

Rules for Applicants
and Beneficiaries
- Specific section

Call “Building Expert Capacities
– Technology Transfer”
Operational Programme
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1. CHAPTER – INTRODUCTION

Rules for Applicants and Beneficiaries – Specific section (hereinafter only the “Rules”) completing the Rules for Applicants and Beneficiaries - General section. While the Rules for Applicants and Beneficiaries - General section regulate the rules for all applicants and beneficiaries within OP RDE, these rules contain completing Rules for Applicants and Beneficiaries at relevant chapters.

The version of the Rules for Applicants and Beneficiaries – Specific section in revision 0, is the version of the informative rules. The Rules for Applicants and Beneficiaries – Specific section, revision 1, will be mandatory for all applicants and beneficiaries within the Call and will be published no later than on the day of the publication of the Call announcement in IS KP14+.

2. CHAPTER – DEFINITION OF USED TERMS

Alternative source of financing – source of financing other than a grant.

Technology Transfer Centre (CTT) – Technology Transfer Centre is a key organizational element of the system of commercialization of results of research and development of a research organization. CTT meets the needs of one or more research organizations. Within the institutional set-up, CTT usually acts as an internal body of existing research organization or as an external entity established by the research organization or by a group of research organizations. CTT serves to support and accelerate the transfer of the results of research and development into applied sectors, assists in the identification of knowledge with commercial potential, provides assistance in finding suitable strategies for protecting intellectual property and its subsequent economic application, promotes the development of cooperation of research institutions and applied sectors through various technological exchanges, seminars, conferences and other networking events.¹

Well-functioning technology transfer centre – A well-functioning CTT is a dedicated organizational element within an institution, the objectives of which include promotion and acceleration of transfer of results of research and development to the applied sectors, help in identifying knowledge with commercial potential, assistance in finding appropriate strategy for the protection of intellectual property and its subsequent use or help in developing cooperation of the research institution and the applied sectors through various technological exchanges, seminars, conferences and other networking events or any combination of the above. The period of the last two years, i.e. 2014 and 2015, is decisive for assessing whether there is a CTT.² If during this period, the institution included a similar organisational element (regardless of the length of its existence), it is support of well-functioning technology transfer centre for purpose of this call.

The board from the applied sectors (e.g. a board for commercialization) – this is an institutional element appointed by a research institution, which is composed of representatives from

¹ The definition is based on the definition included in the Call for 3.3 OP RDI and on the output from NIP EF-TRANS Guide – the guide to the commercialization of the results of research and development (download here: <http://eftrans.reformy-msmt.cz/soubory-ke-stazeni/guide/>)

² The period was chosen so that it precedes the temporal expenditure eligibility within this Call.

research institutions, applied sectors, financial sector (enterprises, banks, venture capital funds, etc.) and employees of public sector in the area of management and implementation of RDI, including the personnel involved in the implementation of RIS3; the representatives of the applied and financial sectors shall represent at least 50 % of members of the board. The task of the board is to decide on acceptance, continuation and termination of commercialization of the results of research of the specific research institution.

Pre-seed activity – support for specific result of research and development before the product is marketed (or of the product prototype, model, etc.) or before the establishment of a company for the commercialization of the result of research and development³

Proof-of-concept activity – this is a validation of the application potential of new concrete results of research and development before their potential application in practice.

Technology scout – technology scout is an employee of a research organization (or a student) or a consultant working for a research organization / Technology Transfer Centre, who – as part of the process of technology transfer – systematically identifies (and assess) the results of R&D that can be commercially exploitable.⁴

Technology transfer – process by which technology, knowledge and/or information created in one organization, one field, or for one purpose is applied or used in another organization, in another field, or for any other purpose⁵.

Twinning – twinning is collaboration between at least 2 institutions, where the cooperation serves to transfer knowledge to the Czech/receiving institution with an adaptation to conditions in the Czech Republic. The goal is that after a certain period, the Czech/receiving institution should be capable of performing various tasks in the area of technology transfer itself, without any additional help and at a higher level than before the start of twinning⁶.

3. CHAPTER – LEGISLATIVE BACKGROUND AND OTHER BASELINE DOCUMENTATION

Specified in the Rules for Applicants and Beneficiaries – General section

4. CHAPTER – CONTACTS AND COMMUNICATION WITH APPLICANTS AND BENEFICIARIES

Specified in the Rules for Applicants and Beneficiaries – General section

³ The definition is based on the output from NIP EF-TRANS Glossary (download here <http://eftrans.reformy-msmt.cz/soubory-ke-stazeni/dalsi>)

⁴ The definition is based on the output from NIP EF-TRANS Guide – the guide to the commercialization of the results of research and development (download here: <http://eftrans.reformy-msmt.cz/soubory-ke-stazeni/guide>).

⁵ The definition is based on the output from NIP EF-TRANS Glossary (download here <http://eftrans.reformy-msmt.cz/soubory-ke-stazeni/dalsi>)

⁶ The definition is based on a definition in the Call for 3.3 OP RDE and is linked to the Call for SmartAkcelerátor OP RDE.

5. PROCESSES AND RULES OF GRANT APPLICATION, PROJECT EVALUATION AND SELECTION

5.1. ANNOUNCEMENT OF CALL FOR PROPOSALS

Round-type Call Building Expert Capacities - Technology Transfer uses the single-round evaluation model, this means that the applicant submits a full grant application within the dates as stipulated in the Call. All applicants have the option to consult wording of the grant application with representatives of the Managing Authority, the contact person as stated in the Call, before submitting an application. After finalizing the grant application, the project approval process is initialized, which will be ended within 7 months from the date of end of acceptance of grant applications at the latest

5.2. PREPARATION OF GRANT APPLICATION

The applicant is obliged to submit obligatory annexes together with the grant application through IS KP14+. The list of obligatory/non-obligatory annexes is stated in the table 18.9. and in the annex No. 9 containing the form and method of documenting

5.2.1. Eligibility of applicant /partner

Eligible applicants/partners are defined in article 4.1 of the Call.

Applicant or possibly other entities with share in eligible expenditure ("Partners") must always comply with all below stated conditions coming from the definition "**organization for research and dissemination of knowledge**" under the point aa), paragraph 15 of the Framework for State aid for research and development and innovation (2014/C 198/01), hereinafter only the "**Framework**", and it is obliged to ensure that it will comply with these conditions for the entire period of the project implementation and also during its sustainability period..

