the area of non-energy non-agricultural products.
- EnerDigit programme – the aim is to support financially the international research projects engaged in digital solutions for energy systems and networks.

- M-ERA.NET programme – the goal of M-ERA.NET 2 co-fund is to support the cooperation of research from the participating countries in multidisciplinary projects geared towards breakthrough knowledge in the area of materials research and innovation.
 - AquaticPollutants programme – the focus of Aquatic Pollutants is on research into water pollution. One of the most serious risks to water bodies, rivers and oceans and therefore human health has been caused by the occurrence of new pollutants and pathogens, especially antimicrobial-resistant bacteria, in the environment surrounding us.
 - Positive Energy Districts programme – Energy efficient buildings, renewable energy technology, storage systems and district energy management in combination with technological, architectonic and social innovations.
 - KAPPA programme - development of knowledge and research through international cooperation between entities from the Czech Republic and partners from Norway, Liechtenstein and Iceland.
- **Czech Development Agency** <http://www.czda.cz/>
 - Projects and public procurement in the area of foreign development cooperation
 - **Czech Ministry of Foreign Affairs** https://www.mzv.cz/jnp/cz/o_ministerstvu/verejne_souteze_a_dotace/index.html
 - Projects and public procurement in the area of foreign development cooperation
 - **Ministry of Agriculture (MZe)**
 - National Agency for Agricultural Research (NAZV), EARTH programme <http://eagri.cz/public/web/mze/poradenstvi-a-vyzkum/vyzkum-a-vyvoj/narodni-agentura-pro-zemedelsky-vyzkum/>
 - **Ministry of Education, Youth and Sports (MŠMT)**
 - Inter-Excellence <http://www.msmt.cz/vyzkum-a-vyvoj-2/inter-excellence>
 - AKTION <http://www.dzs.cz/cz/aktion-ceska-republika-rakousko/>
 - Operational programme Science, Research, Education <http://www.msmt.cz/strukturalni-fondy-1/op-vvv>
 - **Ministry of Defence (MO)** <http://spsp.army.cz/veda-vyzkum>
 - Defence applied research, experimental development and innovation (2011-2017)
 - **Ministry of Industry and Trade (MPO)**
 - CzechInvest: Innovation vouchers <http://www.czechinvest.org/aktualni-vyzvy>
 - Operational programme Enterprise and Innovation for Competitiveness (OP PIK) <https://www.agentura-api.org/cs/>
 - **Ministry of the Environment (MŽP)**
 - Operational Programme Environment <https://www.opzp.cz/>
 - EEA and Norway grants <https://www.sfzp.cz/en/norway-grants/>
 - **Ministry of Interior (MV)** <http://www.mvcr.cz/bezpecnostni-vyzkum.aspx>
 - Security Research Programme of the Czech Republic 2015-2020
 - Security Research Programme for the needs of the state 2016-2021
 - **Ministry of Health (MZ)** http://www.mzcr.cz/obsah/veda-a-vyzkum_977_3.html

➤ **Metropolitan Authority of the Capital City Prague (MHMP)**

- Tourism, Culture, Education, Environment and other fields
https://www.praha.eu/jnp/cz/o_meste/finance/dotace_a_granty/index.html

Other programmes

- Neuron Endowment Fund to support science <http://www.nfneuron.cz/cs/>

Selecting a suitable programme and call

Once you have formulated a clear vision of your project plan, the time has come to find a suitable programme and call to submit your project application and to obtain financial support for the implementation of your project. Suitable calls can be found on websites of individual providers, or you can refer to the information sources provided below.

Search systems for calls

To find a suitable programme/call might be easier if you use the following sources.

Calls with a focus on Life Sciences

RESEARCH.CZU.CZ

The website [research.czu.cz](https://www.czu.cz) was developed thanks to the support from EUPRO II programme to facilitate the transfer of information to staff and potential project applicants from among students and staff of the ČZU in Prague. The website provides an overview of currently announced calls relevant for the areas of research carried out at the ČZU, methodological documents prepared by the OPS or published by subsidy programme providers, and, last but not least, a link to the Newsletter issued by the Office to Support International Projects.

Address of the website: [research.czu.cz](https://www.czu.cz) or <https://www.czu.cz/cs/r-7584-projekty-a-spoluprace-s-praxi>



Navigation menu with the following items: O ČZU, Fakulty a součásti, Studium, Věda a výzkum, Mezinárodní vztahy, **Projekty a spolupráce s praxí** (highlighted), Základní informace, Projekty, **Aktuální výzvy** (highlighted), Úspěšní žadatelé, Metodická podpora, Časté dotazy

Výzva	Poskytovatel	Datum uzávěrky
<input type="text" value="Jméno výzvy"/>	--	
GA ČR veřejná soutěž Lead Agency CEUS (Polsko)	GA ČR	22.12.2020
GA ČR veřejná soutěž Urgent Funding SARS-CoV-2	GA ČR	15.12.2020
AKTION ČR-Rakousko - Výzva k předkládání žádostí o poskytnutí dotace „Podpora projektů spolupráce českých a rakouských vzdělávacích institucí terciárního sektoru“ pro období 2020 – 2022	MŠMT	15.9.2021
OP ŽP: 5.1 Snížit energetickou náročnost veřejných budov a zvýšit využití obnovitelných zdrojů energie, výzva č. 146	MŽP	2.3.2021
OP PIK – Program Inovace – Výzva VIII	MPO	29.1.2021
Horizont 2020 - Accelerating the green transition and energy access Partnership with Africa - LC-GD-2-3-2020	EK	26.1.2021
Horizont 2020 - Behavioural, social and cultural change for the Green Deal - LC-GD-10-2-2020	EK	26.1.2021
Horizont 2020 - Building and renovating in an energy and resource efficient way - LC-GD-4-1-2020	EK	26.1.2021
Horizont 2020 - Climate-resilient Innovation Packages for EU regions - LC-GD-1-3-2020	EK	26.1.2021
Horizont 2020 - Closing the industrial carbon cycle to combat climate change - Industrial feasibility of catalytic routes for sustainable alternatives to fossil resources - LC-GD-3-1-2020	EK	26.1.2021

NEWSLETTER of the Department for Strategic Planning [ORPŘ], Czech University of Life Sciences Prague

The task of this Newsletter is to spread information on calls announced or prepared by national or international support providers and news regarding subsidies and to introduce successful applicants and researchers from the ČZU. The newsletter is distributed on a two-month basis in a form of a structured e-main in both Czech and English.

NEWSLETTER of the Office to Support International Projects Focused on Life Sciences

This Newsletter is published to disseminate information on calls announced or prepared by international grant providers. The Newsletter also provides interesting news on international grants, conferences, international grant providers or, for instance, links to newly published methodological materials. The Newsletter is distributed twice a year. The spring and autumn issues of the Newsletter are available at the website czu.cz, in the section Projects and Partnerships, and under the tab Methodological Support - Newsletters.

