



Rules for Applicants and Beneficiaries

Specific section

Call “Research Infrastructures”

Operational Programme Research Development and Education

Programming period 2014–2020

VERSION:	1
ISSUED BY:	Managing Authority of OP RDE
DATE OF VALIDITY:	Date of publication on the website of the MEYS – OP RDE
DATE OF EFFECT	25 January 2016



EVROPSKÁ UNIE
Evropské strukturální a investiční fondy
Operační program Výzkum, vývoj a vzdělávání



CONTENT

1. CHAPTER – INTRODUCTION.....	5
2. CHAPTER – DEFINITION OF USED TERMS.....	5
3. CHAPTER – LEGISLATIVE BACKGROUND AND OTHER BASELINE DOCUMENTATION 6	
4. CHAPTER – CONTACTS AND COMMUNICATION WITH APPLICANTS AND BENEFICIARIES.....	6
5. CHAPTER – PROCESSES AND RULES OF GRANT APPLICATION, PROJECT EVALUATION AND SELECTION.....	7
5.1. ANNOUNCEMENT OF CALL FOR PROPOSALS.....	7
5.2. PREPARATION OF GRANT APPLICATION.....	7
5.2.1. Eligibility of applicant/partner.....	7
5.2.2. Territorial eligibility of OP RDE projects.....	10
5.2.2.1 The acceptable place of impact of project implementation.....	10
5.2.2.2 The acceptable place of project implementation.....	10
5.2.3. Target group eligibility.....	10
5.2.4. Eligibility of project activities.....	10
5.2.5. Project budget and financial plan.....	11
5.3. RECEIPT OF GRANT APPLICATIONS.....	12
5.4. PROJECT APPROVAL STAGE.....	13
5.4.1. Eligibility check and formal check.....	13
5.4.2. Objective evaluation.....	14
5.4.3. Project selection.....	15
5.5. METHOD OF NOTIFICATION OF THE APPROVAL PROCESS RESULTS TO THE APPLICANT.....	16
6. CHAPTER – PROCESSES AND RULES FOR ISSUE OF LEGAL ACT ON GRANT AWARD / TRANSFER.....	16
6.1. AWARD OF GRANT TO THE APPLICANT.....	16
6.2. FORMS OF GRANT AWARD.....	16
6.3. NOTIFICATION OF APPROVAL OF THE GRANT APPLICATION FROM OP RDE .	16
6.4. DOCUMENTS NEEDED TO ISSUE THE LEGAL ACT ON GRANT AWARD / TRANSFER.....	17
6.5. APPROVAL OF GRANT AWARD.....	17
7. CHAPTER – PROCESSES AND RULES OF THE PROJECT MANAGEMENT.....	18
7.1. Monitoring.....	18

7.1.1.	Interim report on project implementation (including an interim request for payment	18
7.1.2.	Information on project implementation progress	19
7.1.3.	Final report on project implementation	19
7.1.4.	Final report for the entire period of the project implementation	19
7.1.5.	Interim report on project sustainability	19
7.1.6.	Final report on project sustainability	19
7.2.	PROJECT CHANGES AND PROJECT SUPPLEMENTATION	20
7.2.1.	Insignificant changes in the project	20
7.2.2.	Significant changes in the project	20
7.2.3.	Changes in the period of sustainability	20
7.3.	PROJECT TERMINATION AND SUSTAINABILITY	20
7.3.1.	Time framework for termination of projects	20
7.3.2.	Formal technical termination of the project	20
7.3.3.	Termination of the project from the viewpoint of monitoring and financing	20
7.3.4.	Non achievement of the purpose of the grant at the termination of the project	20
7.3.5.	Early / non-standard termination of the project	20
8.	CHAPTER – PROCESSES AND RULES FOR FINANCIAL MANAGEMENT	21
8.1.	PROJECT FINANCING	21
8.1.1.	Ex-post financing	21
8.1.2.	Ex-ante financing	21
8.1.3.	Combined payments financing	21
8.1.4.	Conduct of payments to state organisation units and contributory organisations of the state organisation units	21
8.1.5.	Co-financing in op rde projects	22
8.2.	ACCOUNTING AND REPORTING	23
8.3.	BANK ACCOUNT	23
8.4.	Cash	23
8.5.	Value added tax	23
8.6.	Reporting of expenditure	23
8.6.1.	Full reporting of expenditure	23
8.6.2.	Simplified reporting of expenditure	24
8.7.	Eligible expenditure	24
8.7.1.	General conditions of expenditure eligibility	24
8.7.2.	Eligible expenditure by type	24

8.7.3. In-kind contributions in OP RDE.....	25
8.7.4. Indirect costs.....	25
8.8. INELIGIBLE EXPENDITURE	26
9. CHAPTER – PROCESSES AND RULES OF INSPECTIONS AND AUDITS.....	26
10. CHAPTER – PROCESSES AND RULES OF REMEDIAL MEASURES	26
11. CHAPTER – INDICATORS OF OP RDE.....	26
11.1. GLOSSARY OF TERMS	26
11.2. INSTRUCTIONS FOR APPLICANTS.....	26
11.3. INSTRUCTIONS FOR BENEFICIARIES.....	27
11.4. SANCTIONS DUE TO FAULT OF BENEFICIARY	33
12. CHAPTER – PROCUREMENT PROCEDURE.....	33
13. CHAPTER – PARTNERSHIP.....	33
14. CHAPTER – SYNERGIES AND COMPLEMENTARITIES	33
15. CHAPTER – STATE AID.....	34
15.1. INTRODUCTION TO STATE AID	34
16. CHAPTER – HORIZONTAL POLICY (ACCORDING TO THE ARTICLE 7 AND 8 OF THE GENERAL REGULATION).....	34
17. CHAPTER – PUBLICITY RULES.....	34
18. ANNEXES.....	34
18.1. ANNEX 1: TEMPLATE – UNIFORM FORM FOR PROCESSING OF REQUESTS FOR DECISION REVIEW	34
18.2. ANNEX 2: TEMPLATE – INTERIM/FINAL IMPLEMENTATION REPORT	34
18.3. ANNEX 3: TEMPLATE – FINAL REPORT FOR THE ENTIRE PERIOD OF THE PROJECT IMPLEMENTATION	34
18.4. ANNEX 4: TEMPLATE – INFORMATION ON PROJECT IMPLEMENTATION PROGRESS	35
18.5. ANNEX 5: TEMPLATE – REPORT ON SUSTAINABILITY.....	35
18.6. ANNEX 6: CONTRACTUAL TERMS FOR CONSTRUCTION WORKS CONTRACTS 35	
18.7. ANNEX 7: OBJECTION TO THE IMPARTIALITY OF THE INSPECTOR.....	35
18.8. ANNEX 8: OBJECTION AGAINST INSPECTION FINDINGS.....	35
18.9. ANNEX 9: OBJECTION AGAINST NOTIFICATION ON NON-PAYMENT OF A PART OF THE GRANT	35
18.10. ANNEX 10: LIST OF ANNEXES TO THE GRANT APPLICATION.....	36
19. LIST OF ABBREVIATIONS.....	43

