



Rules for Applicants and Beneficiaries

Specific section

Call “Excellent Research Teams”

Operational Programme

Research, Development and Education

Programming period 2014–2020

VERSION:	3
ISSUED BY:	Managing Authority OP RDE
DATE OF VALIDITY:	On the date of publication on web pages of MEYS - OP RDE
DATE OF EFFECT:	1 February 2016



EUROPEAN UNION
European Structural and Investment Funds
Operational Programme Research,
Development and Education



MINISTRY OF EDUCATION,
YOUTH AND SPORTS

List of Changes

Chapter	Detailed specification of change (compared to the version 02, effective from 31.8.2015)	Justification of revision
5.2.5.1.	Text removed in the whole chapter and sub-chapters.	Removed due to information duplicity, with the Rules for Applicants and Beneficiaries – General section, version 3.
6.4	Completion of the overview of documents necessary for issue of the legal act on grant award / transfer.	Amended on the basis of performed amendment in the Rules for Applicants and Beneficiaries– General section, version 3.
	Wording partly formally amended in the whole chapter for all sub-chapters. The original text “Beyond the Framework for Applicants and Beneficiaries - General section...” replaced with the new wording “Adapted in the Rules for Applicants and Beneficiaries - General section Furthermore for Projects within this Call...’	Detailed specification of the wording in compliance with the wording of the Rules for Applicants and Beneficiaries – General section
	New numbering of the original sub-chapters 8.6 - 8.8.	Amended on the basis of performed amendment of the numbering in the Rules for Applicants and Beneficiaries – General section, version 3.
8.	Wording partly amended in the whole chapter for all sub-chapters. The original text “Beyond the Framework for Applicants and Beneficiaries - General section...” replaced with the new wording “Specified in the Rules for Applicants and Beneficiaries - General section Furthermore for Projects within this Call... “.	Detailed specification of the wording in compliance with the wording of the Rules for Applicants and Beneficiaries – General section version 3.
New chapter 8.6.2.	The original text replaced with new wording: Specified in the Rules for Applicants and Beneficiaries – General section. Furthermore, it will be applied on the projects within this Call that a part of total eligible expenditure will be reported within the mode of indirect costs, see the chapter 8.7.4.2. Rules for Applicants and Beneficiaries – General section	Removed due to information duplicity, with the Rules for Applicants and Beneficiaries – General section, version 3.

Chapter	Detailed specification of change (compared to the version 02, effective from 31.8.2015)	Justification of revision
New chapter 8.7.2.	A part of the text concerning personal expenditure removed (in particular text concerning documenting of direct personal expenditure, content of work sheets)	Removed due to information duplicity, with the Rules for Applicants and Beneficiaries – General section, version 3.
8.9, 8.10.	Completed chapter 8.9 and 8.10 with the text: “Specified in the Rules for Applicants and Beneficiaries – General section.	Unification with the version 3 of the Rules for Applicants and Beneficiaries - General section
11.4	Sanctions for faults on the side of beneficiary	Re-naming of the chapter, unification with the Rules for Applicants and Beneficiaries - General section
18.9.	Specification to the annex No. 19 Technical eligibility - an option to document the final approval for constructions permitted for use before 1 October 1976 with an affidavit added 1) Occupancy permit with use of the construction (building), issued at the latest on closing of Call, is documented for buildings permitted for use (i.e. finally approved) after 1. October, 1976 In case of missing occupancy permit for buildings finally approved before 1. October 1976 a confirmation on existence of construction (building) will be documented, for example by an excerpt from the Cadaster of Real Estate	In case of older constructions it is very difficult, in some cases impossible, to retrieve the latest date Date was selected with respect to start date of effect on town and country planning and building code, as amended (the "cancelled Building Act")
15.	Chapter 15.1 removed, reference to chapter 15.2 added from the Rules for Applicants and Beneficiaries – General section, version 3.	Removed due to information duplicity, with the Rules for Applicants and Beneficiaries – General section, version 3.