EP.CZU.CZ

The Register of Projects serves for distributing information on calls currently announced or prepared by international grant providers. For currently open calls, detailed information regarding the calls, pre-filled parts of applications and template mandatory annexes are available. In addition, the register informs of ongoing seminars and provides a summary overview of established applications and running projects of individual applicants, or, as appropriate, individual Faculties. Last but not least, the application also functions as a source of various reports on submitted applications and implemented projects.

#	Název	Pokytovatel	Termín
1.	OP PIK: Proof of Concept – Výzva IV	Ministerstvo průmyslu a obchodu ČR	16.11.2020
2.	Agriculture and Food Research Initiative - Foundational and Applied Science Program (USDA-NIFA-AFRI-007052)	United States Department of Agriculture	18.11.2020
3.	PROGRAM PODPORY CESTOVNÍHO RUCHU PRO ROK 2021	Magistrát hl. m. Prahy	23.11.2020
4.	Rondané - Výzva pro předkládání žádostí o podporu na implementaci opatření na ochranu biodiverzity (č.SGS-1)	Finanční mechanismus EHP/Norska	30.11.2020

Other

ANLUPA

ANLUPA is an application developed by the University of Chemistry and Technology Prague [VŠCHT] and the Czech Technical University Prague [ČVUT] in the framework of the EUPRO II programme. ANLUPA provides its users with easy automatic search and monitoring of calls for research, experimental development and innovation projects announced by national and foreign grant providers. After logging in to the application, you can either use the filter to search for calls in the areas that concern your research, or it is also possible to use the CALL WATCHDOG function to define selection criteria for open calls, of which you will be informed in e-mails sent by the application. To log in to ANLUPA, use your login data for the Novell network.

The application is available at the following link: <https://www.anlupa.cz/>

HORIZON 2020/Europa

The Technology Centre of the Czech Academy of Sciences is an operator of the website that explains in detail the concept, tools and opportunities offered by the H2020 programme. The portal is clearly structured by the individual pillars and areas of the H2020 programme; for every programme, the website gives a brief description, open calls, the person appointed as the national contact for the relevant area, a calendar of forthcoming events and documents related to the priority area. The platform for the Europe Horizon programme will be launched together with the commencement of the programme.

Address: www.h2020.cz

National Portal for European Research

The National Portal for European Research is an initiative of the Ministry of Education, Youth and Sports. The web portal pursues the objective to present and concentrate documents related to the European Research Area, ERA. The website introduces the individual research branches as well as mechanisms of research and development funding by the European Commission and other entities. The portal is a fast and comfortable tool for finding applicable legislation, decisions of the European institutions and other documents relating a wide range of research branches.

Address: <http://www.evropskyvyzkum.cz/cs>

CZELO

Czech Liaison Office for Research, Development and Innovation – CZELO was created to support Czech researchers in engaging in international projects and the European research cooperation. In addition to current calls and offers for cooperation, the website provides information on programmes Horizon 2020 and Europe Horizon, COST, EUREA, COSME, Erasmus+.

Address: <http://www.czelo.cz/cs>

Information System of Research, Experimental Development and Innovation

The application was designed for searching and registering activities, contests, projects and results of research, experimental development and innovation supported from public funds of the Czech Republic.

Address: <https://www.rvvi.cz/>

Enterprise Europe Network

Enterprise Europe Network (EEN) provides professional services with a focus on increase in competitiveness of small and medium-sized companies in particular. The objective is to help these companies to make the most of business opportunities of the EU single market and to promote their business operations in non-EU countries. Activities of the network include assistance in international technological transfer, support in finding foreign business contacts or project partners for international research and technological cooperation. The network offers consultations on intellectual property protection and identified potential funding sources of innovation projects. In the Czech Republic, the network is represented by the Enterprise Europe Network Czech Republic.

Address: <http://www.enterprise-europe-network.cz/cs>

EUROPE AID

The website of the European Commission is tasked with publishing calls and above-threshold public contracts co-financed from funds of the European Commission, including the External Cooperation Funds and Trust Funds.

Public procurement announced: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?ADSSChck=1468569463868&do=publi.welcome&nbPubliList=15&orderby=upd&searchtype=QS&orderbyad=Desc&page=1&userlanguage=en>

EURAXESS Czech Republic

The EURAXESS Czech Republic network is a member of the European Network of EURAXESS Service Centres, providers of services to promote researchers' mobility. The portal presents practical information on the working and everyday life, information on job opportunities and options of funding of researchers' mobility.

Address: <https://www.euraxess.cz/>

Verification of applicants' eligibility

Once you have found a call commensurate to the area of research/problems solved in the foreseen project, you should check whether you are an eligible applicant in the framework of the call, i.e. whether your project may be submitted for the call. To check your eligibility to submit a project, remember to read thoroughly not only the text of the call but also that of the programme document and other applicable documentation. Particular attention should be paid to the following items in particular:

- Entities authorized to submit a project (min. public x private sectors)
- Territorial validity of the call
- Restrictions on the number of applications field on behalf of one entity having Company ID no.
- Estimated budget for the project/call
- Amount of support and funding from own resources
- Project eligible costs/activities
- Minimum/maximum duration of the project
- Size and composition of the team/consortium
- Required work experience/research results of members of the team/consortium

Verification of the compliance between the applicant's vision and the provider's objectives

- Amount of the support provided
- Level of co-funding
- Implementation schedule
- Type of deliverables required

Methodological documents for applicants and other services of the ORPŘ

The Department for Strategic Planning (ORPŘ) provides those interested from the ČZU with methodological support and consultancy during the preparation of project application for individual calls. The Department arranges for specific methodological documents required, general information with indicators and data regarding the ČZU, draft annexes for projects prepared, etc. Moreover, the ORPŘ maintains and updates databases of documents that are available, on an operative basis, to each project applicant from the ČZU.