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

Other entities carrying out research

In this Call, it is the legal entities carrying out research and development (a systematic creative work done for the purpose of expanding the current knowledge, including the knowledge of man, culture and society, gaining new knowledge or utilization thereof in practice, through methods which enable confirmation, supplementation or refutation of acquired knowledge) as their primary or secondary economic activity¹ and which at the same time do not meet the definition of an organisation for research and dissemination of knowledge according to the Framework for the state aid RDI.

Completion, modernisation, upgrade

Completion – extension or completion of the existing capacities of the research centre linked to the acquisition or use of new technologies/devices/equipment, if possible within existing buildings.

Modernisation – extension of facilities or applicability of infrastructure/instrumentation, which increases the quality and/or extends functionality of infrastructure/instrumentation.

Upgrade – replacement of instrumentation and/or replacement of its parts by newer / better version.

In-kind contributions

The supply of parts of research infrastructures or research facilities into research infrastructures located abroad.

SME

Small and medium-size enterprise (SME) – enterprises fulfilling the conditions set out in attachment no. I Commission Regulation (EU) no. 651/2014 dated 17 June 2014, which in

¹ The definition is based on the Methodology and definitions of the indicators of research and development of the Czech Statistical Office (download here: https://www.czso.cz/csu/czso/statistika_vyzkumu_a_vyvoje)

accordance with Articles 107 and 108 of the Treaty declare certain categories of aid as compatible with the internal market (the "Commission Regulation (EU) no. 651/2014").

The opponent group

This is a group of external experts (usually operating abroad), who through their observations, advices, proposals and stimulations contribute to the fulfilment of specialized goals of research infrastructure while contributing to its further development. The specific form of cooperation takes many forms, however this body should be in continuous contact with the research infrastructure and comment on the current basic issues related to the research programme implemented by the research infrastructure. One of the possible forms of the opponent group is so called Scientific Advisory Board.

Large infrastructure for research, development and innovations²

A unique research facility, including its acquisition, related investments and ensuring its activity which is necessary for comprehensive and development activities with high financial and technological demands and which is approved by the government and founded by one research organization to be used also by other research organisations.

Research infrastructure³

Research infrastructures which can develop in all fields are unique facilities or virtual platforms providing sources and services to the research community in order to implement cutting-edge research and development. These RI can be found at one place, they can be distributed or e-infrastructures, they can be also a part of transnational networks and they can have also a different legal form. RI are established to be used also by other research organisations and other users under transparent conditions defined in advance.

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

² The definition is based on Section 2, subsection 2, item f of Act 130/2002 Coll. on 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) as amended. The definitions of large and research infrastructure do not contradict each other.

³ The definition of research infrastructure is taken from the Evaluation Methodology for Research Infrastructure created within NIP Methodology, on the basis of which a comprehensive evaluation of research infrastructures in the Czech Republic was done in 2014. The definitions of large and research infrastructure do not contradict each other.

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

5.1. ANNOUNCEMENT OF CALL FOR PROPOSALS

The round-type Call Research infrastructures 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

Within this Call, for each one research infrastructure only one grant application may be submitted. When preparing the grant application, the name of the project must be identical or it must contain the name or acronym of large infrastructure of the Roadmap of Large Infrastructures for Research, Experimental Development and Innovation of the Czech Republic for the years 2016–2022.

5.2.1. Eligibility of applicant/partner

The eligible applicant is defined in the text of the Call.

The eligible applicant/partner/beneficiary shall fulfil all the following criteria:

- The 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 "Framework⁴", and it is obliged to ensure that it will comply these conditions during the entire period of the implementation of the project as well as during the period of its sustainability. At the same time, it shall function as a **research infrastructure** when submitting grant application and during the entire implementation of the project.
- 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.

⁴ Under 1.3 (15) (ee) of the Framework for State aid for research and development and innovation 2014/C 198/01.

- 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.

The documents required to verify the eligibility of the applicant/partner:

- 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.
- When submitting grant application, the document attesting to the functioning as a research infrastructure is the Roadmap of Large Infrastructures for Research, Experimental Development and Innovation of the Czech Republic for the years 2016–2022. This document is shown by the applicant.
- **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;
- the applicant/partners shall, to the extent appropriate, disclose/prove their ownership relations structure; 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;
- the applicant/partner is not **an undertaking in difficulty**⁵ under the Commission Regulation (EU) No. 651/2014
- 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);
- **The applicant⁶ 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

⁵ Definition of an undertaking in difficulty – see chapter 2 Terms Definitions

⁶ The obligation to present turnover shall not apply for applicants – state organisation units.

⁷ I.e. the applicant demonstrates it has fulfilled the conditions for turnover for each of two consecutive closed accounting periods separately.

⁸ In the event that the applicant has not closed the last accounting period at the time of submitting the grant application, he will support the grant application by affidavit as a compulsory annex that he would present the turnover amount for the last closed period before the legal act is issued. Demonstrating a sufficient amount of annual turnover (i.e. at least one half of total eligible project expenditure) is an obligatory condition for the issuance of a legal act. In the event the applicant does not prove a sufficient level of turnover when demonstrating the documentation needed for the issuance of the legal act on grant award / transfer, his grant application will be excluded from the approval process, i.e. it will not be supported.

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).

5.2.2. Territorial eligibility of OP RDE projects

5.2.2.1 The acceptable place of impact of project implementation

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. As part of the project implementation, the beneficiary does not demonstrate any link of the target group to the programme area.

Shares of financing between more and less developed regions are specified in section 8.1.5.

5.2.2.2 The acceptable place of project implementation

Within this Call, the project can be implemented in the territory of the European Union. The projects may not be implemented outside of the European Union.

