

Strategy and Development Project Management

This Decree establishes a binding procedure for project management from preparation to completion and termination of the project (hereinafter referred to as the “*Project Process*”) at the University of Hradec Králové (hereinafter referred to as the “*UHK*”). The Decree also defines the responsibilities of individual university-wide and faculty workplaces and authorized staff in the area of project management.

The rules set out herein apply in particular to development, educational or other similar projects that fall under the responsibility of the Rectorate's Strategic Project Office (hereinafter referred to as SPO) and whose overview is contained in the relevant managing act regulating the allocation of projects to individual workplaces of the UHK.¹ The Decree applies to these projects in cases where the UHK is the recipient, but also when it participates as a Partner in the project.

In case of an unclear focus of a project, the responsibility for it is decided by the Rector after discussion with the Vice-Rectors responsible for the subject matter at the meeting of the select Rector's Board.

PART ONE

General Provisions

Article 1

Definition of Terms

- 1) For the purposes of this Decree, a **Project** is defined as material, temporal and financial conditions aimed at achieving the stated objective. The objectives and conditions of the Project are defined in the Project documentation.
- 2) The Project can be implemented (coordinated) by only one unit of the UHK in the position of both the Recipient and Partner (the **Individual Project**), or by several or all units of the UHK (the **University-Wide Project**). The University-Wide Project is usually coordinated by the Rectorate's SPO, unless the involved units agree otherwise.

¹ At the time of this Rector's Decree issuing, it is Rector's Decree No. 16 “*Determination of the Competence of the Rectorate Offices in the Management of Projects*”.

- 3) The **Provider** of financial support/**Announcer** of the tender for financial support means usually a government body, a natural or legal person, a territorial self-government unit that decides on the provision of funds (hereinafter referred to as the Support) and that provides the Support. The Provider also sets the objectives and conditions for applying for the Project and the principles of the Project management.
- 4) The **Recipient** of financial support/**Applicant** for financial support means a natural or legal person who submits the Project proposal and in whose favour the decision to grant the Support is to be taken by the Provider. The relationship between the Provider and the Recipient is governed by a written contract granting the Support to the selected Project or a decision to grant the Support (hereinafter referred to as the Legal Act).
- 5) The **Project Process** represents the life cycle of each Project, i.e., from the preparation of the Project through the procedure after the evaluation by the Provider, the acceptance of the Project, the preparation of the Legal Act, the implementation and termination of the Project, including ensuring the sustainability of the Project, if sustainability is required by the Provider.
- 6) The Project **Partner** is a natural or legal person who, together with the Recipient, implements an agreed part of the Project. The relationship between the Recipient and the Project Partner is governed by a written agreement for the implementation of a part of the Project. The agreement on a part of the Project implementation (e.g., partnership agreement, cooperation agreement or agreement to provide a part of the grant, agreement on the use of the Project outputs, etc.) must be made in accordance with the terms of the relevant grant programme or call and must confer on the Project Partner the corresponding obligations and responsibilities arising from participation in the Project.
- 7) The **UHK** may be a Recipient or a Partner of the Project.
- 8) The **UHK Units** mean, in accordance with the UHK Constitution, the faculties, the Rectorate and special purpose facilities and other UHK workplaces.
- 9) The **Workplace** is defined as the employee's main place of work falling under a specific UHK Unit.

- 10) The Project **Investigator** means an employee of the UHK who is responsible for the Project preparation and subsequently implements the Project in accordance with the Legal Act on the basis of which the UHK is the Recipient of the grant. The project **Co-Investigator** means an employee of the UHK who is responsible for the Project preparation and subsequently implements the Project where the UHK is a Partner. A student may also be the Project Investigator or Co-Investigator if the Provider or the Project conditions allow it. In this case, the Operation Orderer within the meaning of the relevant managing act regulating the internal control system² (according to the relevant Rector's Decree) mean an employee of the UHK workplace who participates in the Project implementation together with the student.
- 11) **The Operation Orderer and the Budget Administrator** mean designated UHK employees whose duties are laid down in the relevant managing act regulating the internal control system at the UHK.
- 12) **The Information System** (hereinafter referred to as the IS) ensures the registration of all Projects governed by this Decree. The use of the IS is regulated by a separate SPO methodology for the registration of Projects.