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1. CHAPTER – INTRODUCTION

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

1.1. SUMMARY OF PRIORITY AXES AND SPECIFIC OBJECTIVES

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

2. CHAPTER – DEFINITION OF USED TERMS

Specific listing coming from the "Rules for Applicants and Beneficiaries - General section contains specified terms valid for projects within the Call to the Support to excellent research teams.

Applied research¹

Industrial research, experimental development or their combination

Final completion

Extension of the existing capacity of R&D centre linked to acquisition or creation of new technologies within the existing buildings. Completion does not mean constructing of new buildings.

Experimental development

Acquiring, linking, forming and use of the existing scientific, technological, commercial and another relevant knowledge and skills for the purpose of development of new or improved products, procedures or services. Activities focused on determination of a concept, planning and documentation for new products, procedures or services can be for example concerned. The experimental development can include prototype development, demo activities, pilot projects, testing and verification of new products or improved products, procedures or services in a representative area from view of real Operation conditions, if the main objective consists in further technical improvement of products, procedures or services, which are not largely determined. It also includes development of commercially usable prototype or a pilot project, which is necessarily the end commercial product and of which production is too expensive to be used only for purposes of demonstration and verification. The experimental development does not mean usual or regular modifications of the existing products, manufacturing lines, production procedures, services and other unfinished operations, even if such modifications can result in improvement.

Key foreign researcher (KFR or “KVZP”)

Key foreign researcher means an experienced researcher (disregarding nationality or citizenship), who was employed abroad in a foreign R&D institution during 5 years (during

¹ Definitions come from the Communication from the Commission (EU) Framework for State aid for research and development and innovation 2014/C 198/01.

the years 2009–2013) and who was engaged in performance of independent active research at least during 36 consecutive calendar months. It means a personality well identifiable in his field on the international level, satisfying

requirements for the level R3 or R4 (Established Researcher/Leading Researcher)², i.e. with rich history in publishing activities, managerial qualities, evincible success to get grants in R&D international programmes and other experiences from R&D, which are required as standard for managerial researchers in prestigious R&D foreign workplaces.

KFR must not exceed the level of annual worker's work load during the period of 5 years (2009 - 2013) at applicant's or partner's institution 0.2 FTE.

KFR must have a minimum annual work load at least 0.5 FTE³ fully conducted in applicant's R&D centre⁴ during the project implementation with commencement of employment at the latest before issue of the legal act.

New research team

New research team means a new progressive research team, which was established having in its centre a key researcher with the maximum number of 15 members (plus one technical worker with the maximum FTE 1.0), who will have adequate research capacity derived from experienced researchers (in particular Senior Researchers) and who will be primarily engaged in the scientific-research activities on projects of new acquired infrastructure. The research team will have at the same time capacity to absorb young R&D researchers and further to educate them and develop their professional capacities.

The project draft must include listing of names of at least 1/3 members of the new team (including description of history of their experiences in CVs.). Maximum 50% team members and at the same time 50% of total FTE can come from existing or previous beneficiary's employees or its partner's employees involved in the R&D centre⁵. It is possible to identify within the new research team key/excellent employees/staff according to the definition in the document *List of wages/salaries and possible procedures for determination of wages/salaries for employees/staff involved in the project implementation Operational Programme Research, Development and Education published on this link: <http://www.msmt.cz/strukturalni-fondy/op-vvv/mzdovelimity.pdf>*.

Organization for research and dissemination of knowledge

According to definition in letter ee), paragraph 15, chapter 1.5 of the Communication from the Commission (EC) Framework for State aid for research and development and innovation 2014/C 198/01 (hereinafter only the "Framework") organisation for research and dissemination of knowledge means an entity (for example university or research centre, agency for technology transfer, mediating agency in the area of innovations, physical or virtual collaboration entity focused on research) disregarding its legal status (established under the public law or private law) or the financing method, of which main objective is to

² According to the document of the European Commission "Towards a European Framework for Research Careers", available here: http://ec.europa.eu/euraxess/pdf/research_policies/Towards_a_European_Framework_for_Research_Careers_final.pdf

³ An absolute value for the observed monitoring period is reported.