5.2.3. Target group eligibility

Eligible target groups are staff of research organizations and universities, personnel engaged in research in the private sector,

5.2.4. Eligibility of project activities

- a) **the completion, construction, modernisation and upgrade of infrastructure in the Czech Republic, including the supply of parts of research infrastructures or research equipment to research infrastructures located in other EU states – to materially and technologically modernise research infrastructure** – this activity relates to the infrastructure of the applicant/partner, if possible within the current buildings. The supplies of components of research infrastructures or research facilities for research infrastructures located in other states of the European Union, i.e. in-kind contributions may be implemented at the territory of the EU, outside the territory of the CR. In kind contribution may be the completion, construction, modernisation or upgrade of a research infrastructure located in another EU state, except for the CR. At the time of the receipt of the in-kind contribution by a research infrastructure located in other EU state, the beneficiary proves it to the Managing Authority by acknowledgment of in-kind contribution.
- b) **the support of quality original research by the host institution, and possibly partner institutions, with the utilization of the research infrastructure** – including related operating cost. Also an opponent group, within its competence, is engaged in this activity.

The size of the expert team is not limited. Within the expert team, the key and/or expert positions can be specified. The share of key and/or key positions can be at the most 20 %. CV of the members of the expert team shall be included in the annex to the grant application. At least 50 % of FTE of the expert team members shall be demonstrated.

- c) project management – a description of the content of this activity is specified in the Rules for Applicants and Beneficiaries – General section; see chapter 5.2.4. for more information

The activities detailed in sections b) and c) are an obligatory part of the project. The activity detailed in section a) is a supported activity in the event that this activity is listed in the project Large Research, Development and Innovation Infrastructures

submitted by the Ministry of Education, Youth and Sport to be approved by the government of the Czech Republic and subsequently approved by the government of the Czech Republic.

Excluded activities

Excluded, i.e. unsupported activities are activities which are supported from the activity of MEYS support for Large Infrastructures for Research, Experimental Development and Innovation (LM). Expenditure associated with these activities is ineligible in the OP RDE Call. The classification of these activities as excluded in the OP RDE Call does not contradict implementation of these activities, and their financing from other sources. The excluded activities may be mentioned in grant application always only in the context and definition to the activities supported.

- a) research by users/external subjects of the research infrastructure, including research in “open access” mode or in contractual research mode;
- b) membership in foreign or international research infrastructures or international research and development organizations (in particular mandatory and other membership fees)- it is the activity and the related expenditure which are not supported, and therefore eligible within this Call. By excluding this activity from the support, the membership in foreign or international research infrastructures is not opposed.

5.2.5. Project budget and financial plan

Specified in the Rules for Applicants and Beneficiaries – General section

Furthermore, the following applies for the projects within this Call:

Budget chapter limits:

The purchase of services budget chapter - the limit is set at a maximum of 49 % of the total eligible expenditure

The below mentioned budget item limit is obligatory at the time of submission of the grant application and at the time of the approval process until the legal act on grant award / transfer is issued. The below mentioned budget chapter limits must be kept even during the physical implementation and in the completion of the (physical) implementation of the project.

The budget chapter Expenditure on direct activities- investment: the amount of this budget chapter may not exceed the sum of the chapter Investment for the years 2016-2019 of large infrastructure of the Roadmap of Large Infrastructures for Research, Experimental Development and Innovation of the Czech Republic for the years 2016–2022 referred to as Investments of OP

Call Research Infrastructure - Rules for Applicants and Beneficiaries - Specific section

RDE in the material Proposals of Large Infrastructures for Research, Experimental Development and Innovation for the years 2016-2022 submitted by the MEYS to be approved by the government of the Czech Republic and subsequently approved by the government of the Czech Republic (in particular in Annex 2 of the material and chapter 4 of the material). The below mentioned budget chapter limits are obligatory at the time of submitting grant application and at the time of the approval process until the legal act on grant award / transfer is issued. The below mentioned limits are not monitored during the physical implementation and in the completion of the (physical) implementation of the project.

The limit of the ratio of investment and non-investment expenditure:

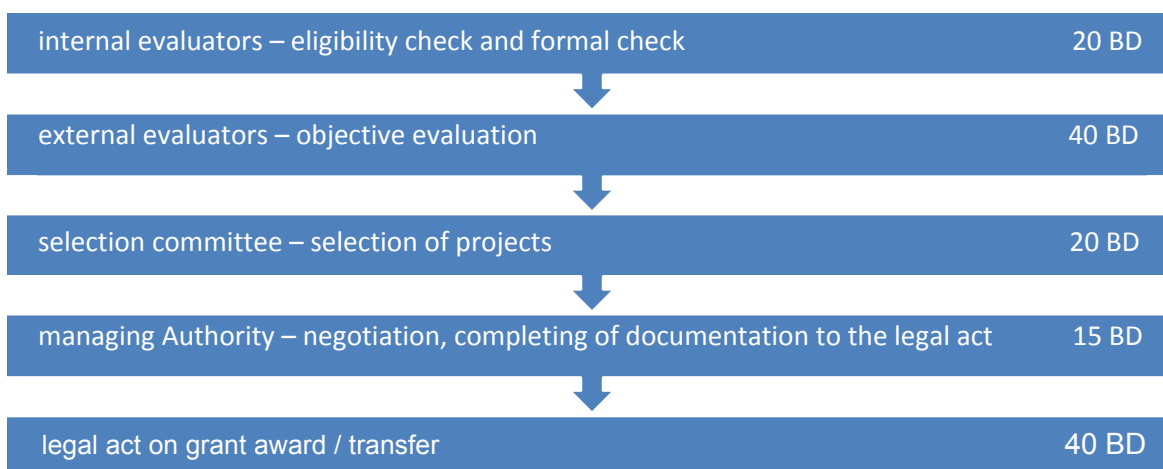
- Projects with investment expenditure (the Budget Chapter Expenditure on direct activities – investment) through to CZK 12 million. - maximum eligible expenditure of the OP RDE project in this Call may not exceed CZK 20 million;
- Projects with investment expenditure (the Budget Chapter Expenditure on direct activities – investment) between CZK 12 million and CZK 50 million - the proportion of non-investment expenditure of the OP RDE project (sum of the budget chapters Expenditure on direct activities- non-investment and Administrative expenditure/Indirect cost) in this Call must not exceed 50 % of the investment expenditure (the budget chapter Expenditure on direct activities- investment);
- Projects with investment expenditure (the Budget Chapter Expenditure on direct activities – investment) o CZK 50 million and more. - the proportion of non-investment expenditure of the OP RDE project (sum of the budget chapters Expenditure on direct activities- non-investment and Administrative expenditure/Indirect cost) in this Call must not exceed 30 % of the investment expenditure (the budget chapter Expenditure on direct activities- investment);

5.3. RECEIPT OF GRANT APPLICATIONS

The applicant submitting a project where it applies that the total eligible expenditure is higher than CZK 5 million while the share of investment in the budget is higher than 50 % of total eligible expenditure of the project, is required to submit, along with the grant application in IS KP14+, also cost benefit analysis (CBA)- always the financial and socio-economic part.

