

**Measure of the Director of Central European Institute of Technology of
Masaryk University No. 6/2016**

Internal Budget Rules of CEITEC MU

(as amended, effective as of 1st January 2020)

Pursuant to Article 4.6 of the Rules of Organization of the Central European Institute of Technology of Masaryk University, I hereby issue the following Measure:

Article 1

Subject Matter

This Measure determines the rules for the preparation and administration of the budget of the university institute CEITEC MU (hereinafter the "Institute") and for the management of internal budgetary relations within the Institute.

Article 2

Budget of the Institute

- (1) The budget represents a binding plan of revenues and costs of the Institute that is prepared on annual basis, in compliance with applicable internal rules of MU and the rules of individual providers applicable with respect to various sources of the budget revenues.
- (2) The main sources of the budget revenues of the Institute are the following:
 - a) resources for the support of long-term conceptual development of the research organisation (institutional support) pursuant to the Act on the Support of Research, Experimental Development and Innovations;
 - b) contribution for education activities pursuant to the Higher Education Act;
 - c) subsidies from the National Sustainability Programme II ("NPU");
 - d) other public contributions of domestic and international providers;
 - e) financial income from donations;
 - f) financial income from foundations and foundation funds;
 - g) income generated from business activities (primary and supplementary).
- (3) The costs of the Institute are reflected in the budget in the following structure:
 - a) common costs of the Institute, including:
 1. the Institute's share on common costs of MU planned in the budget of MU (contribution to the centralised resources of MU);
 2. the Institute's share on common costs of the operation of the university sites dislocated in MU buildings administered by Bohunice University Campus or, as the case may be, administered by other parts of the university and on the costs used for the use of other premises not owned by MU;

3. the Institute's share on the costs of the Central Management Structure of the CEITEC consortium based on the budget approved by the CEITEC Coordination Board;
 4. costs of the Institute's budget programmes (Art. 3);
 5. salary and other personnel costs of the employees of the administrative section and the Director's office;
 6. operating costs of the administrative section and the Director's office, broken down based on subject-matter criteria;
 7. costs of any project co-financing, if included in the budget as a part of the Institute's common costs;
 8. reserves;
- b) costs of the scientific worksites, including:
1. costs of implementation of common activities of the research centres, broken down based on subject-matter criteria;
 2. budgets of research groups, broken down based on the resources, including the Institute's contribution (Art. 4 and 5) and the financial assistance refunds, if applicable (Art. 6);
 3. budgets of other sites, broken down based on the resources, including the Institute's contribution, if applicable (Art. 8).

Article 3

Budget Programmes

- (1) A budget programme (Art. 2.2 a), point 4) is a support of common activities (priorities) of the Institute, determined in terms of subject matter and time period, in line with the strategic plan of the Institute.
- (2) A budget programme is approved (and, if applicable, amended and cancelled) by the Director, following its discussion in the Director's board, usually as a multi-year programme. A budget programme is determined by the pre-defined total allocation of funds for the term of its existence, including possible breakdown into individual years of the budget programme existence, and represents a binding basis for the preparation of budget during the term of the budget programme existence.
- (3) The funds of the budget programme can be used for financing of individual scientific worksites only if this is expressly stipulated in the terms of the given budget programme and if there are criteria determined based on which the budget programme funds are re-allocated among the scientific worksites (usually based on an internal tender).

Article 4

Contribution of the Institute into the Budgets of Research Groups

- (1) The Institute's contribution to the budgets of research groups is allocated primarily from the resources stipulated in Art. 2.2 a) – c); For covering costs non-eligible for the NPU subsidy funds other suitable resources are utilised to the extent necessary, in particular the institutional support.

- (2) The Institute's contribution to the budgets of research groups consists of the general group-wide contribution (paragraph 3), taking into consideration any deductions, if applicable, (paragraph 4) and a performance-related part (paragraph 5).
- (3) The general group-wide contribution to the budgets of research groups equals at least CZK 2 million per year and if the budget allows, may be increased for any particular year.
- (4) The general group-wide contribution consists of a fixed part amounting to CZK 1 million and a variable part amounting to CZK 1 million. If the head of the particular research group has a total workload lower than 0.8 FTE, the variable part shall be decreased. In such case, the decrease shall be determined according to the formula:

$$\text{CZK 1 million} \times (0.8 - \text{current workload}) / 0.8$$

For the decreasing purposes, the total workload amount of the head of the research group valid as of 1 January of a calendar year shall be the decisive factor.