- a) The main objective of the applicant/partner is to carry out independent fundamental research, industrial research or experimental development or to publicly disseminate the results of these activities in the form of teaching, publication activities or transfer of knowledge.
- b) Enterprises, which can enforce controlling power on such entity, for example as shareholders or members, must not have preferential access to results, which such enterprise achieved.
- c) If the applicant/beneficiary carries out both economic and non-economic activities, expenditure and financing of the economic and non-economic activities must be clearly separated. Separate accounting records must be kept so that the beneficiary can at any time provide credible, current and verifiable information on the management of funds relating to the project.
- d) No later than on the date of submission of the grant application, the obligations referred to in points (a) to (c) must be stipulated by the applicant/partner in the fundamental regulations (e.g. statutes, founding charter) of the applicant/partner.

Documents required to verify the eligibility of the applicant/partner in relation to the definition of organization for research and dissemination of knowledge:

- Affidavit on the fulfilment of the requirements of the definition of an organization for research and dissemination of knowledge in compliance with the Framework for State aid for research and development and innovation (2014/C 198/01). The affidavit must contain a statement that the applicant/partner meets the requirements of the definition of organization for research and dissemination of knowledge and at the same time has all the conditions laid down by this definition, stipulated in the internal regulations of the entity.
- Documents confirming the formal set-up to meet the requirements arising from the definition of an organization for research and dissemination of knowledge, which show that the internal arrangement of the operation of the respective entity (main activities, separation of economic and non-economic activities, elimination of influence of enterprises, etc.) meets the requirements of the definition of an organization for research and dissemination of knowledge in compliance with the Framework. These documents can include e.g. the foundation charter, statutes, articles of association, deed of incorporation, etc. These documents necessary to assess the fulfilment of requirements arising from the definition of a research organization for research and dissemination of knowledge, shall be submitted only by applicants who are not a public university, state university conducting research or public research institution.

Eligible applicant/beneficiary/partner must also meet all the following criteria:

- **the respective type of applicant** is included in the list of eligible applicants in the Call;
- **registered office of the applicant** must be in the territory of the Czech Republic;
- applicants/partners are obliged to disclose in an appropriate extent or prove their **ownership structure**. Applicants who will not publish/document their ownership structure (or applicants where there is a conflict of interests) do not fulfil the requirement of eligible applicants. It shall be assessed whether the applicant has documented its ownership structure in compliance with Section 14(3)(e) of Act No. 218/2000 Coll., on Budgetary Rules; i.e. if the applicant is a legal entity, it is necessary to document information about the identity of:
 - 1) persons acting on its behalf, stating whether they are acting as its statutory body or under a power of attorney,
 - 2) persons holding a share in this legal person,
 - 3) persons, in which it holds a share as well as the amount of that share.
- applicant/partner **is not bankrupt** according to Act No. 182/2006 Coll., on bankruptcy and methods of its settlement (“Bankruptcy Act”), as amended; neither a seizure proceeding against it nor any judgement execution is carried out, it is not in liquidation;
- applicant/partner fulfils the requirements of **non-indebtedness** due to state authorities and local government, tax office and health insurance companies (the entity does not report any tax arrears in the Czech Republic as well as in the country of its registered office, place of business or residence; has no arrears in premiums and penalties for public health insurance or social security contributions and the state employment policy contributions,

both in the Czech Republic and in the country of its registered office, place of business or residence);

- applicant/partner has **clean criminal record**;
- applicant is required to perform **scientific and research activities as its main or secondary activity for at least 2 years** before the date of submission of the application in IS KP14+; this fact shall be proved e.g. by its statutes or founding documents and the results included in the Results Information Register (RIV) and it is also required to be registered in the relevant register for at least 2 years before the date of submission of the application through IS KP14+ (i.e. the applicant must demonstrate a minimum of two-year history of the company/institution); these two conditions must be satisfied cumulatively;
- partner is required to perform scientific and research activities / technology transfer as its main or secondary activity; this fact shall be proved e.g. by its statutes or founding documents it is also required to be registered in the relevant register for at least 2 years before the date of submission of the application through IS KP14+ (i.e. the applicant must demonstrate a minimum of two-year history of the company/institution).

The applicant is required to show through an annex to the grant application that the annual turnover of the organization/company of the applicant is at least one half of the amount of eligible project expenditure specified in the grant application. In the case of projects where financial partner/partners participate in the implementation, the relevant portion of the turnover corresponding to the share of such partner/partners can be demonstrated by the applicant through partner/partners. The condition of achievement of the required turnover shall be met for the last two consecutive closed accounting periods⁷ of 12 months⁸, for which the applicant had to submit a tax return, and which precede the date of submission of the application.

This fact shall be documented by the applicant by profit and loss statements for the periods specified above. The definition of annual turnover is specified in Section 20(1)(a) of Article 2 of Act No. 563/1991 Coll., on accounting, as amended: “... The annual total net turnover for the purposes of this Act is the amount of net revenue reduced by sales discounts and divided by the number of commenced months of the accounting period, multiplied by twelve...”

Taxpayers, who have not been established or formed for the purpose of business activities (Section 18(3) of Act No. 586/1992 Coll., on income tax, as amended), will specify the annual net turnover of overall activities, i.e. of both the main and economic activities. Taxpayers, who keep simplified tax records, will specify the total of all revenues achieved in the taxable period or in the period for which they filed the last tax report for the income tax.

Applicants listed in Annex 1 and 2 to Act No. 111/1998 Coll., on tertiary education institutions, as amended, document the amount of turnover by submission of their annual reports (for the least two consecutive closed accounting periods).

⁷ The applicant shall therefore demonstrate the compliance with the turnover requirement for each of the preceding two consecutive closed accounting periods separately.

⁸ In the event that at the time of submission of the grant application, the latest financial period is not closed, the applicant will fulfil the requirement of a mandatory annex to the grant application by submitting an Affidavit that the amount of turnover for the last closed period will be demonstrated before the issue of the legal act. Documentation of the sufficient amount of annual turnover (i.e. at least one half of the total eligible project expenditure) is a mandatory condition for the issue of the legal act. In the event that the applicant cannot demonstrate the sufficient level of turnover at the moment of a submission of documentation needed for the issue of the legal act on the provision/transfer of support, the respective grant application will be excluded from the approval process, i.e. it will not be approved.

State organizational units and contributory organisations of state organisation units do not document their turnover.

5.2.2. Territorial eligibility of OP RDE projects

5.2.2.1. Eligible place of the operation implementation impact

For projects within this Call, the programme area of less developed regions is intended. Within this Call, it is possible to apply exemptions under Art. 70(2) of the General Regulation, i.e. it is possible to implement projects even outside of the programme area.

In its grant application, the applicant will define, which programme area the project will impact. The applicant will define the territory where the project activities in favour of the target group will take place.

Shares of financing between more and less developed regions are specified in section 8.1.5. As part of the project implementation, the beneficiary does not demonstrate any link of the target group to the programme area.

