



Dean's Measure No. 18/2021

Rules for Preparation of International Projects

The Dean's Measure regulates the notification obligation for the preparation of applications for international projects. The aim of the Dean's Measure is to ensure internal notification about these activities, the allocation of funds for eventual co-financing and the assistance in the preparation of project applications.

- 1) The main applicant of a foreign project (= a project evaluated by an entity outside the Czech Republic) must immediately transmit information on the intention to submit a new project to the head of the relevant laboratory, the Vice-Dean for Science and Research, the Vice-Dean for International Relations and the Registrar (it can be done by email).
- 2) In preparing a project application, the proposer may use the support for the preparation of international projects within the Unit of Project Managers of the Dean's Office of the FFPW USB.
- 3) At least 5 working days before the deadline, the main applicant shall submit a draft project for financial and administrative check to the faculty Registrar. The proposer is obliged to draw attention to the level of co-financing and the planned purchase of investments.
- 4) If the relevant Vice-Deans and the Registrar are not informed about the project intention, the Dean of the faculty will not sign a letter of recommendation (cover letter), which is a necessary part of the documentation essential for signing the application or later the project contract by the statutory representative.
- 5) The Dean decides based on the proposal of the Vice-Dean for International Relations to pay a reward for the submission of an international project. The reward is proposed after meeting all formal conditions considering the quality of the prepared application, size of the FFPW USB team, budget for the FFPW USB and prestige of the provider.
- 6) In the case of using a paid service provided by an external entity ensuring the preparation and submission of a project application, the laboratory (laboratories) of the project team, the relevant CENAKVA research program and the Center participate in the payment of related costs by a pre-agreed share. When using the paid service, it is assumed that the reward of the project team for submitting the project application (see point 5) will be proportionally reduced according to the extend and total price of the paid services which were provided.

This Dean's Measure takes effect on 25.3.2021.

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Dean of FFPW USB