

Masaryk University Faculty of Medicine Directive No. 1/2024

REVIEW BOARD OF THE FACULTY OF MEDICINE OF MASARYK UNIVERSITY

in the wording effective from 20 May 2024

Pursuant to Section 28(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the Higher Education Act) universities"), I issue this Directive.

Part One

BASIC PROVISIONS

I. Introductory provisions

- (1) The aim of this Directive is to establish the rules of the Review Board (hereinafter referred to as RB) as an advisory body to the Dean of the Faculty of Medicine of Masaryk University (hereinafter referred to as LF MU).
- (2) The aim of this body is to:
 - a) to minimise the risks associated with the preparation and implementation of grant projects from external providers for LF MU as the project promoter,
 - b) to maximise the positive impact of the implemented projects on the development of the faculty,
 - c) Ensure effective allocation of faculty resources (financial, space and personnel) for the preparation and implementation of grant projects.
- (3) For the purposes of this Directive, the proponent means the person who submits the project plan.
- (4) The promoter is the proponent in the phases following the approval of the RB plan.

II. Composition of the RB Advisory Body

- (1) RB consists of:
 - a) Vice-Dean for Science, Doctoral Studies and Organisational Development of the Faculty of Arts MU ("hereinafter referred to as the Vice-Dean for Science"),
 - b) Vice-Dean for Development and Studies in Clinical Fields of General Medicine at the Faculty of Medicine MU,
 - c) Secretary of the Faculty of Medicine MU,
 - d) chairman of the Ethics Committee of the Faculty of Arts MU,

e) Head of the LF MU Project Support Department (hereinafter referred to as OPP).

1

Digitally signed by
prof. MUDr. Martin Repko, Ph.D.
14.05.2024

A grey rectangular icon with a white outline, containing a stylized signature and the date 14.05.2024.

Part Two
RB ORGANISATION

III. Organisation of RB meetings

- (1) The RB discusses both project plans and projects that are already in the implementation phase.
- (2) The RB discusses projects and plans concerning:
 - a) international projects (Horizon Europe, Erasmus+, FM EEA Norway, etc.),
 - b) operational programmes,
 - c) selected national projects:
 - Technology Agency of the Czech Republic (TAČR),
 - Grant Agency of the Czech Republic (GAČR), JUNIOR STAR and EXPRO projects,
 - other projects with a budget over CZK 20 million incl. VAT,
 - projects with co-financing defined by the grant call,
 - projects requiring co-financing from the faculty's investment resources.
- (3) In addition to the listed types, any RB member may propose that another project or project plan be discussed at the MU Faculty of Medicine.
- (4) The RB discusses plans and projects regardless of the role of LF MU in the project, i.e. both those where LF MU is a partner and those where it is a coordinator.
- (5) The RB will establish well in advance the list of projects to be presented at the next RB meeting.
- (6) The RB meets regularly, at least once a month, unless the Vice-Dean for Science decides otherwise. The OPP representative shall inform all concerned proposers/supervisors and members of the RB of the date of the RB meeting at least 2 weeks before the scheduled date of the meeting. At the same time, the dates are published on the RB website and through the regular Grants newsletter.
- (7) The organisation of the RB meetings, the schedule, the venue and all necessary documents are provided by the OPP.
- (8) The OPP will prepare all relevant documents for the RB meeting and send them to the RB members at least 3 working days before the meeting.

- (9) As a standard, the proposer/researcher attends the RB meeting in person, but in exceptional and justified cases he/she may be allowed to participate online. The proposer/researcher may request online participation no later than the day of the RB meeting by sending a contact e-mail to the Head of the OPP Unit.
- (10) The Dean of LF MU has the right to be present at the RB meeting and to act as an advisory voice
- (11) A quorum of the RB shall consist of the presence of more than half of all members.
- (12) The RB decides by vote. This is conducted by the Vice-Dean for Science, or in his absence by another authorised member of the RB, and the vote is taken by attendance and in public.
- (13) A decision, recommendation or measure is adopted if a majority of the RB members present are in favour of it.
- (14) Minutes are taken of the proceedings of the RB meeting and the results of the deliberations.
- (15) The proponent/researcher will be informed of the outcome of the deliberations in writing no later than 2 working days after the end of the RB meeting.