5.2.2.2. Eligible place of project implementation

Within this call, it is possible to implement a project outside the Czech Republic as well.

5.2.3. Target group eligibility

Eligible target groups are staff of research organizations and universities, personnel engaged in research in the private sector, public administration staff dealing with the management and implementation of RDI, including the personnel involved in the implementation of RIS3.

5.2.4. Eligibility of project activities

Eligible activities are defined in the call.

Obligatory activities:

- a) Education of the staff of technology transfer team (TT) in the areas related to the transfer of technologies and commercialisation, including development using practical experiences and skills:
 - In the case of a team in an already existing CTT, then for individual staff only the relevant courses / training will be granted that were not be attended by individual staff.
 - This activity is evidenced for each individual position by an annex to the grant application entitled Education plan. The same training can be completed by no more than three different staff who held the same position successively (see chapter 8.6.3). At the same time, one worker can only undergo a course/training not yet completed by him/her previously, i.e. the contents of the training must not be identical with the content of any course/training already completed by him/her.
- b) Procedural setting of the technology transfer at the institution; in case of already functioning CTT then further development and making the procedural setting more effective.
- c) Project management – the description of the content of this activity can be found in the Rules for Applicants and Beneficiaries – General section; see Chapter (chapter 5.2.4).

- Regarding the description of individual positions of the implementation team, the applicant shall use the mandatory annex entitled Implementation Team. The applicant is also obliged to supplement its grant application by specialist team members' biographies, specifically for all identified key positions within the expert team and for at least 50 % of other members of the CTT expert team.

Optional activities:

- d) Creation and development of CTT promotional activities aimed at researchers in the organization for research and dissemination of knowledge (or students in the organization for research and dissemination of knowledge), including the participation of researchers and other staff of the institution in the processes and activities of the CTT; the purpose of these activities is to familiarize and/or actively involve researchers (or students) with the activities and processes carried out or set up by the CTT (e.g. through seminars, individual consultations, professional engagement in the presentation of the results of the CTT, professional engagement in the presentation of the results to the applied sectors).
- e) Development of technology scouting including institutionalization and systematization of this activity at the institution.
- f) Support or creation in case of absence, for the panel from the application field at the institutional level (for example, a council for commercialisation) – preparation and meetings of the body and the familiarization of the body members with the work of the applicant/beneficiary/partner will be supported.
- g) Consultation (studies, market surveys) for the future appreciation of intellectual property and know-how of the institution for the project purposes – the aim of this activity is to provide consultancy concerning research plans and to explore possibilities for their future application. Within this activity, it is not possible to specifically support consultancy for the commercialization of a specific result of research and development.
- h) Creation of the implementation of concepts of alternative sources for financing the transfer of technologies; an alternative source is considered to be a source other than a grant – only concepts that will be approved by the management of the applicant/beneficiary/partner and implemented at the applicant/beneficiary/partner will be supported and only the expenditure associated with the preparation, approval and implementation of such concepts will be eligible. It is possible to create an instrument/instruments established under the ID of the applicant/beneficiary/partner; instrument/s that would guarantee any return on investment to the depositor are excluded; for any external depositor it can be only a tool for a support for the sponsored research without any priority access to the results of R&D.
- i) Creation (in case of absence) or development of the information system for TT.
- j) CTT partnership with globally-recognized CTTs in the given industry, including cooperation with research organizations – joint workshops, exchange of knowledge, or cooperation in common projects for the technology transfer, including twinning.
- k) Building and development of CTT partnership with relevant partners from the application field through active participation in trade shows, exhibitions, roadshow or other business-to-business and business-to-client/customer activities, including marketing campaigns.

- l) Creation and development of CTT promotion activities in the application field – the purpose of this activity is the familiarization of the representatives of the applied sectors with activities of the CTT (primarily in the area of technology transfer) and the development of communication of the CTT aimed the applied sectors, search for representatives of the applied sectors working in such areas that could lead to the application of the research in the fields implemented by the applicant/partner/beneficiary

Excluded activities (in the event that the grant application will include any of the excluded activities, the condition of eligibility will not be met and such application will be excluded from the approval process):

- m) Proof-of-concept activity.
- n) Pre-seed activity.
- o) Creation and development of promotional activities for the public.
- p) Consulting for commercialisation of the actual research and development findings – legal and financial services (protection of intellectual property, registration of patent or industrial / utility model, work with potential investors to ensure the commercialisation.
- q) Reconstructions and construction adjustments.

The grant application must describe the current status of activities in the institution of the applicant or partner, any activities planned within the project, objective of the project and any qualitative change to be achieved by the applicant through the project.

In the event that the text boxes in the form of the grant application in the IS KP14+ do not have sufficient capacity for the applicant, the required information will be supplemented through an annex to the grant application and the text boxes will include references to such an annex.

5.2.5. Project budget and financial plan

Specified in the Rules for Applicants and Beneficiaries – General section. Moreover, the specific rules specify the following limits of the budget chapters:

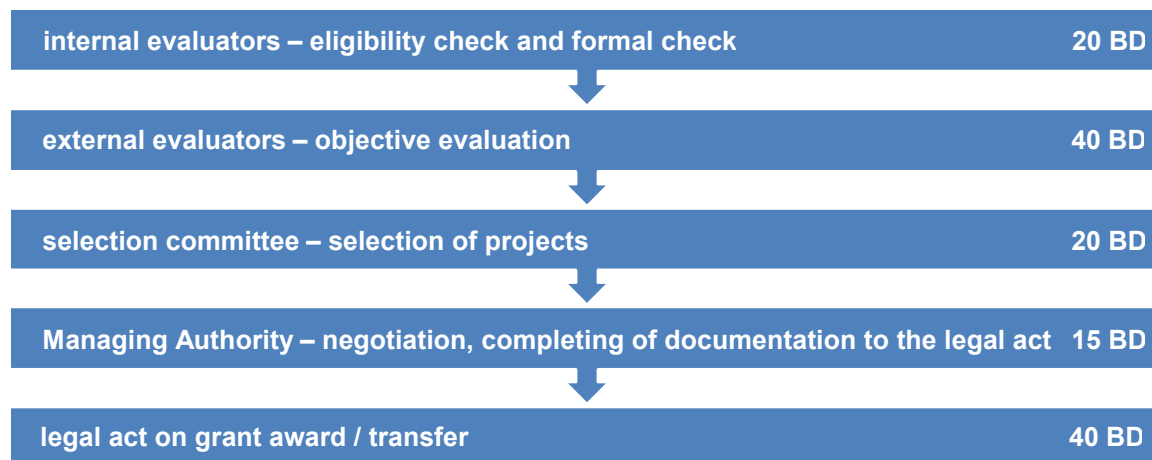
- Purchased services budget chapter – the limit is set at max. 49 % of the total eligible project expenditure;
- Expenditure on direct activities (investment activities) budget chapter – max. 20 % of the total eligible expenditure budget chapter.
- Travel expenditure (foreign) budget chapter – the limit is set at max. 15 % of the total eligible project expenditure.

