

Directive of the Faculty of Medicine of Masaryk University No. 1/2024**REVIEW BOARD OF THE FACULTY OF MEDICINE OF
MASARYK UNIVERSITY**

In accordance with § 28 paragraph 1 of Act No. 111/1998 Coll., on universities and on amendments and supplements to other laws (Higher Education Act), as amended (hereinafter referred to as the "Higher Education Act"), I hereby issue this directive.

Part One

BASIC PROVISIONS**I. Introductory provisions**

- 1) The purpose of this directive is to establish the rules of operation of the Review Board (hereinafter RB) as an advisory body to the dean of the Faculty of Medicine, Masaryk University (hereinafter FM MU).
- 2) The purpose of this body is to:
 - a) Minimize risks associated with the preparation and implementation of grant projects from external providers for FM MU as the project leader,
 - b) Maximize the positive impact of implemented projects on the development of the Faculty,
 - c) Ensure efficient allocation of faculty resources (financial, spatial, and personnel) for the preparation and implementation of grant projects.
- 3) For the purposes of this directive, the applicant is understood as the person submitting the project proposal.
- 4) The investigator is the applicant in the stages following the approval of the proposal by RB.

II. Composition of the RB Advisory Body

- 1) RB consists of:
 - a. Vice-Dean for Research, Ph.D. Studies, and Institutional Development of FM MU ("hereinafter as Vice-Dean for Research"),
 - b. Vice-Dean for Development and Study in General Medicine of FM MU,
 - c. Faculty Bursar,
 - d. Chairman of the Ethics Board of FM MU,
 - e. Head of the Grant Office of FM MU.

Part Two

RB ORGANISATION**III. Organisation of RB meetings**

- 1) RB discusses both project proposals and projects that are already in the implementation phase.
- 2) RB discusses projects and proposals related to:
 - a. International projects (Horizon Europe, Erasmus+, FM EEA Norway, etc.),
 - b. Operational programs,
 - c. Selected national projects:
 - Czech Technology Agency (TAČR),
 - Czech Science Foundation (GAČR), JUNIOR STAR and EXPRO projects,
 - Other projects with a budget exceeding CZK 15 million including VAT,
 - Projects with co-financing defined by a grant challenge.
- 3) In addition to the listed types, any RB member may propose the discussion of another project or project proposal at FM MU.
- 4) RB discusses proposals and projects regardless of the role FM MU plays in the project, whether as a partner or coordinator.
- 5) RB establishes, well in advance, a list of projects to be presented at the next RB meeting.
- 6) RB meets regularly, at least once a month, unless the Vice-Dean for Research decides otherwise. The date of the RB meeting is communicated to all relevant applicants/investigators and RB members by the Grant Office representative at least 2 weeks before the scheduled meeting. Simultaneously, the dates are published on the RB website and through the regular newsletter Grantsnews.
- 7) Grant Office ensures the organization of RB meetings, the schedule, the venue, and all necessary documentation.
- 8) Grant Office prepares all relevant documents for RB meetings and sends them to members no later than 3 working days before the meeting.
- 9) Normally, the applicant/investigator attends the RB meeting in person; in exceptional and justified cases, online participation may be allowed. The applicant/investigator may request online participation no later than on the day of the RB meeting, via the contact email to the head of the Grant Office.
- 10) The Dean of FM MU has the right to be present at the RB meeting with an advisory vote.

- 11) RB is quorate with the participation of the majority of all members.
- 12) RB makes decisions by voting, guided by the Vice-Dean for Research, or in his absence, another designated RB member, with voting done in person and publicly.
- 13) Decisions, recommendations, or measures are adopted if a majority of the present RB members vote in favour.
- 14) Minutes are taken of the course of RB meetings and the results of the discussions.
- 15) The applicant/investigator will be informed in writing about the outcome of the discussion, no later than 2 working days after the RB meeting concludes.

IV. Extraordinary RB meeting

- 1) In the event that the Vice-Dean for Research decides that it is necessary to discuss a project proposal in an expedited manner, an extraordinary RB meeting may be convened outside the regular monthly RB meeting schedule.
- 2) The Grant Office representative informs all affected applicants/investigators and RB members of the date of the extraordinary RB meeting, at least 3 days before the planned date.
- 3) Grant Office prepares all relevant documents for the extraordinary RB meeting and sends them to members no later than 1 working day before the meeting.
- 4) All members and applicants/investigators participate online through a video conference call.