Documents provided by the ORPŘ:

- Affidavits – VAT payment, current debt-free status of the ČZU to the Tax Office, Customs Office, Czech State Security Administration, health insurance companies
- Affidavits of fulfilment of qualification, technical and economic prerequisites
- Current extracts from the Land Register, Register of Trades, Czech Statistical Office, Penal Register, Register of Persons
- Certified copies of contracts - bank accounts, insurance
- Accreditation - work with animals, autopsies
- Tax returns, statements of profit or loss, balance sheets of the ČZU, statements of economic results
- Building permits
- Individual Directives of the ČZU
- ČZU Statutes, Rector's appointment decree

Documents regarding the ČZU for submitting projects

- Characteristics of the ČZU
- Financial indicators of the ČZU
- Applicant's experience with R&D projects
- Experience with transfer and commercialization of results
- Portfolio of projects solved at the ČZU
- Overview of patents obtained
- Origin of the applicant's public and non-public resources for co-funding of the project
- Approach to determining overhead costs

Services provided by the ORPŘ:

- Organization of seminars addressing projects and public procurement for employees of the ČZU as well as external persons interested
- Communication with grant providers
- Obtaining and dissemination of information on new and prepared calls, news in the area of projects
- Publishing a Newsletter with an overview of current calls, successful project applicants or researcher and other hands-on information in connection with the support of engagement in the H2020 and other programmes
- Methodological support during the preparation of project within individual operational programmes or grant competitions
- Consultation as to project budgets in the light of budgeting rules set out by individual providers

- Arranging for checks of contracts and communicating with the Legal Department
- Joint submission of projects in selected Czech calls (NAZV, TAČR, GAČR)
- Administration of documents for prepared calls or approved projects - obtaining the statutory representative's signature
- Administration of documents using the data box and obtaining electronic signatures on documents
- Support in the implementation of public administration control of projects
- Verification of documents
- Operation and maintenance of the ČZU profile on the web portals of grant providers
- Cooperation in the preparation of managing documents - methodological guidance, directive
- Cooperation on the development and optimization of the Project Register (EP) system for the registration of calls, applications, projects and supplementary activities

Booth of the Office to Support International Projects:

Methodological documents and information material relating to international projects are also disseminated by the booth of the Office to Support International Projects. The booth regularly changes its location between the Study and Information Centre [SIC] and Faculties of the ČZU. The booth can be visited also during international conferences hosted on the grounds of the ČZU.

Methodological materials of the ORPŘ

All documents listed below are available at the ČZU website in the section Projects and Partnerships, under the tab Methodological Support, folder Documents (<https://www.czu.cz/cs/r-7584-projekty-a-spoluprace-s-praxi/r-7588-metodicka-podpora/r-8213-dokumenty>).

- National Information Day 2020
- EARTH programme - NAZV, Ministry of Agriculture
 - Presentations and questions from the information seminar of NAZV regarding the EARTH programme (2017-2025)
- Seminars on projects at the ČZU packed with practical advice
 - Presentations How to Handle Projects and Experience with Project Implementation introduce the interested audience to a wide range of information, ranging from the first project vision to experience with project administration at the ČZU from budding projects researchers
- Public procurement
 - The guide explains how to submit a successful bid for a public contract.
- Europe Horizon programme
 - Useful materials, documents and presentations to the new Europe Horizon framework programme.
- Life Sciences in Horizon 2020
 - This well-organized guide for individuals interested in obtaining support from the H2020 programme presents the individual pillars of the H2020 programme and their areas related to Life Sciences. The guide also provides guidance on how to submit a project, from the phase of call searching in the Participant Portal to the submission and evaluation of the project.
- Glossary for the Horizon 2020 framework programme and DESCA

Consortium Agreement

- The glossary explains English terms for H2020 using practical examples. The aim of the glossary is to help those interested in H2020 understand the basic documents and terms related to H2020 and facilitate the preparation of the project consortium agreement.
- Concise guide to the H2020 rules for MSCA-ITN actions
 - This guide for researchers of projects in Marie Skłodowska-Curie actions – Innovative Training Networks (MSCA-ITN) provides the basic description of the programme, explains the financial rules and the procedure for implementation and administration of a project funded from MSCA-IT.
- Amendment to the Contract of Employment for MSCA-ITN projects, Czech and English version
 - Czech and English form for an amendment to the Contract of Employment for staff employed within a MSCA-ITN project; this amendment regulates terms and conditions of work and remuneration of staff, including intellectual property rights and obligations of the employee and employer in accordance with the terms and conditions of the MSCA-ITN programme and the applicable grant agreement of the project under review.
- Practical Guide to the H2020 Participant Portal
 - The Guide will provide those interested in the H2020 programme with a basic insight into the Participant Portal. The Portal will show you how to set up an ECAS account, how to find a call for submitting project proposal, how to find partners for your project, description of project roles and their competences, information on how to prepare a project proposal, including information on the basic principles for budgeting and sending a project proposal for evaluation.
- Guide for documenting costs incurred in projects of the Horizon 2020 programme
 - Helping researchers prepare financial documents for the purpose of financial checks of projects, this guide is in fact a good manual for the ongoing production of financial documentation for projects.

Consultation with the Centre for Projects Implementation

Before submitting a specific application, the applicant should consider consulting with the line manager and the Faculty representative of the [Centre for Projects Implementation](#) (CP).

- CP forms a network of Faculty representatives, thus contributing to a fast and targeted communication of project calls to project applicants and researchers.
- CP actively distributes information on open calls, provides consultations in the area of project plans, or, as necessary, intervenes, on an operative basis, in decision-making on priorities in the case of a restricted number of applications due to the de minimis rule or restrictions imposed by the provider.
- CP ensures a fast response and feedback in cases of frequent questions or a need for the common procedure to be taken by all applicants from the ČZU (e.g. formulation of texts about the ČZU common to all submitted applications, etc.), in cases of identifying the absorption capacity of planned calls or consulting the focus of calls, in cases of external (especially foreign) interest in cooperation on collaborative projects, etc.
- CP is involved in the rapid transfer of information on public contracts announced in which the ČZU staff may engage.
- Members of the CP have access to Faculty overviews of project plans under preparation, applications submitted and projects implemented.

Partners and a project team

A well-assembled team increases chances that your application will be successful. You must consider carefully which colleagues from the ČZU or external organizations should join you in submitting the application. When selecting project partners, take care to ensure that the partnership is beneficial and effective for the project and involve only those partners who are necessary for achieving objectives of the project. In the case of a project proposal for applied research or experimental development, you may want to find a suitable partner from the commercial sphere with a potential to co-fund the project from own resources. When assembling your team, remember to cover project and financial management functions.

The organization of project management, staffing, responsibilities and roles of the individual partners (including their financial obligations) should be explicitly defined as early as in the project proposal. You should negotiate with interested parties and win them for your project. Justify your selection. Give a clear description of the individual participants in the project - who will benefit from your project and how, what entities will you need to cooperate during the project?

On assembling your team/consortium, watch out for the following requirements:

- Requirement for the size of the team/consortium imposed by the grant provider
- Requirement for the size of the consortium imposed by the grant provider (e.g. presence of the public/private sector)
- Arrangement for all activities in the project
- Clear division of roles and responsibilities for project activities and their outputs among members of the team/partners of the consortium

Well-defined activities and a transparent budget

A realistic schedule of activities must rely on knowledge and experience of the research team. For budgeting, consultation provided by the Centre for Projects Implementations or ORPŘ is available. The budget is an essential part of all projects. A project can only be implemented with a realistic and well-planned budget.

The researcher should make all effort to prepare the budget thoroughly since once the project proposal is approved, it becomes part of a support contract, and then, during the project implementation, it is often very difficult or even impossible to change the budget. The researcher should therefore also ascertain the method of cost reporting that is required.

For most programmes, time eligibility of costs is limited by the duration of the project.