5.3. RECEIPT OF GRANT APPLICATIONS

Specified in the Rules for Applicants and Beneficiaries – General section

5.4. PROJECT APPROVAL STAGE

Stages of the approval process including partial deadlines⁹ (BD – business day)



Within this Call, applicants are not required to submit any CBA (financial or socio-economic analysis).

5.4.1. Eligibility check and formal check

The stage of the check of eligibility and the formal requirements will be ensured by internal evaluators of the MA in CSSF14+. The check of eligibility and formal requirements shall be completed within 20 business days from the completion of the receipt of grant applications. The result of the evaluation stage will be notified to the applicant using an internal message.

The criteria for the check of eligibility and formal requirements, including a description of the method of evaluation, are included in a separate annex to the Call. The criteria have an exclusionary function – they are evaluated as YES/NO, i.e. pass/fail (or irrelevant for the given project). The criteria for the check of the formal requirements are divided into correctable (i.e. those, where a supplementation of the required data can be done by the applicant based on the request of the MA of OP RDE as part of the approval process), and uncorrectable (i.e. for which any non-compliance always means an exclusion from the approval process without any possibility of completion by the applicant). The check of eligibility criteria are always uncorrectable.

In case of failure to satisfy one of correctable criteria in framework of formal check the applicant is always once requested through IS KP14+ to complete missing information, specifically within the time limit of 10 business days from the date of delivery of this request. In case when the applicant on the basis of request from the Managing Authority OP RDE to complete data does not complete missing information/supporting documents (in adequate manner according to requests from the Managing Authority OP RDE and within the time limit), the grant application is excluded from the approval process.

In case of failure to satisfy one of the uncorrectable criteria of formal requirements and/or any criterion of eligibility the project is excluded from further evaluation process.

⁹ Partial deadlines are for indicative purposes.

5.4.2. Objective evaluation

Objective evaluation is provided by experts, external evaluators selected from the database of evaluators of the MA with respect to the thematic focus of the submitted grant application (at least 1 evaluator is from abroad). All evaluators shall go through a proper procurement procedure and subsequently undergo a specialized training on the evaluation of grant applications within the Priority Axis 2, as well as on the specifics of the Call. The stage of objective evaluation will be completed no later than 40 business days from the date of completion of the previous approval stage. The result of objective evaluation will be notified to the applicant using an internal despatch. Evaluation of each grant application shall always be carried out separately by two evaluators using the evaluation table in IS KP14+; the final evaluation shall be calculated as the average of the evaluations assigned by both evaluators. The overall result of the objective evaluation will be two evaluation tables of evaluators.

If at least one of the following conditions is fulfilled:

- point evaluation of individual evaluators substantially differs in framework of at least one evaluation sub-criterion/criterion, i.e. point difference of evaluators amounts to the minimum points amount as determined in the annex to the Call Evaluation criteria;
- total point evaluation of individual evaluators substantially differs, i.e. point difference of evaluators amounts to a minimum of 20 points;
- individual evaluators differ in the overall result recommended / not recommended) of the grant application, i.e. one of the evaluators recommends the grant application while the other one does not recommend it,

another independent evaluator, the so-called arbiter, is appointed for evaluation.

The arbiter shall perform a full evaluation of the grant application. In his/her evaluation, he/she has both previous evaluations of the individual evaluators. His/her evaluation within the individual evaluation criteria as well as the final evaluation for the grant application must be in the evaluation range set by the previous two evaluators. The final evaluation is defined by the evaluation grid prepared by the arbiter who shall create the table based on individual criteria scoring, total scoring by the previous evaluators and on the basis of his/her assessment. The overall result of a project evaluation is an evaluation assigned by the arbiter and an evaluation table of the arbiter.

Criteria of objective evaluation including their functions and description of the method of evaluation form a separate annex to the Call. The objective evaluation criteria have the exclusion and combined functions:

- Exclusion criteria are criteria, for which failure to satisfy means exclusion of the grant application from the approval process.
- Combined criteria are criteria, for which satisfaction/failure to satisfy points are assigned. In case of failure to satisfy the minimum point limit, which is determined in the Call, the grant application is excluded from the approval process.

Evaluator/arbiter writes down his evaluation into the evaluation table, in which he evaluates individual criteria, and he writes down comments/reasoning for each evaluation. He uses CBA outputs for a part of evaluation. Maximum number of points, which can be assigned in framework of the objective evaluation by one evaluator/arbiter, is 105. The evaluator writes

down overall comments at the end of the table. The project is disqualified/qualified on the basis of evaluator's/arbitrator's evaluation for the next stage of the approval process.

YES – if the project is evaluated with 68 and more points and at the same time it satisfies the minimum point limit of all combined sub-criteria/criteria and at the same time satisfies all exclusion criteria, the grant application is qualified for the next approval process stage;

NO – if the project is evaluated with 68 and more points and at the same time it satisfies the minimum point limit of all combined sub-criteria/criteria and at the same time satisfies all exclusion criteria, the grant application is qualified for the next approval process stage.

5.4.3. Project selection

The project selection process will be ensured by a selection committee composed of experts, external domestic and/or foreign evaluators selected from a database of evaluators of the MA with respect to the topical focus of the submitted grant application and internal evaluators / representatives of the MA. All evaluators shall go through a proper procurement procedure and subsequently undergo a specialized training on the evaluation of grant applications within the Priority Axis 2, as well as on the specifics of the Call. The stage of project selection will be completed no later than 20 business days from the date of completion of the previous approval stage.

Rules and criteria, according to which the selection committee evaluates the grant applications, are determined by the Statutes and Rules of Procedure of the selection committee, see the sample <http://www.msmt.cz/strukturalni-fondy-1/vzory-dokumentu-op-vvv>.

The selection committee makes a decision, whether the grant application will be disqualified for financing or possibly qualified with reservation. In case when the grant application is qualified with reservation, the grant will be awarded for the project only in case of satisfaction of all reservations determined by the selection committee.

The selection committee may, as part of the minutes of a meeting, articulate not only reservations but also recommendations for successful applicants. Non-respecting/respecting of the recommendation of the selection committee by the applicant must have no effect on the recommendation/non-recommendation of the grant application. It is up to the applicant to decide whether or not to take such recommendation into account within the grant application.

