



Rules for Applicants and Beneficiaries – Specific Part

Calls “Long-term Intersectoral
Cooperation” and “Long-term
Intersectoral Cooperation for ITI”

Operational Programme Research, Development and Education Programming period 2014–2020

VERSION:	3
ISSUED BY:	OP RDE Managing Authority
IN FORCE FROM:	The date of publication on the OP RDE’s website
IN EFFECT FROM:	24 July 2018



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



MINISTERSTVO ŠKOLSTVÍ,
MLÁDEŽE A TĚLOVÝCHOVY

PA1 calls Long-term Intersectoral Cooperation and Long-term Intersectoral Cooperation for ITI – Rules for Applicants and Beneficiaries – Specific Part

Issue: 3

Effective date: 24 July 2018

Page 1 of 70

Table of contents

1.	CHAPTER – INTRODUCTION	8
2.	CHAPTER – DEFINITIONS	8
3.	CHAPTER – LEGAL BASIS AND OTHER UNDERLYING DOCUMENTS.....	12
4.	CHAPTER – CONTACTS AND COMMUNICATION WITH APPLICANTS AND BENEFICIARIES	12
5.	CHAPTER – PROCESSES AND RULES FOR THE SUBMISSION OF A GRANT APPLICATION, EVALUATION AND SELECTION OF PROJECTS.....	12
5.1.	ANNOUNCEMENT OF CALLS	12
5.2.	PREPARATION OF GRANT APPLICATIONS	12
5.2.1.	ELIGIBILITY OF AN APPLICANT/PARTNER.....	13
5.2.2.	TERRITORIAL ELIGIBILITY OF OP RDE PROJECTS.....	16
5.2.2.1.	PERMISSIBLE IMPACT LOCATION OF THE PROJECT	17
5.2.2.2.	PERMISSIBLE LOCATION OF THE PROJECT	17
5.2.3.	ELIGIBILITY OF TARGET GROUPS	17
5.2.4.	ELIGIBILITY OF PROJECT ACTIVITIES	17
5.2.5.	SETTING OF THE PROJECT BUDGET AND FINANCIAL PLAN	25
5.2.5.1.	FINANCIAL MILESTONES	26
5.2.6.	COST-BENEFIT ANALYSIS (CBA)	26
5.2.7.	CONSTRUCTION WORK	26
5.2.8.	COMMENT ON THE BUDGET.....	26
5.3.	RECEIPT OF GRANT APPLICATIONS.....	26
5.4.	APPROVAL PHASE	26
5.4.1.	ELIGIBILITY AND FORMAL CHECK	27
5.4.2.	SUBSTANTIVE EVALUATION.....	28
5.4.3.	FINAL ELIGIBILITY VERIFICATION.....	29
5.4.4.	SELECTION OF PROJECTS.....	30
5.5.	MANNER TO ANNOUNCE THE RESULTS OF THE APPROVAL PROCESS TO THE APPLICANT	34
6.	CHAPTER – PROCESSES AND RULES FOR THE ISSUE OF A LEGAL ACT ON GRANTING/TRANSFERRING SUPPORT	34
6.1.	PROVISION OF FINANCIAL SUPPORT TO THE APPLICANT.....	34
6.2.	FORMS OF ALLOCATION OF FUNDS	34
6.3.	NOTIFICATION OF APPROVAL OF A GRANT APPLICATION FROM THE OP RDE	34
6.4.	DOCUMENTS NEEDED TO ISSUE A LEGAL ACT ON THE GRANTING/TRANSFERRING OF SUPPORT	34
6.5.	ALLOCATION OF FINANCIAL SUPPORT	35
7.	CHAPTER – PROCESSES AND RULES OF PROJECT MANAGEMENT	36
7.1.	MONITORING	36
7.1.1.	INTERIM REPORT ON PROJECT IMPLEMENTATION (INCLUDING INTERIM PAYMENT CLAIM)	36
7.1.2.	INFORMATION ON THE PROGRESS MADE IN PROJECT IMPLEMENTATION.....	36
7.1.3.	FINAL PROJECT IMPLEMENTATION REPORT	36
7.1.4.	THE FINAL PROJECT REPORT FOR THE ENTIRE PROJECT IMPLEMENTATION PERIOD (HEREINAFTER REFERRED TO AS FPIR FOR THE ENTIRE IMPLEMENTATION PERIOD)	37
7.1.5.	INTERIM PROJECT SUSTAINABILITY REPORT.....	37
7.1.6.	FINAL PROJECT SUSTAINABILITY REPORT	37
7.2.	CHANGES OF THE PROJECT AND ADDITIONS TO THE PROJECT.....	37
7.3.	PROJECT CLOSURE AND SUSTAINABILITY.....	38
7.3.1.	TIME FRAME FOR PROJECT CLOSURE	38
7.3.2.	PROJECT CLOSURE WITH REGARD TO FORMAL GUARANTEES.....	38
7.3.3.	PROJECT CLOSURE WITH REGARD TO MONITORING AND FUNDING	38
7.3.4.	FAILURE TO ACHIEVE THE PURPOSE OF THE GRANT UPON THE CLOSURE OF THE PROJECT	38
7.3.5.	EARLY TERMINATION OF THE PROJECT	38

7.3.6.	PROJECT SUSTAINABILITY	38
7.4.	FILING OF DOCUMENTS	39
8.	CHAPTER – PROCESSES AND RULES OF FINANCIAL MANAGEMENT.....	39
8.1.	FUNDING OF THE PROJECT	39
8.1.1.	EX-POST FUNDING	39
8.1.2.	EX-ANTE FUNDING	39
8.1.3.	FUNDING BY COMBINED PAYMENTS	39
8.1.4.	EXECUTION OF PAYMENTS OF OBS, PUBLIC BENEFIT ORGANIZATIONS OF OBS (PBO OBS).....	39
8.1.5.	CO-FUNDING IN THE OP RDE PROJECTS	40
8.2.	ACCOUNTING AND DOCUMENTATION	43
8.3.	BANK ACCOUNT	44
8.4.	TREASURY	45
8.5.	VALUE ADDED TAX	45
8.6.	REPORTING OF EXPENDITURES	45
8.6.1.	FULL REPORTING OF EXPENDITURES.....	45
8.6.2.	SIMPLIFIED REPORTING OF EXPENDITURES.....	45
8.7.	ELIGIBLE EXPENDITURES	45
8.7.1.	GENERAL CONDITIONS FOR THE ELIGIBILITY OF EXPENDITURES.....	45
8.7.2.	ELIGIBLE EXPENDITURES BY TYPE.....	46
8.7.3.	IN KIND CONTRIBUTIONS IN OP RDE	47
8.7.4.	INDIRECT COSTS.....	47
8.8.	NON-ELIGIBLE EXPENDITURES	47
8.9.	PROJECT INCOME.....	48
8.10.	FINANCIAL SANCTIONS FOR FAILING TO COMPLY WITH THE OBLIGATIONS OF THE BENEFICIARY/ PARTNER	48
8.11.	PROJECT SAVINGS	48
9.	CHAPTER – PROCESSES AND RULES OF CHECKS AND AUDITS.....	48
10.	CHAPTER – PROCESSES AND RULES OF COMMENTARIES TO MA DOCUMENTS.....	48
11.	CHAPTER – OP RDE INDICATORS.....	48
11.1.	DEFINITIONS.....	48
11.2.	INSTRUCTIONS FOR APPLICANTS	48
11.3.	INSTRUCTIONS FOR THE BENEFICIARY.....	49
11.4.	PENALTIES DUE TO BENEFICIARY IRREGULARITY	55
12.	CHAPTER – PROCUREMENT	55
13.	CHAPTER – PARTNERSHIP	55
14.	CHAPTER – SYNERGY AND COMPLEMENTARITIES.....	56
15.	CHAPTER – STATE AID.....	56
15.1.	AN INTRODUCTION TO THE AREA OF STATE AID	56
15.2.	PUBLIC FINANCES IN THE FIELD OF EDUCATION AND RESEARCH AND DEVELOPMENT NOT CONSTITUTING STATE AID	56
15.3.	EXCEPTIONS MAKING IT POSSIBLE FOR STATE AID TO BE GRANTED WITHOUT NOTIFYING THE COMMISSION	57
15.3.1.	BLOCK EXEMPTIONS	57
15.3.2.	SMALL-SCALE AID DE MINIMIS.....	58
15.3.3.	SERVICES OF GENERAL ECONOMIC INTEREST (SGEI)	58
15.4.	IDENTIFICATION OF STATE AID IN TERMS OF SUPPORTED ACTIVITIES	58
15.5.	BASIC OBLIGATIONS OF THE APPLICANT / BENEFICIARY IN THE FIELD OF STATE AID	58
15.6.	KEEPING RECORDS OF STATE AID IN MS2014+	58
15.7.	IMPLICATIONS OF FAILURE TO OBSERVE THE RULES FOR STATE AID	58
16.	CHAPTER – HORIZONTAL PRINCIPLES (PURSUANT TO ARTS. 7 AND 8 OF THE GENERAL REGULATION)	58
17.	CHAPTER – RULES OF PUBLICITY	59
18.	ANNEXES	59

18.1.	ANNEX NO. 1: MODEL FORM – STANDARD FORM FOR HANDLING REVIEW REQUESTS	59
18.2.	ANNEX NO. 2: MODEL FORM – INTERIM / FINAL PROJECT IMPLEMENTATION REPORT	59
18.3.	ANNEX NO. 3: MODEL FORM – FINAL REPORT FOR THE ENTIRE PERIOD OF PROJECT IMPLEMENTATION	59
18.4.	ANNEX NO. 4: MODEL FORM – INFORMATION ON THE PROGRESS MADE IN PROJECT IMPLEMENTATION	59
18.5.	ANNEX NO. 5 MODEL FORM – SUSTAINABILITY REPORT	59
18.6.	ANNEX NO. 6: BUSINESS CONDITIONS OF CONTRACTS FOR CONSTRUCTION WORKS	59
18.7.	ANNEX NO. 7: OBJECTION OF BIAS OF THE CONTROLLING ENTITY	59
18.8.	ANNEX NO. 8: OBJECTION AGAINST AUDIT FINDINGS	59
18.9.	ANNEX NO. 9: OBJECTION AGAINST THE NOTIFICATION ON NON-PAYMENT OF A PART OF THE GRANT.....	59
18.10.	ANNEX NO. 10: METHOD TO PRESENT ANNEXES TO THE GRANT APPLICATION	60
18.11.	ANNEX NO. 11: THE METHODOLOGY OF ECONOMIC ACTIVITY REPORTING FROM THE STATE AID PERSPECTIVE	70
18.12.	ANNEX NO. 12: JUSTIFICATION OF THE INTENTION TO AWARD A PUBLIC CONTRACT IN A NEGOTIATED PROCEDURE WITHOUT PRIOR PUBLICATION	70
19.	LIST OF ABBREVIATIONS.....	70

List of changes

Chapter	Change specification compared to Version 2 effective from 29 September 2017	Review justification
Entire document	The document structure has been modified and minor formal adjustments have been made.	Harmonised with the Rules for Applicants and Beneficiaries – General Part, Version 5.
6.4	Supporting documents to verify undertakings in difficulty have been added and the list of required supporting documents before issuing PA has been modified.	Information has been specified and harmonised with the Rules for Applicants and Beneficiaries – General Part, Version 5.
7.1.1.	Deadlines for submitted project IR/RfP haven been modified with reference to the Rules for Applicants and Beneficiaries – General Part, Version 5.	Harmonised with the Rules for Applicants and Beneficiaries – General Part, Version 5.
7.1.5.	The date since when the commencement of sustainability is counted has been specified.	Information specification.
7.2	Added: No funds may be transferred between budget lines with different aid schemes (apart from public aid and according to GBER).	A PCA requirement has been incorporated.
7.2	Required documents for significant changes to projects under the LIC and ITI calls have been added	Modification in compliance with the current conditions of uniform methodological environment.
8.1.5	<p>The following text was added to the chapter:</p> <ul style="list-style-type: none"> – As part of administrative verification of the final project implementation report/simplified payment request at the latest, the MA shall carry out a check of compliance with the GBER rules. <p>The text of the chapter was made clearer in terms of wording.</p>	Information for beneficiaries has been completed and specified.
8.2	<p>The following text was added to the chapter:</p> <p>“Furthermore, it applies to the projects under this call that a foreign partner with a financial contribution is obliged to keep accounts in compliance with national legal regulations on accounting and to keep records so that the applicable documents are correct, complete, conclusive and clear. The partner is also obliged to store these documents in compliance with applicable national legal regulations.”</p> <p>Information regarding the payment of expenses in foreign currencies from a bank account in the same currency has been added (applies mainly to project’s foreign partners with a financial contribution).</p>	Information for beneficiaries has been added and specified.
8.7.2	The following text was deleted from the chapter:	Elimination of duplicities. The current regulation is provided in

	<p>The following restrictions apply to employees/staff members in projects under the calls:</p> <p>Hours worked under labour-law relationships of a project employee may not overlap and the employee may not be paid for the same work several times.</p> <p>A person, whose remuneration is even partially covered from an OP RDE project, can only work a maximum number of hours that equals to 1.0 multiple of ¹the working hours fund for a given month, i.e. 1 FTE.</p> <p>The maximum number of hours includes hours worked with all entities (beneficiaries and partners) involved in the project implementation (i.e. the sum of all hours worked by the employee, including any ATW and ACJ, with the beneficiary and the partners may not exceed the number of hours in the working hours fund for a given month); this applies to all months of an OP RDE project implementation.</p> <p>Exceptionally, the sum of hours worked by an employee with all entities involved project implementation may reach 1.2 time² the working hours fund for a given month. Such exception as to the number of worked hours is granted to expert team members who are academic staff members defined in Section 70 (2) of Act No. 111/1998 Coll., on Higher Education Institutions, as amended. In justified cases, it is possible to grant an exception to other members of the expert team; the beneficiary shall ask for exemptions to be granted to the expert team members through a change procedure.</p> <p>The number of worked hours also includes any portion of holiday entitlement used by the employee, days of incapacity to work and other obstacles to work under the Labour Code.</p> <p>The number of hours worked in a given month does not count maternity/parental leave.</p> <p>At the same time, the beneficiary must ensure that the above-mentioned exemption does not violate the Labour Code or any other relevant legislation.</p>	<p>the Rules for Applicants and Beneficiaries – General Part, Version 5.</p>
11.3	<p>The following text was added to monitoring and documentation indicator 2 03 12 in the Indicator System table: “If the same participation is reported in several projects approved under the OP RDE, it is proportionately allocated to each of the beneficiaries, such as according to</p>	<p>Information for beneficiaries has been added.</p>

¹ When working overtime is required, the 1.0 multiple of the working hours fund may be exceeded but only if conditions provided by the Labour Code are observed.

² If working overtime is required, the 1.2 multiple of the working hours fund may be exceeded but only if conditions laid down by the Labour Code are observed.

	the prevailing number of authors, etc. It is therefore necessary that when presenting jointly achieved results of an institution supported from OP RDE, the beneficiary always reports only a proportion of the results based on mutual agreement.	
11.3	The following text was added to monitoring and documentation indicator 2 20 11 in the Indicator System table: "If the same international patent application is reported in several projects approved under the OP RDE, it will be proportionately divided among all supported beneficiaries, such as according to the prevailing number of authors of results, etc. It is therefore necessary that when presenting jointly achieved results of an institution supported from OP RDE, the beneficiary always reports only a proportion of the results based on mutual agreement.	Information for beneficiaries has been added.
13	A text related to the funding of partners with financial contribution, undertakings, has been added to the chapter (i.e. entities supported under the GBER).	Information for beneficiaries has been specified.

1. CHAPTER – INTRODUCTION

The Rules for Applicants and Beneficiaries – the Specific Part apply to calls under Priority Axis 1, Long-term Intersectoral Cooperation and Long-term Intersectoral Cooperation for ITI, and complete/amend the Rules for Applicants and Beneficiaries – General Part.

While the General Part governs the rules for all applicants and beneficiaries under the OP RDE, the Specific Part contains additional/supplemental rules of the calls Long-term Intersectoral Cooperation and Long-term Intersectoral Cooperation for ITI in relevant chapters. The Rules for Applicants and Beneficiaries – the Specific Part apply to both calls (i.e. Long-term Intersectoral Cooperation, as well as Long-term Intersectoral Cooperation for ITI). The parts which are relevant solely for the call Long-term Intersectoral Cooperation for ITI are marked in the text.

The Rules for Applicants and Beneficiaries – Specific Part, Version 1, are published together with the text of calls on the date of call announcement in IS KP14+ the latest. This version of the Rules is binding on all applicants and beneficiaries of the calls. The Managing Authority of the OP RDE (hereinafter the MA) has the power to issue other versions of the Rules for Applicants and Beneficiaries containing additional conditions for applicants and beneficiaries. The applicants and beneficiaries are informed about the publication of such updates through the news on the website of the MEYS under the EU Funds section, or through internal dispatches in IS KP14+.

The binding character of the appropriate versions of the Rules for preparation and subsequent project implementation is defined in Chapter 1 of the Rules for Applicants and Beneficiaries – General Part.