⁴ This means KVZP has place of job performance at the registered office of R&D (research and development) of the beneficiary's centre

⁵ This condition must be fulfilled during the entire period of the project implementation. A mean value for the observed monitoring period is reported. This condition must be fulfilled at the latest from the date of commencement of physical project implementation.

perform independently the fundamental research, industrial research or experimental development or propagate results of these activities in form of learning, publications or transfer of knowledge to the general public.

Industrial research

Planned research or critical investigation focused on acquiring of new knowledge and skills for development of new products, procedures or services or for substantial improvement of the existing products, procedures or services. It includes creation of partial parts of complex systems and it may include prototype manufacture in the laboratory environment or in the environment with simulated interface of the existing systems and also production of pilot lines, if necessary for the industrial development and in particular for general verification of technology.

Effective collaboration

Collaboration of at least two independent parties for the purpose of exchange of knowledge or technologies or for achievement of a joint objective under distribution of work, where the relevant parties will jointly set the scope of the project of collaboration, contribute to its implementation and share its risks and results. One or more parties can cover costs of the project in full amount, and thereby release remaining parties from their financial risks. Contractual research and provision of research services are not considered as forms of collaboration.

Research infrastructure

Research infrastructure means facilities, resources and related services that are used by the scientific community to conduct top-level research in their respective fields and covers major scientific equipment or sets of instruments; knowledge-based resources such as collections, archives or structures for scientific information; enabling Information and Communications Technology-based infrastructures such as Grid, computing, software and communication, or any other entity of a unique nature essential to achieve excellence in research. Such infrastructures may be 'single-sited' or 'distributed' (an organised network of resources).

R&D (Research and Development) centre

R&D centre means a workplace for research and development clearly profiled from the thematic view (for example research institute, institute of university or clearly defined in terms of organization and separated in terms of accountancy or similarly earmarked common workplace of a number of research institutions). R&D centre is active in research activities, often with inter-branch character, and with interconnected programmes for research, development and education (in particular students in doctoral study programmes and young researchers).

Fundamental research

Experimental and theoretical activities performed in particular for the purpose to acquire new knowledge concerning the fundamental principles of phenomena and observable facts, which are not focused on direct commercial application or use.

3. CHAPTER – LEGISLATIVE BACKGROUND AND OTHER BASELINE DOCUMENTATION

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

4. CHAPTER – CONTACTS AND COMMUNICATION WITH APPLICANTS AND BENEFICIARIES

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

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

5.1. ANNOUNCEMENT OF CALL FOR PROPOSALS

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

5.2. PREPARATION OF GRANT APPLICATION

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

5.2.1 ELIGIBILITY OF APPLICANT/PARTNER

Entities complying with the definition of organization for research and dissemination of knowledge according to the Framework.⁶

a) Conditions for eligibility of applicant/partner

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

- 1) Organization for research and dissemination of knowledge is an entity (for example university or research institute, agency for technology transfer, mediating agency in the area of innovations, physical or virtual collaboration entity focused on research)

⁶ under Art. 1.3, point15, letter ee) of the Communication from the Commission (EU) Framework for State aid for research and development and innovation 2014/C 198/01.

disregarding its legal status (established under the public law or private law) or the financing method, of which main objective is:

- the main objective of the applicant/partner is to carry out independent fundamental research, industrial research or experimental development,
- or to publicly disseminate the results of these activities in the form of teaching, publication activities or transfer of knowledge.

2) Enterprises, which can enforce controlling power on such entity, for example as shareholders or members, must not have preferential access to results, which such enterprise achieved.

3) In case when the same entity perform activities of both economic character and non-economic character, than it is obliged in the interest of effective prevention against cross subsidizing of economic activities to clearly separate both types of activities stated, as well as relevant costs, financing and incomes. Annual statements of relevant entity can serve for documenting purposes.

The above stated conditions must be stipulated in the applicant's fundamental internal regulations (articles of association, deed of foundation, etc.) as of the date of filing the grant application.

Since universities are top centres in the education system, independent knowledge and creative activities playing a key role in the scientific development of society, one of their main activities can include performance of fundamental research, industrial research or experimental development and propagate in public results of these activities in form of learning. By the above stated reason we deduce that also universities can fall under organizations for research and dissemination of knowledge under the definition as stated in the Framework.