After discussing/articulating reservations and non-recommendations/recommendations for all the projects, the selection committee shall determine the point evaluation limit for recommended projects with regard to the financial allocation for the given Call. In the event that the threshold for the available aid is determined at the point level, where there are multiple projects with the same point evaluation (e.g. if there are three projects with 70 points, but two of them cannot be covered from the allocation), the MA shall either decide on an increase of the allocation so that all projects with the same point evaluation can be supported, or none of the projects on the threshold of the available allocation (none of the three projects with 70 points) will be supported, i.e. the allocation of the Call will not be fully utilized.

The list of recommended/non-recommended grant applications shall be signed by the Deputy Minister of the EU Operational Programmes Section.

After the process of the selection of grant applications recommended with reservation / recommendation, the process of negotiations takes place, in which the applicant modifies the

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grant application based on the reservations/recommendations of the selection committee and subsequently submits the completed/modified grant application to the MA.

5.5. METHOD OF NOTIFICATION OF THE APPROVAL PROCESS RESULTS TO THE APPLICANT

The applicant will be informed about the result of the project selection through internal despatch.

6. CHAPTER – PROCESSES AND RULES FOR ISSUE OF LEGAL ACT ON GRANT AWARD / TRANSFER

6.1. AWARD OF GRANT TO THE APPLICANT

Specified in the Rules for Applicants and Beneficiaries – General section

6.2. FORMS OF GRANT AWARD

Specified in the Rules for Applicants and Beneficiaries – General section

6.3. NOTIFICATION OF APPROVAL OF THE GRANT APPLICATION FROM OP RDE

Specified in the Rules for Applicants and Beneficiaries – General section

6.4. DOCUMENTS NEEDED TO ISSUE A LEGAL ACT ON GRANT AWARD / TRANSFER

The required supporting documents for issue of the legal act including the method of delivery are stated In the Rules for Applicants and Beneficiaries – General section.

The list of documents that must not be older than 3 months prior to the issue of the legal act is as follows:

- 1a) Document on non-indebtedness
- 2) Power of Attorney / authorization for representation
- 4) **Partnership agreement** – if the entity is a partner
- 4a) **Clause certifying approval of the founder with the conclusion of the partnership agreement**
- 5) **Affidavit of the partner** (if the entity is a project partner)
- 6) **Document on annual turnover**
- 7) **Declaration on size of enterprise** – if relevant
- 8) **Declaration on connection with other enterprises** – if relevant

- 9) Documentation for a bank account/sub-account
- 10) Document on founder's account¹⁰ – if relevant
- 11) Declaration on substantial changes

6.5. APPROVAL OF GRANT AWARD

Specified in the Rules for Applicants and Beneficiaries – General section

7. CHAPTER – PROCESSES AND RULES OF PROJECT MANAGEMENT

7.1. MONITORING

Examples of annexes to monitoring reports / Request for Payment are available for information purposes on the website of the MEYS: <http://www.msmt.cz/strukturalni-fondy-1/prehled-vzoru-prilohy-monitorovacich-zprav> Examples of annexes in final wording are available in IS KP14+.

7.1.1. Interim report on project implementation (including an interim request for payment)

The beneficiary is obliged to submit the first interim report on project implementation / request for payment within 20 business days, after passing of three months from the start date of the project physical implementation or from the date of issue of the legal act at the latest, whatever occurs later. The beneficiary is obliged to submit another interim report on project implementation / request for payment within 20 business days after expiration of six months from completion of the previous monitoring period..

In case when the beneficiary incurred eligible expenditure for the project already before issue of the legal act on grant award / transfer, the beneficiary can apply the option to submit the first interim report on project implementation / request for payment at an earlier date in compliance with the chapter 7.1.1. of the Rules for Applicants and Beneficiaries – General section, as stated in the part earlier submission of the report on project implementation / request for payment. The procedure for the administration, return for revision and approval of the report on project implementation / request for payment is specified in the Rules for Applicants and Beneficiaries – General section, chapter 7.1.

7.1.2. Information on project implementation progress

Specified in the Rules for Applicants and Beneficiaries – General section

7.1.3. Final report on project implementation

The beneficiary is obliged to submit to the MA of OP RDE the final report on the project implementation / request for payment within 40 business days from the date of completion of

¹⁰ Optional, if the founder is at the same time the granting authority.

the physical implementation of the project, but no later than on 28th December 2022 (if the date of completion of the physical implementation of the project is 31 October 2022).

7.1.4. Final report for the entire period of the project implementation

Specified in the Rules for Applicants and Beneficiaries – General section

7.1.5. Interim report on project sustainability

Given the fact, that this Call does not require project sustainability, this chapter is irrelevant.

7.1.6. Final report on project sustainability

Given the fact, that this Call does not require project sustainability, this chapter is irrelevant.

7.2. PROJECT CHANGES AND PROJECT SUPPLEMENTATION

Specified in the Rules for Applicants and Beneficiaries – General section

7.3. PROJECT TERMINATION AND SUSTAINABILITY

Specified in the Rules for Applicants and Beneficiaries – General section For this Call, sustainability of projects (and their outcomes) is not required.

7.4. RETENTION OF DOCUMENTS

Specified in the Rules for Applicants and Beneficiaries – General section

8. CHAPTER – PROCESSES AND RULES FOR FINANCIAL MANAGEMENT

8.1. PROJECT FINANCING

Specified in the Rules for Applicants and Beneficiaries – General section

8.1.1. Ex-post financing

Specified in the Rules for Applicants and Beneficiaries – General section

8.1.2. Ex-ante financing

Ex-ante financing is required for the projects within this Call. The amount of the first advance payment cannot exceed 25 % of the total eligible project expenditure. The specific amount will be determined for each project individually based on the expected amounts of eligible expenditures in the first two monitoring periods, and will be included in the Grant Award Decision.

The granting authority will provide advance payments up to a maximum co-financing share of the EU and the national budget, i.e. no more than 95 % of the total eligible project expenditure.

8.1.3. Combined payments financing

Irrelevant for projects within this Call.

8.1.4. Conduct of payments to state organisation units and contributory organisations of the state organisation units

Specified in the Rules for Applicants and Beneficiaries – General section

8.1.5. Co-financing in OP RDE projects

The minimum share of own financing by the beneficiary is identified for each group of legal forms and the types of regions in the Rules for Applicants and Beneficiaries – General section.

If an applicant/beneficiary is for the purposes of determining the level of co-financing included in the category of a “public higher education institutions and research organizations”, it is necessary that the applicant/beneficiary fulfils the requirements of the definition of organization for research and dissemination of knowledge under the point ee) paragraph 15 of the Communication from the Commission (EU) Framework for State aid for research and development and innovation (2014/C 198/01), as well as the definition of a research organization in compliance with Act No. 130/2002 Coll. on the Support of Research and Development from Public Funds and on the Amendment to Some Related Acts (the Act on the Support of Research and Development). In the event that the entity is neither state organisation unit nor state-funded institution, state organization unit, the co-financing rate is **at least 5 %** of the total eligible project expenditure.