The budget should be prepared in accordance with:

- the provider's requirements
- applicable national legislation
- internal regulations of the ČZU

Remember to watch out for:

- Method of cost reporting
- Method of using the EUR exchange rate (fixed, average daily, average for a certain period)
- Restrictions on personnel costs
- Rules for procurement of property from the project (eligible project costs)
- Definition of categories of costs (eligible) and mutual links among them
- Public procurement - rules for supplier selection
- Whether the provider requires a separate account for the project or separate project account is sufficient
- Whether VAT, fees for account maintenance, interest, exchange rate losses constitute eligible costs
- Method of application and calculation of overheads
- High level of spending at the end of the project - if you spend a large amount of funds at the end of the project when compared to the previous spending within the project, it will not make a good impression on financial inspections of the project.

Category of costs

Eligible costs are divided into direct and indirect project costs. The boundary between direct and indirect costs need not necessary be always clearcut. There are costs that can be considered as both direct and indirect. As a rule, the decisive factor is the system used by the given organization. If an organization generally classifies certain costs as indirect costs, this procedure should be followed also for projects implemented.

In no case is it therefore possible that "one" cost is reported as both direct and indirect at the same time.

- Directly attributable costs (direct costs) are eligible costs that can be clearly attributed to the project:
 - personnel costs (salaries),
 - other operating costs (e.g. material costs, consumption of stock, costs of low-value tangible assets),
 - costs of services (all costs related to provided services must be documented with an invoice or other accounting document and a statement of current account proving the payment),
 - travel allowances,

- investment costs.
- Indirectly attributable costs (indirect costs - overheads) are eligible costs that cannot be clearly attributed to the project or costs that are normally classified as indirect costs by the beneficiary:
 - administrative costs
 - costs of support staff,
 - infrastructure costs,
 - energy costs,
 - costs of non-directly attributable services.

Method of application and calculation of overheads for projects

Individual providers of funds (subsidies) provide funds for overheads at a fixed rate (FLAT RATE) or on the basis of the beneficiary's methodology (FULL COST).

- FLAT RATE – a method of calculating overheads by means of a certain percentage of direct costs set by the grant provider. Costs of subcontracting; costs of contributions provided by third parties not used in the beneficiary's premises; unit costs and costs reported as a fixed amount if such costs include indirect costs, are deducted from the calculation bases. Bursar's Directive No. 6/2017 regulates the use of overheads for scientific and research projects where the FLAT RATE method is applied at the ČZU.
- FULL COST – this method is not supported at the ČZU and can only be applied where so required by the provider and subject to consultation with the OPPŘ.

Irrespective of the method used, overheads are at all times planned as a certain percentage of costs according to the applicable Directive. Please note that subsequently, during the project implementation, the aforesaid percentage must always be applied to the given base, or costs actually incurred in the accounting period.

Submission and registration of project applications

Project applications must be signed by the statutory representative, which is arranged by the ORPR after a project proposal is registered and approved in the Register of Projects (ep.czu.cz). Rector's Directive No. 9/2019 Principles and Procedure for Application, Registration and Settlement of External Grants and Projects must be followed on submitting project proposals.

Register of Projects enables researchers to:

- view basic information about current calls, applications and then the project itself in one place
- consult their plans with the Centre for Projects Implementation
- communicate immediately that they are interested in filing a project in a call where the number of applications for the institution is restricted
- check the approval of their projects by supervisors, including co-funding, if any
- obtain a single repository for key documents
- provide a database of unsuccessful but inspirational project plans

Register of Projects enables the Centre for Projects Implementation to:

- track crystallizing project plans
- disseminate information among potential applicants in a targeted manner
- consult project plans
- initiate timely negotiations on the selection of priority projects (a restricted number of applications, bids for public procurement, de minimis public support)
- prepare documents for strategic decision-making of the Faculties' management
- produce reports on submitted applications and implemented projects for the management

Register of Project Evidence is a tool used by the Department for Strategic Planning to:

- monitor information on new calls and subsequently enter the same in the Register of Projects (EP)
- check the status of submitted applications
- enter implemented projects with a detailed budget and a signed contract attached
- ensure that applications and projects contain updated information
- consult representatives from project centres regarding the up-to-datedness and accuracy of data
- check the approval of supervisors before documents are signed by the Rector
- produce analytical documents for the University management
- prepare articles for the ČZU Newsletter and journal
- view the project documents whenever necessary
- respond flexibly to applicants' interest by offering trainings and seminars, preparing the common text parts of applications
- obtain documents for motivational evaluation (reward for successful applicants for scientific projects, Rector's award for the most beneficial projects)
- identify useful information for strategic decision-making of the University management.

Procedure for registering a project application in the EP:

- 1) Login to the EP: Start the Internet browser and enter <http://ep.czu.cz> in the address field. After a login window appears, log in with the same name and password as you do with your Outlook login. After logging in, the home page will appear, called “Dashboard of Register of Projects” (EP).

The application is accessible from the University network (the same name and password) by all staff (whether they work on a Contract of Employment or Agreement to Perform Work). It can be accessed via VPN outside of the ČZU or on mobile devices.

The screenshot displays the 'ČZU Evidence' dashboard. The top navigation bar includes the logo, a menu icon, and the user name 'Karolina Šlechtová'. The left sidebar contains navigation options: Dashboard, Výzvy, Žádosti, Projekty, Archiv, and Nastavení.

The main content area is divided into several sections:

- Aktuální výzvy:** A table listing current calls for projects with columns for #, Název, Pokytovatel, and Termín.
- Aktuální semináře - aktuality:** A table listing recent seminars with columns for #, Název, and Termín uveřejnění.
- Rozpracované žádosti:** A table showing the progress of processed requests with columns for Název and dní.
- Schvalované žádosti:** A table showing approved requests with columns for Název and a progress indicator.
- Podané žádosti:** A table showing submitted requests with a column for Název.
- Žádosti a nové projekty:** A donut chart showing the ratio of requests to new projects, with a value of 373 / 108.
- Rychlé odkazy:** A list of quick links for project registration, feedback, call planning, methodological support, and project evaluation.
- Projekty v realizaci:** A table listing projects in progress with columns for Název and a progress indicator.