5.2.2 TERRITORIAL ELIGIBILITY OF OP RDE PROJECTS

5.2.2.1. Eligible place of implementation impact

Projects within this Call can be implemented in framework of the programme area of less-developed regions. Exception according to Art. 70, paragraph 2 of the General Regulation can be applied in this Call, this means it is possible to implement projects also outside this programme area.

Programme area	Outside the programme area	
Within this Call, it is possible to implement the project in less developed regions (the territory of 13 regions of the Czech Republic).	Within this call it is possible to implement the project in more developed regions (the capital City of Prague).	Within this call it is not possible to implement the project within the European Union outside the Czech Republic.

In case when the project implementation takes place outside the programme area, this means in the territory of the Capital City of Prague and the beneficiary cannot prove impact on only less-developed regions, then impact of such project is always on the entire territory of the Czech Republic. The ratio of financing among less-developed regions and more-developed regions is firmly fixed and specified in chapter 8.1.5.

In case when the project implementation takes place within the programme area (13 regions outside Prague), then it is not possible to further evaluate impact of such project on individual categories of regions. The ratios of financing among less-developed regions and more-developed regions are defined in the chapter 8.1.5.

5.2.2.2. Eligible place of the project implementation

The project must be implemented in the territory of the Czech Republic.

5.2.3. TARGET GROUP ELIGIBILITY

Research organizations staff and students at universities, in particular students within doctoral study programmes at universities, are eligible target groups for the projects Support to excellent research teams.

5.2.4. ELIGIBILITY OF PROJECT ACTIVITIES

Supported activities:

- a) Development of capacities of research teams - improve research performance of R&D centres with interconnecting of high-quality international teams with established infrastructure through involvement and permanent engagement of new key staff into infrastructures of R&D centres.
- b) Completion⁷, modernisation or upgrade of infrastructure – material and technical facilities for research teams and support creation of knowledge having potential from view of production of applicable results.
- c) Development of strategic partnerships - strengthening of international dimension and intensive scientific collaboration with leading research organizations abroad, international collaboration. Development will be implemented through collaboration with at least one entity⁸ and this collaboration will be based on agreement on collaboration.
- d) Project management - description of the content of this activity is given in the Rules for Applicants and Beneficiaries - General section.

Activities stated above under point a) - d) are always obligatory part of projects and must be implemented with link to one R&D centre.

Description of excluded activities:

- activities associated with construction works, if they are not associated with the necessary installation of acquired instrumentation,
- construction of new buildings.

5.2.5. PROJECT BUDGET AND FINANCIAL PLAN

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

Furthermore, for projects within this Call the following limits of budget chapters apply:

⁷ Completion – extension of the existing capacity of R&D centre of the applicant/partner linked to acquisition or use of new technologies, if possible within the existing buildings.

⁸ Collaboration organization means a partner without financial contribution, i.e. institution, which satisfies the requirements imposed on partner and at the same time it does not participate in eligible project expenditure. A relation established on commercial base is not concerned, which distinguishes these collaboration organizations from users/clients of relevant centre.

The purchase of services budget item – the limit is set at a maximum of 49 % of the total eligible expenditure.

Chapter of the budget Personal expenditure – limit max. 55% of total eligible project expenditure is fixed for this chapter (this limit concerns only personal expenditure, which relate to professional jobs).

By reason of use of the simplified form of reporting of the eligible expenditure the applicant in the grant application edits the budget divided to administrative expenditure and expenditure of direct activities (see the chapter 8.7.4.).