2. CHAPTER – DEFINITIONS

Application sector

Any organization where the results of R&D activities can be applied. These may involve industrial and development firms, other scientific and research facilities, healthcare and related fields, non-profit and public sectors, etc.

Applied (targeted) research

Experimental and theoretical work to acquire new knowledge, but whose use is clearly focused on specific, predetermined objectives. Applied research can be divided into: general applied research, i.e. systematic research aiming to acquire new knowledge, which has yet to reach the stage with a clear specification of objectives for its application; specific applied research, i.e. also systematic research aiming to acquire new knowledge, but directed at a specific practical objective with a clear application of the results.

Excellent worker

A worker whose results are comparable internationally (a researcher whose H-index and publication activity are comparable internationally). The inclusion of this type of a worker in the professional project team is possible, but not required (required).

An excellent worker from the application sphere (business corporations, state enterprises) is a worker whose results are also comparable in an international context and does not have to necessarily concern publication activities and the H-index, i.e. results typical for research organisation staff members.

Experimental development

Acquiring, combining, shaping and using the existing scientific, technological, commercial and other relevant knowledge and skills for the development of new or improved products, processes or services. This may include activities aimed at defining the concept, planning and documentation of new products, processes or services.

GBER

The General Block Exemption Regulation, i.e. Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty Text with EEA relevance; it became effective on 1 July 2014. Block exemptions are a group of categories and state aid types that, subject to observing certain conditions, are assumed to be compatible with the internal EU market and can be provided without having to undergo a detailed review by the European Commission.

Integrated Territorial Investments (ITI)

Under the OP RDE, ITI will be used in accordance with Article 36 of Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013 laying down common provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund and repealing Council Regulation (EC) No 1083/2006, as amended (hereinafter the General Regulation) and based on their definition in the 2014–2020 Regional Development Strategy of the Czech Republic. Within the meaning of the “Long-term Intersectoral Cooperation for IT” call (and the OP RDE), ITI concerns urban development strategies requiring an integrated approach involving investments from the ERDF. ITI will be used in the largest metropolitan areas of national importance (for more details on ITI, see the OP RDE text). The following integrated strategies were submitted under the OP RDE: ITI Ústí – Chomutov agglomeration, ITI Pilsen agglomeration, ITI Hradec Králové–Pardubice agglomeration, ITI Ostrava agglomeration, ITI Olomouc agglomeration.

Key worker

A worker who is necessary for project implementation (e.g. research project leader, researcher or a lawyer preparing patent applications). The inclusion of this type of worker in the project team is possible, but not required (required).

Business corporations

According to Act No 90/2012 Coll., on Business Corporations and Cooperatives, as amended (hereinafter the Act on Business Corporations), it is a specific form of an enterprise.

Normal market conditions

Normal market conditions mean that conditions of a transaction between contracting parties do not differ from conditions that were agreed between independent undertakings and such conditions do not include the element of a secret deal. The principle concerning normal market conditions is

PA1 calls Long-term Intersectoral Cooperation and Long-term Intersectoral Cooperation for ITI – Rules for Applicants and Beneficiaries – Specific Part		
<i>Issue: 3</i>	<i>Effective date: 24 July 2018</i>	<i>Page 9 of 70</i>

presumed fulfilled in the case of a transaction which was preceded by an open, transparent and non-discriminatory procedure.

Undertaking in difficulty

An undertaking in difficulty means an undertaking in respect of which at least one of the following circumstances occurs:

- a) in the case of a limited liability company (which is not a small or medium-sized enterprise that has existed for less than three years; or, for the purposes of eligibility for venture financing support, it is not a small or medium-sized enterprise that was commercially sold for the first time less than 7 years ago and is, based on due diligence performed by a selected financial intermediary, eligible for investment in the field of venture financing) that has lost more than one half of its subscribed registered capital due to an accumulation of losses. This is the case when the deduction of accumulated losses from reserves (and all other elements generally considered to constitute the regulatory capital of the company) leads to a negative cumulative amount that exceeds half of the subscribed share capital. For the purpose of this provision, a “limited liability company” means especially the legal forms of companies listed in Annex I of Directive 2013/34/EC (1) and the capital includes any share premium;
- b) in the case of a company in which at least some members are fully liable for liabilities of the company (which is not a small or medium-sized enterprise that has existed for less than three years; or, for the purposes of eligibility for venture financing support, it is not a small or medium-sized enterprise that was commercially sold for the first time less than 7 years ago and is, based on due diligence performed by a selected financial intermediary, eligible for investment in the field of venture financing) and which, due to an accumulation of losses, has lost more than one half of its capital recorded in the accounts. For the purposes of this provision, a “company in which at least some members are fully liable for liabilities of the company” means, in particular, the legal forms of companies listed in Annex II of Directive 2013/34/EC (1), and the capital includes any share premium;
- c) if collective insolvency proceedings have been initiated against the undertaking or the undertaking meets the criteria of its national law for collective insolvency proceedings to be initiated at the request of its creditors;
- d) if the undertaking has received aid for its rescue and has not paid off a loan or terminated a guarantee, or if a restructuring plan applies to the undertaking;
- e) In the case of an undertaking that is not an SME, where, for the past two years:
 - 1) the undertaking’s book debt to equity ratio has been greater than 7.5 and
 - 2) the undertaking's EBITDA interest coverage ratio has been below 1.0.

Aid scheme

In this call, two aid scheme options are combined within a single project:

Option A: aid that does not constitute State aid. Relevant for entities that meet the definition of a research and knowledge dissemination organisation (hereinafter the Research Organisation) under the Framework for State Aid in Research, Development and Innovation (2014/C 198/01). These entities will receive aid to implement non-economic activities defined in paragraph 19 of the Framework, or activities complying with paragraph 20 of the Framework (within the meaning of Article 107(1) TFEU, such funds do not constitute State aid).

Option B: compatible state aid through GBER. Aid to undertakings (i.e. business corporations, state enterprises and research organisations that fail to meet the conditions of paragraph 20 of the Framework at the entity level) will be provided in accordance with Art. 25 of the GBER to implement research projects in the field of basic and industrial research. This aid may be compatible with the internal market within the meaning of Article 107(3) TFEU, which is exempted from notification pursuant to Article 108(3) TFEU.

The scheme aid affects mainly the eligibility of expenditure, the amount of aid and its intensity. State aid is covered in Chapter 15; the eligibility of expenditure is defined in section 8.7.

State enterprise

An entity pursuant to Act No. 77/1997 Coll., on State Enterprises, as amended.

Building alterations

In the context of these calls, building alterations exclusively involve alterations related to the acquisition and installation of instruments and equipment.

Entity supported pursuant to GBER

An undertaking (an entity engaged in an economic activity, such as a business corporation, a state enterprise and a research organisation that fails to meet the conditions of paragraph 20 of the Framework at the entity level) which will be granted compatible state aid pursuant to Article 25 of the GBER under these calls to implement a research project in the field of basic and industrial research.

Feasibility study

Feasibility study means the evaluation and analysis of project potential which aim to support the decision-making process by objectively and rationally determining the strengths and weaknesses of the project, its opportunities and threats, and identifying the resources needed for its implementation, as well as its prospects for success.

Upgrade

Replacement of technical equipment or its parts with a newer/better version, which increases the quality or extends the functionality of the technical equipment.

Research organisation

An entity that meets the definition of a research and knowledge dissemination organisation under Article 15 ee) of the Framework for State Aid in Research, Development and Innovation (2014/C 198/01).

Work commencement

Work commencement under GBER means the earlier of either the commencement of construction works relating to the investment³, or the first legally binding commitment to order equipment or any

other commitment that makes the investment irreversible. Buying land⁴ and preparatory works such as obtaining permits and conducting feasibility studies are not considered start of works. For take-overs, work commencement means the moment of acquiring the assets directly linked to the acquired establishment.

3. CHAPTER – LEGAL BASIS AND OTHER UNDERLYING DOCUMENTS

Governed by the Rules for Applicants and Beneficiaries – General Part. The following documents are very important for the present calls:

- Commission Regulation No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty (GBER)⁵;
- Communication from the Commission Framework for State aid for research and development and innovation 2014/C 198/01 (hereinafter the “Framework”)⁶;

4. CHAPTER – CONTACTS AND COMMUNICATION WITH APPLICANTS AND BENEFICIARIES

Governed by the Rules for Applicants and Beneficiaries – General Part.

5. CHAPTER – PROCESSES AND RULES FOR THE SUBMISSION OF A GRANT APPLICATION, EVALUATION AND SELECTION OF PROJECTS

5.1. Announcement of calls

Calls for Long-Term Intersectoral Cooperation and Long-Term Intersectoral Cooperation for ITI are designated as round-based calls, using the single-round model of evaluation, i.e. the applicants must submit their grant applications by the deadline specified in the call. Before submitting their applications, all applicants have the opportunity to discuss any questions concerning the call with the representatives of the MA – the contact person specified in the call (see Chapter 8.1 of the Call).

5.2. Preparation of grant applications

Beyond the rules specified in the Rules for Applicants and Beneficiaries – General Part, the following applies to applicants/beneficiaries:

³ This is a general definition taken from GBER. Construction work and investment are not allowed in these calls for entities supported pursuant to the GBER.

⁴ Generally, purchase of land does not constitute the commencement of work; however all work, such as building renovation and adaptation related to the investment is work commencement. Costs incurred in connection with such purchase of land or preparatory work (permits, feasibility studies) cannot be included in eligible expenditure. However, if the price of land was included in eligible expenditure, any purchase of land, will be construed as work commencement.

⁵ EU Official Journal, L187, 26. 06. 2014, pp. 1–84.

⁶ EU Official Journal, C198, 27. 6. 2014, pp. 1–29.

The applicant must submit its grant application through IS KP14+, including the required/required optional annexes. An overview of the required/required optional annexes is shown in the table in Annex 18.10. This overview contains the form and manner to submit individual annexes.

5.2.1. Eligibility of an applicant/partner

An eligible applicant is defined in the text of the call.

The applicant or, where relevant, other entities which contribute to eligible project expenditures (“partners”) which are a research organization must always meet all the following conditions based on the definition of **Research and knowledge dissemination organizations, as defined by the Framework**, and must ensure that these conditions are met throughout the project’s implementation and sustainability.

- a) The primary objectives of an entity is to independently conduct fundamental research, industrial research or experimental development, and to widely disseminate the results of such activities by way of teaching, publication or knowledge transfer.
- b) Enterprises (i.e. entities engaged in economic activities) which can exert a decisive influence upon the applicant/partner, for example in the quality of shareholders or members, may not enjoy preferential access to the results generated by the applicant/partner.
- c) Where such entity also pursues economic activities, the financing, the costs and the revenues associated with those economic activities must be accounted for separately. Separate accounting must be kept so that the beneficiary can at any time provide credible, current and verifiable information on the management of project funds.
- d) The obligations referred to in (a) to (c) must be incorporated in the internal guidelines of the applicant/partner (e.g. Articles of Association, formation deed) no later than on the date of submission of the grant application.

Documents required to verify the eligibility of an applicant/partner which is a research organization

The documents that confirming the formal setting to meet the requirements arising from the definition of a research organization show that the internal setting of the operation of the competent entity (principal activities, division of economic and non-economic activities, prevention of influence of undertakings, etc.) meets the definition of the research organization according to the Framework. These documents may include, for example: formation deeds, articles of association, memoranda of association, formation charters, etc. These documents necessary to assess the fulfilment of the conditions following from the definition of research organizations are to be submitted only by those applicants that meet the definition of a research organization according to the Framework, but are not a state school conducting research or a public research institution or entity which is not included in the Research Organizations List (ROL) kept by the Ministry of Education valid on the day of the submission of the grant application.

If the applicant/partner is on the Research Organizations List (ROL) kept by the Ministry of Education valid on the day of the submission of the grant application, this fact is sufficient to prove the fulfilment of the definition of the research organization and dissemination of knowledge under the Framework.

Eligible applicant/partner is also obliged to meet all the following criteria:

- **the applicant/partner type** is included in the list of eligible applicants/partners in the call.
- an applicant/partner with financial contribution which is a legal person⁷ must, to a reasonable extent, publish/demonstrate **their ownership structure**.

An assessment is made whether the applicant/partner has demonstrated its ownership structure in accordance with Section 14(3)(e) of Act No 218/2000 Coll., on Budgetary Rules and on Amendments to Certain Related Acts, as amended (hereinafter “Budgetary Rules”), the Provisions of Section 14 (3)(e), i.e. whether the applicant/partner has submitted the identification of:

- those persons acting in its name, stating whether they are acting as its governing bodies or under a power of attorney;
- persons with a share in this legal person;
- third persons in which the applicant/partner has a share, and the amount of that share.

Applicants shall provide this information in the grant application on the tabs entitled “Project Entities” and “Entity Persons”; partners with a financial contribution shall provide this information through the required annex to the grant application entitled “Demonstration of Ownership Structure” (see Chapter 18.10 Annex No. 10: A List of the Annexes to Grant Applications and methods of their demonstration).

- At the same time, all applicants/partners other than a natural person or a legal person under public law⁸ are obliged to complement their grant application with **lists of their own beneficial owners** in accordance with the provisions of Section 4(4) of Act No 253/2008 Coll., on Certain Measures against the Legalization of Proceeds from Crime and Financing of Terrorism, as amended (hereinafter the “AML Act”). If such beneficial owners cannot be identified under the AML Act because a particular legal form of the beneficiary is not expressly provided in the AML Act, the applicant shall provide information on the natural person or persons working as the applicant’s top managers. Applicants and partners can also demonstrate this by means of the annex entitled “Demonstration of Ownership Structure” (see Chapter 18.10).

In connection with the publication/demonstration of the ownership structure and in order to avoid any potential conflicts of interest, the applicant/partner must, at the request the OP RDE and/or other entities (PCA, AA, EC or ECA), submit documents proving the facts specified on the tab entitled Project Entities/Entity Persons and in the annex entitled Demonstration of Ownership Structure.

⁷ With the exception of Organizational Units of the State.

⁸ For the purposes of these Rules for Applicants and Beneficiaries, a legal person under public law especially means the Czech Republic, State organizational units, State co-funded organizations, State funds, territorial self-governing units and its publicly co-funded organizations, voluntary associations of municipalities, Regional Council of a cohesion region, European Grouping of Territorial Cooperation, public higher education institutions, public research institutions, professional associations established by law, State-owned and national enterprises, State organizations, VZP (the General Health Insurance Company of the Czech Republic), the Czech National Bank, Czech Radio, Czech Television, and the Czech News Agency.

- The applicant/partner is not subject to insolvency proceedings, private enforcement proceedings, or liquidation.
- The applicant/partner **meets the conditions of absence of debt** with State and self-government authorities, the tax office and health insurance companies.
- The applicant/partner is not an **undertaking in difficulty** within the meaning of GBER.
- The applicant/partner has a **clean criminal record**.
- The applicant/partner must submit authorization to carry out **scientific and research activities as primary or secondary activities**, which is to be proved by means of its articles of association or constitutive documents (no to be submitted by State and public higher education institutions and public research institutions) – this condition is only relevant for research organizations.
- Each applicant/partner is also obliged to have been registered with the relevant register for at least 2 years preceding the date of filing the application in IS KP14+ (i.e. it is necessary to demonstrate **at least a 2-year history** for the company/institution).
- The applicant⁹ must, through an annex to the grant application, demonstrate that the **annual turnover of the organization/company** is at least 30% of the amount of estimated total eligible project expenditures specified in the grant application, deducted by estimated expenditures contained in the budgetary chapter entitled “Direct Activities Expenditures – Investments. Where one or several financial partners are involved in project implementation, the applicant may demonstrate the relevant part corresponding to the share of the partner(s) through the partner(s). The condition for achieving the required turnover shall be met for the last two consecutive closed accounting periods¹⁰ lasting 12 months (that exist)¹¹, for which the applicant/partner was to file a tax return with a financial contribution, and which predate the filing of the application.

Annual turnover is defined in the provisions of Section 1d(2) of Act No 563/1991 Sb., on Accounting, as amended (hereinafter the “Accounting Act”): “For the purposes of this Act, annual aggregate net turnover means the amount of revenue net of sales discounts, divided by the number of months or parts thereof, for which the accounting period lasted, multiplied by twelve.”

Publicly beneficial payers as defined in Section 17a of Act No 586/1992 Sb., the Income Tax Act, as amended, (a payer that, in accordance with its constitutive juridical act, statute, articles of association, law or a decision taken by a public authority, performs, as its principal activity, an

⁹ This does not apply to applicants which are SOU and PCO SOU.

¹⁰ That means that the applicant demonstrates compliance with the turnover conditions for each of the preceding two consecutive closed accounting periods separately.