Information available from the Dashboard

- Most recent calls
- Current information (about seminars)
- Graphical overview of applications and accepted projects in the calendar year
- Registration of projects – a link to Applications
- I wish to ask a question – a link to consultants of calls and ORPŘ staff
- Plan of calls – a long-term overview of calls monitored
- Methodological support – a link to methodological materials
- How to register a project – a link to “guidelines” for using the application of the Register of Projects application in PPT (can be downloaded and provided to persons interested)
- Applications under preparation (own)
- Approved applications (own and monitored)
- Submitted applications (own and monitored)
- Projects in progress (own and monitored)
- The projects monitored are visible to all approvers and authorized employees of the Centre for Projects Implementation

- Plan of calls provides a long-term overview of monitored calls

Menu icon | Karolína Šlechtová

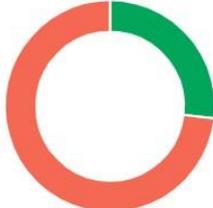
Aktuální výzvy

#	Název	Pokytovatel	Termín
1.	Rondane - Výzva pro předkládání žádostí o podporu na implementaci opatření na ochranu biodiverzity (č.SGS-1)	Finanční mechanismus EHP/Norska	30.11.2020
2.	Program podpory sportu a tělovýchovy v hlavním městě Praze pro rok 2021	Magistrát hl. m. Prahy	30.11.2020
3.	Horizont 2020 - Easily deployable and interconnected cyber toolbox for defence use - EDIDP-CSAMN-EDICT-2020	Evropská komise	01.12.2020
4.	Posilování kapacit veřejných vysokých škol v rozvojových zemích pro rok 2021	Ministerstvo zahraničních věcí	01.12.2020

Aktuální semináře - aktuality

#	Název	Termín uveřejnění
1.	Prosincové webináře OP PIK	23.11.2020
2.	Green Deal: Zapojení izraelských organizací	11.11.2020
3.	Česká zemědělská univerzita a Pražský inovační institut se dohodly na spolupráci	30.11.2020
4.	26. 11. 2020: Webinář ČZU - Zkušenosti z realizace projektů	10.11.2020
5.	3. 12. 2020: Webinář ČZU - Tipy a triky pro uživatele aplikace Evidence projektů	10.11.2020
6.	TAČR Program THĚTA: Oznámení termínu vyhlášení a předběžných parametrů 4. VS	03.11.2020

Žadosti a nové projekty



373 / 108

Rychlé odkazy

- Registrace projektu
- Chci se zeptat
- Plán výzev**
- Metodická podpora
- Jak evidovat projekt?

Orientační plán výzev září 2020 – březen 2021

Vysvětlivky: červené pole - pozor blíží se dead-line (datum uvedeno), tmavězelené pole - otevřená výzva, světlezelené pole - plánovaná výzva, světlemodré pole mezinárodní projekty

Poskytovatel	Program - výzva	2020		2021												
		listopad	prosinec	leden	únor	březen	duben	květen	červen	červenec	srpen	září	říjen	listopad	prosinec	
EK	Horizont 2020 - Testing and demonstrating systemic innovations in support of the Farm-to-Fork Strategy - LC-GD-6-1-2020			26.1.												
Visegrad	Visegrad+ Grants				1.2.											
Visegrad	Visegrad Grants				1.2.											
Visegrad	Strategic Grants				1.2.											
MŠMT	Aktion ČR-Rakousko	30.11.														
TAČR	TAČR - BiodivRestore Call 2020		7.12.													
TAČR	EnerDigit Call 2020			14.1.												
TAČR	EuroNanoMed Call 2021			21.1.												
TAČR	ERA-MIN 3 Call 2021															
TAČR	CHIST-ERA Call 2020															
EHP/DZS	3. výzva k předkládání návrhů Projektů inkluzivního vzdělávání								3.3.							
EHP/DZS	3. výzva k předkládání návrhů Projektů institucionální spolupráce		17.12.													
EHP/DZS	3. výzva k předkládání návrhů Projektů mobilit				10.2.											
EHP/DZS	3. výzva k předkládání návrhů Projektů odborného vzdělávání				24.2.											
TAČR	TAČR - NCK 1															
TAČR	TAČR - THÉTA				11.2.					12.5.						
TAČR	TAČR - TREND - Nováčci			13.1.			3.3.									
GAČR	GAČR - Urgent Funding SARS-CoV-2		15.12.													
GAČR	GAČR - Standardní, Juniorské, Mezinárodní, EXPRO															
Mze NAZV	Program ZEMĚ															
MŽP	SFŽP - RONDANE	30.11.														
MŽP	OPŽP - 1.3 Zajistit povodňovou ochranu intravilánu a hospodaření se srážkovými vodami - výzva č. 144			11.01.2021												
MŽP	OPŽP - 4.2 Posílit biodiverzitu - výzva č. 139	2.11.														
MŽP	OPŽP - 4.4 Zlepšit kvalitu prostředí v sídlech - výzva č. 141	2.11.														
MŽP	OPŽP - 5.1 Snížit energetickou náročnost veřejných budov a zvýšit využití obnovitelných zdrojů energie - výzva č. 146							02.03.2021								
MHMP	OP PPR - Rozvoj vzdělávání v Praze II			18.01.2021												

1	Číslo výzvy
2	Číslo výzvy
3	Číslo výzvy
4	Číslo výzvy
5	Číslo výzvy
6	Číslo výzvy
7	Číslo výzvy
8	Číslo výzvy
9	Číslo výzvy
10	Číslo výzvy

- How to register a project – a link to “guidelines” for using the application of the Register of Projects application in PPT (can be downloaded and provided to persons interested)

ČZU Evidence Karolína Šlechtová

Menu

- Dashboard
- Výzvy
- Žádosti
- Projekty
- Archiv
- Nastavení

Aktuální výzvy

#	Název	Pokytovatel	Termín
1.	Rondane - Výzva pro předkládání žádostí o podporu na implementaci opatření na ochranu biodiverzity (č.SGS-1)	Finanční mechanismus EHP/Norska	30.11.2020
2.	Program podpory sportu a tělovýchovy v hlavním městě Praze pro rok 2021	Magistrát hl. m. Prahy	30.11.2020
3.	Horizont 2020 - Easily deployable and interconnected cyber toolbox for defence use - EDIDP-CSAMN-EDICT-2020	Evropská komise	01.12.2020
4.	Posilování kapacit veřejných vysokých škol v rozvojových zemích pro rok 2021	Ministerstvo zahraničních věcí	01.12.2020

Aktuální semináře - aktuality

#	Název	Termín uveřejnění
1.	Prosincové webináře OP PIK	23.11.2020
2.	Green Deal: Zapojení izraelských organizací	11.11.2020
3.	Česká zemědělská univerzita a Pražský inovační institut se dohodly na spolupráci	10.11.2020
4.	26. 11. 2020: Webinář ČZU - Zkušenosti z realizace projektů	10.11.2020
5.	3. 12. 2020: Webinář ČZU - Tipy a triky pro uživatele aplikace Evidence projektů	10.11.2020
6.	TAČR Program THĚTA: Oznámení termínu vyhlášení a předběžných parametrů 4. VS	03.11.2020

Žádosti a nové projekty

373 / 108

Rychlé odkazy

- Registrace projektu
- Chci se zeptat
- Plán výzev
- Metodická podpora
- Jak evidoval projekt?**

2) To register a project application, select the tab Calls or Applications in the left menu.