5.2.5.1. Financial milestones

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

5.2.5.1.1. Interim financial indicators

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

5.2.5.1.2. Boundary financial indicator

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

5.3. RECEIPT OF GRANT APPLICATIONS

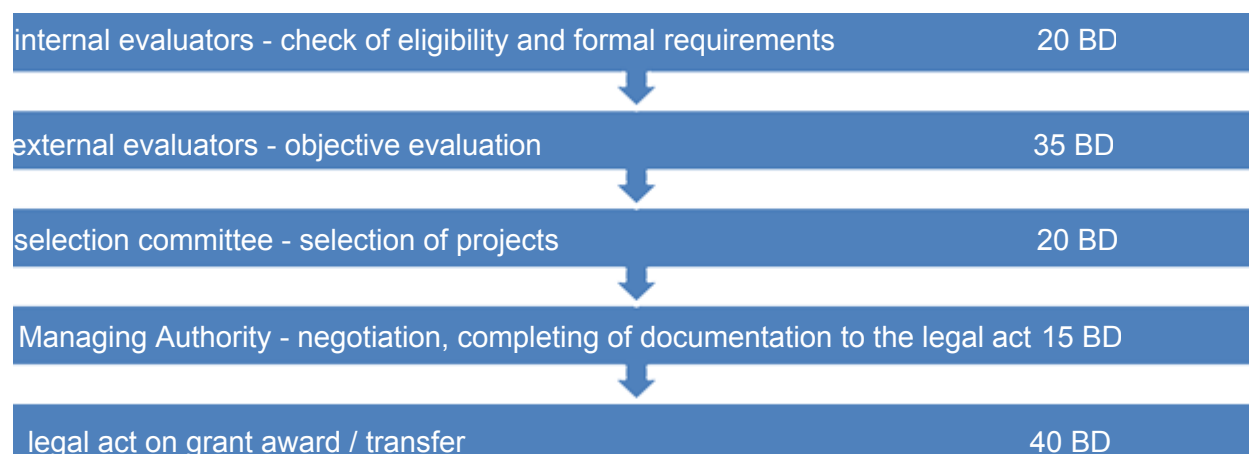
Specified in the Rules for Applicants and Beneficiaries – General section.

5.4. PROJECT APPROVAL STAGE

Approval process stage incl. partial deadlines⁹:

5.4.1. ELIGIBILITY CHECK AND FORMAL CHECK

Internal evaluators of the Managing Authority in CSSF14+ will ensure the stage of checking of eligibility and formal requirements. Check of eligibility and formal requirements is completed within 20 business days from the end date of accepting grant application. The applicant will be informed about results of the evaluation stage with change in the project statuses in IS KP14+ and internal despatch.



The criteria of eligibility check and formal requirements including description of the evaluation method form a separate annex to the Call. These criteria have the excluding function - they are evaluated in YES/NO form, i.e. satisfied/not satisfied (or possibly irrelevant for the given

⁹ Partial deadlines are for indicative purposes

project). Criteria of formal check are divided to correctable (i.e. completion by the applicant is possible during the approval process on the basis of request from the Managing Authority OP RDE to complete data) and uncorrectable (i.e. failure to satisfy always means exclusion from the approval process without an option of completion by the applicant). Criteria of eligibility check are always uncorrectable. In case of failure to satisfy one of correctable criteria in framework of formal check the applicant is always once requested through IS KP14+ to complete missing information, specifically within the time limit of 10 business days from the date of delivery of this request. In case when the applicant on the basis of request from the Managing Authority OP RDE to complete data does not complete missing information/ supporting documents (in adequate manner according to requests from the Managing Authority OP RDE and within the time limit), the grant application is excluded from the approval process.

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

5.4.2. OBJECTIVE EVALUATION

Objective evaluation is provided by experts, external evaluators selected from the database of evaluators of the MA with respect to the thematic focus of the submitted grant application (at least 1 evaluator is from abroad). All evaluators shall go through a proper procurement procedure and subsequently undergo a specialized training on the evaluation of grant applications within the Priority Axis 1, as well as on the specifics of the Call. The stage of objective evaluation will be completed no later than 35 business days from the date of completion of the previous approval stage. The result of objective evaluation will be notified to the applicant using an internal despatch.

Evaluation of each grant application shall always be carried out separately by two evaluators using the evaluation table in IS KP14+; the final evaluation shall be calculated as the average of the evaluations assigned by both evaluators. The overall result of the objective evaluation will be two evaluation tables of evaluators.

