

**Measure of the Director of Central European Institute of Technology of  
Masaryk University No. 9/2023**

## **Internal Budget Rules of CEITEC MU**

*(effective as of 1<sup>st</sup> January 2024)*

*According to Art. 7.4 g) 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 (DKRVO) 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) other public contributions of domestic and international providers;
  - d) financial income from donations;
  - e) financial income from foundations and foundation funds;
  - f) 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;
  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) – b).
- (2) The Institute's contribution to the budgets of research groups consists of the flat contribution (paragraph 3), taking into consideration any deductions, if applicable, (paragraph 4).
- (3) The flat 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. The amount

of the flat contribution to the budgets of research groups for the following year is decided by the director after being consulted at the Director's Board.

- (4) If the head of the particular research group has a total workload lower than 0.8 FTE, the flat contribution shall be decreased. In such case, the decrease shall be determined according to the formula:

$$\text{Flat contribution} \times (0.8 - \text{workload}) / 0.8$$

For the decreasing purposes, the average workload amount of the head of the research group over the previous 12 months shall be the decisive factor.

- (5) If, in the course of the preparation of the budget for a given calendar year, the research group's total budget decreases by more than 20 % year on year as a result of the procedure described in Art. 4 above, the budget amount shall be increased up to the 80 % of previous year's budget.
- (6) The contribution calculated pursuant to paragraphs 4 above is further increased by 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 individually.
- (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 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.

- (5) In the event of a breach of binding rules implied by the Internal Standards of the Institution, 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.
- (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**

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.

#### 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. 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

#### **Temporary Provisions**

If, in the course of the preparation of the budget for 2024, the total budget of a research group falls below the budget of 2023 as a result of the procedure described in Art. 4 above, the budget amount shall be evened up to the budget of 2023..

#### Article 11

#### **Final Provisions**

- (1) The secretary of the Institute shall be responsible for the interpretation of this Measure.
- (2) The deputy director for administrative matters is appointed to supervise the observance of this Measure.
- (3) This Measure repeals the Measure of the CEITEC MU Director No. 6/2016 Internal Budgetary Rules of CEITEC MU.
- (4) This Measure shall become valid as of the date of signature hereof.
- (5) This Measure shall become effective as of 1 January 2024.
- (6) This Measure shall apply adequately also to the preparation of the budget for 2024 taking place prior to the effectiveness date hereof.

*Pavel Plevka*  
*Acting Director*