Article 2

Basic Definition of Duties

- 1) At the level of the UHK, the activities related to the Project Process are coordinated and methodically managed by the Rectorate's SPO which is responsible for:
 - a) Information and methodological assistance throughout the Project Process;
 - b) Project management, especially for the University-Wide and Individual Rectorate Projects,
 - c) IS administration for the needs of the Project registration, including the registration of the University-Wide Projects.
- 2) At the level of the individual faculties, the Project-related activities are coordinated by the Project Offices or authorized staff members. These Project Offices or authorized staff members are responsible for:
 - a) Information and methodological assistance within the faculty;
 - b) Project management of the Individual Projects of the given faculty or providing assistance in the Project management of the Projects managed by SPO;

² At the time of this Rector's Decree issuing, it is Rector's Decree No. 7/2009 "Internal Control System at the UHK".

- c) Informing the SPO of the intention to submit a Project;
 - d) Ensuring the Project registration in the IS in accordance with the SPO methodological guidelines for the Project registration, available on the SPO website.
- 3) The management of the allocated Support is governed in particular by the applicable legal regulations, the Provider's rules, the Legal Act and the internal regulations and managing acts of the UHK.
 - 4) Co-financing (co-participation) and pre-financing of the Project is provided by the Unit participating in the implementation of the Project at its own expense, in accordance with the conditions set by the Provider. In case of the University-Wide Projects, the Project is financially and materially divided into individual components so that the amount of co-financing can be determined.
 - 5) Non-eligible costs and penalties incurred in connection with the implementation of the Project are borne by the Unit implementing the Project. In case of the University-Wide Projects, the Project is financially and materially divided into individual components so that any non-eligible costs and penalties can be allocated to the individual Units of the UHK.
 - 6) Persons involved in the preparation, solution or evaluation of the Project are obliged to maintain confidentiality.
 - 7) The Projects must be in line with the UHK Strategic Plan.

Article 3

Competence of University-Wide Workplaces

- 1) The following competencies and roles of selected university-wide Workplaces are identified in relation to the administration of the Projects. The list below is indicative only and includes the most common activities in each phase of the Project.
- 2) It is strongly recommended to communicate the activities listed below with the Workplaces listed below at each stage of the Project Process if they are relevant to the Project.
- 3) **Finance Office**
 - Project preparation: To consult on budget setting and correct allocation of the Project costs to budget items, including the determination of the type of costs (investment/non-investment). To inform and consult on co-financing within the framework of the upcoming Project.
 - Approval of the Project: To inform about the approval of the Project, including the amount of the financial Support, the budget composition, co-

financing and the rules of the financial management of the Project. To request the assignment of an accounting order. To request the establishment of a separate bank account for the Project, if necessary. To inform about the terms of the Legal Act.

- Project implementation: To inform about planned investment purchases. To consult on the accounting of the Project costs (in particular, the split of investment and non-investment costs).
- Project termination and sustainability: To inform about the financial settlement of the Project, including the possible obligation to repay the financial Support. To consult on the keeping records of the assets acquired from the Project. To consult on the closure of the accounting order.

4) **Human Resources and Payroll Office**

- Project preparation: To consult the time capacities of the planned members of the implementation team.
- Project approval: To inform about the preparation of employment contracts and agreements to work outside the scope of employment. To consult on the setting up of timesheets and their approval.
- Project implementation: To communicate the conclusion of employment contracts. To submit signed agreements on work performed outside the scope of employment for registration by deadlines established by the Human Resources and Payroll Office.
- Project termination and sustainability: To inform about any changes to employment contracts as a result of the Project termination. To consult on the preparation of final and employment records. To consult in a timely manner on the possibility of taking leave under the Project employment contracts, agreements to perform work and agreements to complete a job.