- (5) The performance-related part of the budget is allocated based on the scientific achievements according to the rules for the bonus contribution which is an annex of this Measure.
- (6) The contribution calculated pursuant to paragraphs 3 and 4 above is further increased by
 - a) an amount of maximum CZK 2 million in the event of obtaining the ERC reception with the purpose of co-financing the necessary expenses related to the ERC grant implementation.
 - b) an amount of maximum CZK 2 million per year if after the termination of the ERC grant or other important international project the absence is not replaced by other similar resource. This amount can be paid out in a maximum of two consecutive years following the grant termination year.
- (7) Each scientific worksite may use, in addition to the worksite budget for covering of non-tax deductible costs, in particular the representation costs, the amount of maximum CZK 10,000 from central non-grant resources.

Article 5

Special Cases of Adjustments of the Institute's Contributions into the Budgets of Research Groups

- (1) If a research group has newly been established, the Director shall determine, subject to discussion with the research group leader, the amount of the Institute's contribution to the budget of such new research group as a fixed amount replacing all the components of the Institute's contribution listed in Art. 4 above, which shall apply for a period no shorter than 3 years and no longer than 5 years.
- (2) If a decision on termination of a research group has been adopted, the Director shall determine, taking into consideration the needs resulting from the termination of the research group activities, the amount of the Institute's contribution to the budget of such terminated research group as a fixed amount replacing all the components of the Institute's contribution listed in Art. 4 above, which shall apply for the term of the research group termination process, no longer than 1 year.
- (3) If the budget of a research group includes special-purpose resources that are not of the nature of an individual research grant (i.e. a project of institutional nature), the

Director may decide, subject to discussion with the research group leader, that such resources shall be fully or partially counted as the Institute's contribution to the research group budget.

- (4) If the research group is a joint site in the sense of Art. 38 of the Director's Measure No. 4/2016 "The Rules of Jobs Systemisation", the Director shall determine the Institute's contribution to the research group budget in line with the agreement concluded with another part of MU or with a research organisation, in proportion corresponding to MU's share on ensuring the operation of such joint site.
- (5) If the head of the research group works as a rector, vice-rector, director or deputy director of a university/CEITEC institute, he/she may request determination of a budget for the period of his/her term in office in the amount of the average value of the group budget for the preceding three years or of the average value of all research groups during the current calendar year determined according to Art. 4.3 – 4.5 above. Research group leader can make choice of one of the above mentioned regime of the budget determination when the reason for application of this measure comes into effect and this regime cannot be changed latter.
- (6) If any damage has been caused by the activities of the research group that has been compensated from the Institute's common costs, the Director may decide on reducing or withdrawing the Institute's contribution to the budget of the relevant research group up to the amount of such damage, which measure may be spread over several consecutive years. This is without prejudice to any labour-law measures relating to the responsible employee.
- (7) In the event of a breach of binding rules implied by the Internal Standards of the Institution, with the exception of cases specified in paragraph 5 hereof, the Director can decide on reduction of the allocation of the Institution to the research group budget by up to 10 % of the amount of allocation determined by the general rules; this reducing shall be applied either in the current or in the immediately following year.

Article 6

Refundable Financial Assistance for Research Groups

- (1) Depending on the possibilities of the budget, a research group may be granted a refundable financial assistance in excess of the scope of the Institute's contribution.
- (2) The provision of the refundable financial assistance is approved, upon the research group leader's request, by the Director who shall also determine the conditions and the future repayment schedule.

Article 7

Carrying Forward of Budget Entitlements

- (1) The entitlement of the research group for the funds from the Institute budget pursuant to Art. 4 above can be, depending on the possibilities and prospects of the budget, carried forward to future periods.
- (2) The carrying forward of the entitlement or a part thereof pursuant to paragraph 1 is approved by the Director based on a substantiated request of the research group leader submitted no later than by 31 March of the relevant year.

- (3) The budget entitlements carried forward shall only be exercisable in the periods to which they were carried over after the settlement of any claims duly occurring in such periods pursuant to Art. 4 and 5 above.

Article 8

Financing of Other Sites

- (1) Other sites are financed in particular from special-purpose resources provided for projects of research infrastructures and from the resources obtained by the Institute's own activities. In exceptional cases, in particular in the case of newly established sites, funds can also be provided from the Institute's contribution to the budget of another site.
- (2) In connection with the budget preparation, the head of the other site shall submit an annual plan of the other site's activities, specifying in particular the planned performance indicators of the other site in relation to the services provided.