V. Discussion of project plans

- (1) The applicant of the proposal according to Article III. Paragraph 2 is obliged to duly fill out and submit Appendix No. 1 - Project Plan before the RB meeting. The project plan must be sent by the applicant to the email address of the head of the Grant Office no later than 5 working days before the RB meeting.
- (2) In the case of an extraordinary meeting, this deadline is shortened to 2 working days before the extraordinary RB meeting.
- (3) During the RB meeting, the applicant presents the project plan to the RB members.
- (4) The applicant focuses primarily on:
 - a. Introducing the academic team for the preparation and potential implementation of the project,
 - b. Assessing the capacities for project implementation (personnel, spatial),

- c. Describing the project outputs with an emphasis on specific outputs guaranteed by FM MU,
 - d. Describing the project's contribution to FM MU.
- (5) RB then decides on the approval or disapproval of the preparation or submission of the proposed proposal.

VI. Discussion of project implementation

- 1) During the RB meeting, the project investigator presents the status of the project implementation to the RB members, focusing on:
 - a. Project schedule and milestone fulfilment,
 - b. Achievement of project goals and outputs,
 - c. Budget utilization,
 - d. Status of public procurement if relevant,
 - e. Evaluation of consortium collaboration, if relevant,
 - f. Risks that could jeopardize the proper implementation of the project.
- 2) RB members may ask questions related to the project implementation during the discussion. Subsequently, RB decides on recommendations or measures regarding the project.

Part Three

FINAL PROVISIONS

VII. Final Provisions

- 1) The Legal Department of the Faculty of Medicine, Masaryk University, is entrusted with the interpretation of individual provisions of this directive and the updating of this directive.
- 2) Compliance with this directive is monitored by the Vice-Dean for Personnel Affairs, Internal Organization and Legislation of FM MU.
- 3) This directive shall enter into force on January 1, 2024.
- 4) An integral part of the directive is its appendix, Appendix No. 1 - Project Plan.

prof. MUDr. Martin Repko, Ph.D.
Dean of FM MU

Project Plan

Name of the project:

Project period:

From:

To:

Principal investigator:

Involvement of the Faculty:

Main coordinator:

Department:

Key persons:

Grant provider:

Call:

Indicative budget:

Investments (over 40/60 thousand CZK) YES NO

Co-financing: YES NO

Amount of co-financing:

Source of co-financing:

Brief description of the project: see Annex 1

Project readiness status:



Project:	Author:	Date:
		Version:

PROBLEM What are the 1-3 most critical issues the project addresses?	SOLUTION How does your proposed approach align with the needs of the target groups or community? Is there a demonstrated demand for this solution, and do we have relevant information or data to substantiate this?	UNIQUE VALUE OF THE SOLUTION What distinguishes the solution and generates interest? How is it unique, and what value does it bring to the target group?	EXCELLENCE What sets this solution apart, making it challenging for others to replicate or procure? Why are you the most suitable candidate to undertake this initiative, and why is this the right time to do so?	TARGET GROUPS Who will derive benefits from the project outcomes?
EXISTING ALTERNATIVES What are the current solutions available, and how do the target groups currently address their issues or challenges?	INDICATORS What defines success, and how do you intend to assess it? What is the timeline for reaching the key indicators?	MISSING EXPERTISE Who are the essential collaborators, partners, or stakeholders needed to implement the solution, and what specific roles or contributions can they bring to the project?	DISSEMINATION AND EXPLOITATION OF RESULTS How are you planning to engage the target groups? What are the potential domains for implementing the project outcomes?	FIRST SWALLOWERS Which stakeholders can you engage with first? What preliminary project assets, like fundamental data, analyses, documents, etc., have already been established?
COST STRUCTURE What are the anticipated expenses and their respective amounts? What resources are essential for implementing the solution, including time, equipment, physical space, and utilization of research infrastructure results?			RISKS OF THE PROJECT What are the top 1-3 key risks associated with project execution?	