



Provision of the Dean D 114

on notification obligation before submission of project applications and guarantee of scientific independence of project teams

This measure is applicable from the 1st of March 2024

This Dean's Provision regulates the notification obligation and the procedure for the preparation of project proposals. The purpose of this measure is internal awareness, coordination, and cooperation in the preparation of projects. The measure also describes the assurance of the scientific independence of the research teams.

Article I

Notification obligation

- 1) All project applicants (whether for foreign or domestic funding agencies) are **obliged to notify** their intent to submit a specific project application via the Science and Research Office (veda@prf.jcu.cz) at least 10 days prior to the submission of the project. In the case of faculty co-funding, this deadline is at least 15 days prior to the submission of the project to ensure sufficient time for consideration of the co-funding by the Academic Senate FSci USB.
- 2) In case of preparation of a more financially demanding project (over 50 million CZK), such as ERC or OP JAK projects, the applicant contacts and informs the Development and Projects Department of the Faculty of Science at least two months in advance.

The applicant is also obliged to discuss the project budget with the Finance Department and Development and Project Department in advance and to submit the final draft of the project budget for approval by the Faculty no later than 10 days prior to the submission of the project and, in the case of co-financing, no later than 15 days prior to the submission of the project. The final draft budget may be modified minimally and only in coordination with the Finance Department.



Notification shall be made using the signed form attached to this Provision as an Appendix No. 1 which is also available on the FSci website.

3) This intention must be approved by the head of the department/scientific-pedagogical centre/pedagogical unit, who hereby declares the readiness of the department/centre/unit to secure the project in terms of space requirements and necessary human resources, to ensure its successful implementation, and to ensure the necessary cooperation with the faculty administration during the project implementation and sustainability, as well as after the project completion in the necessary administrative tasks (e.g., preparation of reports to the provider, publicity, etc.).

4) This notification obligation also applies to projects whose documentation does not require the signature of a statutory representative of the Faculty or University (Dean, Rector), but which are planned to be carried out at FSci USB.

This notification obligation also applies to projects, where (FSci) USB is in the role of co-organization (including GA CR).

This notification obligation does not apply to internal university projects such as GA USB, SGA etc.

5) In case the project is submitted without approved notification in accordance with this Provision, the Dean of the Faculty may refuse to sign a project agreement with the provider and the project will not be permitted to be carried out on the premises of FSci USB.

Article II

Selection of applicants in case of a limited number of applicants per institution

1) If the funding agency limits the number of proposed projects per institution (e.g. limitation to one applicant and one co-applicant per institution), the Science and Research Office or the Development and Project Department of the Faculty of Science will send out an e-mail informing about the call and the limitation of the number of applications per institution and inviting those interested in preparing a project to confirm their interest and to send a short description of the project to projects@prf.jcu.cz, usually within one week.

2) The faculty management will arrange a meeting with the Head of applicant's department, during which the importance of the project for the faculty, especially with regard to the strategic priorities will be presented. After these discussions, the faculty management will select the proponents. In the case of constraints from the JU side, selected proponents will be sent to the JU Rector's Office.



Article III

Scientific independence of project teams

- 1) If the project applicant fulfils the notification obligation, the submission of the project proposal is approved at the relevant levels of FSci USB, and its implementation is supported by the relevant provider, the applicant's department/centre/unit is obliged to provide the applicant and his/her team with conditions for the implementation of the project that correspond to the capabilities and standards of FSci USB, including its premises and infrastructure in accordance with the procedures and rules in force at FSci USB. In particular, the department is obliged to guarantee the principal investigator's scientific independence in terms of the use of the project budget, in terms of the selection and management of the members of the research team in accordance with the relevant legislation and in terms of the authorisation to publish scientific results according to the principles of scientific ethics.
- 2) FSci USB also commits to providing the principal investigator with appropriate administrative support during the implementation of the project. If circumstances arise that could adversely affect the performance of the project, the FSci or the relevant department of the researcher will immediately inform the principal investigator or the provider of these circumstances without delay.

Article IV

Other regulations

This measure includes:

Appendix 1 - Intent to submit a project application form

Appendix 2 - Timetable

This provision replaces the document from the 21st of December 2022

In České Budějovice

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