Article 9

Common Provisions Pertaining to Budgets of Scientific Centres

- (1) The budgets of scientific worksites are further broken down into the items of personnel costs and other operating costs, possibly in a more detailed segmentation according to the rules applicable to each category of resources. The use and transfers of various cost items in terms of their subject-matter designation and time period is subject to the rules applicable to each category of resources of the scientific worksite budget.
- (2) The budget relationships when transferring resources among scientific worksites shall be governed by Measure of the Director No. 6/2015 on fees for use of devices and equipment at CEITEC MU core facilities and by Measure of the Director No. 4/2017 Determination of responsibility for operation, maintenance and repairing of the device equipment of CEITEC MU or outside of the scope of validity of the specified Measures by agreements among the individual worksites approved by the Director.
- (3) If there are several scientific worksites participating in the implementation of a certain project, the distribution of special-purpose resources of the project among the involved scientific worksites is governed by an agreement concluded among the relevant sites and approved by the Director. The approval of the agreement pursuant to the first sentence above shall be preceded by the appointment of the project investigator pursuant to applicable internal rules of MU. The details, as well as the procedures relating to the projects of institutional significance for the Institute can be regulated by a separate measure of the Director.
- (4) Income from donations, foundations and foundation funds and from economic activities represent, after the deduction of overheads, the revenue of the relevant site.
- (5) Income from the economic activity is primarily intended for covering of costs necessary for generating, securing and maintaining such income. The representation costs can amount only for a maximum of 2 % of the current year income. Higher using is possible only after a preceding agreement of the director. A positive business result of the relevant site can be carried over to the next year and shall be used for the centralised creation of funds. The spending of the own resources created in this manner, with the purpose of supporting the main activity of the worksite, shall take

place within the given site from resources allowing such spending according based on the nature of the expenses. If the business result does not allow for the creation of a fund corresponding to the positive business result generated from the relevant activities, the site shall be compensated for the positive business result from other institutional resources.

Article 10

Budgetary Measures

- (1) A budgetary measure is a change of individual items and indicators of the budget, based on the structure specified in Art. 2.2, provided that this results in an increase or a change of the items and indicators of the common costs of the Institute or of the costs of research groups, as well as decisions of the use of the budgetary reserve.
- (2) A budgetary measure that determines an increase of the overall amount of the Institute's common costs or that determines the use of the budgetary reserve in an amount exceeding 10 % of the reserve in any individual case shall be approved by the Director following its discussion in the Director's board.
- (3) A budgetary measure implementing changes of the items and indicators within the budget of a research group without changing the Institute's contribution to the research group budget, without carrying forward the group's entitlement to contributions from the Institute's budget or without the provision of refundable financial assistance shall be approved by the secretary of the Institute.
- (4) In the cases not specified in paragraphs 2 and 3 above, the Director shall decide on any budgetary measures.

Article 11

Temporary Provisions

- (1) If, in the course of the preparation of the budget for 2020, the total budget of a research group drops by more than 20 % as a result of the procedure described in Art. 4 above, the budget amount shall be evened up if permitted by the budget possibilities.
- (2) Joint scientific worksites according to Art. 3.8 of Director's Measure No. x/2019 "Rules of Jobs Systemisation" are such worksite which would be considered as such by the current internal directives or agreements with different parts of MU or other institutions.
- (3) If the provisions of Art. 5.5 above apply to the head of a research group who has assumed any of the positions specified therein prior to the effectiveness date of this Measure, the time of the commencement of the conditions specified in the aforementioned provision shall be the first month following the effectiveness date of this Measure.

Article 12

Final Provisions

- (1) Until the approval of the MU's budget, the Institute's economic management shall be governed by the draft budget prepared on the basis of the estimated financial

resources and discussed by the Director's board. Details may be determined by the Director's Measure.

- (2) The secretary of the Institute shall be responsible for the interpretation of this Measure.
- (3) The deputy director for administrative matters is appointed to supervise the observance of this Measure.
- (4) This Measure shall become valid as of the date of signature hereof.
- (5) This Measure shall become effective as of 1 January 2020.
- (6) This Measure shall apply adequately also to the preparation of the budget for 2020 taking place prior to the effectiveness date hereof.

Annexes: No. 1: Methodology of Excellent Results Evaluation

In Brno

Jiří Nantl
Director

Annex No. 1

Methodology of Excellent Results Evaluation

The methodology of evaluation of excellent results specifies the process and evaluation criteria for research groups' creative activity for the purpose of setting up their budget for the following year at the Central European Institute of Technology (hereinafter the "CEITEC MU").

Article 1
Evaluated Results

The evaluation includes all results that fully meet the following conditions:

- a) The result is marked as an article in an impacted journal (*Jimp*) according to the RIV methodology, recorded in this database in the year of evaluation processing and dedicated fully or partially to CEITEC MU in the institutional database of the Masaryk University is.muni.cz.
- b) The result is marked as type Article, Review or Letter according to the categorisation of the Web of Science database.
- c) The corresponding author presents in his/her result the affiliation with CEITEC MU and is, or was in the period of result creation, member of the particular research group at CEITEC MU.
- d) The head of the research group (the corresponding author of the result is a member of such research group) is a member of the team of authors and presents affiliation with CEITEC MU in his/her result.