ČZU Evidence ☰ Karolína Šlechtová

Menu

- Dashboard
- Výzvy**
- Žádosti
- Projekty
- Archív
- Nastavení

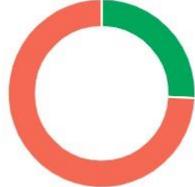
Aktuální výzvy

#	Název	Pokytovatel	Termín
1.	OP PIK: Proof of Concept – Výzva IV	Ministerstvo průmyslu a obchodu ČR	16.11.2020
2.	Agriculture and Food Research Initiative - Foundational and Applied Science Program (USDA-NIFA-AFRI-007052)	United States Department of Agriculture	18.11.2020
3.	PROGRAM PODPORY CESTOVNÍHO RUCHU PRO ROK 2021	Magistrát hl. m. Prahy	23.11.2020
4.	Rondane - Výzva pro předkládání žádostí o podporu na implementaci opatření na ochranu biodiverzity (č. SGS-1)	Finanční mechanismus EHP/Norska	30.11.2020

Aktuální semináře - aktuality

#	Název	Termín uveřejnění
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Žádosti a nové projekty



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Rychlé odkazy

- 3) To select a Call – in the overview, select the call for which you wish to submit a project application and click on the image of the “paper with a folder corner” in the row on the left to display the detailed information about the call.

ČZU Evidence Karolína Šlechtová

Menu

- Dashboard
- Výzvy**
- Žádosti
- Projekty
- Archív
- Nastavení

Nalezeno 46 záznamů

Přehled výzev

Poskyvatel: Omezení počtu podávaných projektů:
 Tuzemské / mezinárodní: Režim de minimis:
 Název / označení soutěže obsahuje: Způsobilost investičních nákladů:
 Číslo soutěže obsahuje: Způsob podání:
 Počet žádostí: Datum ukončení výzvy:
 Počet projektů: Interní termín pro podání žádosti:

Poskyvatel	Mezinárodní	Název/označení soutěže	Č. soutěže	Počet žádostí/projektů	Omezení počtu proj.	Režim de minimis	Zpús. invest. nákladů	Způsob podání	Datum ukončení výzvy	Int. termín podání žádosti
 Finanční mechanismus EHP/Norska	ano	3. výzva k předkládání návrhů Projektů inkluzivního vzdělávání	EHP2006	0 / 0	ne	ne	ne	Prostřednictvím aplikace poskytovatele	03.03.2021	01.03.2021
 Finanční mechanismus EHP/Norska	ano	3. výzva k předkládání návrhů Projektů institucionální spolupráce	EHP2003	0 / 0	ne	ne	ne	Prostřednictvím aplikace poskytovatele	17.12.2020	14.12.2020
 Finanční mechanismus EHP/Norska	ano	3. výzva k předkládání návrhů Projektů mobility	EHP2004	0 / 0	ne	ne	ne	Prostřednictvím aplikace poskytovatele	10.02.2021	05.02.2021
 Finanční mechanismus EHP/Norska	ano	3. výzva k předkládání návrhů Projektů odborného vzdělávání	EHP2005	0 / 0	ne	ne	ne	Prostřednictvím aplikace poskytovatele	24.02.2021	19.02.2021
 United States Department of Agriculture	ano	Agriculture and Food Research Initiative - Foundational and Applied Science Program (USDA-NIFA-AFRI-007052)	USDA2001	1 / 0	ne	ne	ne	Prostřednictvím aplikace poskytovatele	18.11.2020	
 TA ČR	ne	Biodiv/Restore Call 2020	TACR2011	0 / 0	ne	ne	ne	Prostřednictvím aplikace poskytovatele	07.12.2020	01.12.2020

4) Detailed information about the call with the “New Application” button will display at the bottom of the screen. Click on the button.

The screenshot shows the 'Karta výzvy (projektu/soutěže)' page in the ČZU Evidence system. The page is divided into several sections:

- Header:** ČZU Evidence logo, user profile 'Karolína Šlechtová', and last update info: 'Poslední úpravu provedl: Patrik Toula 20.10.2020 13:03:39'.
- Navigation:** A dark sidebar on the left contains 'Menu', 'Dashboard', 'Výzvy', 'Žadosti', 'Projekty', 'Archív', and 'Nastavení'.
- Form Fields:**
 - Poskytovatel *:** TA ČR
 - Název/označení soutěže *:** BiodivRestore Call 2020
 - Popis:** A large text area containing the call description in Czech and English. The English text includes: 'Studying the biological and biophysical processes at stake for conservation/restoration, and their interactions', 'Assessing trade-offs and synergies between targets, benefits and policies for conservation and restoration', and 'Knowledge for improving the effectiveness and upscaling of conservation and restoration actions'.
 - Číslo soutěže *:** TACR2011
 - Omezení rozpočtu:** 'od 0' and 'do 150 000,00'
 - Spolufinancování (min.):** 15,00 %
 - neveřejné zdroje:**
 - Nepřímé náklady / režie:** 25,00 %
 - Měna *:** EUR
 - Datum ukončení výzvy *:** 07.12.2020
 - Interní termín pro podání žádosti:** 01.12.2020
 - Omezení počtu podávaných projektů:**
 - Režim de minimis:**
 - Způsobilost investičních nákladů:**
 - Jde o VaV projekt:**
 - Způsob podání *:** Prostřednictvím aplikace poskytovatele
 - Další informace:** <https://www.tacr.cz/soutez/biodivrestore/call-2020-6/>
 - Metodický konzultant ORPŘ *:** Patrik Toula
- Buttons:** 'Smazat', 'Uložit', 'Zpět', and 'Nová žádost' (highlighted with a red box).

- 5) The form for registration of project application will open. To save the application draft, just fill in the fields with one asterisk. To send the application to the management for approval, all mandatory fields must be filled in (indicated with two asterisks **).

CZU Evidence Karolína Šlechtová

Menu

- Dashboard
- Výzvy
- Žádosti
- Projekty
- Archív
- Nastavení

Karta projektové žádosti

Obecné údaje [Přiložené soubory](#)

Název *	<input type="text"/>	Číslo projektu	TACR2011
Stručný popis (cíle) projektu **	<input type="text"/>		
Oblast vzdělávání **	-- Vyberte oblast vzdělávání --	Poskyvatel	TA ČR tuzemský
Hlavní řešitel **	-- Vyberte hlavního řešitele --	Výzva *	Biodiv/Restore Call 2020
Pracoviště hlavního řešitele **	-- Vyberte pracoviště hlavního řešitele --	Celkový rozpočet projektu **	<input type="text"/> EUR
Kontaktní osoba **	-- Vyberte kontaktní osobu --	Rozpočet projektu za ČZU **	<input type="text"/> EUR
Zveřejnit	<input type="checkbox"/>	- z toho spolufinancování **	<input type="text"/> EUR
ČZU koordinátorem projektu	<input type="checkbox"/>	- nevěřejné zdroje	<input type="checkbox"/>
Koordinátor projektu **	-- Vyberte koordinátora projektu --	- z toho nepřímé náklady/režie **	<input type="text"/> EUR
Spoluřešitelská organizace	-- Vyberte organizaci --	Doba řešení projektu **	od <input type="text"/> do <input type="text"/> délkou (měs) <input type="text"/>
Stav žádosti	<input type="text"/>		