5.4. PROJECT APPROVAL STAGE

Approval process stage incl. partial deadlines⁹ (BD – business day).



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.

⁹Partial due dates are approximate

5.4.2. Objective evaluation

The subject of evaluation is the research and infrastructural part of the grant application. The evaluation whether the research infrastructure meets the definition of a research infrastructure and the amount of investment cost of the infrastructural part, was the subject of an international evaluation of research infrastructures in 2014, Section III the MEYS. The evaluators will have the evaluation of research infrastructures available as one of the basic documents for evaluating grant applications.

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 35 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 evaluation, exclusion and combined functions:

- Evaluation criteria are criteria, for which satisfaction/failure to satisfy point evaluation is assigned.
- 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 170. The evaluator writes down overall comments at the end of the table. The project is disqualified/qualified on the basis of evaluator's/arbiter's evaluation for the next stage of the approval process.

YES – if the project is evaluated with 110 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 less than 110 points and/or it does not satisfy the minimum point limit of one of combined sub-criteria/criteria and/or does not satisfy one of the exclusion criteria as minimum, the grant application is excluded from the next approval process.

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 1, 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 template <http://www.msmt.cz/strukturalni-fondy-1/vzory-dokumentu-op-vvy>.

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. If

the applicant does not take the selection committee' s recommendation into account, he shall notify the Managing Authority of this fact and submit his observation.

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 e determined at the point level, where there are multiple projects with the same point evaluation (e.g. if there are three projects with 130 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 130 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 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

Successful applicants are contacted by the Managing Authority OP RDE through an internal despatch with the request to submit documentation necessary for issue of the legal act on grant award / transfer. The applicant is obliged to submit the required documentation within the period of 15 business days. In case when the applicant does not comply with the determined conditions it will be excluded from the approval process. After submission of required documents by the applicant the Managing Authority OP RDE will initiate completing and preparation of supporting documents for issue of the legal act on grant award / transfer. Legal

Call Research Infrastructure - Rules for Applicants and Beneficiaries - Specific section

act on grant award / transfer is issued at the latest until 40 business days from the date, when the applicant submitted all supporting documents as required by the granting authority for issue of the legal act on grant award / transfer. No legal title is attached to the grant award.

Decision on grant award is issued by the granting authority as a bilateral legal act to the beneficiary in OP RDE in compliance with Section 14 of the budget rules in case of projects, of which beneficiary is not a state organisation unit or contributory organisation of the state organisation unit except for contributory organisations established by MEYS and contributory organisations, to which grant is provided pursuant to a special act. The template of decision on grant award is published on web sites of MEYS under section OP RDE.

For state organisation units the granting authority issues an unilateral legal act - the Letter of the Minister on Grant Award with an annex containing a budgetary provision and conditions for the grant award.

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

The requested documents for the issue of a legal act including the way of delivery are referred to in the Rules for Applicants and Beneficiaries - General section.

The list of the documents before the issue of the legal act is as follows:

- 1) 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**
- 12) Construction annexes¹¹ – relevant for the grant applications containing the activity a).**

6.5. APPROVAL OF GRANT AWARD

Specified in the Rules for Applicants and Beneficiaries – General section

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

¹¹ Providing an evidence described in the Rules for Applicants and Beneficiaries – General section, Annex No. 10.

7. CHAPTER – PROCESSES AND RULES OF THE 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 limit date for submitting the interim report on project implementation/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

The procedure for administration, return for revision and approval of the report on project implementation/request for payment is described in the Rules for Applicants and Beneficiaries - General section in chapter 7.1.

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 beneficiary/partner shall **function as a research infrastructure** during the entire period of the implementation of the project and it fulfils this task by:

- a) providing resources and services to the research community to implement excellent research and development as well as
- b) providing resources and services to the research community under transparent conditions defined in advance as well as
- c) it leads to the use of other research organisation as well as
- d) it shall have/has established by 31. 12. 2017 an opponent group (e.g. Scientific Board)

It will demonstrate the above mentioned activities within the report on project implementation.

ad a) a c) the number of users using the research infrastructure for the spot inspection, the beneficiary will maintain with the project documentation a list of names of the users using the

research infrastructure specifying from which research organizations they come from (or other identification information, e.g. IP addresses);

ad b) the created and applicable conditions for providing the research infrastructure to the research community with the information on in which manner and where they are publicly accessible (e.g. directives and link to the website of the research infrastructure);

ad d) the status of the opponent group or similar documents establishing the opponent group, a list of their member and possible the minutes of a meeting.

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 the physical implementation of the project, but no later than on 28.12.2022 (if the date of completion of the physical implementation of the project is 31.10.2022).

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

Furthermore, it applies for projects in this Call that the beneficiary is obliged to submit this type of final report, specifically in case when the project satisfies one of conditions stated in the Rules for Applicants and Beneficiaries - General section. The beneficiary submits the final project report within 40 business days after the end of physical project implementation, however at the latest until 28. 12. 2022. In case when the beneficiary has obligation to submit this type of final report, it does not submit the final report on project implementation (see the previous chapter 7.1.3.).

7.1.5. Interim report on project sustainability

Furthermore, it applies for projects in this Call that the beneficiary submits the interim report on the project sustainability during the period of five years from the last payment to the beneficiary (i.e. from the date, when the project acquired central state “Project completed by the Managing Authority in terms of financing”) for each past year in compliance with the Rules for Applicants and Beneficiaries - General section. Fulfilment of conditions during the project sustainability come from the Art. 71 of the General Regulation 1303/2013

7.1.6. Final report on project sustainability

Beneficiary submits the final report on the project sustainability within 10 calendar days after the end of the sustainability period of 5 years, specifically in compliance with the Rules for Applicants and Beneficiaries - General section.