If the entity fulfils the requirements of the definition of organization for research and dissemination of knowledge in compliance with the Framework only, it is included for the purposes of the co-financing rate into the category of “other entities”.

In case of using of an in-kind contribution for project co-financing, the applicant shall document it in the prescribed manner (Rules for Applicants and Beneficiaries – General section) no later than in the final request for payment.

Table: Ratio of allocation of financing between OP RDE programme areas (between less and more developed regions)

Place of project implementation	Place of project's impact	Less developed region	More developed region
Less developed region	Less developed region	100%	0%
More developed region	Less developed region	100%	0%
More developed regions	More and less developed regions	26%	74%

8.2. ACCOUNTING AND REPORTING

Specified in the Rules for Applicants and Beneficiaries – General section

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8.3. BANK ACCOUNT

Specified in the Rules for Applicants and Beneficiaries – General section

8.4. CASH

Specified in the Rules for Applicants and Beneficiaries – General section

8.5. VALUE ADDED TAX

Specified in the Rules for Applicants and Beneficiaries – General section

8.6. REPORTING OF EXPENDITURE

Specified in the Rules for Applicants and Beneficiaries – General section Call for Expert

Capacity Building – Technology Transfer utilizes indirect expenditure as a simplified form of financing.

8.7. ELIGIBLE EXPENDITURE

8.7.1. General conditions of expenditure eligibility

Specified in the Rules for Applicants and Beneficiaries – General section

8.7.2. Eligible expenditure by type

Specified in the Rules for Applicants and Beneficiaries – General section In addition:

In terms of time, all eligible expenditure incurred from 1 January 2016 is eligible – from this time on, all expenditure associated with the project is considered eligible, and it is also the moment of a possible start of the project. Expenditure incurred under an employment contract entered into before the start of the project can be considered eligible only under the condition that the work was carried out after the start of the project. Work related to the project must be, however, specifically mentioned in an attachment to such an employment contract or using another adequate manner corresponding to the internal regulations of the applicant/beneficiary/partner.

The last possible date for the completion of the physical implementation of the project is 31 October 2022.

Expenditure eligibility after the completion of the physical implementation of the project - the completion of the project and its administration necessarily results in expenditure after the date of completion of the physical implementation of the project. These are primarily the expenditures incurred during project implementation and they are factually eligible, but their payment was made after the completion of the physical implementation of the project, no later than on the date of submission of the final report on the project implementation, together with the final request for payment.

- **Personnel expenditure** – the category of direct personnel expenditures include only the expenditure related to the expert project team.

For the projects within this Call, in compliance with Chapter 8 of the Rules for Applicants and Beneficiaries – General section, the following options for the determination of wages/salaries defined in the document entitled *List of wages/salaries and possible methods of determining wages/salaries for employees/staff involved in the implementation of projects of the Operational Programme Research, Development and Education are also applicable*

(<http://www.msmt.cz/strukturalni-fondy/op-vvv/mzdovelimity.pdf>);

- under the point 1 – Determination of rate by means of ISPV;
- under the point 2 – Alternative calculation method of the rate wage/salary;
- under the point a – Use of limits determined in the chapter 1 of the stated document (limits for key/excellent employees/staff can be used, however under the precondition that the applicant defines the job position as a key job position and states in the grant application why this job position is a key job position);
- **Facilities and equipment, material** – the recommended maximum price of equipment is specified in document entitled List of common equipment prices, available on the website of the MEYS: <http://www.msmt.cz/strukturalni-fondy-1/seznam-obvyklych-cen-vybaveni>

The document also sets out the procedure for cases where it is appropriate to exceed the recommended usual prices.

Examples of eligible expenditure for this Call, further expanding the list contained in the Rules for Applicants and Beneficiaries - General section:

- expenditure related to the organization of events linked to the promotional activities of the technology transfer centre in connection with the project (trade fairs, exhibitions, roadshows, etc.).
- market research (expenditure associated with data collection and the search for potential partners, including charges for access to specialized databases);

8.7.3. Contextual contributions in OP RDE

Specified in the Rules for Applicants and Beneficiaries – General section

8.7.4. Indirect costs

Specified in the Rules for Applicants and Beneficiaries – General section

8.8. INELIGIBLE EXPENDITURE

Specified in the Rules for Applicants and Beneficiaries – General section Further ineligible direct expenditure for this Call include e.g. services of patent attorneys, royalties, fees for membership in professional associations, etc. related to activities excluded within the given Call. In addition, payments for training are ineligible expenditures, if such training was not successfully completed (exceptions are acceptable, e.g. where the employee goes on maternity/parental leave, dies or his/her long-term absence is due to taking care of a family member). The same training can complete up to three different staff who successively hold the same position. Fees for membership in professional associations are ineligible expenditure.

Expenditure related to excluded activities according to chapter 5.2.4. is also included in ineligible expenditure.

8.9. INCOME FROM THE PROJECT

Specified in the Rules for Applicants and Beneficiaries – General section

Submission of a Cost-Benefit Analysis is not required within this Call.

8.10. FINANCIAL PENALTIES (SANCTIONS FOR NON FULFILMENT OF THE OBLIGATIONS OF THE BENEFICIARY/ PARTNER)

Specified in the Rules for Applicants and Beneficiaries – General section

9. CHAPTER – PROCESSES AND RULES OF INSPECTIONS AND AUDITS

Specified in the Rules for Applicants and Beneficiaries – General section

10. CHAPTER – PROCESSES AND RULES OF REMEDIAL MEASURES

Specified in the Rules for Applicants and Beneficiaries – General section

11. CHAPTER – INDICATORS OF OP RDE

11.1. GLOSSARY OF TERMS

Specified in the Rules for Applicants and Beneficiaries – General section

11.2. INSTRUCTIONS FOR APPLICANTS

When creating the grant application, the applicant shall select **all** relevant indicators for outputs and outcomes.

Annex entitled Summary of key outputs to fulfil the ESF project indicators is submitted as an attachment to the grant application. In this annex, the applicant specifies partial outputs of the indicator *2 15 02 Number of new products modernising strategic management systems in research organisations*. A new product may be for example strategy for co-operation with applied sectors including any partial key outputs – strategies, internal guidelines, analyses, methodological materials, etc. that are necessary for the fulfilment of the given indicator. In the above-mentioned summary, it is necessary to include the description of the partial output, its purpose and a clear link to the time schedule of the project. These partial outputs should be determined for each unit of the target indicator value. For example, if the indicator *2 15 02*

Number of new products, modernising systems of strategic management in research organizations will have the target of two, the applicant must clearly separate partial outputs of the indicator, purpose and link to the time schedule of the unit 1 (partial outputs for the first instrument), unit 2 (partial outputs for the second instrument), etc.