Jméno	Datum / čas	Poznámka
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Uložit koncept Zpět

Odeslat ke schválení nadřízenému (**)

- Complete the title and characteristics (objectives) of the project.
- Select an area of education (defined in connection with institutional accreditation).
- Specify the project team in the left column, and the budget and duration of implementation in the right column.
- In terms of the subsequent approval, the following information is crucial: the researcher's key person (including the department) and the level of co-funding (or, as appropriate, the amount of indirect costs).
- An application under preparation can be saved by clicking on the button "Save Draft".
- By clicking on the button "Publish", basic information can be viewed on the tab Applications and Projects (in order to prevent multiple applications regarding one topic)
- After completing the mandatory fields, send by clicking on "Sent to the Supervisor for Approval" - after the application is sent for approval, the relevant supervisor will receive notification and the researcher's application will be transferred to the folder Approved Projects on the dashboard.

Contact person and approval

The application card can be completed by the applicant or contact person (a representative of the Centre for Projects Implementation), both of them can send the application for approval; the person responsible for the application submitted is the applicant/researcher in the sense of the applicable Directive.

Annexes

You can attach relevant documents to your application - second tab "Attached files". This will enable the approver to consult these files and documents.

6) Information on the approval process can be found in the application details.

CZU Evidence Karolína Šlechtová

Karta projektové žádosti - pouze ke čtení Poslední úpravu provedl: uložit: Karolína Šlechtová 16.11.2020 15:14:02

Obecné údaje Přiložené soubory

Název *	test	Číslo projektu	TACR2011001
Stručný popis (cíle) projektu **	test		
Oblast vzdělávání **	Biologie, ekologie a životní prostředí	Poskytovatel	TA ČR tuzemský
Hlavní řešitel **	Šlechtová Karolína	Výzva *	Biodiv/Restore Call 2020
Pracoviště hlavního řešitele **	Oddělení rozvoje a projektového řízení	Celkový rozpočet projektu **	1 000 000,00 EUR
Kontaktní osoba **	Beránek Josef	Rozpočet projektu za ČZU **	100 000,00 EUR
Zveřejnit	<input type="checkbox"/>	- z toho spolufinancování **	0,00 EUR
ČZU koordinátorem projektu	<input checked="" type="checkbox"/>	- nevěřejné zdroje	<input type="checkbox"/>
Spoluřešitelská organizace	-- Vyberte organizaci --	- z toho nepřímé náklady/režie **	25 000,00 EUR
Stav žádosti	Interně schvalovaná nadřízeným	Doba řešení projektu **	od 01.01.2021 do 31.12.2022 délka (měs) 24
Schvaluje	Josef Beránek		

Jméno	Datum / čas	Poznámka
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[Zpět](#) [Sdílet kartu](#) [Schválit a odestat ke schválení tajemníkem](#) [Zamítnout](#)

Description of the approval process of project applications

Step 0: certain Faculties may require mandatory consultations with a member of the Centre for Projects Implementation or the Vice-Dean for R&D - use the function/button “Share the Card”.

Step 1: approval of the applicant’s immediate supervisor (according to the Department specified) with respect to the compliance with objectives and duties of the Department.

Step 2: if the number of applications is limited, a consultant of the ORPŘ is notified and subsequently informs the Centre for Projects Implementation and the Senior Vice-Rector.

Step 3: approval by the Faculty Secretary with the view of the budget and arrangement for co-funding.

Step 4: approval by the Faculty Dean (director of the Institute of Education and Communication - IVP) with respect to compliance with the strategy of the respective component of the ČZU.

The approval process is always displayed in the current status of the project. The status information also includes the name of the staff member who is to carry out the next step. On the dashboard, the approval process is expressed as a fraction (the current step of the total number of steps).

If the supervisor is also one of the other approvers, he/she approves the application only once.

Application statuses – the following statuses can show for applications in the EP over time:

- Under preparation – in this status, the application can be seen only by its author, who can edit the application until it is sent to the approval workflow
- Internally approved by the supervisor
- Internally approved by the call administrator of the ORPŘ (the methodological consultant of the ORPŘ enters the approval workflow if the application card indicates the options “Limitation of the number of projects submitted” and “De minimis mode”)
- Internally approved by the Secretary
- Internally approved by the Dean
- Internally approved
- Submitted – This status is manually set by a staff member of the ORPŘ
- Approved by the provider – This status is manually set by a staff member of the ORPŘ
- Not implemented (if not approved by the provider or if declined by the researcher). This status is manually set by a staff member of the ORPŘ

7) If a project or grant is approved, the ORPŘ will create a project in the EP with all details, including the budget and contract.

CZU Evidence Karolína Šlechtová

Menu: Dashboard, Výzvy, Žadosti, Projekty, Archiv, Nastavení

Karta projektu

Poslední úpravu provedl: Patrik Toula 10.11.2020 14:22:02

Obecné údaje **Rozpočet** Příložené soubory

Název * Using community-based approaches to assess the threats to pangolins (Pholidota) in the Central African Číslo projektu RF2001001

Název (anglicky) Using community-based approaches to assess the threats to pangolins (Pholidota) in the Central African Republic

Stručný popis (cile) projektu * Pangolins (Pholidota, Manidae) are identified as one of the most trafficked mammals worldwide with an estimate of >1 million pangolins being illegally traded. Due to the difficulties of using the standard ecological methods commonly used for large mammals to monitor pangolins, alternative techniques such as community surveys are frequently being used. The study will be carried out in the Central African Republic to continue research that has been started already in the Republic of the Congo. To achieve our goals, we will conduct questionnaires in the villages located in the Sangha-Mbaéré region and bushmeat markets in Bangui.

Číslo projektu dle poskytovatele * 30382-2 Číslo zakázky

Číslo smlouvy Celkový rozpočet projektu 6 000,00 GBP

Jde o VaV projekt Režim financování * Ex ante

Oblast vzdělávání Biologie, ekologie a životní prostředí Rozpočet projektu za ČZU 6 000,00 GBP

Hlavní řešitel * Sviacká Markéta - z toho spolufinancování 0,00 GBP

Pracoviště hlavního řešitele * Katedra aplikované geoinformatiky a územního - neveřejné zdroje

Kontaktní osoba * Sviacká Markéta - z toho nepřímé náklady/režie 0,00 GBP

ČZU koordinátorem projektu Způsob výpočtu režie * Nezpůsobila

Spolupříteláská organizace -- Vyberte organizaci -- Režim DPH * Hlavní činnost - H

Poskytovatel Rufford Foundation Číslo účtu * 500022222/0800

zahraniční Délka řešení projektu dle žádosti (měs.) 12

Výzva Rufford Small Grant Datum zahájení realizace * 01.06.2021

Zodpovědný pracovník EO Tetiana Bazilevska V režii ORPŘ Datum podpisu smlouvy/přijetí rozhodnutí 23.07.2020

Stav projektu Před realizací Datum ukončení * 30.06.2022

I am informed that we have been awarded a subsidy

Step 1: The applicant forwards the information to the consultant and discusses with him/her the method of checking the draft contract/decision.

