
FFWS Project Application Procedure

Article 1

Introductory provisions

(1) This Dean's Regulation is valid for the Faculty of Forestry and Wood Science (hereinafter "FFWS") of the Czech University of Life Sciences in Prague (hereinafter "CZU") and determines the FFWS Project Application Procedure.

(2) This Regulation is elaborated in particular in accordance with Rector's Directive No. 10/2019 Principles and Procedure for Submitting, Recording and Billing External Grants and Projects of 5 December 2019.

Article 2

FFWS project application procedure

(1) As soon as possible after the announcement of the project call by the Provider, but no later than 30 days before the deadline for submitting the application to the relevant Provider, the Applicant is obliged to send the information on starting the preparation of the project submission (hereinafter "Idea") to projects_FFWS@fd.czu.cz via the Head of the relevant department/faculty workplace. By sending the Idea, the Head of the Department expresses their consent with starting the preparation of the project application by the department/faculty workplace and concordance with the current activities of the department. Simultaneously, they confirm that this is a well-submitted project application and that the project will have a high potential for FFWS.

(2) The project is submitted in the form of an Excel spreadsheet (Appendix to this Regulation) and must contain the following information¹:

- a) the title, project number (if any), and a brief description of the project,
- b) basic identification of the grant provider and the call,
- c) focus area (selection from the code list),
- d) name and workplace of the main researcher for FFWS,
- e) information on whether CZU is the main researcher,
- f) name of the main researcher, if it is not CZU,
- g) names of other partners,
- h) the total budget of the project,

¹This information must be known at least 2 weeks before project submission. To approve a project Idea 30 days before the submission deadline, it is necessary to know at least the call, a brief description of the project, or the FFWS task and, in the case of co-financing, its estimated amount.

- i) the total budget allocated to FFWS,
- j) the required amount of co-financing,
- k) the amount of overheads,
- l) project duration,
- m) names of the proposed research team members, incl. their working hours.

Article 3

Project approval procedure

- (1) FFWS management shall comment on the Idea through an authorized member of FFWS management.
- (2) The subject of comment and approval of the Idea by FFWS management is in particular:
 - a) the topic of the project with regard to current FFWS scientific and research activities or priority outputs for the application sphere,
 - b) project staff from the point of view of the working hours of the project researchers,
 - c) project budget proposal.
- (3) The comment on the Idea is possible in the following options:
 - a) approval of the project without major comments; in this case it is not necessary to submit additional documents,
 - b) FFWS management requires additional information and documents; in this case, it must be specified what must be substantiated and the deadline for delivery of these particulars,
 - c) failure to approve the project; in this case, failure to approve the project must be justified by FFWS management and the applicant is not entitled to submit the project application.
- (4) The Applicant and the Head of the relevant department must be informed about the result of FFWS management's comment via e-mail from an authorized member of FFWS management within 10 working days from the day of sending the Idea at the latest.
- (5) In the case of project approval by FFWS management, the FFWS Department for Development shall, on the basis of the applicant's documents, ensure registration of the Idea in the Project Register in accordance with Art. 2 of Rector's Directive No. 10/2019 Principles and Procedure for Submitting, Recording and Billing External Grants and Projects.

Article 4

Procedure after project approval for funding

- (1) The applicant is obliged to inform FFWS management via e-mail to projects_FFWS@fld.czu.cz about the result of project evaluation immediately after receiving information on approval/rejection of the project for funding by the grant provider.

(2) If the project is approved, the researcher shall send a financing agreement (grant contract, contract on providing grant, etc.) to the Department for Development, which shall provide comments from the Legal Department and the signature of the statutory representative.

(3) The Department for Development, in cooperation with the Faculty Secretary and the CZU Economic Department, shall ensure the establishment of the relevant accounting orders, appropriate setting of the VAT regime, etc.

(4) FFWS management, in agreement with the researcher, shall decide whether and how the Dean's workplaces will be involved in the implementation of the project.

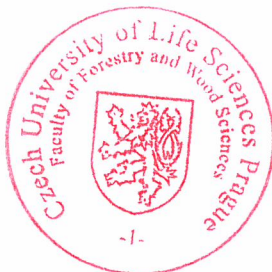
(5) During the implementation of the project, the researcher shall inform the Department for Development of any changes in the project, especially those leading to the issuance of an amendment to the financing agreement. The Department for Development will ensure the signature of the statutory representative.

Article 4

Final Provisions

(1) This Dean's Regulation comes into force and effect on the day of its signature by the Dean.

Prague, 13/02/2020



prof. Ing. Róbert Marušák, PhD.
FFWS Dean

Appendixes:

Appendix 1: Basic information on the project Idea

Basic Information On The Project Idea

Project name		
Project number (where applicable)		
Brief description (objectives) of the project		
Education - selection from the code list		
Grant provider		
Call		
Researcher for CZU (name of CZU employee)		
Main researcher's workplace (department, excellent department)		
Contact person		
CZU is a coordinator of the project		
Organization of the project coordinator (if CZU is not a coordinator)*		
Co-researcher organization/s*		
Total project budget		
Project budget for CZU		
of which co-financing		
of which indirect costs/overheads		
Project duration		
Names of other members of the FFWS research team**		Planned working hours
1		
2		
3		
4		
5		

* state Czech and Slovak institutions in their original names, others in English, if the official English name exists

** add as many rows as needed

