

Dean's Instruction No. 2/2021

Submission, management, and administration of projects at the Faculty of Education, MU

(in the version effective from 10 December 2021)

Pursuant to Section 28(1) of Act No. 111/1998 Coll., on Higher Education and on Amendments and Supplements to Other Acts (Higher Education Act), as amended, and pursuant to Section 5 subsection 2 clause a) of the Organizational Regulations of the Masaryk University Faculty of Education, I issue this instruction:

Section 1
General provisions

1. **Purpose:** This instruction sets out the rules for the submission, management, and administration of projects at the Masaryk University Faculty of Education, building on Masaryk University Directive No. 6/2016 "Project Management", as amended and supplemented.
2. **Definition of terms and abbreviations:**
 - a) **Project** – an independently defined set of activities with clearly allocated financial, human, and other resources, and with specified performance objectives and outputs achieved within specified timeframes. A project has the following time phases: planning, preparation, implementation, and completion (or sustainability period, as the case may be).
 - b) **Investor** – an entity that provides funds for the implementation of a project or part of a project.
 - c) **Masaryk University** (hereinafter referred to as "MU") – an entity that acquires funds earmarked for a project either directly on the basis of a contract or decision with the investor (MU as a beneficiary or coordinator) or indirectly on the basis of a contractual relationship with another beneficiary (MU as a partner).
 - d) **Project applicant** (hereinafter referred to as the "applicant") – a person designated by the head of the department or unit who is responsible for preparing a project proposal in accordance with the needs of the unit/economic unit/MU and the rules contained in the investor's call; usually this is the future project investigator.
 - e) **Project investigator** (hereinafter referred to as the "investigator") – an MU employee who is responsible to MU in a comprehensive and indivisible manner for the project as a whole or for a specific part of it in the case of projects in which MU is a partner. Each project has only one project investigator.
 - f) **Project Management Information System** (hereinafter referred to as the "ISEP") – an exclusive tool for the registration, management and administration of projects, and which is part of the Inet MU information

system. It serves to electronically record all proposals and implemented projects, provides tools for project planning and management in the form of accounting and budget reports, and archives electronic documentation related to the design, implementation and potential sustainability of the project.

- g) **Faculty of Education of Masaryk University – “Faculty of Education, MU”.**
- h) **Rector’s Office of Masaryk University – “MU Rector's Office”.**
- i) **Grant Office of the Faculty of Education of Masaryk University – “GO”.**

3. **Scope of validity:** This instruction applies to all projects submitted to and handled at the Faculty of Education. A list of programmes and projects administered at MU according to their investors and programmes is contained in Annex 1 to this instruction.

4. **Responsibility:** The Grant Office coordinates and methodologically manages activities related to projects and their proposals at the Faculty of Education, MU level; it provides further support in the preparation, implementation, and sustainability of projects in cooperation with the corresponding Faculty of Education, MU units (especially the Finance Office and Personnel Office) and university units (the Office for Development, Research & Development Office, and Accountancy Office of the MU Rector’s Office, and the Centre for International Cooperation).

The project as a whole (or the corresponding part of the project in which MU is a partner) is the responsibility of the investigator. The sub-responsibilities of the investigator are specified in the document “Authorization of the project investigator”, by which the Dean of the Faculty of Education, MU clearly authorizes the person responsible for managing the project (a template of the authorization of the investigator is attached as Annex No. 2 to this instruction).

Section 2

Submission of project proposals

1. Information on new calls for project proposals issued by investors is obtained and collected by the GO, which then forwards the relevant information via e-mail to the heads and secretaries of the individual departments and units of Faculty of Education, MU, together with a brief description of the call, the deadline for submitting a proposal in the ISEP, and any links to the investor’s tender documentation (if it already exists at that time).
2. A preliminary project proposal is prepared in agreement with the head of the department or unit by the applicant, who is responsible for the formal correctness, feasibility, and compliance of the project objectives with the call, with MU and Faculty of Education, MU objectives, and with the applicable Czech legislation and MU internal regulations. The anticipated pre-financing and co-financing of the project must be part of the preliminary proposal, and the applicant must have clarified and discussed the sources of this co-financing in advance.