¹¹ In the event that when filing their grant application, the applicant’s last accounting period is not closed, the applicant shall provide, as a required annex to the grant application, a statutory declaration that the turnover for the last closed period will be demonstrated before issuing the legal act. The demonstration of the proof of sufficient annual turnover (i.e. at least one-half of total eligible project expenses) is a mandatory condition for the legal act to be issued. If the applicant fails to demonstrate sufficient turnover no later than upon the presentation of the documents needed to issue the legal act on the granting/transferring of support, the applicant’s grant application will be excluded from the approval process, i.e. not supported.

activity other than a business activity. A publicly beneficial taxpayer excludes (a) business corporation, (b) Czech Television, Czech Radio and the Czech News Agency, (c) a professional association or a taxpayer founded for the purpose of protecting and defending the business interests of its members whose membership fees are not tax exempt, with the exception of employers' organizations, (d) health insurance companies, (e) associations of unit owners, (f) foundations 1. which, according to their forming juridical act, serve to support persons close to the founder, or 2. which carry out activities towards supporting persons close to the founder.) shall indicate the annual net turnover from their total activities, i.e. from their principal activity and economic activity. Taxpayers who keep tax records shall indicate the total of all revenues in the taxable period, or in the period for which they filed their last income tax return.

Entities aided in accordance with GBER are also subject to the following provisions:

- Grants must not be reimbursed to an entity having any outstanding liabilities incurred based on a recovery order issued pursuant to a decision handed down by the Commission by which such support provided by the same member state (the Czech Republic) is declared unlawful and incompatible with the internal market, see Art. 1 Para. 4 (a) GBER. This condition must be met for the entire group, i.e. all linked enterprises, not only at the partner entity level reimbursed under GBER.

Business corporations/state enterprises are also subject to the following provisions:

- They must comply with the obligation to publish financial statements in the relevant register within the meaning of Act No. 304/2013 Coll., on Public Registers of Legal Entities and Natural Persons and on the Registration of Trust Funds, as amended, or to publish the financial statements on the website no later than the date of the grant application . This condition applies to entities subject to such an obligation by law. Financial statements must be published for at least the last two accounting periods within the statutory period for publication as stipulated by the law (the due date for the financial statements to be entered in the Commercial Register ends in accordance with Section 21a of the Act on Accounting on the last day of the next accounting period, i.e., enterprises were obligated to submit the financial statement for 2015 by the last day of December 2016). In the event that this condition is not met, the entity is not a legitimate project partner. The entity shall place the link to the published statement in the annex to the grant application entitled – Declaration on Placement of the Financial Statement.

Further information for the submission of grant applications

The applicant must not submit an identical project application / identical research projects under a call intended for projects within and outside the ITI. In case the applicant submits the Long-term Inter-Sectoral Cooperation and Long-term Inter-Sectoral Cooperation for ITI with an identical grant application/identical research project, all relevant grant applications submitted by the applicant will be excluded from the evaluation process.

5.2.2. Territorial eligibility of OP RDE projects

Projects under these calls can be implemented in the less developed regions program area. In these calls, it is possible to benefit from the exemption under Article 70(2) of the General Regulation, i.e. it is also possible to implement projects outside the program area (the territory of Prague and the EU).

5.2.2.1. Permissible impact location of the project

In the grant application, the applicant must define how the program area will be impacted by the project. The applicant must define the territory where project activities benefitting the target group will be implemented.

If a project is implemented outside the program area, i.e. in the territory of Prague/EU, and the beneficiary is unable to demonstrate an impact only on less developed regions (the 13 regions outside Prague), the impact of such project is always on the entire Czech Republic.

If the project is implemented within the “less developed regions” program area (the 13 regions outside Prague), there is no need to further assess the impact of such a project on each category of regions, and the impact of the project is always on a less developed region.

If a project is implemented outside the selected program area, i.e. in the territory of Prague/EU, and the impact is only on less developed regions (the 13 regions outside Prague), the impact of such a project is always on a less developed region.

The ratio determining the breakdown of resources between less and more developed regions is given in Chapter 8.1.5.

Applicants must complete the breakdowns in section 8.1.5. in the grant application on the tab entitled “Specific Objectives”.

Example: The beneficiary is a research organization from Prague. This beneficiary opts for an automatic breakdown into the more and less developed regions 26/74.

The beneficiary is a research organization that has a registered office in Prague, but also has a branch outside Prague in which the project will be implemented. In this case, the beneficiary opts for a breakdown between LDR/MDR – 0/100.

The beneficiary is a research organization from Ostrava. This beneficiary automatically opts for a breakdown between LDR/MDR – 0/100.

During project implementation, the beneficiary does not demonstrate relation of the target group to the programme area.

5.2.2.2. Permissible location of the project

The project must be implemented in the European Union.

5.2.3. Eligibility of target groups

The call defines target groups as workers of research organizations, higher education institution students, researchers in the private sector, public administration workers in the field of research, development and innovation, and workers in public administration (State administration and self-government).

5.2.4. Eligibility of project activities

Activities are divided into required, required optional, optional and excluded.

Required/required optional/optional activities to be implemented within the project are to be selected by the applicant from a predefined list contained in MS2014+.

Partners aided in accordance with GBER are also subject to the following provisions:

These subjects will be reimbursed for the eligible expenditures associated with their involvement in research project implementation in terms of activity d) Cooperation in terms of the implementation of joint research activities/programs, only in the field of fundamental and industrial research. The definition of eligible expenditures is given in Chapter 8.7.2. In case these subjects are also involved in the implementation of other activities, they will not be reimbursed for any expenditures associated with the implementation of such activities.

Foreign partners (research organizations) are subject to the following provisions:

The entities will be reimbursed for eligible expenditures associated with their involvement in the implementation of the following activities:

Required activities: b), c), d)

Required optional activities: e), f), g)

Optional activities: i), l)

Activity l) is eligible only within the territory of the Czech Republic (i.e. the foreign partner's representative will be teaching in the Czech Republic).

The applicant is subject to the following:

Required activities

The applicant is obliged to implement all of the following required activities:

- a) Project management** – the content of this activity is described in the Rules for Applicants and Beneficiaries – General Part; see Chapter 5.2.4.
- b) Establishing, implementing or enhancing cooperation under partnerships between research organizations and the application sector.**

This activity may contain:

Cooperation within the partnership: The project must involve at least one partnership between a research organization and the application sector (a business corporation).

Furthermore, this activity may involve the establishment and development of cooperation with the application sector, which is realized by the project team as part of its project activities, and mainly serves to analyse the applicability of research results and the transfer of practical knowledge and experience from the application sector to the research sector, and vice versa.

Research on behalf of enterprises (e.g. contract research, R & D services, etc.) cannot be a part of project implementation. The cooperation is mainly focused on a two-way transfer of knowledge and experience between research and application sectors, which is beneficial for all the parties involved.

In this process of cooperation, the project supports and expects the following benefits:

- Benefits and development of cooperation for a research organization include, in particular,

obtaining practical data and feedback to validate the applicability of research results and to set the further direction of pre-application and subsequent applied research.

- Benefits and development of cooperation for an application sector entity may include, in particular, obtaining information for the possible applicability of research results, obtaining information about current technological possibilities of research results for innovation and about the future direction of research, and thus the possible direction of innovation in the application sector derived from/through joint research work with the applicant (a research organization).

Expected results and outputs:

The following indicators represent the monitored result (for details on individual indicators, see Annex 1 to the Call):

CO 26/2 00 00 Number of enterprises cooperating with research institutions

5 43 10 Number of supported instances of cooperation (only relevant if the cooperation involves other entities)

Prerequisites for cooperation in a partnership is a description of the setting of the necessity and cooperation within the partnership and a partnership agreement, which must be submitted together with the grant application.

Cooperation may be declared, for example, through a Memorandum of Understanding, or another appropriate contractual relationship. Such a declaration of a relationship must contain the plan that is related to the project's research activities, and the expected form of possible cooperation beneficial to the parties involved. Further cooperation may develop based on the transfer of research knowledge to the application sector and vice versa (feedback on research results from the application sector), and may take any form based on the research results achieved within the project.

The output of established cooperation is a Memorandum of Understanding (MoU), or another contractual relationship used as the basis for research cooperation or a two-way transfer of knowledge and experience. Commercial cooperation (e.g. contract research, the provision of research services) cannot be a part of project implementation.

The outputs of cooperation and its development include joint activities, such as the organization of joint seminars with representatives of the application sector, visits to the application sector entities, participation at trade fairs, twinning with application sector entities (including foreign entities), the publication of research results together with the application sector, the joint acquisition of grant projects, the creation of intellectual property, and contracts for further joint activities.

c) Preparing and drawing up a strategy of long-term cooperation between research organizations and the application sector

Long-term cooperation strategies must contain at least the type and form of expected cooperation, expected objectives and procedures for establishing, implementing and maintaining cooperation. This should include a clarification of rights and obligations in this process.

The rights and obligations of the research organization (RO): the creation or update of the

Strategic Development Plan or the relevant internal document where cooperation is laid down.

The rights and obligations of the application sector: the creation or update of an internal strategy in the form of internal guidelines for cooperation with the research sector.

Expected results and outputs:

The following indicators represent the monitored result (for details on individual indicators, see Annex 1 to the Call):

2 15 02 Number of new products modernizing strategic management systems in organizations – only relevant for research organizations.

In the application sector (individual entities involved in partnerships), the outcome of this activity will involve an updated or newly created internal document / regulation governing cooperation with research organizations in the field of R&D

Any updated / newly created strategies/documents/ internal directives must be approved and be in effect no later than the day of physical termination of project implementation.

d) Cooperation on implementing joint research activities/plans.

The project is to include the current research plans that will stand up to comparable high-quality international research. The quality of the research plan shall be subjected to a substantive evaluation. At the same time, the applicant shall present their potential for future use in the application sphere. It is expected that the results of the project will be further developed after the completion of the project so that they can be put into practice. Project implementation is not conditional on such finalization.

The project cannot include research projects that focus only on fundamental research. On the other side of technological advancement, projects cannot include product-type plans. Expressed by TRL (Technology Readiness Level), this concerns TRL 1 to TRL 3¹² technology.

The grant application must include at least one research plan. Individual research plans must be assigned to a single principal sector group. Where relevant, plans may be further assigned to one or more secondary sectors or sector groups.

Sector groups are designated according to the Professions Tree and OP RDE sectors¹³. The primary sector(s) of research plans in one application must fall under one of the following sector groups. Please note the creation of multiple groups from sectors 1AB9 Industry. Admissible primary sector groups for this call are defined as follows:

1AB1 – Social sciences

1AB2.1 – 1AB2.4 – Mathematics

1AB2.5 – 1AB2.15 – Physics

1AB3 – Chemistry

1AB4 – Earth, atmosphere and environment sciences

¹² https://ec.europa.eu/research/participants/data/ref/h2020/wp/2014_2015/annexes/h2020-wp1415-annex-g-trl_en.pdf.

¹³ See link: www.msmt.cz/uploads/OP_VVV/Priloha_1_Strom_OP_VVV.xlsx.

1AB5 – Biology
 1AB6 – Medicine
 1AB7 – Agriculture
 1AB8 – Informatics
 1AB9.1 – 1AB9.4 – Industry: Electrical engineering and robotics
 1AB9.5 – 1AB9.6 – Industry: Energy sector
 1AB9.7 – 1AB9.12 – Industry: Materials
 1AB9.13 – 1AB9.14 – Industry: Engineering and construction
 1AB9.15 – Industry: Land transport systems and equipment
 1AB9.16 – Industry: Industrial processes and processing
 1AB9.17 – 1AB9.20 – Industry: Mechanical engineering
 1AB9.21 – 1AB9.23 – Industry: Aviation and space technology
 1AB9.24 – Industry: Military engineering

The applicant is to assign the project to the primary sector group identically in IS KP14+ and in the Feasibility Study. The applicant is to select for the application in the IS KP14+ only those sectors (one or several) that fall into only one of the above sector groups, thereby determining one primary sector group for the project. The IS KP14+ system does not check whether the project has been correctly included in only one sector group. The correctness of the inclusion of the project in only one sector group shall be checked by the applicant. The IS KP14+ system does not allow secondary sectors to be selected for the project.

The applicant is to assign the project to secondary sectors or sector groups in the Feasibility Study. Projects cannot be assigned under IS KP14+.

An example of the sectoral structure of a project:

A project contains two research plans:

Plan 1: Medical cannulas

Plan 2: Pacemakers

The primary sector of the project (i.e. of all research plans): 1AB6 – Medicine.

The secondary sector of research plan 1:

11AB9.7 – 1AB9.12 – Industry: Materials

The secondary sector of research plan 2:

1AB8 – Informatics

1AB9.1 – 1AB9.4 – Industry: Electrical engineering and robotics

The research plan will be implemented by an expert project team. In the expert team, it is possible to identify key or excellent members. In the grant application, the applicant shall specify the lead researchers of the expert team (by name, or as a list of requirements for expertise and experience for the position). A lead researcher is a researcher who leads and is responsible for the research plan. Attached to the grant application shall be CVs of the named lead, excellent researchers and

key researchers (including a description of their experience).

The implementation of research activities also involves the regulation of intellectual property (IP) – taking steps to identify and regulate relationships to intellectual property in relation to the nature of the research project’s results. This includes activities throughout the entire process of working with IP, from IP identification, planning of its regulation, implementing the plan to regulate and protect IP in relevant cases, to maintaining IP. This concerns IP directly related to the implementation of the respective project’s research plan, or created under a project plan.

Expected results and outputs:

The outcome involves implemented research projects in accordance with the definition of activities under (b) and (c). Emphasis is especially placed on research cooperation between the two entities. Research cooperation cannot have the character of a commercial activity (e.g. contract research, the provision of research services, etc.)

The following indicators represent the monitored result (for details on individual indicators, see Annex 1 to the Call):

CO 24/2 04 00 Number of new researchers in supported entities

2 02 11 Specialized publications (selected types of documents) created by supported entities

2 02 13 Specialized publications (selected types of documents) co-authored by research organizations and enterprises

2 02 16 Specialized publications (selected types of documents) with foreign co-authors created by supported entities

2 20 11 International patent applications (PCT) created by supported entities

Other types of results can also be implemented; however, these are not reflected in the indicators. Possible expected partial outcomes of implementing the activities are the results, which are defined according to the definitions of types of research and experimental development results for the RIV database.

Required optional

The applicant must choose at least **one** required optional activity:

e) Activities leading to the establishment and intensification of international cooperation with foreign research entities and application sector entities.

Activities and outputs of this activity are identical with activity (b); they require extending cooperation to include an international research entity or an application sector entity.

If project partners include a foreign entity already at the submission of the project application, the applicant must always select this activity.

The main part of the project must be implemented in the Czech Republic. Activities implemented outside the Czech Republic (in the EU – see permissible places of implementation) must only be complementary (e.g. the acquisition of data, documents, measurements, materials, etc.).

Expected results and outputs:

The same as for activity (b); in addition, the output shall include the number of foreign

cooperating entities.

f) Activities leading to establishing and enhancing intersectoral partnerships.

Activities and outputs of this activity are identical to activity (b) or (e); they require intersectoral cooperation. Sectors are designated according to the Professions Tree and OP RDE sectors. The project has only one primary sector. There may be multiple sectors if the primary and secondary project sectors differ.

If the cooperation involves multiple sectors already at the submission of the project's application, the applicant must always select this activity.

Expected results and outputs:

The same as for activity (b) or (e); in addition, the output shall include the number of intersectoral partnerships.

g) The preparation of jointly designed international project applications related to the activities and focus of the project.

As part of the activity, project applications will be prepared for international grant projects which are related to the project being implemented. This requires such applications (at least one) to be submitted during project implementation. An application must be submitted with a provider from outside the Czech Republic rather than with a provider from the Czech Republic; no other constraint is defined. Grant titles are considered to exclude contracted cooperation with a commercial entity, such as contract research, or other forms which do not constitute a grant title.

Expected results and outputs:

The minimum expected output, which is not reflected in the indicators, is confirmation of the submission of a project application during project implementation. The form depends on the nature of the grant title. This may be, for example, confirmation from a filing system. If there is no adequate confirmation available, the applicant shall provide a statutory declaration that the application has been submitted. The declaration shall also include a list of the organizations involved and a brief description stating the relationship between the application and the project being implemented.

The following indicators represent the monitored result (for details on individual indicators, see Annex 1 to the Call):

2 03 12 Number of participations of supported research teams implemented within programs of international collaboration

Optional activities

The applicant may choose any of the following optional activities:

h) The establishment or development of joint research centres, incl. the acquisition of infrastructure (incl. building alterations related to the installation).

The instruments/equipment acquired under the activity must be properly justified and the purchase must be essential for the implementation of the described research plan.

Building modifications constitute a permitted activity only if they are directly related to the

installation of acquired infrastructure.

Expected results and outputs:

The following indicators represent the monitored result (for details on individual indicators, see Annex 1 to the Call):

2 41 01 Number of expanded or modernized research centres

2 05 00/CO 25 Number of researchers working in improved research infrastructures

The output is acquired instruments/equipment.

i) Activities leading to the dissemination of the results of joint research activities and their outputs.

Promotional activities must have a direct relation to the project's research activities. These include e.g. conferences, workshops, seminars, fairs – active participation, presentation of the results to potential clients (presentation in the application sector, the research sector and to interest organizations).

This must always include the dissemination of the results of joint research activities and their outputs.

Expected results and outputs:

The following indicators represent the monitored result (for details on individual indicators, see Annex 1 to the Call):

5 10 17 Number of organized one-off events

j) Professional training of researchers, related to the activities and focus of the project.

Support is provided to education in the form of specialized courses, seminars and similar educational activities that have a direct relation to the project's research activities. It is not long-term or lifelong education or courses aimed at developing soft skills.