5) **Legal Office**

- Project preparation: To consult on legal issues of setting up partnership agreements, cooperation agreements or preliminary contracts. To consult on intellectual property treatment. To consult on obligations arising from the Provider's rules for the given type of the Project.

- **Project Approval:** To consult on the preparation of partnership and other agreements related to the Project. To consult on the preparation of documents required for the issuance of the Legal Act, if legal advice is required. To ensure approval of draft agreements by the UHK Legal Office according to the relevant Rector's Decree.³
- **Project implementation:** To consult on the preparation of contracts with suppliers. To communicate the publication of contracts and orders in the Register of Contracts.
- **Project termination and sustainability:** To consult on the settlement of obligations from the partnership agreements. To consult on the treatment of the use of the outputs generated within the Project. To consult on the preparation of contracts for the sustainability phase.

6) **Public Procurement Office**

- **Project preparation:** To inform about major public procurement in the upcoming Project.
- **Project Approval:** To consult on and set up the planned procurement regime for the Project.
- **Project implementation:** To consult on and provide assistance in the implementation of public procurement.

7) **Investment Department**

- **Project preparation:** To consult on and prepare documents for construction works (if planned in the Project).
- **Project approval:** To inform about the Project conditions and ensure cooperation in case of planned construction works.
- **Project implementation:** To communicate the preparation of tender documents and discuss cooperation in the coordination of construction works.

8) **Department of Information Technology**

- **Project preparation:** To inform and consult on planned purchases of IT and AV equipment, especially in terms of operation, including not only acquisition but also commissioning costs. To include training of responsible staff etc. in the Project budget (if the Provider's conditions allow it). To consult on ensuring operation of the equipment after the termination of the Project.

³ At the time of this Rector's Decree issuing, it is Rector's Decree No. 7/2022 "Contract Circulation (Including Amendments) and Provider's Decisions on Subsidies or Contributions from Public Budgets".

- Project approval: To inform about the parameters of the approved Project in terms of the IT and AV equipment purchase schedule.
- Project implementation: To consult on the preparation of technical specifications for the equipment to be purchased. To consult on and arrange for its acceptance, installation and commissioning or possible training of responsible staff.
- Project termination and sustainability: To inform about the management of the acquired equipment after the end of the Project.

9) **International Office**

- If at least one international Partner is involved in the Project, the SPO informs the International Office about the Project (preferably at the Project application stage).

PART TWO

Project Process

Article 4

Project Planning and Preparation

- 1) Depending on the announced call for Projects, the SPO determines the procedure and deadlines for the preparation of the Project applications and all necessary documents and provides the necessary assistance.
- 2) If the faculty is the bearer of the information about the call/tender and the procedure and internal deadlines according to paragraph 1 of this Article have not yet been established, the faculty is obliged to inform the SPO without delay through the Project Office or the authorised staff member (paragraph 2 of Article 2). Subsequently, the procedure under paragraph 1 of this Article is followed.
- 3) The Investigator is obliged to notify his/her intention to submit a Project proposal (application for the financial Support) to the SPO. The notification may be made through the Project Office or the authorized staff member.
- 4) The SPO must have access rights to the proposers' Project applications in the Providers' information systems (e.g., the Information System of the final Recipient of MS2021+, i.e. IS KP21+). If the UHK is the applicant, the SPO must have access rights to the Project application in the Provider's system (full ownership rights if the system allows it) at the latest before the Rector signs the Project proposal or sends the Project (application for financial Support). In case the UHK will be the Project Partner, the Project proposer ensures

access to the Provider's information system for the SPO and also for the authorized representative of the UHK.