Article 2
Evaluation Criteria

(1) R – Ranking

The **R** value can be determined in two ways:

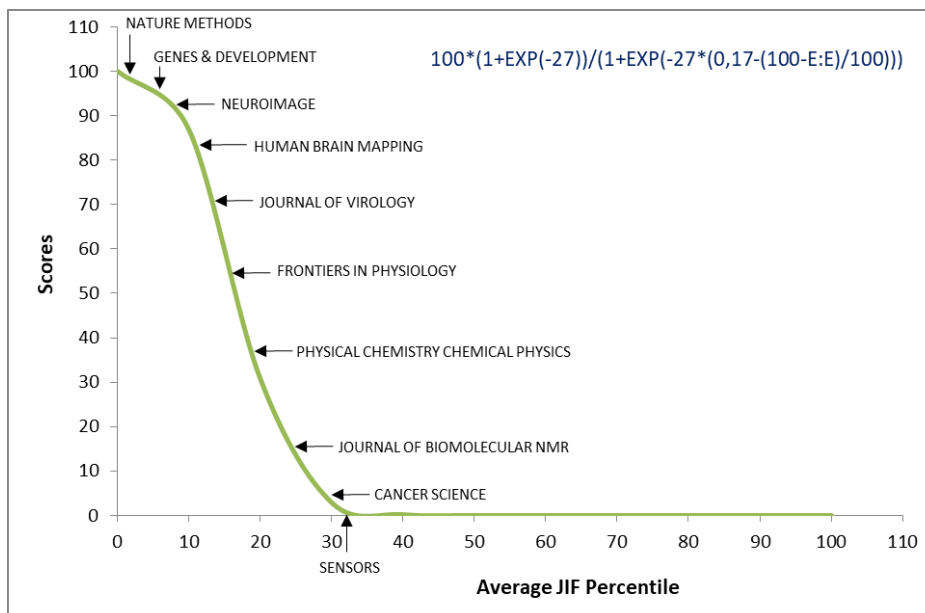
- a) Calculation based on the ranking of the journal in which the article was published within the group of journals of the given category in the given year. The ranking **R** is expressed by the **JIF Average Percentile** in the *Journal Citation Reports database*.
- b) Calculation based on independent citations of this article – the **R** value is determined by the sum of all independent citations (citations from articles in which none of authors is a co-author of the evaluated i.e. cited article) for the given time period divided by number of years since the article publishing. The year of publishing can be omitted in the calculation if it lowers the average citation of the article.

Thus calculated *real impact factor* (**RIF**) of the article shall determine the *real average percentile* (**RJIF**). Evaluation according to RIF is calculated separately for each year. Supporting data for the RIF-based evaluation, i.e. the list of citations, is always supplied by the head of the research group to which article authors belong.

(2) OS – Output Score/Point Score of the Result

Ranking is transferred to the Point score of the result by using the curve equation:

$$OS = 100 * (1 + EXP(-27)) / (1 + EXP(-27 * (0,17 - ((100 - E : E) / 100)))$$



(3) S – Share

This criterion is determined by the affiliations of the head of the research group, or those of the corresponding author, if they are not the same person. If the head of the research group or the corresponding author of the result has a multiple affiliation specified, the share **S** is determined by the number of such affiliations. For the purpose of the evaluation, only unique affiliations to various institutions (including foreign institutions) of the author (head of the research group or corresponding author) with higher number of unique affiliations to various institutions among the considered authors shall be considered.

(4) D – Dedication/Share on the Result Credited to CEITEC MU

The value of share of CEITEC MU on the result can range between 0.01 – 1, depending on the data stated in the record on the given publication in the institutional database of Masaryk University is.muni.cz.

(5) FOS – Final Output Score/Total Point Evaluation of the Result

The final point evaluation of the result is calculated as follows:

$$FOS = OS * D / S$$

Article 4

Overall Evaluation of Research Group Point Score

(1) The point score of the given research group for the given year is calculated as the sum of the point scores of all results (not scored zero) included in the evaluation.

- (2) For the purpose of setting up the budget of the research group, the final score represents the sum of final scores for the past three years - the year preceding the year of data processing and two preceding years.
- (3) If the author of the given result is transferred to another research group during the evaluated period, the score of the given result remains to the original group.

Article 5

Final Provisions

- (1) The Institute's scientific secretary shall be responsible for the interpretation of this Methodology.
- (2) The Institute's scientific secretary shall be responsible for the ongoing updates of this Methodology.
- (3) The head of the Strategy and Science Department shall be responsible for the supervision over the compliance with this Methodology.