Expected results and outputs:

Completed specialized courses, training and similar educational activities.

k) Membership in professional organizations/platforms/consortiums

The membership must be directly related to the professional activities of the project.

Expected results and outputs:

The number and type of completed memberships.

l) Involvement of application sector representatives in teaching, incl. professional guidance of student papers/projects.

This activity will be financed through wages/salary bonuses. The employer may only be a research organization.

Expected results and outputs:

Implemented teaching (type and length), the number of student papers/projects guided by

business sector representatives.

If one of the partners is an enterprise (a business corporation, state enterprise), it must be involved in the project in effective cooperation with the organization for research and dissemination of knowledge. Projects are considered to be implemented through effective cooperation if at least two independent parties pursue a common goal based on the division of labour, jointly determine the scope of the project, participate in its drafting, contribute to its implementation and share the financial, technological, scientific and other project risks, as well as its results. The conditions of project cooperation, particularly with regard to contributions to its costs, the sharing of risks and results, the dissemination of results, access to intellectual property rights and rules governing the allocation of these rights, must be determined before starting the project. Forms of cooperation are considered to exclude contract research and the provision of research services.

Excluded activities

- Any other building modifications not directly related to the installation of acquired infrastructure;
- activities related to the finalizing and marketing of a product, including marketing studies and market research;
- outsourcing of supported activities (the implementation of a supported activity cannot be commissioned as a whole to another entity);
- Accreditation of study programmes;
- Implementation of experimental development;
- Activities in sectors excluded from the scope of GBER.

5.2.5. Setting of the project budget and financial plan

Governed by the Rules for Applicants and Beneficiaries – General Part. Furthermore, the following applies to projects under this call:

Projects under this call are subject to the following budget chapter/item limits:

- Budget item Outsourced services – the limit for this budget item is a max. 35% of the total eligible expenditures of the project.
- Budget chapter Direct Activity Expenditure – investment – the limit for this budget chapter is a max. 30% of the total eligible expenditures of the project.
- Budget chapter Local Office – the limit for this budget chapter is a max. 15% of the total eligible expenditures of the project.

Projects in this call are also subject to the following procedures for project budgeting and reporting of eligible project expenditures:

- the applicant shall compile a detailed budget for the project in MS Excel (see the required annex of the grant application entitled “Detailed Budget”);
- the applicant shall include in the grant application in IS KP14+ only the aggregated budget (for capacity reasons related to the breakdown of the budget into expenditures of the individual entities and the breakdown of expenditures into support type – outside public support, GBER);

- during the course of project implementation, the beneficiary is obligated to elaborate a detailed budget in which they will record changes to the budget and the drawing of the individual detailed items of the budget (an overview of changes to the detailed budget, drawings and possibly other facts is documented by the beneficiary to the MA within the required annex of the project entitled “IR/ Request for Payment”).

5.2.5.1. Financial milestones

Governed by the Rules for Applicants and Beneficiaries – General Part.

5.2.6. Cost-benefit Analysis (CBA)

The submission of a CBA for projects where the amount of investment expenditures does not exceed 50% of the total eligible project expenditures is not required. A CBA is not required for this call (for more information, see Rules for Applicants and Beneficiaries – General Part).

5.2.7. Construction work

Governed by the Rules for Applicants and Beneficiaries – General Part.

5.2.8. Comment on the budget

Governed by the Rules for Applicants and Beneficiaries – General Part.

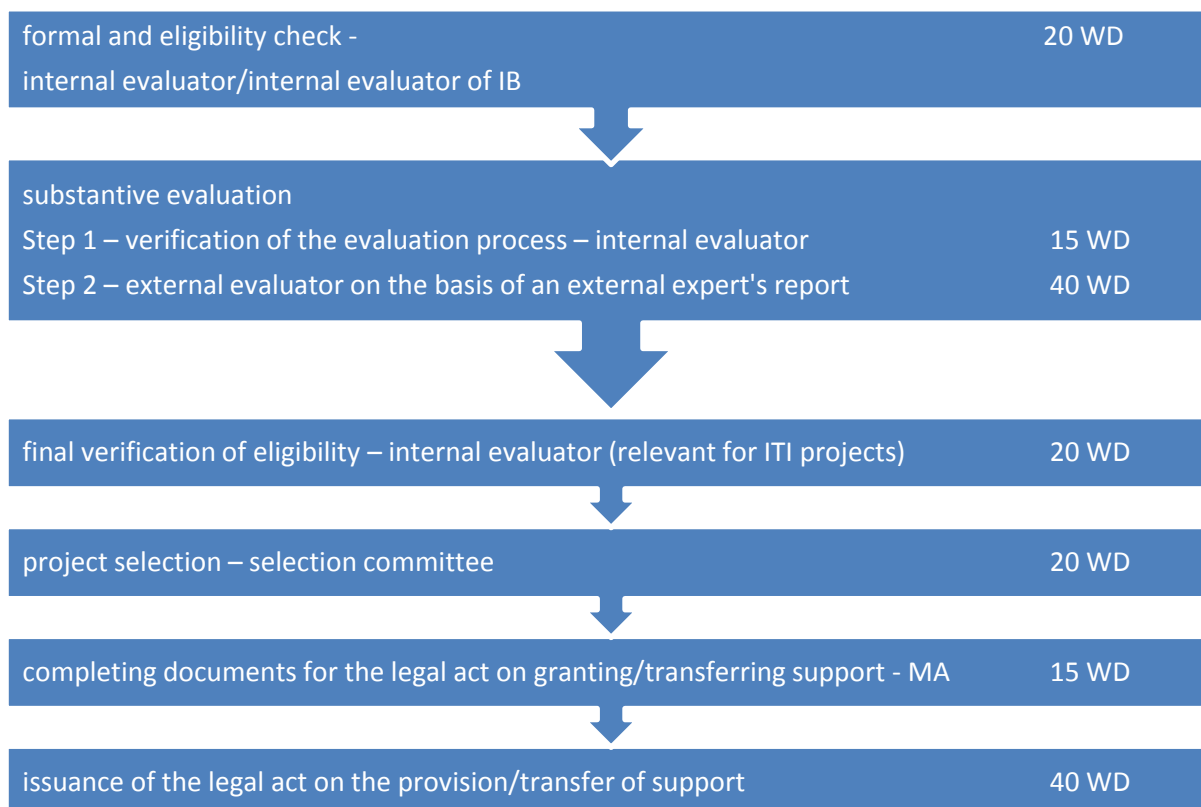
5.3. Receipt of grant applications

Governed by the Rules for Applicants and Beneficiaries – General Part.

5.4. Approval phase

Phases of the approval process, incl. partial time limits¹⁴ (WD – working day):

¹⁴ Partial time limits are indicative



In the approval process, the applicant is not authorized to make any changes in the grant application beyond the requirements of the MA (Calls for completion as part of the inspection of formal elements and acceptability, Notification of a recommendation for the grant application for financing support). If a violation of this rule is detected, the MA will ask the applicant to put the application into the state in which it was before the change was made. If the applicant fails to do the remedy (sufficiently as requested by the MA and within the established deadline, usually immediately), the grant application will be removed from the next approval process.

Any other changes to the project prior to the release of the PA are governed by standard change management rules.

5.4.1. Eligibility and formal check

The phases of checking eligibility and formalities will be ensured by MA internal evaluators / internal evaluators of intermediate bodies (hereinafter “IB”) in CSSF14+. For the call entitled Long-term Intersectoral Cooperation (i.e. except ITI), the check is conducted by an internal evaluator. For the call entitled Long-term Intersectoral Cooperation for ITI, the check is conducted by the IB evaluator. The eligibility and formal check is to be completed within 20 working days from the end of receipt of grant applications. The result of the evaluation phase is notified to the applicant by an internal dispatch.

The criteria of eligibility and formal checks, incl. a description of the evaluation method, form a separate annex to the call. The criteria have an exclusionary function, they are evaluated as a YES/NO, i.e. pass/fail (or irrelevant for the project). The criteria for formal and eligibility checks are divided into correctable (i.e. the applicant may make additions during the approval process at the request of the MA OP RDE), and non-correctable (i.e. non-compliance always means exclusion from the approval process without the applicant being allowed to make any additions).

If the applicant fails to comply with any of the correctable criteria as part of the formal check, the applicant shall be requested once to add through IS KP14+ the missing information within a period of 10 working days from the date on which the request is delivered. If, at the request of the OP RDE to add data, the applicant fails to add the missing information/documents (sufficiently as required by the MA OP RDE and within the time limit), the grant application shall be excluded from the approval process.

Failure to meet any of the non-correctable criteria shall lead to the project being excluded from further approval processes.

5.4.2. Substantive evaluation

Substantive evaluation is provided for by experts – external evaluators and experts selected from the Database of Evaluators of the MA with respect to the thematic/sectoral focus of the submitted grant application (the expert is always from abroad). All evaluators and experts must pass a proper selection procedure, and subsequently a specialized workshop focused on evaluating grant applications in Priority Axis 1 and the specificities of the call. Step 1 of the substantive evaluation phase will be completed no later than 15 working days after completion of the previous approval phase. Step 2 of the substantive evaluation phase will be completed no later than 40 working days after completion of the previous substantive evaluation step. In the case of ITI projects, the final verification of eligibility forms a separate evaluation phase (see chapter 5.4.3.). The result of the substantive evaluation will be notified to the applicant by an internal dispatch.

A substantive evaluation of each grant application is carried out in step 1 by an internal evaluator in the evaluation table in CSSF14+. The criteria in step 1 are exclusion criteria. Criterion V1.2 Verification of the evaluation process is relevant only for ITI projects. In step 2, each grant application is always evaluated separately by two evaluators in the scoring table in IS KP14+; the final score is calculated as the average score assigned by both evaluators. In their evaluation, the evaluators use the opinion of an external expert on selected evaluation criteria of the substantive evaluation. The external expert will prepare his/her opinion on those criteria at the start of the evaluation process (no later than in step 1 of substantive evaluation), so that the opinion is available to both evaluators. The evaluators will take the opinion into account and will integrate it in their evaluation. Overall, substantive evaluations result in two scoring tables of evaluators.

If at least one of the following conditions is met, another independent evaluator called an arbitrator is assigned to the evaluation:

- individual evaluators differ in their opinions to recommend / not recommend the grant application for funding under any of the combined or exclusion criteria, or root criteria, i.e. one of the evaluators recommends the grant application within one of these criteria, the other does not;
- for at least one of the evaluation criteria or root criteria for which the annex to the call entitled “Evaluation criteria” specifies a minimum score difference for the use of an arbitrator, the variance in the scores of evaluators is equivalent to at least the score difference;
- the overall scores of the evaluator differ significantly, i.e. the score difference is at least 20% of the total score;

- individual evaluators differ in their opinion to recommend / not recommend an grant application, i.e. one evaluator recommends the application and the other does not.

The overall score of the project evaluation is the number of points awarded by the arbitrator, and the scoring table of the arbitrator.

The **arbitrator** carries out a complete evaluation of the grant application. In performing the evaluation, the arbitrator shall have the previous two evaluations produced by both evaluators and the expert opinion at his/her disposal. The arbitrator's score for individual evaluation criteria must fall within the score range awarded by the previous two evaluators. The overall score is defined by the arbitrator's scoring table, who completes the table based on the scores of individual criteria and based on his/her own evaluation. The overall score of the project evaluation is the score awarded by the arbitrator, and the scoring table of the arbitrator.

Substantive evaluation criteria, incl. their function and a description of the evaluation method, form a separate annex to the call. Substantive evaluation criteria shall have an evaluation, exclusion or combined function:

- Evaluation criteria are those where compliance/non-compliance with the criterion is scored.
- Exclusionary criteria are those whose non-compliance implies the exclusion of the grant application from the approval process.
- Combined criteria are those where compliance/non-compliance with the criterion is scored; failure to reach the minimum score set by the call means exclusion of the grant application from the approval process.

The evaluator/arbitrator shall record the evaluation in the scoring table, awarding scores to various criteria and providing a comment/justification for each evaluation. The maximum score that can be awarded in the substantive evaluation by one evaluator is specified in the annex entitled "Evaluation criteria". At the end of the table, the evaluator may add an overall comment. The score awarded by the evaluator/arbitrator determines whether or not a project advances to the next phase of the approval process:

YES – if a project receives at least the minimum score to advance to the next evaluation phase (see the annex entitled "Evaluation criteria") and, at the same time, reaches the minimum score of all combined criteria and simultaneously fulfils all the exclusion criteria, the grant application advances to the next phase of the approval process;

NO – if the project receives less than the minimum score to advance to the next evaluation phase (see the annex entitled "Evaluation Criteria") and/or fails the minimum score limit of at least one of the combined (sub-) criteria and/or fails at least one exclusion criterion, the grant application is excluded from further approval process.

5.4.3. Final eligibility verification

This is a specific phase of the project evaluation process, relevant only for integrated ITI projects. Verification of compliance with the program, meeting the eligibility rules and overall verification of the evaluation process are carried out by an internal evaluator based on exclusion criteria. The evaluation phase will be completed no later than 20 working days after completion of the previous phase. The

rule of four eyes must be applied in the verification, i.e. one evaluator carries out an independent evaluation, which is subsequently checked by an approver. The approver is also the second evaluator, i.e., the approver approves the evaluation and also verifies the accuracy of the evaluation of the first evaluator (i.e. also carries out an independent evaluation).

Internal evaluators carry out their evaluation in accordance with pre-defined criteria and fill in the form in MS2014+. For each criterion, they shall state a clear and understandable justification for the evaluation result (excluding criteria which are clear and objectively verifiable from the results of the verification).

The MA cannot change the sequence of the projects, it can only state that the project is or is not eligible for funding or is eligible with an objection (i.e. only if a certain condition is met, e.g. if the budget is modified, an ineligible item of expenditure is excluded, etc.).

If all uncorrectable criteria are met (or cannot be evaluated due to a lack of information in the grant application) and one or more correctable criteria are not fulfilled, the applicant must be requested (at least once) to complement the grant application via MS2014+ within no less than 5 working days after the request is delivered. After the applicant provides the requested information, the evaluators verify again whether the application has been duly supplemented and evaluate again the originally unfulfilled criteria of the final eligibility verification.

5.4.4. Selection of projects

Projects are selected by a selection committee composed of experts – external national and/or foreign evaluators selected from a Database of Evaluators of the Managing Authority with respect to the thematic/sectoral focus of the grant application, and internal evaluators/representatives of the Managing Authority. All evaluators shall pass a proper selection procedure, and subsequently a specialized workshop focused on evaluating grant applications in Priority Axis 1 and the specificities of the call. The project selection phase will be completed no later than 20 working days after completion of the previous approval phase.

The selection committee is governed by the Statute and Rules of Procedure of the selection committee, the model of which is available at <https://opvvv.msmt.cz/balicek-dokumentu/item1015317.htm>.

The selection committee decides whether or not an grant application will be recommended for funding, or recommended with an objection. In the case of a recommendation with an objection, the project may receive support only once all the objections specified by the selection committee have been addressed.

In addition to objections, the selection committee may also formulate recommendations for successful applicants in the meeting minutes. Respecting the recommendation made by the selection committee or the failure to do so by the applicant has no effect on the recommendation / non-recommendation of the grant application. It is up to the applicant to decide whether or not to reflect the recommendations in their grant application.

In the case of the call except ITI:

After the discussion/formulation of any objections and (non-)recommendation of all projects, the selection committee shall rank the projects in accordance with the algorithm described below and, in the resulting ranking, sets a limit to be reached by recommended projects with regard to the

financial allocation of the call. If the threshold of the available allocation is between projects with the same score, the MA shall decide to increase the allocation so that all projects with the same score are supported, or to support none of the projects on the borderline of the available allocation, i.e. the allocation of the call will not be fully disbursed.

In the case of the ITI call:

After the discussion/formulation of any objections and (non-)recommendation of all the projects, the selection committee shall rank the projects in each allocation for individual ITIs using the algorithm described below and, in each resulting ranking, sets a limit to be reached by recommended projects with regard to the financial allocation for individual ITIs. If the threshold of the available allocation is between projects with the same score, the MA shall decide to increase the allocation so that all projects with the same score are supported, or to support none of the projects on the borderline of available allocation, i.e. the allocation of the call will not be fully disbursed.

The list of (non-)recommended grant applications shall be signed by the Deputy Minister for the Management of the Operational Programs Section.

Project selection concerning grant applications recommended with an objection/recommendation, is followed by negotiation in which the applicant shall modify the grant application in accordance with the objections/recommendations of the selection committee, and subsequently sends the supplemented/modified grant application to the MA.

Determining the final ranking of projects

Concerning projects recommended for funding, the first step is the conversion of project ranking according to their classification in each sector group. Reflecting the sectoral classification of projects aims to take account of sectoral differences in project evaluation by examiners. The score of projects which are comparable in terms of quality varies depending on the project's sector classification¹⁵.