11.3. INSTRUCTIONS FOR BENEFICIARIES

Indicator system for the Call Building Expert Capacities - Technology Transfer

Type	Code (NCI)	Indicator	Monitoring and documentation
	6 00 00	Total number of participants	The supported person provides documentation for the monitored period in which he/she obtained any small-scale support. It shall be documented using a card of participant to be kept by the beneficiary signed by the participant for the purposes of any on-site inspection. It is not submitted with the project Report on project implementation.
	2 08 00	Number of supported researchers and academics	The supported person provides documentation for the monitored period in which he/she successfully completes the support. To the project Report on project implementation, the beneficiary will attach a copy of the obtained certificate, certificate of completion of an internship, quiz, test, acceptance of a written work as the output of a course, confirmation of the completed workshop etc., depending on the type of training. During the project implementation each supported worker prepares a reflection of completed activities in the report of reflection. This report shall be used by the beneficiary for documenting the indicator 2 08 10. Partial reports shall be retained by the beneficiary for the purposes of any on-spot inspection.
	2 08 03	Number of supported administrative and technical workers in R&D	The supported person provides documentation for the monitored period in which he/she successfully completes the grant. To the project Report on project implementation, the beneficiary will attach a copy of the obtained certificate, certificate of completion of an internship, quiz, test, acceptance of a written work as the output of a course, confirmation of the completed workshop etc., depending on the type of training. During the project implementation each supported worker prepares a reflection of completed activities in the report of reflection. This report shall be used by the beneficiary for documenting the indicator 2 08 10. Partial reports shall be retained by the beneficiary for the purposes of any on-spot inspection.

		Number of new products modernising strategic management systems in research organisations	Indicator values are monitored and documented regularly over the project implementation period. The beneficiary shall attach to the project Report on project implementation a Summary of key outputs to fulfil the ESF project indicators, including a list of created key outputs in the reporting (monitoring) period and at the same time partial outputs created and approved by the institution and implemented by the institution shall be attached.
Result	2 08 10	Number of organizations whose staff increased their skills in R&D, its management and related areas	Within one project, each organization shall be included only once. For each organization, the applicant/partner shall prepare a summary report, prepared based on partial reflections of the supported staff. For the first time, the achieved value of this indicator must be reported no later than in the last but one Report on project implementation for the project. In project Report on project implementation, the beneficiary reports the overall achieved value and shall supplement the summary reflection report for the entire organization.
	5 43 10	Number of supported co-operations	Co-operation will come into being during the project implementation, will be documented in the last but one project Report on project implementation by a contract/agreement/memorandum of co-operation or similar document and a report on the course of co-operation. The contract/agreement/memorandum must usually indicate the following requirements: Contracting parties, purpose, or objective, factual description of the co-operation and the period for which the co-operation is concluded. To the report on project implementation, the final report on the course of co-operation will be attached. Copies are presented, originals are kept by the beneficiary with the project documentation for the case of any on-site inspection.

Definitions of OP RDE indicators are on the website of MEYS

<http://www.msmt.cz/strukturalni-fondy-1/monitorovaci-indikatory-op-vvv> ,

specifications for a specific Call will be included in the Call.

As part of the implementation, the annex entitled Summary of partial outputs to fulfil the ESF project indicators is attached to the Report on project implementation (see chapter 7.1) with a list of created key outputs of the indicator 2 15 02 *Number of new products modernising strategic management systems in research organisations* within the reporting (monitoring) period.

Any changes of the Summary of key outputs to fulfil the ESF project indicators must be carried out in compliance with the procedures described in section 7.2.2 of the Rules for Applicants and Beneficiaries – General section, as a substantial change of the project not constituting a change in the legal act.

11.3.1. Common indicators

The project must be designed so that educational activities of any supported person in total amounted at least to the minimum threshold of the small-scale support.

Small-scale aid is specified in the range of at least **40 hours** (regardless of the number of partial instances of support, i.e. the number of partial involvements in the project). Upon the achievement of this minimum range, the specific person shall be counted within the indicator 6 00 00 Total number of participants.

At least 30 % of the target value of the indicator 6 00 00 must be recognized in the report on project implementation submitted before 31 December 2018.

11.4. SANCTIONS DUE TO FAULT OF BENEFICIARY

Specified in the Rules for Applicants and Beneficiaries – General section and in the legal act on grant award / transfer.

12. CHAPTER – PROCUREMENT PROCEDURE

Specified in the Rules for Applicants and Beneficiaries – General section

13. CHAPTER – PARTNERSHIP

Specified in the Rules for Applicants and Beneficiaries – General section

14. CHAPTER SYNERGIES AND COMPLEMENTARITIES

Specified in the Rules for Applicants and Beneficiaries – General section

15. CHAPTER – STATE AID

All aid will be provided to beneficiaries for implementation of non-economic activities, in accordance with the Framework for State aid for research and development and innovation (2014/C 198/01), so the granted funds do not have character of state aid within the meaning of Art. 107, paragraph 1 of The Treaty on the Functioning of the European Union.

According to the Framework, activities under technology transfer are considered as an economic activity provided that they are carried out either by a research organization or research infrastructure (including their departments or branches), or together with other such entities or on their behalf and, if all profit from these activities is re-invested in primary activities of the research organization or research infrastructure. Non-economic character of these activities is maintained even in the case of entrusting the provision of the respective services to third parties through an open tender.

Activities within the project must be implemented for own use of the applicant/partner within their non-economic activities and their outcomes must be used for the project purposes. As part of the project, no services may be provided (e.g. legal advice, preparation of studies,

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performance of market research, etc.) to external entities. The applicant/partner is responsible for ensuring that there will be no transfer of state aid to another entity (in compliance with the provisions of chapter 2.2 of the Framework).

For other conditions see chapter 15.2 of the Rules for Applicants and Beneficiaries - General section.