7.2. PROJECT CHANGES AND PROJECT SUPPLEMENTATION

Specified in the Rules for Applicants and Beneficiaries – General section

7.2.1. Insignificant changes in the project

Specified in the Rules for Applicants and Beneficiaries – General section

7.2.2. Significant changes in the project

Specified in the Rules for Applicants and Beneficiaries – General section

7.2.3. Changes in the period of sustainability

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

7.3.1. Time framework for termination of projects

Specified in the Rules for Applicants and Beneficiaries – General section

7.3.2. Formal technical termination of the project

Specified in the Rules for Applicants and Beneficiaries – General section

7.3.3. Termination of the project from the viewpoint of monitoring and financing

Specified in the Rules for Applicants and Beneficiaries – General section

7.3.4. Non achievement of the purpose of the grant at the termination of the project

Specified in the Rules for Applicants and Beneficiaries – General section.

7.3.5. Early / non-standard termination of the project

Specified in the Rules for Applicants and Beneficiaries – General section

7.3.6. Sustainability of the project

The sustainability of the project is stipulated for the period of 5 years from the last payment to the beneficiary (i.e. from the date, when the project acquired central state “Project completed by the Managing Authority in terms of financing”). The fulfilment of the conditions during the period of sustainability of the project is based on article 71 of the General Regulation.

Sustainability covers all infrastructure acquired, created, completed and modernised within the implementation of the project and from the project funding. The acquired infrastructure is

Call Research Infrastructure - Rules for Applicants and Beneficiaries - Specific section

primarily used in compliance for what it was acquired and at the same time with the rules of state aid, see chapter 15.

The beneficiary must not sell or dispose otherwise of tangible and intangible fixed assets where the acquisition expenditure is included to the project eligible expenditure. Simple replacement of assets, in particular in connection with technological development as the assets of the same type are replaced by technologically more advanced assets, shall not be thereby affected. Establishing a property lien, easement, leasing the property in long-term or otherwise encumbering is possible only with previous expressed consent of the Managing Authority (a request for substantial change, see chapter 7.2).

The expenditure associated with financing of the sustainability of the project outputs during the period of sustainability of the project are not paid from the funding of the approved budget intended for the implementation of the project. These expenditures can be paid either from own beneficiary's resources or the beneficiary can ensure the sustainability of the project outputs by engaging in the programmes facilitating sustainability.

8. CHAPTER – PROCESSES AND RULES FOR FINANCIAL MANAGEMENT

8.1. PROJECT FINANCING

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 expenditure 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 in compliance with the co-financing level under chapter 8.1.5. of the Rules for Applicants and Beneficiaries – General section.

8.1.3. Combined payments financing

This way of funding is irrelevant for the projects within the Research Infrastructure 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

Specified in the Rules for Applicants and Beneficiaries – General section.

Furthermore, the following applies for the projects within this Call:

In case when the beneficiary is obliged to co-fund the project from 5 % of total eligible expenditure as a minimum, it is not required to co-fund minimum of 5 % from each stated expenditure within the submitted request for payment for one monitoring period, but it required to co-finance 5 % from the total amount of stated eligible expenditure within the given request for payment. The method of co-financing will be described by the applicant in the grant application.

If an applicant/beneficiary is for the purposes of determining the rate 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, experimental development and innovations.

If the entity meets only the definition of an organisation for research and dissemination of knowledge according to the Framework, it belongs for the purposes of co-financing level calculation to the "other entities" type.

Entities complying with the definition of organisation 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), **which are not state organisation units or contributory organisations of state organisation units, the level of co-financing by the beneficiary is 5% of total eligible expenditure for the project as a minimum and in case of state organisation units and contributory organisations of state organisation units it is 0%.**

Co-financing in form of in-kind contribution - the beneficiary is obliged to prove at the latest at the project completion, i.e. in the final report on project implementation/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 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 region	More and less developed region	61 %.	39 %.

Particular decomposition of financing resources according to the beneficiary type are specified in the Rules for Applicants and Beneficiaries – General section, Table 1, chapter 8.1.5

8.2. ACCOUNTING AND REPORTING

Specified in the Rules for Applicants and Beneficiaries – General section

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

Furthermore, the following applies for the projects within this Call:

If a state organisation unit is the applicant/beneficiary, the total eligible expenditure will be recognized in the mode of full reporting of eligible expenditure.

If a contributory organisation of the state organisation unit is the applicant/receiver, it may decide to use the simplified reporting form through a flat rate of indirect cost (see chapter 8.7.4) of the Rules for Applicants and Beneficiaries – General section for the other eligible applicants/beneficiaries, the total eligible expenditure will be partially reported through a flat rate of indirect cost (see chapter 8.7.6) of the Rules for Applicants and Beneficiaries – General section.

8.6.1. Full reporting of expenditure

Specified in the Rules for Applicants and Beneficiaries – General section.

8.6.2. Simplified reporting of expenditure

Specified in the Rules for Applicants and Beneficiaries – General section

Furthermore, it applies to the projects of this Call that the total eligible expenditure will be reported in the system of indirect costs, with the exception of the projects where the applicant/recipients a state organisational unit or a contributory organisation of state organisation unit, which decides to use the system of full reporting of expenditure.

8.7. ELIGIBLE EXPENDITURE

Specified in the Rules for Applicants and Beneficiaries – General section

8.7.1. General conditions of expenditure eligibility

In terms of time, the expenditures are eligible from 1. 1. 2016. From this date, the applicant can start or physically implement the project. In the event the project start date is earlier than the start of the physical implementation of the project, only the expenditure associated with the preparation of the project are eligible, not those associated with the key activities of the project.

Therefore, the condition of the eligibility is that all acts related to the eligible expenditure are implemented after the date of announcement of the Call (including this date). Expenditure incurred under a contract of employment concluded before the announcement of the Call may be recognized as eligible provided that the activity was carried out first on the day of announcement of the Call. However, the job description related to the project must be modified by an amendment to such a contract of employment or otherwise adequately appropriate to the internal rules of the applicant/beneficiary/partner. In exceptional and duly justified cases, there is eligible expenditure in this period for the preparation of a project, in the form of salary expenditure of the expert team members.

Grant cannot be awarded, if the physical aspect of the project had been completed or fully implemented before the applicant submitted the grant application disregarding whether the applicant effected all associated payments or not.

The latest date of the end of physical project implementation is 31 10. 2022.