Each project application is currently classified under one primary sector, as defined in Chapter 5.2.4. According to this primary sector, each project application then falls under one of the following sector groups:

- Group 1: 1AB1 – Social sciences
- Group 2: 1AB2.1 – 1AB2.4 – Mathematics
1AB8 – Informatics
1AB9.1 – 1AB9.4 – Industry: Electrical engineering and robotics
- Group 3: 1AB3 – Chemistry
1AB4 – Earth, atmosphere and environment sciences
1AB2.5 – 1AB2.15 – Physics

¹⁵ Doing Hirsch proud; shaping H-index in engineering sciences: L. Czarnecki, M.P. Kaźmierkowski, A. Rogalski³, Bulletin of the Polish Academy of Sciences: Technical Sciences. Volume 61, Issue 1, Pages 5–21, ISSN (Print) 0239-7528, May 2013.

- Group 4: 1AB5 – Biology
- Group 5: 1AB6 – Medicine
- Group 6: 1AB7 – Agriculture
- Group 7: 1AB9.13 – 1AB9.14 – Industry: Engineering and construction
1AB9.15 – Industry: Land transport systems and equipment
1AB9.16 – Industry: Industrial processes and processing
1AB9.21 – 1AB9.23 – Industry: Aviation and space technology
1AB9.24 – Industry: Military engineering
- Group 8: 1AB9.5 – 1AB9.6 – Industry: Energy sector
1AB9.17 – 1AB9.20 – Industry: Mechanical engineering
- Group 9: 1AB9.7 – 1AB9.12 – Industry: Materials

The final ranking of projects including projects sorted according to sector groups is created as follows (see also the figure below):

(A) Preparation of sector groups:

A.1 Projects are ranked in each sector group by score, in descending order from the project with the highest score.

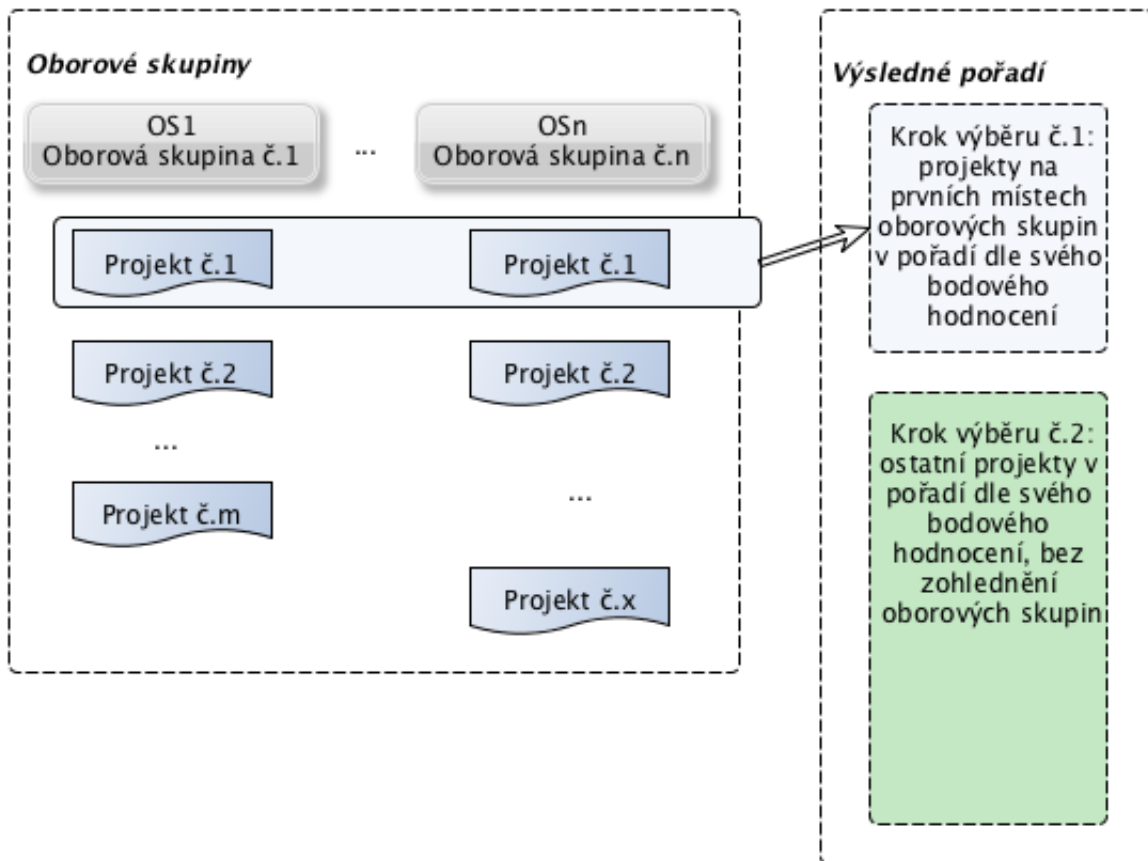
(B) Selection step 1 (best projects from sector groups):

B.1 The final ranking includes projects which placed first in sector groups; they are ranked depending on their scores in descending order.

Where the sector group is empty, no project from that group will be included in the final ranking.

(C) Selection step 2 (projects without taking into account sector groups):

C.1 Projects remaining after selection – step 1 are included in the final ranking according to their scores in descending order from the project with the highest score, regardless of their sector group.



Sector groups

SG1

Sector Group 1

Project 1

Project 2

Project m

SGn

Sector Group n

Project 1

Project 2

Project x

Final ranking

Selection step 1: Projects in first place in their sector groups ranked by their score.

Selection step 2: Other projects ranked by their score without taking into account sector groups.

5.5. Manner to announce the results of the approval process to the applicant

Governed by the Rules for Applicants and Beneficiaries – General Part.

6. CHAPTER – PROCESSES AND RULES FOR THE ISSUE OF A LEGAL ACT ON GRANTING/TRANSFERRING SUPPORT

6.1. Provision of financial support to the applicant

Governed by the Rules for Applicants and Beneficiaries – General Part.

6.2. Forms of allocation of funds

Governed by the Rules for Applicants and Beneficiaries – General Part.

6.3. Notification of approval of a grant application from the OP RDE

Successful applicants are notified about the recommendation for their aid application in the form of a Notice of Recommendation for aGrant Application for Financing. This notification is sent to the successful applicants (or to the statutory bodies mentioned in the grant application) via IS KP14 +, usually within 10 working days from the signature of the list of recommended / non-recommended MA projects. The contents of the notification are given in the Rules for Applicants and Beneficiaries – General Part (Chapter 6.3).

If the grant application is recommended for financing (without any objections), the applicant is asked to complete the documents for the issuance of a legal act on the provision/transfer of support (including the 15 working days for their delivery) – see Chapter 6.4.

If the grant application is recommended for financing with an objection, the applicant is asked to modify the grant application in IS KP14+ and to complete the documents for the issuance of a legal act on the provision/transfer of support (including the 15 working days for their delivery) – see Chapter 6.4.

6.4. Documents needed to issue a legal act on the granting/transferring of support

The documents required to issue a legal act, including the delivery method, are described in detail in Chapter 6.4 of the Rules for Applicants and Beneficiaries – General Part.

The list of documents needed to issue a legal act is as follows:¹⁶

- 1a) Proof of absence of debt¹⁷ – where applicable;
- 2) Power of attorney / mandate to represent – where applicable;

¹⁶ The numbering of the documents is maintained as per the numbering given in the Rules for Applicants and Beneficiaries – General Part.

¹⁷ not to be demonstrated by SOU and PCO SOU.

- 4) Partnership agreement – if not submitted along with the grant application;
- 5) Statutory declaration by the partner – where applicable;
- 7) Statement of the undertaking's size – relates only to entities which are to receive support according to GBER
- 9) Proof of a bank account / sub-account
- 10) Proof of a founder's account¹⁸ – where applicable
- 12) Construction Annexes¹⁹ – Relevant only for projects containing activities of a construction nature
- 13) Documents demonstrating the fact that all entities involved in project implementation which are to receive support (applicants/partners with financial contribution) are not undertakings in difficulty. Verification is based on the procedures listed at: <http://www.uohs.cz/cs/verejna-podpora/podniky-v-obtizich.html>

To be submitted:

- undertaking size statement (user guide to definition of small and medium-sized undertakings <http://www.uohs.cz/cs/verejna-podpora/manualy-metodiky-a-dalsi-dokumenty.html>);
- financial statement (small and medium-sized undertakings shall submit a financial statement for the last closed accounting period, large undertakings shall submit a financial statement for the last two closed accounting periods);
- entities that belong to a group of enterprises must also submit a statutory declaration that the criteria of an undertaking in difficulty are not met even at the entire group level (the applicant/partner with a financial contribution is obligated to carry out a self-inspection on the basis of consolidated financial data of the entire group, or by summing up the financial data of the individual groups of the group if the group is not subject to consolidation obligations).

If the applicant accompanied the grant application with a power of attorney/authorization to represent in the form of an original copy/officially certified copy in **scanned form**, they shall submit such documents in the form of an original copy/officially certified copy before the issuance of a legal act on the provision/transfer of support.

6.5. Allocation of financial support

Governed by the Rules for Applicants and Beneficiaries – General Part.

¹⁸ Optional if the founder is also the provider of support.

¹⁹ For more information on construction annexes – see Rules for Applicants and Beneficiaries – General Part, Chapter 5.2.7.

7. CHAPTER – PROCESSES AND RULES OF PROJECT MANAGEMENT

7.1. Monitoring

Governed by the Rules for Applicants and Beneficiaries – General Part.

7.1.1. Interim Report on Project Implementation (including Interim Payment Claim)

Governed by the Rules for Applicants and Beneficiaries – General Part. Furthermore, the following applies to projects under these calls:

The deadline to submit the first interim Project Implementation Report / Payment Claim (i.e., the interval to determine the first reference period) shall be:

- for projects being actually implemented before the date of the adoption of the legal act on the granting/transfer of aid, the period from the actual commencement date of the physical project implementation for a period of 3 months²⁰ from the date of adoption of the legal act on the granting/transfer of aid, plus 20 working days;
- for projects being physically implemented after the date of the adoption of the legal act on the granting/transfer of aid (including this date), a period of 3 months²¹ from the date of the assumed commencement of the physical project implementation plus 20 working days.

The beneficiary is obliged to submit the second and every subsequent Project Implementation Report / Payment Claim within 20 days after a period of 6 months after the end of the previous reference period (monitoring period) elapses.

In case the beneficiary made eligible expenditures on the project before the adoption of the legal act on the granting/transfer of aid, the beneficiary may make use of the option to submit the first interim Project Implementation Report / Payment claim on an earlier date in compliance with chapter 7.1.1. of Rules for Applicants and Beneficiaries – General part (kept in the part on Early submission of the Report on Project Implementation / Payment Claim).

7.1.2. Information on the progress made in project implementation

Governed by the Rules for Applicants and Beneficiaries – General Part.

7.1.3. Final Project Implementation Report

The beneficiary is obliged to submit to the MA the final Project Implementation Report / Payment Claim within 40 working days of completion of the project’s physical implementation.

²⁰The last day of the reference period on which the period for the submitting of the Project Implementation Report / Payment Claim is subsequently based, falls on the last calendar day of the last month of the reference period.

²¹The last day of the reference period on which the period for the submitting of the Project Implementation Report / Payment Claim is subsequently based, falls on the last calendar day of the last month of the reference period.

7.1.4. The final project report for the entire project implementation period (hereinafter referred to as FPIR for the entire implementation period)

Not applicable for projects under these calls.

7.1.5. Interim Project Sustainability Report

The beneficiary shall submit the Interim Project Sustainability Report for a period of five years from the date following after the day when the project acquired the central status “Project financially closed on the part of MA” for each completed year in accordance with the Rules for Applicants and Beneficiaries – General Part. Fulfilment of the conditions in the project sustainability period follows from Article 71 of the General Regulation.

7.1.6. Final Project Sustainability Report

The beneficiary shall submit the Final Project Sustainability Report within 10 calendar days after the end of the five-year sustainability period, in accordance with the Rules for Applicants and Beneficiaries – General Part.

7.2. Changes of the Project and Additions to the Project

Governed by Rules for Applicants and Beneficiaries – General Part. Furthermore, the following applies to projects under these calls:

If there is a change in the position of a key/excellent worker, the new worker must have equivalent qualifications as the worker who is being replaced. The required qualifications shall be assessed based on the submitted CV. A change of the head of the Research Objective/excellent worker is a material change which does not constitute a change in the legal act on granting/transferring aid.

The project may be subject to a change in the method of accomplishment of the research project which is not considered a material change, however, the expected outputs/indicators must remain the same. A change of the Research Objective is a material change which does not constitute a change in the legal act on granting / transferring aid.

A change in a member of the implementation team is a non-material change (except for the above-mentioned changes).

No funds may be transferred between budget lines with different aid schemes (apart from public aid and according to GBER).

Furthermore, the following applies to projects submitted under ITI:

In case there is a material change reducing the value of project indicators or prolonging the assumed date of completion of project implementation, the beneficiary shall submit the opinion of the ITI Steering Committee on the Request for a Project Change as a required annex to the Request for a Project Change pursuant to Annex no. 19 of the Guidelines on the use of integrated tools during the 2014-2020 programming period.

In case there is a material change reducing the amount of assumed required grant funds for the project, reducing the total eligible expenditures of the project (or, as the case may be, changing the financing plan of the project in individual years, if it was a part of the project plan), increasing the values of

binding indicators of the projects or shortening the assumed date of the completion of project implementation, the beneficiary shall submit, as a required annex to the request for a material change, a declaration of the ITI manager stating that the material change does not constitute a change of the statement of the Steering Committee of the ITI pursuant to Annex no. 21 to the Guideline about the use of integrated tools for the 2014-2020 period. By signing, the beneficiary confirms that the finalized request for making changes in ISKP14+ (information system of the final beneficiary) corresponds in all aspects to the one submitted to the integrated tool holder in order to obtain a statement.

If the change in the integrated project constitutes a change in the integrated strategy, the beneficiary shall submit the request for change only after approval of the change of the integrated strategy by the MA and, together with the request for change, the beneficiary shall also send a statement by the Steering committee of ITI on the given change (see above).

7.3. Project closure and sustainability

Governed by the Rules for Applicants and Beneficiaries – General Part.

7.3.1. Time frame for project closure

Governed by the Rules for Applicants and Beneficiaries – General Part.

7.3.2. Project closure with regard to formal guarantees

Governed by the Rules for Applicants and Beneficiaries – General Part.

7.3.3. Project closure with regard to monitoring and funding

Governed by the Rules for Applicants and Beneficiaries – General Part.

7.3.4. Failure to achieve the purpose of the grant upon the closure of the project

Governed by the Rules for Applicants and Beneficiaries – General Part.

7.3.5. Early termination of the project

Governed by the Rules for Applicants and Beneficiaries – General Part.

7.3.6. Project sustainability

Project sustainability is set for a period of 5 years from the date following the day when the project achieved the central state “Project financially closed by the MA”. Fulfilment of the conditions in the project sustainability period follows from Article 71 of the General Regulation.

Sustainability relates to any and all infrastructure acquired and created in terms of project implementation using project funds. The acquired infrastructure is primarily used in compliance with its intended purpose and in compliance with the rules of public aid, see chapter 15. In case any construction modifications are implemented as a follow-up to the installation of acquired infrastructure (instrumentation), these shall be regarded in view of the useful life of the equipment, as far as their durability is concerned.

The beneficiary shall not, throughout the implementation and sustainability of the project, sell or otherwise dispose of any tangible or intangible fixed assets for which acquisition expenses are included in the eligible costs of the project. This is without prejudice to the simple replacement of assets, particularly in the context of technological development, when assets of the same type are replaced by technologically more advanced ones. Establishing a lien or an easement on assets or renting assets over a long period or otherwise legally encumbering them is only possible with the prior express written consent by the Managing Authority (request for a material change, as referred to in chapter 7.2).

Expenditures associated with the funding of the sustainability of the outcomes beyond the sustainability period of the project are not funded using funds from the approved budget intended for project implementation. These expenditures may either be covered using the beneficiary’s own funds, or, as the case may be, the beneficiary may ensure the sustainability of the outcomes of the project by getting involved in programs intended for ensuring sustainability.

7.4. Filing of documents

Governed by the Rules for Applicants and Beneficiaries – General Part.

8. CHAPTER – PROCESSES AND RULES OF FINANCIAL MANAGEMENT

8.1. Funding of the project

8.1.1. Ex-post funding

Governed by the Rules for Applicants and Beneficiaries – General Part. Furthermore, it applies to the projects under these calls that this type of funding is relevant if the applicant/beneficiary is an organizational body of the state (OBS), or a public benefit organization of the organizational body of the state (PBO OBS) established by an OBS other than MEYS.

8.1.2. Ex-ante funding

Governed by the Rules for Applicants and Beneficiaries – General Part. Furthermore, it applies to the projects under these calls that this type of funding is set for all the applicants / beneficiaries except for the ones specified in chapter 8.1.1. The beneficiary shall be granted the first advance payment in the amount calculated as the sum of planned expenditures for the first two reference periods stated in the financing plan, however, up to a maximum of 45% of the assumed total eligible expenditures of the project. For the first advance payment to be paid in a sufficient and adequate amount, data on the planned expenditures for individual reference periods need to be determined based on a realistic estimate of the actual eligible expenditures incurred.