IV. Extraordinary session of the RB

- (1) In the event that the Vice Dean for Science decides that it is necessary to discuss the project plan in an accelerated procedure, he/she may order an extraordinary RB meeting outside the regular monthly RB meeting dates.
- (2) The representative of the OPP shall inform all affected proponents/researchers and members of the RB of the date of the extraordinary RB meeting at least 3 days before the scheduled date of the meeting.
- (3) The OPP shall prepare all relevant documents for the extraordinary RB meeting and send them to the RB members at least 1 working day before the meeting.
- (4) The participation of all members and proponents/researchers is ensured in an online format, by video conference call.

V. Discussion of project plans

- (1) The proponent of the project according to Article III, paragraph 2 is obliged to duly fill in and submit the completed Annex 1 - Project Plan before the RB meeting. The project proposal must be sent by the proposer to the email address of the Head of the

OPP Unit at least 5 working days before the RB meeting.

- (2) In the case of an extraordinary meeting, this period is reduced to 2 working days before the extraordinary RB meeting.
- (3) During the RB meeting, the proponent will present the project plan to the RB members.
- (4) The appellant will mainly focus on:
 - a) introduction of the academic team for the preparation and eventual implementation of the project,
 - b) assessment of the capacity for project implementation (staff, space),
 - c) description of project outputs with emphasis on specific outputs guaranteed by LF MU,
 - d) description of the benefits of the project for LF MU.
- (5) The RB will then decide whether or not to approve the preparation or submission of the proposed project.

VI. Discussion of project implementation

- (1) During the RB meeting, the project investigator will present the status of the project to the RB members, focusing on:
 - a) the project schedule and the achievement of project milestones,
 - b) the achievement of project objectives and outputs,
 - c) budget execution,
 - d) the status of implementation of public contracts, if relevant,
 - e) an assessment of the cooperation within the consortium, if relevant,
 - f) risks that could jeopardise the proper implementation of the project.
- (2) RB members can ask questions related to the project implementation during the discussion. Subsequently, the RB will decide on recommendations or actions related to the project.

Part Three

FINAL PROVISIONS

VII. Final provisions

- (1) The interpretation of the individual provisions of this Directive and the updating of this Directive is entrusted to the Legal Department of the Faculty of Medicine of Masaryk University.
- (2) This Directive supersedes all previous versions of Directive 1/2024 of the Review

Board of the Faculty of Medicine of Masaryk University.

- (3) Compliance with this directive is monitored by the Vice-Dean for Personnel Affairs,
Internal Organisation and Legislation of the MU Faculty of Arts.
- (4) This Directive shall enter into force on the date of signature and shall come into force on 20
May 2024.
- (5) An integral part of the Directive is its Annex, Annex 1 - Project Plan.

prof. MUDr. Martin Repko, Ph.D.

Dean of LF MU

Annex 1 - Project plan

Project title / working title:

The project's waiting period:

From:

Do:

Project promoter:

LF involvement in the project:

Senior Project Coordinator:

LF workplace:

People involved:

Donor:

Výva:

Project budget:

Expected investments (over 40/60 thousand CZK) YES NO

Co-financing YES NO

All co-financing:

Source of co-financing:

Brief description of the project: see Annex 1

Project readiness status:



Záměr project
Příloha 2
Brief description of the project

Projekt:	Author:	Datum:
----------	---------	--------

<p>PROBLÉM what are the 3 r+paicve for which the prayers are solved*</p>	<p>ČÍLOVÉ SKUPINY cílových skupin/společnosti? Je potř řešení poptávána? Existují k tomu cílovou skupinu?</p>	<p>UNIQUE VALUE OF THE SHADE What can't anybody buy for you* Why should you do it? And for what?</p>	<p>EXCELENCE What can't anybody buy for you* Why should you do it? And for what?</p>	<p>CÍLOVÉ SKUPINY</p>
<p>EXISTING ALTERNATIVE Jaké řešení je k dispozici dnes? Jak řeší cílové skupiny svůj problém Yes?</p>	<p>INDICATORS Coznameú4spe 'ňajljjjbbudetemek?</p>	<p>THE MISSING EXPERTIZE Jakou expenizu (gartnery, scakeholaery) partneři pomohou?</p>	<p>DISSEMINATION AND USE VÝSLE ŔKU if you get to the target groups Where are the areas of application of the result</p>	<p>THE FIRST SWALLOWS S kým můžete začít pracovat nejdrve? Co už je připraveno (základní data, analýzy,</p>
<p>COST STRUCTURE For ewill we have a),co[ebno]eporešeuipouěba)ü,ky,pw[ro]e,poupa,vá z n"m" l[çdkuRR]“</p>		<p>PROJECT RISKS Jatějmuť“ 3ne) raze riükarea,asego)euü“</p>		