16. CHAPTER – HORIZONTAL POLICY (ACCORDING TO THE ARTICLE 7 AND 8 OF THE GENERAL REGULATION)

Specified in the Rules for Applicants and Beneficiaries – General section

17. CHAPTER – PUBLICITY RULES

Specified in the Rules for Applicants and Beneficiaries – General section

18. ANNEXES

18.1. ANNEX 1: SAMPLE – UNIFORM FORM FOR PROCESSING OF REQUESTS FOR DECISION REVIEW

Specified in the Rules for Applicants and Beneficiaries – General section

18.2. ANNEX 2: SAMPLE – INTERIM/FINAL IMPLEMENTATION REPORT

Specified in the Rules for Applicants and Beneficiaries – General section

18.3. ANNEX 3: SAMPLE – FINAL REPORT FOR THE ENTIRE PERIOD OF THE PROJECT IMPLEMENTATION

Specified in the Rules for Applicants and Beneficiaries – General section

18.4. ANNEX 4: SAMPLE – INFORMATION ON PROJECT IMPLEMENTATION PROGRESS

Specified in the Rules for Applicants and Beneficiaries – General section

18.5. ANNEX 5: SAMPLE – REPORT ON SUSTAINABILITY

Specified in the Rules for Applicants and Beneficiaries – General section

18.6. ANNEX 6: CONTRACTUAL TERMS FOR CONSTRUCTION WORKS CONTRACTS

Specified in the Rules for Applicants and Beneficiaries – General section

18.7. ANNEX 7: OBJECTION TO THE IMPARTIALITY OF THE INSPECTOR

Specified in the Rules for Applicants and Beneficiaries – General section

18.8. ANNEX 8: OBJECTION AGAINST INSPECTION FINDINGS

Specified in the Rules for Applicants and Beneficiaries – General section

18.9. ANNEX 9: LIST OF ANNEXES TO THE GRANT APPLICATION AND METHOD OF THEIR DOCUMENTING

The summary of the relevant annexes to the grant application can be found in the table below.

Templates for the annexes to the grant application are available on the website of the MEYS (link to the electronic version:

<http://www.msmt.cz/strukturalni-fondy-1/vzory-dokumentu-op-vvv>).

Current wording of annex samples for the grant application are available in the IS KP14+ at the Call announcement.

Number	Annex to the grant application	Method of documenting	Form (original/copy)	Language	Link to the evaluation criterion	Who presents
1.	Affidavit: eligibility (legitimacy) of ensuring own funds liquidation, seizure proceedings and insolvency proceedings, clean criminal record** no arrears Final Affidavit	grant applications (in IS KP14+) partner – annex to the grant application (sample)	simple copy (before the issue of the legal act – original or certified copy)	Czech	F3, P3, P4, F10	Each eligible applicant and partner, ensuring own funds – only in the case of co-financing, private entities –liquidation, insolvency, schools, educational facilities, state organisation units, contributory organisation, higher education institutions <i>only insolvency, non-indebtedness</i> - not documented by state organisation units, partner without a financial contribution
2.	Documents proving compliance with the requirements of the definition of an organization for research and dissemination of knowledge by the eligible applicant	Applicant – Affidavit in Documents confirming formal set-up for the fulfilment of requirements resulting from the definition of an organization for research and dissemination of knowledge (e.g. a foundation charter, statutes, articles of association)	Applicant – original partner Simple copy	Czech	F3, P3, P4	state-funded org., public university - only insolvency, “no arrears” certificate Each eligible applicant and partner in addition to public and state higher education institution and public research institution
3.	Document proving legal subjectivity of the applicant/partner*	Extract from a commercial, association, school or another similar register (foundations etc.).	Original or certified copy	Czech	F3, P3, P4	Each eligible applicant and partner with the exception of entities established by the act (e.g. state organisation unit, municipalities, regions, public universities)
	*Not older than 90 days from submission of the grant application	**clean criminal record of natural and legal persons				

Number	Annex to the grant application	Method of documenting	Form (original/copy)	Language	Link to the evaluation criterion	Who presents
4.	Time schedule for key activities	Annex to the grant application (sample)	Original	Czech and English	F3, F8, V2.4	Each eligible applicant
5.	Implementation team	Annex to the grant application (sample)	Simple copy	Czech	V1.1, V1.2 V4.1	Each eligible applicant and partner (if applicable)
6.	Implementation team Summary of key outputs to fulfil the ESF project indicators	Annex to the grant application (sample)	Original	Czech and English	F3, V3	Each eligible applicant
7.	Grant application, including all relevant annexes in English	Annex to the grant application - documents created by the applicant (no samples are available)	Original	English	F3, F4	Each eligible applicant
8	Education plan for individual positions	Applicant is obliged to cover through the Education plan all the information in compliance with the arrangement of the evaluation criteria (V1.2) and (a) activity content, see chapter 5.2.4 document	Original	Czech and English	F3, V1.2	Each eligible applicant
9	CVs of the expert team (CV for each identified key positions within the expert team and at least 50 % of other members of the expert team)	Annex to the grant application (no sample is available) created by the applicant (no sample is available)	Original	Czech and English	F3, V1.2	Each eligible applicant and partner

Number	Annex to the grant application	Method of documenting	Form (original/copy)	Language	Link to the evaluation criterion	Who presents
10.	Declaration on the fulfilment of the requirements of the definition of research organization pursuant to Act No. 130/2002 Coll., on the support for research, experimental development and innovation	Applicant – Affidavit in the grant application (in ISKP14+) partner – annex to the application support (sample)	Original			Each eligible applicant and partner, with the exception of state organisation units, public research institutions, public university
11.	Declaration on the non-fulfilment of the requirements of definition of research organization pursuant to Act No. 130/2002 Coll., on the support for research, experimental development and innovation	Applicant – Affidavit in the grant application (in ISKP14+) partner – annex to the application support (sample)	Simple copy			Each eligible applicant and partner, with the exception of state organisation units, public research institutions, public university
12.	Document on annual turnover or financial health of the applicant/partner	Annex to the grant application (sample)-	Original	Czech	F3, P3, P4	Each eligible applicant and partner, with the exception of state organisation units, public university Annual Report act)
13.	Affidavit of proof of turnover (in case of missing turnover partnership agreement)	Applicant – Affidavit in the grant application (in ISKP14+) partner – annex to the application support (sample)	Original	Czech	F3	Each eligible applicant and partner, with the exception of state organisation units, public research institutions, public university
14.	Proof of annual turnover or	Annex to the grant application (sample)	Original	Czech	F3, F11	Each eligible applicant and partner, with the exception of state organisation units, public university
15.	financial health of the applicant/partner	Annex to the grant application (sample)		Czech		Each eligible applicant and partner in addition to public and state organisation units, public university
16.		Annex to the grant application (sample)				The document shall be inserted in IS KP14+ as an annex to the grant application.

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19. LIST OF ABBREVIATIONS AND TERMS

CSSF14+	Central system for structural funds for the programming period 2014–2020
CV	Curriculum vitae, meaning an academic or professional biography
IS KP14+	End applicant/beneficiary information system
MA	Managing Authority
MEYS	Ministry of Education, Youth and Sports of the Czech Republic
OP RDE	Operational Programme Research, Development and Education