8.1.3. Funding by combined payments

This type of funding is not relevant for projects under these calls.

8.1.4. Execution of payments of OBS, public benefit organizations of OBS (PBO OBS)

Governed by the Rules for Applicants and Beneficiaries – General Part.

8.1.5. Co-funding in the OP RDE projects

Governed by the Rules for Applicants and Beneficiaries – General Part. Furthermore, the following applies to projects under these calls:

In projects under these calls, the co-funding rate of each project shall be determined by a calculation that considers the initial proportion of the sources (with regard to the entity of the beneficiary) as well as the proportion of the expenditures incurred by entities complying with constituent elements of public aid compared to the project's total expenditures.

The co-funding rate shall be determined based on the following principles:

- An initial proportion of the sources is set for every project in compliance with Rules for Applicants and Beneficiaries – General Part, chapter 8.1.5 (for less developed regions and / or more developed regions).

In order to classify the applicant / beneficiary under the “public universities and research organizations” type for the purposes of determining the co-funding rate, the applicant / beneficiary must comply with the definition of the organization for research and dissemination of knowledge pursuant to point ee), par. 15 of the Framework and, at the same time, comply with the conditions for the granting of institutional aid pursuant to Act No. 130/2002 Coll., on the Support of Research, Experimental Development and Innovation from Public Funds and on the Amendment of Certain Related Legal Regulations, as amended. If this body is not an OBS or a PBO OBS, their co-funding rate shall be 5% of the total eligible expenditures of the project as a minimum.

In case the applicant/beneficiary complies with the above definition and is an OBS or a PBO OBS at the same time, their co-funding rate shall be 0%.

- The initial proportion of funding sources (for the less developed regions and/or more developed regions) needs to be recalculated for each project based on the amount of expenditures implemented by entities supported based on GBER, as referred to further in chapters 8.7.1 and 15. The applicant shall calculate the reassessed proportion of the funding sources using the table „DMS_výpočet poměru zdrojů financování projektu“, available at the link:²²

<https://opvvv.msmt.cz/vyzva/vyzva-c-02-16-026-dlouhodobá-mezisektorová-spolupráce/dokumenty.htm>, and submit this table as a required annex of the grant application

(see chapter 18.10).

The procedure for determining the proportion of funding sources including the amount of co-funding of the project (from the preparation of project application until the closure of project implementation):

- in the grant application, the applicant shall assign all the budget items unambiguously to the given entity – beneficiary/partner (this way, the assumed eligible project expenditures not complying with constituent elements of state aid and the assumed eligible expenditures pursuant to GBER shall be determined);

²²The table is the same for the call except ITI and the call for ITI and it is available online under the call for ITI.

- the applicant shall use the initial proportion of funding sources in compliance with the Rules for applicants and beneficiaries – General part, chapter 8.1.5.;
- in the grant application in ISKP14+, the funding sources shall be calculated with regard to the distribution of funds between the program areas. The amount of planned expenditures pursuant to GBER is not taken into account in the grant application in ISKP14+ during the calculation of funding sources - this functionality is not operable for the period of submitting grant applications (for this reason, differences may occur between the amounts of funding sources calculated in ISKP14+ and the amounts of funding sources calculated in the required annex entitled “DMS - calculation of the proportion of funding sources of the project”). As far as the grant application is concerned, the amounts of funding sources stated in the required annex entitled “DMS - calculation of the proportion of funding sources of the project” are relevant for the applicant;
- the reassessed proportion of funding sources of the project shall be subsequently adjusted depending on the adjustments made to the budget before the adoption of the legal act on the granting/transfer of aid based on the requirements of the selection board;
- the reassessed proportion of the funding sources (i.e. the proportion of funding sources applicable for the GBER mode, as well as the proportion of less developed regions / more developed regions, if applicable) is used throughout the project implementation period to effect advance payments and to report expenditures;
- in terms of administrative verification of expenditures included in the final project implementation report / simplified payment claim, the MA shall make a calculation of the actual resulting proportion of the funding sources based on the actual amount of eligible expenditures of the project and the MA shall also adjust the amounts of provided advances by means of refunds or additional payments;
- in terms of the administrative verification of the final project implementation report / simplified payment application at the latest, the MA shall carry out a check of compliance with the GBER rules.

Example:

The project is implemented by a beneficiary complying with the requirements for the classification under the entity type entitled “public universities and research organizations”. The project has two partners under an entity type supported pursuant to GBER and it is being implemented in the area of less developed regions with an impact on the domain of less developed regions. The total assumed eligible expenditures given in the legal act on the granting / transfer of aid amount to CZK 100 million, of which CZK 28 million are expenditures incurred by partners (entities supported by GBER). The expenditures of the beneficiary under the “public universities and research institutions” type do not comply with the constituent elements of state aid, the expenditures incurred by the partners of entities funded pursuant to GBER comply with the constituent elements of state aid and may be financed from the budget of the project only up to 50%. The initial distribution of funding sources of this project by the entity of the applicant / beneficiary is 85% for the EU, 10% for the SB and their own share (co-funding) of 5%. During project implementation, the project budget was drawn only partially, the beneficiary only drew CZK 60 million (out of a maximum of CZK 72 million) and the partners (entities supported pursuant to GBER) drew CZK 26 million (out of a maximum of CZK 28 million).

The determination of the proportion of project funding:

- The initial proportion of funding sources: 85% EU, 10% SB, 5% own share;
- The reassessed proportion of funding sources: 85% EU, 1% SB, 14 % own share;

The reassessed proportion of funding sources is determined before the adoption of the legal act (The calculation is determined based on the approved budget before the adoption of the legal act on the granting/transfer of aid, the expenditures of the partners of the entities funded pursuant to GBER amounting to CZK 28 million are reimbursed from the EU source at 50% and from its own sources at 50%. An own source amounting to CZK 14 million represents 14% of total eligible expenditures. Because the initial proportion of funding sources of this project was set at 85% from the EU, 10% from the state budget and an own share of 5%, the own share amounting to 14% covers the whole amount of co-funding and also covers a part of the SB share);

- The resulting proportion of funding sources: EU 84.88%, SB 0% and an own share of 15.12%

The MA shall calculate the resulting proportion of funding sources in terms of the administrative verification of the simplified payment application. (The approved total eligible expenditures represent CZK 86 million, whereas CZK 13 million represent the partners' own share. CZK 13 million out of CZK 86 million represent 15.12%. An own share amounting to 15.12% of total eligible costs covers the total amount of the SB share and also reduces a part of the EU share).

The resulting proportion of the project funding sources in this example represents 84.88% for the EU, 0% for the SB and an own share of 15.12%.

If the beneficiary is obliged to co-fund the project, they shall describe the co-funding method in the grant application.

Each approved payment shall be automatically distributed to the public and own sources in terms of the monitoring system. The beneficiary shall receive in their account funds amounting only to the public sources. The beneficiary shall contribute the funds amounting to the own source by themselves.

Table: The applicant shall fill in the proportion of the distribution of funds among the program areas of the OP RDE (between more and less developed regions) in the grant application on the tab of Specific objectives.

Place of project implementation	The impact region of the project	Less developed region	More developed region
Less developed region	Less developed region	100 %	0 %
More developed region	Less developed region	100 %	0 %
Both more developed and less developed regions	Less developed region	100 %	0 %
Both more developed and less developed regions	Both more developed and less developed regions	74 %	26 %
More developed region	Both more developed and less developed regions	74 %	26 %

Table: The applicant shall fill in the proportion of the distribution of funds among the program areas of the OP RDE of ITI projects (between more and less developed regions) in the grant application on the tab of Specific objectives.

Place of project implementation	The impact region of the project	Less developed region	More developed region
Less developed region	Less developed region	100 %	0 %
Both more developed and less developed regions	Less developed region	100 %	0 %

8.2. Accounting and documentation

Governed by the Rules for Applicants and Beneficiaries – General Part. Furthermore, it applies to the projects under this call that a foreign partner with a financial contribution is obliged to keep accounts in compliance with national legal regulations on accounting and to keep records so that the applicable documents are correct, complete, conclusive and clear. The partner is also obliged to store these documents in compliance with applicable national legal regulations.

In connection with the potential involvement of international entities in the role of a project partner with a financial contribution for project implementation, the manner of determining the amount of eligible expenditures of these international partners.

In case the international project partner reimburses tax/accounting documents in a foreign currency from a bank account kept in the same foreign currency, the eligible expenditure in CZK shall be the amount arrived at by multiplying the paid amount in the foreign currency by the ČNB exchange rate valid on the date of payment.

In case a single tax/accounting document in a foreign currency is paid by several partial payments from a bank account kept in the same foreign currency, the eligible expenditure shall be the amount arrived at by multiplying the eligible amount of the expenditure in the foreign currency by the average exchange rate rounded to 3 decimal places, calculated as a fraction of the sum of the amounts paid

converted into CZK (pursuant to the exchange rate published by ČNB valid on the date of payment) and the total price of the tax / accounting document in the foreign currency.

Example:

Total price on the invoice (billing document): EUR 7,000

Eligible expenditures on the project: EUR 6,800

Overview of payments:

Serial Number	Date of payment	Amount of payment	ČNB exchange rate valid on the date of payment	Amount in CZK
1	22 February 2018	EUR 3,500	25.315	88,602.50
2	15 March 2018	EUR 3,500	25.415	88,952.50

The sum of payments expressed in CZK: CZK 88,602.50 + CZK 88,952.50 = CZK 177,555.00

Calculation of the average exchange rate: $177,555.00 / 7,000 = 25.365$

Calculation of the eligible expenditure in CZK: $6,800.00 * 25.365 = CZK 172,482.00$.

The funds of the international partner are given in CZK in the project budget and the international partner of the project draws these funds through expenditures expressed in CZK (if, after conversion into the foreign currency, the advance payments / payments in CZK provided by the beneficiary to the international partner do not cover the project expenditures incurred in a foreign currency, this difference shall be covered by the international partner from their own funds).

8.3. Bank account

Furthermore, the following applies to projects under this call:

The project beneficiary and partners with a financial contribution are obliged to use a separate bank account for banking transactions related to the project (hereinafter the "Project Account").

Before the adoption of the legal act on the granting/transfer of aid, the beneficiary shall identify their Project Account. The Project Account may be opened with any bank authorized to conduct their activities in the Czech Republic and the account must be in CZK. Payments to the beneficiary may only be paid to the account specified in the legal act on the granting/transfer of aid. The entities listed in Section 3 h) of the budgetary rules, having accounts with the Czech National Bank (ČNB) are obliged to state only these accounts with ČNB for the purposes of granting/transferring of aid²³.

The beneficiary is obliged to maintain their bank account even after the closure of project implementation until final financial settlement, see chapter 7.3.3.

When providing proof of direct expenditures, payments must be documented by a scan of the statement from the project account from which the payment was actually made. The statement must make it clear that the account is the beneficiary's project account and the individual expenditures must

²³ These beneficiaries are then entitled to transfer project funds from the bank account maintained by ČNB to the project account of the project.

be properly identified (e.g. by a number pursuant to the catalogue of documents). In case the applicant/beneficiary also makes payments of project expenditures from any of the own other bank accounts, they are obliged to make a refund of the project expenditures from the project account.

An international partner with a financial contribution is entitled to use a project bank account with a bank other than a bank authorized to do business in the Czech Republic for financing project operations, and this account may be held in a currency other than CZK.

8.4. Treasury

Governed by the Rules for Applicants and Beneficiaries – General Part.

8.5. Value added tax

Governed by the Rules for Applicants and Beneficiaries – General Part.

8.6. Reporting of expenditures

Governed by the Rules for Applicants and Beneficiaries – General Part.

8.6.1. Full reporting of expenditures

Governed by Rules for Applicants and Beneficiaries – General Part. Furthermore, for projects under these calls, this method of reporting expenditures applies to all the types of eligible applicants/beneficiaries of this call.

8.6.2. Simplified reporting of expenditures.

Not relevant for projects under this call.

8.7. Eligible expenditures

8.7.1. General conditions for the eligibility of expenditures

Governed by the Rules for Applicants and Beneficiaries – General Part. Furthermore, the following applies to projects under this call:

Temporal eligibility

For entities supported outside the state aid scheme, expenditures shall be temporally eligible from the date when the call is launched in IS KP14+. However, physical project implementation may commence only on the day following the date the grant application was submitted. In the period from the launch of the call in IS KP14+ until the day of submitting of the grant application (inclusive), only preparatory project activities may be carried out.

For entities supported under GBER, expenditures are temporally eligible from the date the grant application was submitted, and at the same time, these expenditures may only be incurred after the grant application is submitted.

Substantial eligibility

Every project under this call includes the following:

- a) expenditures incurred by an entity / entities not complying with constituent elements of state aid within the meaning of art. 107, par. 1 of the Treaty on the Functioning of the European Union (relevant for research organizations complying with conditions under par. 20 of the Framework), as well as
- b) the expenditures incurred by one or more entities supported under GBER are funded in compliance with article 25 of GBER - entities supported under GBER.

An entity supported under GBER may be involved in project implementation only by directly taking part in a research and development project in terms of the activity d) Cooperation in terms of implementation of joint research activities/programs, only in the field of fundamental and industrial research.

Specific types of eligible expenditures which the entity supported under GBER are entitled to be claimed are defined under point 8.7.2.

8.7.2. Eligible expenditures by type

Governed by the Rules for Applicants and Beneficiaries – General Part. The following applies to the calls entitled Long-term cross-sectoral cooperation and Long-term cross-sectoral cooperation for ITI:

For entities supported under GBER, only the following types of eligible expenditures are eligible.

- personnel costs: research workers, technicians and other support staff to the extent necessary for project purposes. Expenditures incurred based on an employment contract concluded before the launch of the call in IS KP14+ /before the date the grant application is submitted (in terms of round no. 1) may be considered eligible only if the activity was carried out after the grant application was submitted. Nevertheless, job roles relating to the project must be adjusted by an amendment to such a work contract or in another adequate manner corresponding to the internal regulations of the applicant/beneficiary/partner;
- Costs of instruments/devices and non-investment equipment to the extent and for the period they are used for the purposes of the project. If these instruments/devices and equipment are not used in connection with the project throughout their lifetime, only the depreciation made during the project period calculated based on generally accepted accounting principles shall be considered eligible expenditures;
- Costs of contract research, knowledge and patents bought or licensed from external sources under arm's length conditions, as well as costs of patent applications, patent charges and consultancy services used exclusively for the purposes of the project.
- additional overheads and other operating costs, including costs of materials, supplies and similar products incurred directly as a result of the project.

The following applies to personnel expenses regardless of the aid scheme:

Direct expenditures – non-investment

Personnel expenses:

<i>PA1 calls Long-term Intersectoral Cooperation and Long-term Intersectoral Cooperation for ITI – Rules for Applicants and Beneficiaries – Specific Part</i>		
<i>Issue: 3</i>	<i>Effective date: 24 July 2018</i>	<i>Page 46 of 70</i>

Pursuant to chapter 8 of the Rules for Applicants and Beneficiaries – General Part, the options below apply to projects under this call for determining salaries/wages, as defined in the document entitled List of wages/salaries and possible procedures to determine wages/salaries for employees/workers taking part in the implementation of projects of the Operational Programme Research, Development and Education, version 2, available at the following link: <https://opvvv.msmt.cz/balicek-dokumentu/item1015313.htm> :

- pursuant to point no. 1 - Determining the rate based on ISPV (information system on average salaries);
- pursuant to point no. 2 - an alternative method of calculating the wage/salary/remuneration rate based on agreement (this method of calculating of wage/salary/remuneration rate can only be applied to professionals from foreign organizations);
- pursuant to point no. 3 - determining the rate for key/excellent employees/workers (a definition of key/excellent workers is given in chapter 2).

For projects under these calls, the rules for documenting the eligibility of personnel costs given in chapter 8 of the Rules for Applicants and Beneficiaries – General part shall apply, as well as the following:

- the obligation to submit the curriculum vitae of the key worker (except for the head of the research plan, whose curriculum vitae is documented when submitting the material change) - to be documented only when the expenditure is declared for the first time. At the same time, the justification of the choice of the key worker for the specific position shall be documented. The fulfilment of requirements for this position based on the submitted CV shall also be assessed. During a change of a key worker, their curriculum vitae and justification for their recruitment to the position including the fulfilment of requirements must be documented no later than upon the first declaration of the expenditure incurred after the change.

If the activity under letter g) The preparation of the processed international project applications related to the activities and focus of the project is a part of the project, the beneficiary is obliged to submit the annex entitled “An overview of the submitted grant/project applications” together with the Project Implementation Report.

8.7.3. In kind contributions in OP RDE

Not relevant for projects under this call.

8.7.4. Indirect costs

Not relevant for projects under this call.

8.8. Non-eligible expenditures

Governed by the Rules for Applicants and Beneficiaries – General Part.

All the expenditures related to the excluded activities and not related to the implementation of the funded project are non-eligible.

8.9. Project income

Governed by the Rules for Applicants and Beneficiaries – General Part.

8.10. Financial sanctions for failing to comply with the obligations of the beneficiary/ partner

Governed by the Rules for Applicants and Beneficiaries – General Part.

8.11. Project savings

Governed by the Rules for Applicants and Beneficiaries – General Part.