- 5) The Project proposal documents are prepared by the proposer in the structure and form required by the Provider. When preparing the Project, the proposer is obliged to comply with the applicable legal regulations of the Czech Republic or the EU, internal regulations of the UHK (including faculty regulations) and the Provider's rules. At the same time, the Project proposer is responsible for the accuracy, feasibility (material and financial), material necessity and consistency of the Project objectives with the Strategic Plan of the UHK and the relevant Unit. The proposer of the Project, or part of the Project to be implemented by the relevant Unit, is responsible for ensuring that the individual members of the Project team have given their verifiable consent to their participation in the Project team to the extent proposed and that they also meet the conditions for participation in the implementation of the Project in relation to their workload, or meet other conditions set by the Provider and the UHK internal regulations and managing acts.
- 6) Determination of the amount of indirect costs of the Project is governed by the managing act regulating the rules of calculation of indirect costs in the activities of the UHK.⁴
- 7) The submission/transmission of the Project proposal to the Provider within the deadline set by the call, in the prescribed form and in the manner specified by the call for proposals, is usually ensured by the SPO, unless otherwise agreed for the call concerned (see paragraph 1 of this Article). The formalities are checked by the coordinating Unit or Workplace.
- 8) The proposer ensures the appropriate steps related to the Project preparation in accordance with the SPO guidelines for the Project registration.
- 9) In justified cases (e.g., competing projects within the UHK, a project with a high risk of failing to meet the formal and acceptability criteria, etc.), the Vice-Rector for Strategy, Development and Digitalisation may decide to suspend the preparation of the Project.

⁴ At the time of this Rector's Decree issuing, it is Rector's Decree No. 05/2020 "Determination of the Rules for the Calculation of Indirect Costs in the Activities of the University of Hradec Králové".

Article 5

Procedure after Evaluation of the Project by the Provider

- 1) After notification of acceptance or non-acceptance of the Project proposal, the investigator and the relevant faculty Project Office or the authorized staff member are informed by the Rectorate's SPO, unless the Investigator is informed directly by the Project Provider or coordinating Partner. In this case, the Investigator informs the SPO. Notification may be made via the faculty Project Office or the authorized staff member.
- 2) If the Project is accepted, the Project Office or the Project officer of the coordinating Unit ensures that the Project documentation is updated, in particular that the changes and modifications proposed by the Provider have been incorporated, and that the necessary documents for the Legal Act issuing are prepared and the Project data are adjusted in the IS.

Article 6

Project Implementation

- 1) The Investigator is obliged to implement the Project in accordance with the Legal Act, if it has already been issued or made, the Project conditions, the methodological guidelines of the financial Support Provider, the UHK internal regulations and managing acts so that the Project objectives are met and its outputs are achieved.
- 2) Responsibility for the correct, efficient, effective and economical use of the grant funds is borne by the Investigator. In case of multi-unit Projects, a Project Investigator will be designated in each Unit involved and will be responsible for the part of the Project implemented in that Unit.
- 3) If serious facts are identified that have or may have a negative impact on the implementation of the Project, it is the responsibility of each member of the implementation team to immediately inform the coordinating Workplace of these facts. The coordinating Workplace will ensure the necessary remedial action.
- 4) In case of early termination of the Project, it is necessary to settle the obligations defined by the Legal Act, partnership agreement, cooperation agreement, agreement on the use of Project outputs, or other similar agreements between the Partners involved.

- 5) The Project outputs that the Recipient is obliged to forward to the Register of Information on Outputs (hereinafter referred to as the “RIO”) must be entered by the Investigator into the Personal Bibliographic Database (PBD) according to the managing act regulating the tasks and responsibilities in collecting data for the RIO on behalf of the UHK.

