



Rector's Directive No. 17/2015

On the Submission of Project Objectives

General provisions

This Directive establishes the procedure for submitting project objectives and requests for signature of contracts related to the implementation of project objectives at the Silesian University in Opava (hereinafter referred to as the "University") directed to Operational Programmes; Community Programmes; EU Framework Programmes; National and Regional Subsidy Programmes. The aim of the Directive is the registration and central coordination of project objectives and contracts between the provider of the grant and the beneficiary and between the beneficiary and co-beneficiaries based in the individual units of the University

TITLE ONE

Submission of the Project Objective Sheet

Article 1

Procedure for submitting the Project Objective Sheet

Each project objective (hereafter referred to as the PO) will be discussed by the University management prior to its independent processing. Therefore, the following procedure must be followed by the PO submitter:

- a) completion of the Project Objective Sheet (hereinafter referred to as the POS), which forms an integral appendix to this Directive (Appendix 1) and which briefly introduces the University management to the project plan of the unit,
- b) submission of the completed POS for signature to the Secretary/Economist and the Head of the relevant unit (the Bursar in the case of Rectorate and University-wide projects and projects submitted by other and special purpose units of the University). The above-mentioned persons will, by their signatures, agree to the financial support of the project objective from the budget of the unit concerned,
- c) delivery of the completed and signed POS to the Rector's Development Department and the Centre of Project Management (hereinafter referred to as CPM).

The CPM will then enter the POS into the project objectives database and ensure that it is sent electronically to all members of the University management. The POS will be discussed at the management meeting. The University Rector will decide on the next course of action based on the comments of the members of the management.

Article 2

Evaluation of the Project Objective Sheet

POS can be evaluated by the University management as:

- a) suitable for the implementation or preparation of the project objective,
- b) suitable for implementation with comments, e.g. recommendations to modify some activities to be in line with the long-term development goals of the University, etc.,
- c) unsuitable – if the project is deemed unsuitable by the University management, this decision must include a justification for the decision, which will be prepared by the Vice-Chancellor for Development based on the decision of the University management.

The submitter will be informed electronically of the relevant conclusions via the "Evaluation of the Project Objective Sheet" form.

TITLE TWO

Procedure for submitting a project objective

Article 3

Submission of a project objective

Before the Rector signs the project objective, the responsible employee of the relevant unit of the University is obliged to secure the "Request for Signature of Project Objective" form (hereinafter referred to as the PO form), which forms an integral appendix to this Directive (Appendix 2):

- a) completion of the forms in points I and II,
- b) signature of the PO form by the Secretary/Economist and the Head of the relevant unit (the Bursar in the case of Rectorate and University-wide projects and projects submitted by other and special purpose units of the University),
- c) submission of the final version of the project objective with all its details and appendixes,
- d) submission of the "Project staffing" form, which is an integral appendix to this Directive (Appendix 4),
- e) delivery of the application to the CPM by the deadline.

Article 4

Approval of the project objective

Before the Rector's signature, the PO will be checked by the CPM staff. The PO must be received by the CPM at least 10 working days before the deadline for the end of the reception of project objectives by the grant provider. If necessary, this deadline may be adjusted by the CPM staff. The CPM will comment on the PO and recommend/not recommend the PO to the Rector for signature.

In the event that the PO is not recommended for signature, the CPM shall express their comments and recommendations for addition in the PO form or on a separate sheet to be attached to the PO form. They shall include information about the attachment in the space provided on the form for comments.

After the Rector has signed the project plan, the CPM will ensure that it is sent back to the submitter in a timely manner. In agreement with the CPM, the PO can be sent directly to the funder.

Article 5

Registration of the project objective in the University's Project Database

Before sending the PO to the submitter/grantor, the CPM is obliged to make a copy of the final and signed version of the PO. Subsequently, they will ensure the registration of the project in the University's Project Database.

Immediately after receiving the decision of the Managing Authority, the submitter of the PO is obliged to inform the CPM of the approval/non-approval of the PO, including any changes made to the PO during the approval process.

TITLE THREE

Procedure for requesting the signature of contracts relating to the implementation of a project objective

Article 6

Submission of the request

The request for the signature of a grant agreement (in the case of a grant decision, this may be the signature of acceptance of the decision) or the partnership agreement shall be submitted in writing.

The structure of the application is set out in the "Request Form for Signing a Contract" (hereinafter referred to as the form), which forms an integral appendix to this Directive (Appendix 3).

Article 7

Obligations of the applicant before the Rector signs the contract

Before a contract is signed by the Rector, the responsible employee of the relevant University unit is obliged to ensure:

- a) completion of the forms in points I to III,
- b) signature of the forms by the Secretary/Economist of the relevant unit and the Head of the relevant unit of the University when it comes to the written declaration on securing project funding and recommendation for signature (by the Bursar in the case of Rectorate and University-wide projects and projects submitted by other and special-purpose units of the University)
- c) submission of the final version of the contract including all appendixes,
- d) delivery of the application to the CPM.

Article 8

Approval of the request and signing of the contract by the Rector

Before the Rector signs a contract, the contract is submitted to the authorized staff of the CPM and the Bursar, who comment on the contract and recommend/not recommend it to the Rector for signature.

If the contract is not recommended for signature, they will comment and make recommendations for additions in the request form or on a separate sheet to be attached to the form. They shall include the information about the attachment in the space provided for comments on the form.

Once the contract has been signed, the responsible CPM officer will ensure that it is sent back to the submitter in a timely manner. The contract may be sent directly to the grant provider or to the submitter in the case of a partnership contract, in agreement with the CPM officer. The

original contract will be kept at the Secretariat of the SU Bursar, a copy of the contract will be kept at the CPM and the Department of Economics and Accounting at the Rector's Office. The contract is subject to registration in the IS Magion, and the Bursar's Secretariat is responsible for registration.

Article 9
Final provisions

- a) Rector's Directive No. 2/2013 On the Submission of Project Plans and Project Implementation is repealed.
- b) This Directive shall become effective on its issue.

In Opava on

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