9. CHAPTER – PROCESSES AND RULES OF CHECKS AND AUDITS

Governed by the Rules for Applicants and Beneficiaries – General Part.

10. CHAPTER – PROCESSES AND RULES OF COMMENTARIES TO MA DOCUMENTS

Governed by Rules for Applicants and Beneficiaries – General Part.

11. CHAPTER – OP RDE INDICATORS

11.1. Definitions

Governed by the Rules for Applicants and Beneficiaries – General Part.

11.2. Instructions for applicants

While drawing up the grant application, the applicant is obliged to select **all** the relevant output and result indicators.

The annex entitled Overview of key output to fulfil ERDF project indicators shall be submitted as an annex to the grant application.

In this annex, the applicant shall specify the individual key outputs of indicator no. 2 41 01 *Number of expanded or modernized research facilities* (e.g. the acquired instrumentation and the necessary construction improvements, functional units and modules) above CZK 1 million, VAT excluded, which are necessary to fulfil the given indicator. The above-mentioned overview shall include a financial quantification of the individual indicator output, its connection to the project budget and a clear link to the project implementation schedule. These individual outputs always need to be determined in the unit of the target value of the indicator.

For example, if indicator 2 41 01 *The number of expanded or modernized research facilities* has a target value of 2, the applicant must clearly separate the individual indicator outputs, the purpose and connection to the schedule for unit 1, unit 2 etc., if these differ in content.

11.3. Instructions for the beneficiary

During project implementation, the annex entitled Overview of key outputs to fulfil ERDF project indicators shall be attached to the Project implementation report (see chapter 7.1.) together with the list of the created key outputs during the reference (monitoring) period. Changes of key outputs in the plan are governed by the procedures stated in chapter 7.2.2 of the Rules for Applicants and Beneficiaries – General part, changes such as schedule modifications, changes of amounts and a brief description are immaterial changes.

Indicator system for the calls

Type	NCI code	Indicator	Monitoring and documentation
Output	2 04 00 (CO 24)	Number of new researchers in supported entities	<p>The indicator values are monitored regularly throughout the project implementation.</p> <p>In each Implementation Report, the beneficiary submits: “The list of researchers by category”, where the beneficiary must differentiate between newly created jobs and existing jobs; see the template on the website of the MEYS.</p> <p>Binding values must be achieved by the date of project implementation completion as specified in the legal act on granting/transferring aid.</p> <p>It is necessary to submit a copy of the employment contract of the employee (or agreement to perform work, agreement to complete a job, etc.). If submitted as part of documents for accounting, it is not necessary to submit it again, it is sufficient to make a reference. The contract/agreement or another appropriate document (e.g. work sheet) must clearly define the FTE share in the expert team.</p>
	2 04 02	Number of new researchers in supported entities – women	<p>The indicator values are monitored regularly throughout the project implementation.</p> <p>Submitted only within indicator CO 24.</p>
	2 05 00 (CO 25)	Number of researchers working in improved research infrastructures	<p>The indicator values are monitored regularly throughout the project implementation.</p> <p>In each Implementation Report, the beneficiary submits: “The list of researchers by category”, where the beneficiary must differentiate between newly created jobs and existing jobs; see the template on the website of the MEYS.</p> <p>Binding values must be achieved by the date of project implementation completion as specified in the legal act on granting/transferring aid.</p> <p>It is necessary to submit a copy of the employment contract of the employee (or agreement to perform work, agreement to complete a job, etc.). If submitted as part of documents for accounting, it is not necessary to submit it again, it is sufficient to make a reference.</p>

Type	NCI code	Indicator	Monitoring and documentation
			The contract/agreement or another appropriate document (e.g. work sheet) must clearly define the FTE share in the expert team.
	2 05 02	Number of researchers working in improved research infrastructure facilities – women	The indicator values are monitored regularly throughout the project implementation. Submitted only within indicator CO 25.
	2 00 00 (CO 26)	Number of enterprises cooperating with research institutions	State indicator value in the year when the target value was reached. Cooperation between entities will be monitored on an ongoing basis – in each project Implementation Report it will be documented in the form of a Cooperation Report.
	2 15 02	Number of new products modernising strategic management systems in organisations	The indicator values are monitored regularly throughout project implementation. It is necessary to submit the product (i.e. an updated strategy document of the research organization, or a link to the product) and a Change Report.
	5 10 17	Number of organized one-off events	The indicator values are monitored regularly throughout the project implementation. The beneficiary accompanies the project Implementation Report with a list of organised one-off events supported from OP RDE of the project. The list shows the focus of the event, the number of attendees, and the date of the event. For an on-the-spot control of project documentation, the beneficiary shall keep attendance sheets, invitations, agenda, and presentation/minutes.
	2 41 01	Number of expanded or modernized research centres	The applicant is required to specify this indicator in the annex “An Overview of Key Outputs to Fulfil ERDF Project Indicators” to be attached to the aid application/Implementation Report. It is necessary to specify the indicator value in the year when the target value is reached, i.e. in the year when expanded or modernised research centre is delivered for use/purchased equipment is commissioned (e.g. issuing the use permit, approval of test/pilot operation, etc.). Project Implementation Report: It is necessary to submit a copy of the use permit, delivery and/or acceptance certificate or another relevant document, as well as an accounting document – proof of purchase, document on the inclusion into assets (e.g. inventory card) depending on the type of infrastructure. If such a document has already been submitted, e.g. as part of a submitted payment application, it is sufficient to make a reference to it.

Type	NCI code	Indicator	Monitoring and documentation
	2 03 12	Number of participations of supported research teams carried out in international cooperation programmes	<p>The indicator values are monitored regularly throughout the project implementation.</p> <p>International Cooperation Programmes are funds which the applicant obtains in international tenders, e.g. in Horizon 2020 (2014–2020), the EU’s framework programme for research and innovation.</p> <p>This indicator will also include such participation of the supported research team, where the project financed by the international cooperation programme further develops/builds on the research of the supported OP RDE project from this call, and where the project implementation also involves members of the OP RDE expert team (i.e. participation in project implementation by the beneficiary/partner).</p> <p>Attached to the Implementation Report is a copy of the valid Grant Agreement or a similar legal act which is concluded between the provider and the beneficiary/beneficiary group. If the research team supported from OP RDE (or the institution in which it operates) is not specifically mentioned in the Grant Agreement (e.g. because it is one of the consortium members, not the coordinator), it is also necessary to submit a copy of the Partnership Agreement of the consortium, or its equivalent.</p> <p>If the same participation is reported in several projects approved under the OP RDE, it is proportionately allocated to each of the beneficiaries, such as according to the prevailing number of authors, etc. It is therefore necessary that when presenting jointly achieved results, the institutions supported from OP RDE always report only a proportion of the result based on mutual agreement.</p> <p>The originals are kept for on-the-spot control.</p>
	2 02 11	Specialised publications created by supported entities (selected types of documents)	<p>The reported value is the value since the start of the physical implementation of the project in the monitoring period. Specialised publications – must be related to the professional focus of the project. Project approval is the day when the project was approved by the NM MA OP RDE as a project recommended or funding.</p> <p>Specialised publications – must be related to the professional focus of the project</p> <p>In the annex to the Project Implementation Report, it is sufficient to present the list of publications. The list must include the exact link to the online version of the publication or DOI identifier which allows unequivocal tracing of the inclusion of the publication in Thomson Reuters Web of Science or Scopus, ERIH PLUS. It is also necessary to specify</p>

Type	NCI code	Indicator	Monitoring and documentation
			<p>the author (or co-author) and the institution for which he/she publishes. For selected items of the list, it is possible to request copies of documents proving e.g. the link to the supported entity and its staff (especially applies to timesheets of staff with and FTE with the beneficiary/partner) or the very existence of the printed publication. The originals of these documents may be randomly checked on site. If the same publication is presented in several projects approved under the OP RDE, it will be factored in proportionally in favour of each supported beneficiary, e.g. depending on the prevailing number of authors of the result, or the number of chapters, etc. It is therefore necessary that when presenting jointly achieved results, the institutions supported from OP RDE always report only a proportion of the result based on mutual agreement.</p>
	2 02 16	<p>Publications in co-authorship with researchers from abroad created by the supported entities (selected types of documents)</p>	<p>The reported value is the value since the start of the physical implementation of the project in the monitoring period. Specialised publications – must be related to the professional focus of the project. Project approval is the day when the project was approved by the NM MA OP RDE as a project recommended or funding.</p> <p>Specialised publications – must be related to the professional focus of the project</p> <p>In the annex to the Project Implementation Report, it is sufficient to present the list of publications. The list must include the exact link to the online version of the publication or DOI identifier which allows unequivocal tracing of the inclusion of the publication in Thomson Reuters Web of Science or Scopus, ERIH PLUS. It is also necessary to specify the author (or co-author) and the institution for which he/she publishes. For selected items of the list, it is possible to request copies of documents proving e.g. the link to the supported entity and its workers (especially applies to timesheets of workers with and FTE with the beneficiary/partner) or the very existence of the printed publication. The originals of these documents may be randomly checked on site. If the same publication will be presented in several projects approved under the OP RDE, it will be factored in proportionally in favour of each supported beneficiary, e.g. depending on the prevailing number of authors of the result, or the number of chapters, etc. It is therefore necessary that when reporting jointly achieved results, the institutions supported from OP RDE always report only a proportion of the result based on mutual agreement.</p> <p>The indicator is a subset of indicator 2 02 11.</p>

Type	NCI code	Indicator	Monitoring and documentation
	2 02 13	Publications in co-authorship of research organisations and enterprises (selected types of documents)	<p>The reported value is the value since the start of the physical implementation of the project in the monitoring period. Specialised publications – must be related to the professional focus of the project</p> <p>In the annex to the Project Implementation Report, it is sufficient to present the list of publications. The list must include the exact link to the online version of the publication or DOI identifier which allows unequivocal tracing of the inclusion of the publication in Thomson Reuters Web of Science or Scopus, ERIH PLUS. It is also necessary to specify the author (or co-author) and the institution for which he/she publishes. For selected items of the list, it is possible to request copies of documents proving e.g. the link to the supported entity and its staff (especially applies to timesheets of staff with and FTE with the beneficiary/partner) or the very existence of the printed publication. The originals of these documents may be randomly checked on site. If the same publication will be presented in several projects approved under the OP RDE, it will be factored in proportionally in favour of each supported beneficiary, e.g. depending on the prevailing number of authors of the result, or the number of chapters, etc. It is therefore necessary that when reporting jointly achieved results, the institutions supported from OP RDE always report only a proportion of the result based on mutual agreement.</p> <p>The indicator is a subset of indicator 2 02 11.</p>
	2 20 11	International patent applications (PCT) created by supported entities	<p>The reported value is the value since the start of the physical implementation of the project in the monitoring period.</p> <p>Included are patent applications in international phase of proceedings which have successfully passed formal evaluation, depending on the year the application was submitted.</p> <p>The data source is the Office of Industrial Property (data acquired from WIPO). For more information see http://www.upv.cz/cs/prumyslova-prava/vynalezy-patenty/prihlasovani-do-zahranici/mezinarodni-prihlasky-pct.htm.</p> <p>Demonstrated by a link / copy of the International Search Report (ISR) performed for PCT Applications by the International Searching Authority (ISA), from which it will be possible to verify the existence of the application, the inventors, the name/text of the invention and information on the date of filing the patent application. For selected items, it is possible to request copies of documents proving e.g. the</p>

Type	NCI code	Indicator	Monitoring and documentation
			<p>link to the R&D centre workers. The originals of these documents may be randomly checked on site.</p> <p>If the same international patent application is reported in several projects approved under the OP RDE, it will be proportionately divided among all supported beneficiaries, such as according to the prevailing number of authors of results, etc. It is therefore necessary that when presenting jointly achieved results, the institutions supported from OP RDE always report only a proportion of the result based on mutual agreement.</p>
	5 43 10	Number of supported cooperation projects	<p>Collaboration will be established during the project; it is demonstrated for the first time no later than in the penultimate project Implementation Report by means of a contract/agreement/memorandum of cooperation, or a similar document, and a cooperation progress report.</p> <p>The contract/agreement/memorandum must generally include the following elements:</p> <p>The parties, purpose/objective, factual description of the cooperation and the period for which cooperation is established.</p> <p>The final progress cooperation report is submitted as part of the project's Final Implementation Report.</p> <p>It is necessary to submit copies; the originals are kept by the beneficiary with project documentation for on-the-spot controls.</p>

The definitions of OP RDE Indicator are on the MEYS website <https://opvv.msmt.cz/balicek-dokumentu/item1015314.htm?a=1>; the specifications for the particular call are specified in the call. The website also includes document templates for documenting indicators for project IRs: <https://opvv.msmt.cz/vyzva/vyzva-c-02-16-026-dlouhodobá-mezisektorová-spolupráce/dokumenty.htm>.

Method to measure jobs

The OP RDE uses the **Full Time Equivalent (FTE)**, which indicates the average registered number of R&D employees per FTE dedicated to R&D activities.

One FTE equals one year of (full time) work of an employee involved in R&D.

For employees who are engaged in activities other than R&D, only the relevant part of their working capacity is included. **As part of the project, for the purposes of the monitoring of indicators 2 04 00 / CO 24 – Number of new researchers in supported entities, 2 05 00 / CO 25 – Number of researchers working in modernized research infrastructures, 2 04 02 – Number of new researchers in supported entities – women, 2 05 02 – Number of researchers working in modernized research infrastructures – women, it is not possible to report more than one FTE per individual.**

An employee with the beneficiary/partner means a person linked to the employer under an employment contract, an agreement to perform work (APW) and an agreement to complete a job (ACJ). For a full-time employee, the maximum value of 1 will be counted; for a part-time employee, the relevant portion of his/her FTE will be counted; and for an external staff member (working under APW or ACJ), a proportionate part of the year when he/she actually worked will be included.

11.4. Penalties due to beneficiary irregularity

Specified in the Rules for Applicants and Beneficiaries – General Part, and in the legal act on granting/transfer of support.

12. CHAPTER – PROCUREMENT

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

13. CHAPTER – PARTNERSHIP

The applicants may submit the project exclusively in cooperation with one or more partners. The partner / partners of the applicant shall take part in the preparation and implementation of the project and it is made possible for them to implement a major part of the projects. The partner’s entitlements are defined in chapter 5.2.1.

Partners with a financial contribution must be involved in project implementation in terms of effective cooperation (for more details, refer to chapter 15.2).

In case the applicant/beneficiary is an OBS or a PBO OBS, the projects of these applicants/beneficiaries may include partnerships with financial contributions provided that the cash flows between the entity of the applicant/beneficiary and the partner / partners with financial contribution(s) can only be implemented in compliance with applicable legislation²⁴.

The MA recommends that those beneficiaries who have partners with a financial contribution - enterprises involved in their project (or, entities supported under GBER) provide the grant to these partners only after receiving documents on the incurred project expenditures from these partners, i.e. only after the first payment made by the partner from their own funds. The amount of the grant provided to partners with a financial contribution - enterprises - must respect the rate of support under GBER, i.e., it may only cover a maximum of 50% of the eligible expenditures.

If the beneficiary is about to provide the grant to partners with a financial contribution - enterprises - (or, entities supported under GBER) before the initial reimbursement of the expenditures of these partners is made, these partners are obliged to make sure that the balance of their own funds on the project account are sufficient to cover at least 50% of the reimbursed expenditure before the reimbursement of every expenditure from the project account. In case there were only funds from the grant or funds from the grant and own funds not covering a minimum of 50% of the amount of the

²⁴ I.e. in compliance with budgetary rules and other applicable legislation.

reimbursed expenditure on the project account of the partner with a financial contribution, any expenditure or its part reimbursed in this way shall not be eligible due to the fact that a greater rate of support/grant was used than was admissible for expenditures of this call in the GBER scheme.

14. CHAPTER – SYNERGY AND COMPLEMENTARITIES

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

15. CHAPTER – STATE AID

Specified in the Rules for Applicants and Beneficiaries – General Part Furthermore, the following applies to these calls:

For the implementation of non-economic activities set forth in par. 19 of the Framework (with their possible complementary economic use pursuant to par. 20 of the Framework), research organizations shall be provided aid within a scheme not complying with the constituent elements of state aid within the meaning of Art. 107 (1) of the Treaty on the Functioning of the European Union. The procedures to meet the conditions of par. 20 of the Framework are given in the methodology of reporting economic activities in view of state aid (see Annex No. 11).

Other entities (such as business corporations, state enterprises or research organizations not complying with the conditions of par. 20 of the Framework at the level of the given entity) involved in the project in the role of a partner with a financial contribution will be granted aid compatible with the internal market within the meaning of Art. 107 (3) of the Treaty on the functioning of the EU, which is exempted from the notification requirement pursuant to Art. 108 (3) of the Treaty on the Functioning of the EU in order to implement a research project in the field of fundamental and industrial research in compliance with art. 25 of GBER²⁵ (entities supported under GBER).

The applicant and all its partners with a financial contribution are obliged to submit a Statement on project compliance with the rules of state aid (see 18.10 The method of documenting the annexes to the grant application) together with the grant application.