Article 7

Termination of the Project Implementation

- 1) The Project must be terminated in accordance with the Provider’s terms and conditions as set out in the Legal Act. At the same time, all Project orders are terminated and the authorizations granted in connection with the Project implementation ceases, except where the sustainability of the Project is required.
- 2) The Project termination is without prejudice to the liability for non-eligible costs and penalties incurred as a result of audits carried out by audit bodies, even after the Project implementation has been terminated.
- 3) The Project Office or the authorized staff member of the coordinating Unit ensure that the data in the project register, i.e. in the relevant IS, is updated in accordance with the SPO’s methodological guidelines for project registration.

Article 8

Project Sustainability Phase

- 1) After the Project is terminated, the relevant Unit of the UHK is obliged to ensure the sustainability of the Project to the extent specified in the Legal Act and under the conditions set by the Provider.
- 2) The costs associated with the sustainability of the Project are financed by the relevant Unit. In case of the University-Wide Projects, the Project is financially and materially divided into individual components so that the costs associated with sustainability can be determined.
- 3) The reports on the progress of the Project during the sustainability period are prepared according to the Provider’s conditions by the Project Office or the authorized staff of the coordinating Unit, who also ensures that the data recorded in the IS is up-to-date in accordance with the SPO methodological guidelines for the Project registration.

Article 9

Control Activities

- 1) Anyone involved in the Project implementation or management has the obligation to inform the Project Office or the authorized staff member of the coordinating Unit without delay and in a provable manner of any fact that could affect the proper implementation of the Project or its sustainability, if required by the Provider.
- 2) Publicly funded Projects may be subject to inspection by audit bodies. Mandatory external audits of the Projects may be part of the control activity, depending on the Provider's requirements.
- 3) The cost of the external audit is borne by each of the Units involved in the Project implementation (in case of multiple Units involved, the cost is shared equally between the Units audited) or may be an eligible cost of the Project.
- 4) The Project Office or authorized staff member of the coordinating Unit are responsible for the preparation of documents for the audit body for the duration of the Project. After the Project termination, responsibility is borne by the person authorized according to the project sheet to terminate the physical implementation of the Project. The competent faculty and the Rectorate workplaces cooperate in the preparation of the documents for the audit body.
- 5) The cooperation provided to the Internal Audit is dealt with by the relevant managing act.⁵

Article 10

Recording and Archiving

- 1) The UHK (as a Recipient or the Project Partner) is obliged to keep original documents related to the implementation of the Project in accordance with the Provider's terms and conditions and internal regulations for the necessary period of time after the termination of the Project in accordance with the Provider's terms and conditions, unless legislation provides for a longer period of time for certain types of documents. The archiving of original documents relating to the Project that are not normally recorded and archived within the responsible workplaces (e.g., Financial Office, Human Resources and Payroll Office, Legal Office, Public Procurement Office, etc.) are ensured by the Project Office or by the designated staff member of the Unit

⁵ At the time of this Rector's Decree issuing, it is Rector's Decree No. 09/2008 "*Internal Audit Ensuring*".

coordinating the Project in accordance with the relevant management act.⁶ These documents include, e.g., attendance sheets, training certificates, Project outputs, etc.

- 2) The basic project documentation (in particular the Project application, the Legal Act, the final report – evaluation, etc.) is registered in the IS in accordance with Article 4-8 of this Rector's Decree and in accordance with the SPO methodological guidelines for the Project registration.

PART THREE

Other provisions

Article 11

Special, Repealing and Final Provisions

- 1) This Decree may be derogated from if the Provider of the funds to be used for the Project so provides.
- 2) Violations of the obligations under this Rector's Decree are considered as violations of the obligations arising from the legal provisions related to the work performed by the employee.
- 3) This Rector's Decree comes into force and effect on the date of signature by the Rector of the UHK.
- 4) This Rector's Decree repeals the Rector's Decree No. 8/2015.

In Hradec Králové on 7 November 2024

Assoc. prof. RNDr. Jan Kříž, Ph.D.
Rector

⁶ At the time of this Rector's Decree issuing, it is the managing act Filing and Shredding Regulations.