8.7.2. Eligible expenditure by type

Specified in the Rules for Applicants and Beneficiaries – General section.

Furthermore, the following applies for the projects within this Call:

Direct expenditure – non investment

- Personnel expenditure:

The direct personnel expenditure category includes only project professional positions – contribution on wages for the persons in an employment relationship.

- 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);
- under the point b – Individual determination of rate wage/salary outside the scope of limits as determined in the document mentioned (it is necessary to submit a reasoning in the grant application) - this option can be used only for determination of wage/salary of a key foreign researcher (manager in charge of a new team).

In case of use of the option under the point 1a/or under the point a) the limits determined in the above stated document cannot be exceeded. (this means maximum gross monthly wage in the amount of CZK 56,000/CZK 72,800/CZK 84,000).

Classification of compensation for holiday is determined by another way than as in the Rules for Applicants and Beneficiaries - General section. For employers defined in sect. 109, par. 3 of Labour Code no. 262/2006 Coll., the compensation is eligible in the extent of 5 weeks per year.

Regarding objective eligibility, eligible expenditure within this Call shall be e.g.:

- expenditure associated with completing, construction, modernisation or upgrade of the infrastructure including the supply of components of research infrastructure or research facilities for the research infrastructure located abroad (material and technical modernisation of research infrastructure, expenditure on in-cost contributions for research infrastructures situated abroad);
- investment expenditure on the development of research infrastructure;
- expenditure associated with the research of an expert team.

Direct expenditure – investment

In the case of activities held in the premises which are not in the assets of the beneficiary, eligible expenditure within these activities shall be only the investment expenditure to the equipment which can be dismantled in the rented premises and taken away. If the expenditure on the installation of equipment to the leased premises (building installation) is not a part of the total expenditure on the purchase of equipment, it shall be borne by the beneficiary's own resources.

8.7.3. In-kind contributions in OP RDE

Specified in the Rules for Applicants and Beneficiaries – General section.

Furthermore it applies within this Call that an in-kind contribution in the form of voluntary work cannot be used for co-financing of projects.

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 Furthermore, it shall apply within this Call, that **from a substantial point of view, a non-eligible expenditure** will be e.g.:

- all expenditure paid from the MYES activity for the support of Large Infrastructures for Research, Experimental Development and Innovation (LM);
- expenditure associated with contractual research and with research in the "open access" mode.
- membership in foreign or international research infrastructures or international research and development organizations (only the fees for this membership are non-eligible, not the membership itself)

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 40 00 *Number of newly built, expanded or modernised research infrastructures and centres of excellence* (e.g. partial reconstructions, key device equipment) which are necessary for the fulfilment of the particular indicator. In this summary it is necessary to financially quantify a partial output of the indicator, follow up to the project budget and a clear link to the project implementation time schedule. These partial outputs shall be always determined to each unit of the target indicator value. For example, if the indicator 2 40 00 *Number of newly built,*

expanded or modernised research infrastructures and centres of excellence has the target value two, the applicant must clearly separate the partial outputs of the indicator, the purpose and link to the time schedule to unit 1, unit 2 etc. if they differ substantively.

11.3. INSTRUCTIONS FOR BENEFICIARIES

Within the implementation of the project, the annex Summary of key outputs to fulfil the indicators of the ERDF project is attached to the report on project implementation (see chapter 7.1) with a list of created key outputs in the monitored period. Change of plans follows the procedures referred to in chapter 7.2.2 of the Rules for Applicants and Beneficiaries – General section as a substantial change not constituting a change of the legal act.

In order to reach the target value of the CO 25 indicator, the beneficiary must maintain this value till the end of the implementation of the project. The reduction below the target value of the CO 25 indicator would mean a substantial change of the project (see chapter 7.2.2)

The fulfilment of the values as of the date of completion of the implementation of the project referred to in the legal act on grant award / transfer is binding.

The indicator system for the Call Research Infrastructures

Type	Code	Indicator	Accounting and documentation
Output	CO 24 (2 04 00)	Number of new researchers in supported entities	The indicator values are monitored regularly in the course research projects. Evidenced by a copy of a contract of employment of the employee (eventually employment agreement, agreement to perform work) job, etc.). If there is evidence within the documents for bill, it does not have to be demonstrated again, it is enough to refer. The share of employment in the expert team shall be clearly defined in the contract/agreement
	204/02	Number of new researchers in supported entities - women	The indicator values are monitored regularly in the course Staff evidenced only within the CO 24 indicator
	CO 25 (2 05 00)	Number of researchers working in improved research infrastructures	The indicator values are monitored regularly in the course of the project implementation. A copy of employment agreement (eventually agreement to perform work) is to be demonstrated. If there is evidence within the documents for bill, it does not have to be demonstrated again, it is enough to refer. The share of employment in the expert team shall be clearly defined in the contract/agreement
	2 05 02	Number of researchers working in improved research infrastructures - women	The indicator values are monitored regularly in the course of the implementation of the project. Documented only within the CO 25 indicator

Type	Code	Indicator	Accounting and documentation
Output	2 40 00	Number of newly built, extended or modernised research infrastructures and centres of excellence	<p>The applicant/beneficiary shall specify this indicators in the annex to the grant application/the report on project implementation.</p> <p>A summary of key indicators to fulfil the indicators of the ERDF project.</p> <p>The value of the indicator in the year of fulfilment of the target value, i.e. in the year of handing over of newly reconstructed, extended or modernised infrastructures to use/putting the purchased equipment into operation (e.g. the issue of occupancy permit, permission of test/pilot operation etc.) is to be mentioned.</p> <p>A copy of the occupancy permit, a permission for use, handover and/or acceptance protocol or other relevant document, in addition an accounting proof of purchase, a proof of inclusion to the property (e.g. inventory card) according to the infrastructure type. Has such a document been already submitted, e.g. within the submitted Request for payment, it is enough to refer to it.</p>
	4 66 01	Extended, refurbished or newly-built capacity without taking agricultural land	<p>Environmental indicator.</p> <p>Will be selected by applicants/beneficiaries, who plan activities of type extension, reconstruction.</p> <p>Area of extended, reconstructed or newly constructed capacities in m² of usable area in total, i.e. reconstruction of existing areas and further constructions or newly established capacities, where taking of new land does not take place (finally approved or permitted for use). In the case of multi-storey buildings only the layout areal shall be counted in.</p> <p>Indicator value in the year of achievement of the target value is stated, i.e. In the year of hand-over of extended, reconstructed capacities to use (for example issue of occupancy permit, permit of trial operation etc.).</p>