15.1. An introduction to the area of state aid

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

15.2. Public finances in the field of education and research and development not constituting state aid

Specified in the Rules for Applicants and Beneficiaries – General Part Furthermore, the following applies to these calls:

²⁵ EU Official Journal, L 187, 26.6.2014, pp. 1–84;

In order to prevent indirect aid being provided to other entities involved in the project in the role of partners by means of aid granted to research organizations, it is required that:

- the given enterprise (a business corporation, state enterprise) is involved in the project in effective cooperation with the organization for research and the dissemination of knowledge;
- the relationship between the research organizations and other entities involved in project implementation in the role of partners is neither contractual research, nor the provision of research services by research organizations to one or more enterprises within the meaning of art. 2.2.1 of the Framework;
- the conditions of cooperation between the applicant and the other entities in the role of partners, in particular concerning contributions to its costs, sharing risks and results, the dissemination of results, access to intellectual property rights and rules for allocating these rights are determined in the partnership agreement before the applicant and other partners commenced the project;
- the education of research organizations workers that will be provided support in terms of the project is limited to acquiring knowledge and skills by workers carrying out mainly non-economic activities (within the meaning of par. 20 of the Framework);
- the assets acquired in terms of the project are used for non-economic activities. Their economic use, as the case may be, shall only be minor, pursuant to the provisions of par. 20 of the Framework throughout the period of its lifetime.

15.3. Exceptions making it possible for state aid to be granted without notifying the Commission

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

15.3.1. Block exemptions

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

Furthermore, the following applies apart from the rules stated in chapter 15.3.1 of the Rules for Applicants and Beneficiaries – General part:

The supported part of a research project implemented by an entity supported under GBER must fall under the category of fundamental or industrial research.

Eligible expenditures: the structure of eligible expenditures is detailed in chapter 8.7.

Aid intensity for an entity supported under GBER must not exceed 50% of its eligible expenditures in the field of fundamental and industrial research, regardless of the size of the enterprise. No other bonus is provided. For the purposes of calculating aid intensity and eligible costs, all the applied data shall be stated before deducting taxes or other charges.

The aid threshold - in case the project/activities implemented by the entity supported under GBER consist in fundamental and industrial research, the amount of aid provided to it must not exceed the equivalent of EUR 20 000 000 / given entity / project in CZK pursuant to the exchange rate conversion (valid on the day of adoption of the legal act on the granting/transfer of the aid). This is the case if more than one-half of the eligible project expenditures are incurred in activities which fall under the

category of industrial research or under the categories of industrial and fundamental research. This is the maximum value and it cannot be circumvented by splitting the project artificially.

Motivational effect: governed by chapter 15.3.1 of the Rules for Applicants and Beneficiaries – General Part. The commencement of works on the project may only be carried out after the grant application is submitted.

Accumulation: governed by chapter 15.3.1 of the Rules for Applicants and Beneficiaries – General Part.

The grant provided under GBER must not be reimbursed to an entity having any outstanding liabilities incurred based on a recovery order issued pursuant to a decision handed down by the Commission through which such support provided by the same member state (the Czech Republic) is declared unlawful and incompatible with the internal market. The beneficiary is obliged to prove this fact in terms of every payment claim for all entities involved in project implementation supported under GBER.

Disclosure of information: apart from the requirements of the Rules for Applicants and Beneficiaries – General part, transparency obligations shall be met using the electronic system entitled Transparency Award Module of the European Commission (hereinafter also “The system of the European Commission TAM”).

15.3.2. Small-scale aid de minimis

Not relevant for these calls.

15.3.3. Services of general economic interest (SGEI)

Not relevant for these calls.

15.4. Identification of state aid in terms of supported activities

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

15.5. Basic obligations of the applicant / beneficiary in the field of state aid

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

15.6. Keeping records of state aid in MS2014+

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

15.7. Implications of failure to observe the rules for state aid

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

16. CHAPTER – HORIZONTAL PRINCIPLES (PURSUANT TO ARTS. 7 AND 8 OF THE GENERAL REGULATION)

Governed by the Rules for Applicants and Beneficiaries – General Part.

<i>PA1 calls Long-term Intersectoral Cooperation and Long-term Intersectoral Cooperation for ITI – Rules for Applicants and Beneficiaries – Specific Part</i>		
<i>Issue: 3</i>	<i>Effective date: 24 July 2018</i>	<i>Page 58 of 70</i>

17. CHAPTER – RULES OF PUBLICITY

Governed by the Rules for Applicants and Beneficiaries – General Part.

18. ANNEXES

18.1. Annex no. 1: Model form – Standard form for handling review requests

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

18.2. Annex no. 2: Model form – Interim / Final Project Implementation Report

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

18.3. Annex no. 3: Model form – Final report for the entire period of project implementation

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

18.4. Annex no. 4: Model form – Information on the progress made in project implementation

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

18.5. Annex no. 5 Model form – Sustainability report

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

18.6. Annex no. 6: Business conditions of contracts for construction works

Annex abolished.

18.7. Annex no. 7: Objection of bias of the controlling entity

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

18.8. Annex no. 8: Objection against audit findings

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

18.9. Annex no. 9: Objection against the notification on non-payment of a part of the grant

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

18.10. Annex no. 10: Method to present annexes to the grant application

Overview of the relevant annexes to grant application can be found in the table below. The current text of model annexes to grant application is available in IS KP14+ under the announced call. Updates of model annexes to grant application do not constitute a change in the call. Documents that do not have a model must be created by the applicant.

Forms to submit annexes:

- “electronic original” (primarily electronic statements or documents with certified electronic signature); or
- a certified copy in electronic form – documents created by an authorized conversion of the printed original to electronic form; or
- simple copy (scan).

Form to submit annexes in English:

These documents are relevant for evaluation by a foreign expert – for this reason, they must be inserted into the system as follows:

- Any annexes that have to be presented in English must be named in English;
- The file containing all documents in English must be compressed into .zip and uploaded to the system, for example under the name Documentation_English (i.e. in reality it will be one annex containing all documents in English).

Required attachments to the grant application must always be submitted by the applicant. **Required optional** attachments that are documented under certain conditions (e.g. in the case of a project partner, during the selection of designated activities or if the applicant/partner is a legal entity subject to an exemption). If the applicant/partner meets the above conditions, it **must submit the relevant required optional attachment(s)**.

Name of <u>required</u> annex to the grant application	Manner to submit annex, description of the submission	Form of submission (original/copy)	Language	Link to evaluation criteria	Who makes submission
Statutory declaration by the applicant and the required partner: – initial – final	Applicant – a statutory declaration in the grant application (IS KP14+) Required partner – annex to the grant application (template)	Applicant – original Required partner – simple copy (before the issue of the legal act – original or a certified copy)	Czech	F3, P3, P4, F11	Must be declared by each eligible applicant and required partner
Statutory declaration on applicant's and required partner's eligibility (a summary statutory declaration): – own funds – founder's approval – private enforcement – absence of debt with authorities – clean criminal record of individuals and legal entities – the entity is not an undertaking in difficulty	Annex to the Grant Application (template)	Applicant – original Required partner – simple copy (before the issue of the legal act – original or a certified copy)	Czech	F3, P3, P4	Must be declared by each eligible applicant and required partner <u>Exemptions:</u> <u>Own funds</u> – if a required partner is involved, then only a required partner with a financial contribution makes a declaration in the case of co-financing – the declaration is not made by SOU, PCO SOU and state higher education institutions; <u>Founder's approval:</u> – declaration made only by PCO SOU and PCO of territorial self-governing units;

					<p><u>Absence of debt with authorities</u> – if a required partner is involved, then only a required partner with a financial contribution makes a declaration – declaration is not made by SOU, PCO SOU, territorial self-government units, PCO of territorial self-governing units and state higher education institutions;</p> <p><u>Clean criminal record of individual</u> – the declaration is not made by SOU, PCO SOU and state higher education institutions;</p> <p><u>Clean criminal record of legal entities</u> – the declaration is not made by SOU, territorial self-governing units and state higher education institutions.</p>
Name of required annex to the grant application	Manner to submit annex, description of the submission	Form of submission (original/copy)	Language	Link to evaluation criteria	Who makes submission
Grant application, including all relevant annexes in English²⁶	Annex to the Grant Application (template is not available)	Original	English	F3	Every eligible applicant
Key activity schedule	Annex to the Grant Application (template)	Original	Czech and English	F3, V3.4	Every eligible applicant
Feasibility study, including annexes	Annex to the Grant Application (template)	Original	Czech and English	F3, V1.1, V2.1., V2.3, V3, V4.1,	Every eligible applicant

²⁶ For the purposes of evaluation by an external expert

				V5.2, V5.3, V7.1, V8.1, V9.1	
Detailed budget	Annex to the Grant Application (template)	Original	Czech and English	F3, V5.1, V5.2	Every eligible applicant
LIC – the determination of the proportion of project funding:	Annex to the Grant Application (template)	Original	Czech	F3, V5.2, V5.3	Every eligible applicant
Compliance with RIS3	Annex to the Grant Application (template)	Original	Czech	F3, V8.1	Every eligible applicant
CVs of the expert team members	Annex to the Grant Application (template is not available)	Simple copy	Czech and English	V2.2, V2.3	Every eligible applicant
Declaration of project compliance with State aid rules	Annex to the Grant Application (template)	Original	Czech	F3, P8	Every eligible applicant
Principles of partnership and a declaration of partnership	Annex to the Grant Application (template)	Original or a certified copy	Czech and English	F3, P4, P7	Every eligible required partner
Declaration of the publication of financial statements	Annex to the Grant Application (template)	Original or a certified copy	Czech	F3, P3, P4	Every eligible required partner
Name of <u>required</u> annex to the aid application	Manner to submit annex, description of the submission	Form of submission (original/copy)	Language	Link to evaluation criteria	Who makes submission
Documents to prove eligibility	Annex to the grant application – e.g. formation deed, statute, memorandum of association, formation charter, etc.	Simple copy	Czech	F3, P3	Every eligible required partner
Documents proving compliance with the definition of an eligible applicant/partner of a Research	Annexed to the grant application – documents confirming the formal setting to	Simple copy	Czech	F3, P3	Every eligible applicant

and Knowledge Dissemination Organisation	meet the requirements arising from the definition of a research and knowledge dissemination organisation according to the Framework (e.g. formation deed, articles of incorporation, memorandum of association)				
Name of <u>required optional</u> annex to the grant application	Manner to submit annex, description of the submission	Form of submission (original/copy)	Language	Link to evaluation criteria	Who makes submission
Statutory declaration by an additional partner – initial – final	Annex to the Grant Application (template)	Simple copy (before the issue of the legal act – original or a certified copy)	Czech	F3, P3, P4, F11	Must be declared by each eligible partner

Name of <u>required optional</u> annex to the grant application	Manner to submit annex, description of the submission	Form of submission (original/copy)	Language	Link to evaluation criteria	Who makes submission
<p>Declaration on the eligibility by an additional partner</p> <ul style="list-style-type: none"> – own funds – founder’s approval – private enforcement – absence of debt with authorities – clean criminal record of individuals and legal entities – the entity is not an undertaking in difficulty 	Annex to the Grant Application (template)	Simple copy (before the issue of the legal act – original or a certified copy)	Czech	F3, P3, P4	<p>Must be declared by each eligible partner</p> <p><u>Exemptions:</u></p> <p><u>Own funds</u></p> <ul style="list-style-type: none"> – if an additional partner is involved, then only the additional partner with a financial contribution makes a declaration in the case of co-financing; – the declaration is not made by SOU, PCO SOU, state higher education institutions and educational facilities established by ministries; <p><u>Founder’s approval</u></p> <ul style="list-style-type: none"> – the declaration is made only by PCO SOU and PCO of territorial self-governing units; <p><u>Absence of debt with authorities</u></p> <ul style="list-style-type: none"> – only an additional partner with a financial contribution makes the declaration; – declaration is not made by SOU, PCO SOU, territorial self-government units, PCO of territorial self-governing units and state higher education institutions; <p><u>Clean criminal record of individual</u></p> <ul style="list-style-type: none"> – the declaration is not made by SOU and state higher education institutions; <p><u>Clean criminal record of legal entities</u></p>

					– the declaration is not made by SOU, territorial self-governing units and state higher education institutions.
Principles of partnership and a declaration of partnership	Annex to the Grant Application (template)	Original or a certified copy	Czech and English	F3, P4, P7	Each eligible additional partner unless a partnership agreement has been made
Name of <u>required optional</u> annex to the grant application	Manner to submit annex, description of the submission	Form of submission (original/copy)	Language	Link to evaluation criteria	Who makes submission
Proof of ownership structure	Annex to the Grant Application (template)	Original or a certified copy	Czech	F3, P3, P4	Every eligible applicant and both required and additional partner with a financial contribution unless they are subject to the

					documentation conditions specified in chapter 5.2.1
Proof of turnover	Annex to the grant application – profit and loss statement or another report on economic management	Simple copy	Czech	F3, F12	<p>Each eligible applicant if they have closed their last accounting period at the moment when the application is filed (if not, then a declaration on turnover is submitted);</p> <p>- if the applicant proves a portion of their turnover through a partner with a financial contribution, the applicant will also submit proof of partner’s annual turnover;</p> <p>- in addition to SOU, PCO SOU, territorial self-governing units, POC of territorial self-governing units, voluntary associations of municipalities and applicant/partners with fin. contributions registered in the Register of Schools and School Facilities.</p>

Name of <u>required optional</u> annex to the grant application	Manner to submit annex, description of the submission	Form of submission (original/copy)	Language	Link to evaluation criteria	Who makes submission
Declaration of turnover	Annex to the Grant Application (template is not available)	Simple copy	Czech	F3, F12	Each eligible applicant if they have not closed the last accounting period at the moment when the application is submitted (i.e. unless Proof of turnover is submitted); the applicant will provide information on their turnover over the last accounting period before PA is issued; - in addition to SOU, PCO SOU, territorial self-governing units, POC of territorial self-governing units, voluntary associations of municipalities and applicant/partners with fin. contributions registered in the Register of Schools and School Facilities.
Documents to prove eligibility	Annex to the grant application – e.g. formation deed, statute, memorandum of association, formation charter, etc.	Simple copy	Czech	F3, P3, P4	Each eligible applicant and an additional partner (not demonstrated by SOU, territorial self-governing units, and public and state higher education institutions)
Documents proving compliance with the definition of an eligible applicant/partner of a Research and Knowledge Dissemination Organisation	Annexed to the grant application – documents confirming the formal setting to meet the requirements arising from the definition of a research and knowledge dissemination organisation according to the Framework (e.g. formation deed, articles of	Simple copy	Czech	F3, P3, P4	Each eligible additional partner besides SOU, public and state higher education institutions and entities registered in the MEYS list of research organisations as of the date when the application is filed

	incorporation, memorandum of association)				
Name of <u>required optional</u> annex to the grant application	Manner to submit annex, description of the submission	Form of submission (original/copy)	Language	Link to evaluation criteria	Who makes submission
Proof of legal personality <i>- it must not be older than 90 days after the submission of the grant application</i>	Annex to the grant application – an extract from the commercial, associational, educational or other similar register (foundation, etc.).	Simple copy	Czech	F3, P3, P4	Each eligible required and additional partner if it is a foreign entity (entities based in the Czech Republic are checked against public registers)
Declaration of project compliance with State aid rules	Annex to the Grant Application (template)	Original or a certified copy	Czech	F3, P8	Each eligible required and additional partner if it is a partner with a financial contribution
Overview of key outputs contributing to the ERDF project indicators	Annex to the Grant Application (template)	Original	Czech and English	F3, V3.1, V4.1	Each eligible applicant if relevant indicators are selected
CVs of the expert team members	Annex to the Grant Application (template is not available)	Simple copy	Czech and English	F3, V2.2	Each eligible required plus an additional partner in the event of a research programme head, excellent or key worker
Annexes to ITI: Compliance of aid application with a project submitted by the SC ITI	Annex to the Grant Application (template)	Original	Czech	F3, P11	Each eligible applicant within individual calls of bodies responsible for the ITI strategy (relevant only for ITI calls)
Annexes to ITI: Opinion provided by MA ITI	Annex to the Grant Application (template is not available)	Simple copy	Czech	F3, P10, P11, P12	Each eligible applicant within individual calls of bodies responsible for the ITI strategy (relevant only for ITI calls)

18.11. Annex no. 11: The methodology of economic activity reporting from the state aid perspective

The methodology is available at the below link: <https://opvvv.msmt.cz/balicek-dokumentu/item1015625.htm>.

18.12. Annex no. 12: Justification of the intention to award a public contract in a negotiated procedure without prior publication

Specified in the Rules for Applicants and Beneficiaries – General Part

19. LIST OF ABBREVIATIONS

CBA	Cost-benefit Analysis
GBER	General Block Exemption Regulation / Commission Regulation No 651/2014 of 17 June 2014
IS KP14+	Information system of the final beneficiary
CV	Curriculum Vitae
Commission	European Commission
EU	European Union
OP RDE	Operational Programme Research, Development and Education
SOU	State organisation unit
PCO SOU	Publicly co-funded organization established by a State organisational unit
MA	Managing Authority of the Operational Programme Research, Development and Education
SB	State budget
R&D	Research and development
IR	Implementation Report
RfP	Request for payment