Step 2: Based on the draft contract and binding parameters, the consultant adds information to the project card.

Step 3: I The consultant makes the information available to the EO to generate a pre-filled Registration Project Sheet.

Step 4: The researcher and an authorized staff member of the EO checks and supplements the Registration Sheet, a staff member of the EO creates the contracts and enters them in the application.

Step 5: The consultant adds the final information to the project card, including the date when the contract was signed/decision was issued; the project application will be “moved” to implementation on the start date of the project (with specification of the date when the contract was signed/decision was issued).

Step 6: The basic information on the project is available at any time to the researcher and approvers for the purpose of monitoring the implementation process.

Project statuses – the following statuses can show for projects in the EP over time:

- Before the implementation – If the start date of the implementation is in the future
- Under implementation (without a contract) - If the start date of implementation is in the past, the end date is in the future, and the Date of signing the contract/acceptance of decision is not filled in
- Under implementation - If the start date of implementation is in the past, the end date is in the future, and the Date of signing the contract/acceptance of decision is filled in
- Completed – If the end date is in the past and the ORPŘ user did not select the option “To be Archived”
- Archived – If the end date is in the past and the ORPŘ user selected the option “To be Archived”

8) Application users are offered the options to filter and export

The screenshot displays a web application interface with a light blue background. It features a grid of filter options on the left and right sides, each with a text input field and a dropdown menu. The filters include 'Název', 'Stav žádosti', 'Hlavní řešitel', 'Pracoviště hlavního řešitele', 'Fakulta hlavního řešitele', 'Číslo žádosti/projektu obsahuje', 'Oblast vzdělávání', 'Kontaktní osoba', 'Poskytovatel', 'Název / označení soutěže obsahuje', 'Celkový rozpočet projektu', 'Doba řešení projektu od', 'Doba řešení projektu do', 'Datum ukončení výzvy od', 'Datum ukončení výzvy do', 'Způsobilost investičních nákladů', and 'Spolufinancování'. At the bottom left, there is a 'Nová žádost' button. At the bottom right, there is an 'Export' button. A red box highlights the 'Filtrovat' and 'Resetovat filtr' buttons in the bottom left corner, and another red box highlights the 'Export' button in the bottom right corner.

Overview of applications

- Filtering
- Export of complete data

Overview of projects

- Filtering
- Export of complete data

Overview of archived applications and projects

- Filtering
- Export of complete data

Signing of the grant contract and commencement of the project

Once the project funding is approved, the ORPŘ will arrange for the signing of a grant or co-research contract and the allocation of a contract number. Research and scientific projects will be automatically uploaded into the database of scientific and research projects for reporting project results in the application <http://cv.czu.cz> from the Register of Projects.

In addition, the ORPŘ will ensure that the contract is checked by the Legal Department. For the purpose of obtaining signatures of the ČZU statutory representative, researchers are obliged to supply the ORPŘ with the documents at least three days before the submission deadline.

On concluding contracts, researchers must observe the procedure prescribed in Rector's Directive No. 9/ 2019 *Principles and Procedure for the Application, Recording and Settlement of External Grants and Projects*.

Change management of projects

The entry into the contract will obviously bring with it the first demands for changes of the project. However, changes are possible only after the contract is thoroughly examined, together with requirements imposed by the provider since most changes can be made only subject to prior consent of the provider.

Legislative framework

➤ *ČZU internal regulations*

- Rector's Directive No. 8/2017 - Economic and Non-Economic Activities in the Conditions of the Czech University of Life Sciences Prague
- Rector's Directive No. 9/ 2019 - Principles and Procedure for the Application, Registration and Settlement of External Grants and Projects.
- Rector's Directive No. 3/2014 – Protection of Intellectual Property at the Czech University of Life Sciences Prague
- Rector's Directive No. 6/2019 – Instruments and Bodies for the Application of the ČZU Licensing Policy
- Bursar's Directive No. 6/2017 – Performance of Indirect/flat-rate Costs for Projects where the FLAT RATE Method is applied
- Bursar's Directive No. 4/2013 – Circulation of accounting records
- Bursar's Directive No. 2/2019 – Determination of the VAT Deduction Scheme for Subsidized Projects
- Bursar's Directive No. 29/2012 – Principles for Issuing Labels with RFID Chips for Newly Procured Assets
- Bursar's Directive No. 5/2017 - Public Procurement
- Bursar's Directive No. 13/2011 on Depreciation/Amortization of Tangible and Intangible Fixed Assets
- Bursar's Directive No. 5/2012 – Performance of supplementary Activities
- Bursar's Directive No. 1/2012 – Financial Control – the ČZU Internal Control System
- Bursar's Directive No. 2/2012 – Chart of Accounts
- Bursar's Directive No. 7/2012 – Travel Compensation
- Bursar's Directive No. 11/2012 – Execution of Agreements for Work Performed outside Employment
- Bursar's Directive No. 16/2012 – Methodology for Calculating the Percentage of Overhead Surcharge
- Bursar's Directive No. 1/2018 – Rules for Rental of ČZU Property
- Bursar's Directive No. 24/2012 - Principles for the Use of Accounts of Accrued Expenses and Revenues

➤ *Legislation of the Czech Republic*

- Act No. 130/2002 Coll., on the Support for Research, Experimental Development and Innovation
- Government Decree No. 397/2009 Coll., on the Information System of Research, Experimental Development and Innovation
- Act No. 111/1998 Coll., on Higher Education Institutions
- Act No. 137/2006 Coll., on Public Procurement
- Act No. 227/2006 Coll., on Research into Human Embryonic Stem Cells
- Act No. 121/2000 Coll., on Copyright and Related Rights
- Act No. 527/1990 Coll., on Inventions and Improvement Proposals
- Act No. 478/1992 Coll., on Utility Models
- Act No. 207/2000 Coll., on the Protection of Industrial Designs
- Act No. 441/2003 Coll., on Trademarks
- Act No. 262/2006 Coll., Labour Code
- Regulation of the Ministry of Labour and Social Affairs No. 328/2014 Coll.

➤ *Legislation of the EU*

- Regulation (EU) No. 1290/2013 of the European Parliament and of the Council

- Commission Regulation (EU) No. 651/2014
- Communication from the European Commission - Framework for State aid for research and development and innovation (2014/C 198/01)