Type	Code	Indicator	Accounting and documentation
Result	2 03 12	Number of participants of supported research teams implemented in the international cooperation programmes.	<p>The indicator values are monitored regularly in the course of the implementation of the project.</p> <p>International cooperation programmes shall mean the funding acquired by the applicant in international public contests, in particular in the EU framework programme for research and innovations Horizont 2020 (2014–2020, including its partial implementation tools (Joint technological initiatives, EUROSTARS etc. and the programme of the European Community for nuclear research and training activity 2014 – 2018) exclusively from international resources.</p> <p>This indicator will include such a participation of supported research team when a project funded from an international cooperation programme further develops/follows up the area of research of the OP RDE project and at least two members of the OP RDE project are involved in the implementation of the project, report on project implementation is demonstrated by a Grant agreement signed by both/all sides or a similar legal act which is concluded between the provider and the beneficiary/group of beneficiaries. In the event the supported team from OP RDE (or the institution where it operates) is not specifically mentioned in the Grant Agreement (e.g.) because it is one of the consortium members not a coordinator) also the Partnership agreement of the consortium or its equivalent must be submitted.</p>

Type	Code	Indicator	Accounting and documentation
Result	2 02 11	Specialist publications (selected types of documents) created by the supported entities	<p>Specialist publications- must relate to the expert focus of the project. The value achieved since the physical implementation of the project in the particular monitoring period is reported.</p> <p>In the annex to the report on project implementation it is enough to show a list of publications.</p> <p>The list must include an exact link to the online version of the publication or DOI identifier which enables clearly identify the publication in the Thomson Reuters Web of Science or Scopus databases. The author (or co-author) and the institutions for which he publishes shall be mentioned.</p> <p>To the selected items of the list may be requested copies of documents proving e.g. such link to the supported entity and its stuff (it shall apply in particular for statements of work of the staff employed by the beneficiary/partner) or the existence of the printed publication itself. The originals of these documents will be randomly checked on the premises.</p> <p>In the event that the same publication is reported in several projects, approved by OP RDE, it will be counted in proportion to each of the supported beneficiaries, e.g. according to the predominant number of the creators of the result or a plurality of chapters etc. Therefore, it is necessary when reporting a jointly achieved result of the particular institution supported by OP RDE to report always only a proportion of income, on the basis of a mutual agreement.</p>

	2 02 16	Specialist publications (selected types of documents) with foreign co-authorship created by the supported entities	<p>Specialist publications- must relate to the expert focus of the project. The value achieved since the physical implementation of the project in the particular monitoring period is reported.</p> <p>In the annex to the report on project implementation it is enough to show a list of publications. The list must include an exact link to the online version of the publication or DOI identifier which enables clearly identify the publication in the Thomson Reuters Web of Science or Scopus databases. The author (or co-author) and the institutions for which he publishes shall be mentioned. To the selected items of the list may be requested copies of documents proving e.g. such link to the supported entity and its stuff (it shall apply in particular for statements of work of the staff employed by the beneficiary/partner) or the existence of the printed publication itself. The originals of these documents will be randomly checked on the premises. In the event that the same publication is reported in several projects, approved by OP RDE, it will be counted in proportion to each of the supported beneficiaries, e.g. according to the predominant number of the creators of the result or a plurality of chapters etc. Therefore it is necessary when reporting a jointly achieved result of the particular institution supported by OP RDE to report always only a proportion of income, on the basis of a mutual agreement.</p>
--	---------	--	---

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.

Method of measuring of jobs

Within OP RDE equivalent number of jobs is reported in **FTE (Full Time Equivalent)** and refers to the average registered number of R&D employees devoting their full time work to R&D activities. One FTE equals one year (full-time employee) work who participates in R&D activities. For employees that are engaged in other activities than R&D only relevant part of their working capacity is counted. **Within the project, for the purpose of monitoring** CO 24 indicator – *Number of new researchers in supported entities*, CO 25 – *Number of researchers working in improved research infrastructures*, 2 04 02 – *Number of new researchers in supported entities – women*, 2 05 02 - *Number of researchers working in improved research infrastructures – women* **one natural person cannot recognize more than one FTE employment.**

Indicator CO24 and CO25 example case – If the project has a set target value of 5, the beneficiary counts the staff within the framework of the project years (1st year it will employ three researchers and 2nd year it will employ two researchers – i.e., thus it will report the value 3 in the Report on project implementation, and in the following report the value 5 (3+ 2) in subsequent it still reports the value 5 (5 + 0) if there are no other new researchers joining in the project). Incomplete years are recalculated according to the number of months of implementation. E.g. from January to the end of June, one full-time workload is counted as 0.5 FTE.

The term employee of the beneficiary/partner designates a person with links to the employers in the form of full-time permanent employment contract or employment agreement or agreement to perform work. For an employee working full-time one enters the maximal value 1, for an employee working part-time it enters corresponding fraction of the full-time contract and for external employees (hired on basis of agreement to perform work or employment agreement) one counts the fraction of the year based on the real time of work.

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

The applicants can submit the project independently or in collaboration with partner/partners. Partner/partners of the applicant participate in the preparation and implementation of the project and it/they are allowed to implement a larger part of the project. Eligibility of the partner is defined in chapter 5.2.1

14. CHAPTER – SYNERGIES AND COMPLEMENTARITIES

This Call is complementary to the MYES activity – the support of Large Infrastructures, Experimental Development and Innovation (LM); The complementarity of the submitted aid application is determined in the project evaluation process and no additional requirements shall be placed on the applicant/beneficiary whose grant application is indicated as complementary at submission of the grant application or in the course of the project implementation.

15. CHAPTER – STATE AID

15.1. INTRODUCTION TO STATE AID

All support 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.

Detailed conditions see chap. 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: TEMPLATE – UNIFORM FORM FOR PROCESSING OF REQUESTS FOR DECISION REVIEW

Specified in the Rules for Applicants and Beneficiaries – General section

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

Specified in the Rules for Applicants and Beneficiaries – General section.

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

Specified in the Rules for Applicants and Beneficiaries – General section

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

Specified in the Rules for Applicants and Beneficiaries – General section

18.5. ANNEX 5: TEMPLATE – 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: OBJECTION AGAINST NOTIFICATION ON NON-PAYMENT OF A PART OF THE GRANT

Specified in the Rules for Applicants and Beneficiaries – General section

18.10. ANNEX 10: LIST OF ANNEXES TO THE GRANT APPLICATION

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

Templates of 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 templates for the grant application are available in the IS KP14+ at the Call announcement.