If at least one of the following conditions is satisfied:

- point evaluation of individual evaluators substantially differs in framework of at least one evaluation sub-criterion/criterion, i.e. point difference of evaluators amounts to the minimum points amount as determined in the annex to the Call Evaluation criteria;
- total point evaluation of individual evaluators substantially differs, i.e. point difference of evaluators amounts to a minimum of 70 points;
- individual evaluators differ in the final verdict with respect to the grant application, i.e. one of evaluators is in favour and the second one of the evaluators is against the grant application,

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

The arbiter performs the entire evaluation of the grant application. He has previous two evaluations from individual evaluators available for his consideration. His point evaluation within individual evaluation criteria and resulting point evaluation of the grant application must be within the point range, which was determined by two previous evaluators. The resulting point evaluation is defined by the prepared evaluation table of the arbiter, who finally creates the table on the basis of point evaluation of individual criteria, the total point evaluation performed by previous evaluators and under his own assessment. The total point result of the project

evaluation is the number of points assigned by the arbiter and the evaluation table of the arbiter.

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

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

Evaluator/arbiter writes down his evaluation into the evaluation table, in which he evaluates individual criteria, and he writes down comments/reasoning for each evaluation. He uses CBA outputs for a part of evaluation. Maximum number of points, which can be assigned in framework of the objective evaluation by one evaluator/arbiter, is 390. The evaluator writes down overall comments at the end of the table. The project is disqualified/qualified on the basis of evaluator's/arbiter's evaluation for the next stage of the approval process.

YES – if the project is evaluated with 234 and more points and at the same time it satisfies the minimum point limit of all combined sub-criteria/criteria and at the same time satisfies all exclusion criteria, the grant application is qualified for the next approval process stage.

NO – if the project is evaluated with less than 234 points and/or it does not satisfy the minimum point limit of one of combined sub-criteria/criteria and/or does not satisfy one of the exclusion criteria as minimum, the grant application is excluded from the next approval process.

5.4.3. PROJECT SELECTION

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

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

The selection committee makes a decision, whether the grant application will be disqualified for financing or possibly qualified with reservation. In case when the grant application is qualified with reservation, the grant will be awarded for the project only in case of satisfaction of all reservations determined by the selection committee. The selection committee may, as part of the minutes of a meeting, articulate not only reservations but also recommendations for successful applicants. Non-respecting/respecting of the recommendation of the selection committee by the applicant must have no effect on the recommendation/non-recommendation

of the grant application. It is up to the applicant to decide whether or not to take such recommendation into account within the grant application.

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

The list of disqualified/qualified grant applications will be signed by the Deputy Minister of the EU Operational Programmes Section.

After the process of the selection of grant applications recommended with reservation/recommendation, the process of negotiations takes place, in which the applicant modifies the grant application based on the reservations/recommendations of the selection committee and subsequently submits the supplemented/modified grant application to the MA.

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

The applicant will be informed about the result of the project selection with change in the project status in IS KP14+ and internal despatch.

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

6.1. AWARD OF GRANT TO THE APPLICANT

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

6.2. FORMS OF GRANT AWARD

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

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

Successful applicants are contacted by the Managing Authority OP RDE through an internal despatch with the request to submit documentation necessary for issue of the legal act on grant award / transfer. The applicant is obliged to submit the required documentation within the period of 15 business days. In case when the applicant does not comply with the determined conditions it will be excluded from the approval process. After submission of required documents by the applicant the Managing Authority OP RDE will initiate completing and preparation of supporting documents for issue of the legal act on grant award / transfer. Legal act on grant award / transfer is issued at the latest until 40 business days from the date, when the applicant submitted all supporting documents as required by the granting authority for issue of the legal act on grant award / transfer. No legal title is attached to the grant award.

Decision on grant award is issued by the granting authority as a bilateral legal act to the beneficiary in OP RDE in compliance with Section 14 of the budget rules in case of projects, of

which beneficiary is not a state organisation unit or contributory organisation of the state organisation unit except for contributory organisations established by MEYS and contributory organisations, to which grant is provided pursuant to a special act. The sample of decision on grant award is published on web sites of MEYS under section OP RDE.