3. The applicant will submit a new proposal in the ISEP database (https://inet.muni.cz/app/proj/navrh_find) by the deadline with pre-filled basic data (identification of the investor and programme, simple annotation of the project, the expected budget – including possible co-financing, any partners involved, and other information known to the applicant).
4. The GO will then ensure that the other data in the proposal are checked and completed, and will submit the proposal in the ISEP to the relevant Vice-Dean and the Bursar of the Faculty of Education, MU. On the basis of the information thus provided, the economic impact, professional benefits, and other effects of the proposed project for the Faculty of Education, MU (or MU as a whole) will be assessed, and in case of possible undesirable effects (e.g. disproportionately high economic or operational burden on the faculty or inconsistency with the MU development plan), the applicant will be contacted to discuss the possibility of removing them from the proposal.
5. During the proposal preparation phase, the GO will provide the applicant with the necessary project tender documentation and documentation on the applicant entity (MU) required by the investor, as well as provide consultancy and advisory support in the area of project budgeting, an ongoing review of the proposal with respect to the formalities required by the investor in the tender documentation, and will set an internal deadline for the submission of the final project proposal. This deadline is binding, and is usually set in advance of the deadline announced by the investor in order to ensure overall control over the content and completeness of the project proposal at the GO, the possibility of removing any identified shortcomings by the applicant, and to ensure all formalities related to the approval of the proposal in the ISEP and take into account the deadline set by the Rector's Office.
6. The applicant notifies the GO of the completion of the final version of the project proposal, including all attachments in ISEP. The GO then checks the completeness of the documentation associated with the proposal, finalizes the proposal in the ISEP and starts the proposal approval process at MU (applicant – unit head – ECU accountant – ECU secretary – ECU head – responsible Rector's Office unit – responsible Vice-Rector).
7. After the proper approval, the applicant shall ensure that the proposal is signed by the MU statutory representative through the relevant MU unit and that the project proposal is sent to the investor, unless otherwise agreed.
8. The applicant is responsible for the timely submission of the project proposal to the investor. In the event that the applicant fails to notify their intention to submit the project proposal to the GO in time, or is in delay with the deadline agreed internally at MU, the GO cannot provide the applicant with a guarantee for the formal correctness of the project proposal, or it may occur that for time reasons, it will not be possible to secure the signatures of the responsible persons and thus submit the project properly within the deadline set by the investor.

Section 3

Project management and administration

1. If the project proposal is recommended for financing by the investor, the applicant, in cooperation with the GO, will assess any changes and other conditions proposed by

the investor and, if accepted, the GO will transfer the project proposal in the ISEP into the implemented projects.

2. Before signing the contract with the investor (a decision or contract for the provision of funds), the GO officer in charge will start the process of approving the authorization of the investigator (investigator – ECU head) and approving the project cover sheet (investigator – unit head – ECU accountant – ECU Bursar – ECU head – Rector's Office Legal Office – responsible Vice-Rector) in the ISEP.
3. Together with the contract documents requiring the signature of the statutory representative, the GO submits to the competent MU unit (Rector's Office, Centre for International Cooperation) an approved ISEP project cover sheet (hereinafter referred to as the "cover sheet").
4. After the contract has been signed by the statutory representative and the authorization of the investigator has been approved, the GO ensures the creation of a new project contract in the MU economic information system, proposes the responsible persons within the financial control of this contract (typically: principal of operations = investigator, budget administrator = GO employee, chief accountant = head of the Faculty of Education, MU Finance Office) and their deputies, and initiates the signatures of these persons on the contract card. The signed original of the contract card is kept at the Faculty of Education, MU Finance Office.
5. The investigator is responsible for the implementation of the project. The sub-responsibilities of the investigator are defined in the document "Authorization of the Project Investigator". Project implementation is carried out according to the proposal approved by the investor, any deviations from the approved design are consulted directly with the GO.
6. In the case of any need to make changes in the project compared to the design approved by the investor, the investigator proceeds according to the investor's conditions for the project solution. On the basis of a project change request submitted by the project investigator, the GO shall ensure that the necessary formalities are completed and the request is sent to the investor. If a situation arises during the project that makes it impossible to meet its objectives and outputs, the Dean of the Faculty of Education, MU may terminate the project prematurely, based on a written request from the investigator or on their own decision.
7. In the case of project documentation requiring the signature of a statutory representative (e.g. contract amendments, partnership agreements, change requests to the investor, certain interim or final reports, etc.), it is always necessary to attach the approved cover sheet generated from the ISEP as part of the approval process. This process is initiated by the GO on the basis of documents supplied by the investigator or their deputy.
8. Project reports, or final reports, if prescribed by the investor, are submitted by the investigator in accordance with the rules set by the investor to the GO, which conducts a formal and financial check of the reports, submits them for signature to the competent persons, registers them in the ISEP database, and ensures that the project proposal is sent to the investor, unless otherwise agreed.
9. The investigator is obliged to immediately notify the faculty management in writing through the GO of any facts that may lead to non-compliance or violation of the terms

of the project. In the case of failure to meet the project objectives, violation of budget management rules, or other deficiencies demonstrated by the investor or by a superior inspection, the relevant provisions of the Labour Code on employee liability for damage shall apply to the assigned investigator. The extent of the damage is assessed in accordance with the applicable MU guidelines on claims proceedings.

10. The project is completed with the fulfilment of its objectives and outputs, the approval of the final report, and financial settlement with the investor (or project contractual partners). The project completion date shall mean the fulfilment of the last of these project completion requirements. At the same time, all contracts of the project are closed and the authorizations issued in connection with the project are terminated, except where the sustainability of the project is required. The decision on the continuation of the authorization for the period of sustainability or the issuance of new authorizations is at the discretion of the Dean of the Faculty of Education, MU.

Section 4

Final provisions

1. Related documents
 - *MU Directive No. 6/2016 – Project Management.*
2. List of attachments
 - *Annex No. 1 – List of programmes and projects administered at MU by their investors*
 - *Annex No. 2 – Template of the "Authorization of the Project Investigator"*
3. I authorize the head of the GO to interpret this instruction.
4. This instruction cancels Dean's Instruction No. 5/2012, Submission, Management and Administration of Projects at the Faculty of Education, MU
5. This instruction comes into force on the date of publication.
6. This instruction comes into effect on 10 December 2021.

In Brno on 7 December 2021

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Dean of the Faculty of
Education of Masaryk
University