For annexes, where a template is not available in ISKP14+ the applicant/partner proves or creates a document independently. An applicant/partner must ensure by himself translation of annexes to the grant application to be submitted, which are to be translated into English including translation of template annexes. Updating of templates of annexes to the grant application does not represent amendment of the Call.

Obligatory annex to the grant application	Method of documenting	Form (original/copy)	Language	Link to the evaluation criterion	Who presents
Affidavit: eligibility (legitimacy) of ensuring own funds liquidation, seizure proceedings and insolvency proceedings, clean criminal record** no arrears Final Affidavit	The applicant – affidavit in the aid application (in IS KP14+) partner – an annex of the aid application (template)	Applicant – original partner – simple copy (before the issue of act – original or certified copy)	CZ	F3, P3, P4, F11 (fin. participation)	Each eligible applicant and partner, provision of own resources - only in the case of financial participation, private law entities – liquidation, insolvency, Schools, educational facilities, state organisational unit, contributory organisations, public Universities – only insolvencies, indebtedness – not shown by state organisational unit, a partner without a financial contribution
Documents proving compliance with the requirements of the definition of an organization for research and dissemination of knowledge by the eligible applicant	Documents confirming the formal setting to meet the requirements arising from the definition of an organisation for research and dissemination of knowledge (e.g. foundation deed, statutes, Articles of Incorporation)	A simple copy	CZ	F3, P3, P4,	Each eligible applicant and partner except a public and state higher education institutions and public research institutions

Obligatory annex to the grant application	Method of documenting	Form (original/copy)	Language	Link to the evaluation criterion	Who presents
Document on legal subjectivity of the applicant/partner *	annex to the grant application - register (foundation etc.) extract from the commercial, federal, school or other similar	Original or certified copy	CZ	F3, P3, P4	Each eligible applicant and partner except the entities established by law (e.g. state organisational unit, village, region, public higher education institutions)
<i>*Not older than 90 days from the date of submission of the grant application</i>	<i>**integrity of physical and legal persons</i>				
Key activities time schedule	annex to the grant application (template)	Original	CZ and EN	F3, V2.5	Each eligible applicant
Grant application including all relevant annexes in the English language	annex to the grant application- documents created by the applicant (the templates are not available)	Original	EN	F3	Each eligible applicant
Feasibility study	annex to the grant application (template is not available) The applicant is obliged to cover through the feasibility study all information in compliance to by setting the evaluation criteria, see the Annex No.2 of the Call the column "Main source of information"	Original	CZ and EN	F3, V1.2, V1.3, V2.1, V 4.2, V5	Each eligible applicant

Call Research Infrastructure - Rules for Applicants and Beneficiaries - Specific section

Obligatory annex to the grant application	Method of documenting	Form (original/copy)	Language	Link to the evaluation criterion	Who presents
List of key outputs for fulfilment of the project indicators - EFRR	annex to the grant application (template)	Original	CZ and EN	F3, V3, V4.3	Each eligible applicant
	annex to the grant application – documents created by the applicant (the templates are not available)	Original	CZ and EN	F3, V7.1	Each eligible applicant
Confirmation of the follow up of the activities to	annex to the grant application – documents created by the applicant (the templates are not available)	Original	CZ and EN	V1.1, V1.2	Each eligible applicant

Name of the compulsory optional annex of the application	Method of documenting annexes, description proof	The form of proof (original/copy)	Language	The link to the criterion of evaluation	Who shows
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	The applicant – affidavit in the grant application (in ISKP14+) partner – an annex of the aid application (template)	Original			Each eligible applicant and partner except state organisational units and public universities
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	The applicant – affidavit in the grant application (in ISKP14+) partner – an annex of the aid application (template)	Original	CZ	F3, P3, P4	Each eligible applicant and partner except state organisational units and public universities
Document on annual turnover or financial health of the applicant/partner	annex to the grant application - the Loss and Profit statement or the Annual Report	Original	CZ	F3, P3, P4	Each eligible applicant and partner except state organisational units and public VŠ - annual report
Affidavit of proof of turnover (in case of missing turnover) partnership agreement)	The applicant – affidavit in the grant application (in ISKP14+) partner – an annex of the aid application (template)	A simple copy	CZ	F3, F12	Each eligible applicant and partner except state organisational units and public VŠ - annual report
Principles of partnership and declaration on partnership (if has not been concluded in partnership agreement)	annex to the grant application (template)	Original	CZ	F3, F12	Each eligible partner

Call Research Infrastructure - Rules for Applicants and Beneficiaries - Specific section

Name of the compulsory optional annex of the application	Method of documenting annexes, description proof	The form of proof (original/copy)	Language	The link to the criterion of evaluation	Who shows
Principles of partnership and declaration on partnership closed)	annex to the grant application (template)	Original or certified copy	CZ	F3, P4, P7	Each eligible applicant (by the time the legal act is issued.)
Documents on proprietary relations of applicant/partner	annex to the grant application (template)	Original	CZ	F3, P3, P4	In the cases when it is not possible insert from technical reasons (e.g. the entity cannot be validating in MS2014+) a particular entity, applicant and partner it will use the template and will insert the document into IS KP14+ as an annex to the grant application

Name of the mandatory annex – construction projects (more description of the below mentioned annexes you may find in the Rules for Applicants and Beneficiaries – General section)	Method of documenting annexes, description proof	The form of proof (original/copy)	Language	The link to the criterion of evaluation	Who shows
Documents as per the Building Act (variants)	annex to the grant application according to the description (template is not available)	Original or certified copy	CZ	F3, V5	Each eligible applicant
Project documentation and the construction budget	annex to the grant application according to the description (template is not available)	A simple copy	CZ	F3, V5	Each eligible applicant
Documents related to ownership	annex to the grant application according to the description (template is not available)	A simple copy	CZ	F3, V5	Each eligible applicant
Other permissions for successful project implementation	annex to the grant application according to the description (template is not available)	A simple copy	CZ	F3, V5	Each eligible applicant

19. LIST OF ABBREVIATIONS

BD	business day
LM	A MEYS activity – the support of Large Infrastructures for Research, Experimental Development and Innovation
RDI	Research, Development and Innovation
RI	Research Infrastructure