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

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

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

- 1a) Document on non-indebtedness** - irrelevant
- 2) Power of Attorney / authorization for representation**
- 4) Partnership agreement** – if there is a partner
- 4a) Clause certifying approval of the founder with the conclusion of the partnership agreement** – if relevant
- 5) Affidavit of the partner** – if there is a partner
- 6) Document on annual turnover** - irrelevant
- 7) Declaration on size of enterprise** - irrelevant
- 8) Declaration on connection with other enterprises** - irrelevant
- 9) Document on bank account/sub-account**
- 10) Document on founder’s account¹⁰**
- 11) Declaration on substantial changes**
- 12) Construction annexes¹¹**

In addition to the stated documents it is necessary to document a concluded employment contract with a particular foreign researcher.

6.5. APPROVAL OF GRANT AWARD

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

7. CHAPTER – PROCESSES AND RULES OF THE PROJECT MANAGEMENT

7.1. MONITORING

7.1.1. INTERIM REPORT ON PROJECT IMPLEMENTATION

Specified in the Rules for Applicants and Beneficiaries – General section. Furthermore, for projects within this Call the following applies:

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

¹¹ Documentation described in the Rules for Applicants and Beneficiaries – General section, annex No. 10.

The deadline for submission of the interim report on project implementation / request for payment:

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

Procedure for administration, giving back for revision and approval of the report on project implementation / request for payment are described in the Rules for Applicants and Beneficiaries - General section in the chapter 7.1.

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

The annex List of key outputs to fulfil the ERDF project indicators is submitted as an annex to the report on project implementation, see the annex No. 18.9. The beneficiary specifies in this annex partial outputs (for example key facilities), which are necessary to fulfil the indicators given. Link to the project budget and project implementation time schedule is apparent in the stated list. Change in plan follows procedures as stated in the chapter 7.2. of the Rules for Applicants and Beneficiaries – General section.

7.1.2. INFORMATION ON PROJECT IMPLEMENTATION PROGRESS

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

7.1.3. FINAL REPORT ON PROJECT IMPLEMENTATION

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

Furthermore, it applies however at the latest until **27. 12. 2022**. In case when the beneficiary has obligation to submit this type of final report, it does not submit the final report on project implementation (see the previous chapter 7.1.3.).

7.1.4. FINAL REPORT FOR THE ENTIRE PERIOD OF THE PROJECT IMPLEMENTATION

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

Furthermore, it applies for projects in this Call that the beneficiary is obliged to submit this type of final report, specifically in case when the project satisfies one of conditions stated in the Rules for Applicants and Beneficiaries – General section. The beneficiary submits the final project report within 40 business days after the end of physical project implementation,

7.1.5. INTERIM REPORT ON PROJECT SUSTAINABILITY

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

Beneficiaries - General section. Fulfilment of conditions during the project sustainability come from the Art. 71 of the General Regulation 1303/2013.

7.1.6. FINAL REPORT ON PROJECT SUSTAINABILITY

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

Furthermore, it applies for projects in this Call that the beneficiary submits the final report on the project sustainability within 10 calendar days after the end of the sustainability period of 5 years, specifically in compliance with the Rules for Applicants and Beneficiaries - General section.

for projects in this Call that the beneficiary is obliged to submit to the Managing Authority for OP RDE a Final report on project implementation / request for payment within 40 business days from the date of completion of physical project implementation, however at the latest until 27. 12. 2022 (the latest date of end of physical project implementation is 31. 10. 2022).

7.2. PROJECT CHANGES AND PROJECT SUPPLEMENTATION

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

7.3. PROJECT TERMINATION AND SUSTAINABILITY

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

7.3.1. TIME FRAMEWORK FOR TERMINATION OF PROJECTS

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

7.3.2. FORMAL TECHNICAL TERMINATION OF THE PROJECT

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

7.3.3. TERMINATION OF THE PROJECT FROM THE VIEWPOINT OF MONITORING AND FINANCING

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

7.3.4. NON ACHIEVEMENT OF THE PURPOSE OF THE GRANT AT THE TERMINATION OF THE PROJECT

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

7.3.5. EARLY / NON-STANDARD TERMINATION OF THE PROJECT

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

Furthermore, it applies for projects in this Call that fulfilment of conditions during the project sustainability comes from the Art. 71 of the General regulation.

The project sustainability is determined for the period of five years from the last payment to the beneficiary (i.e. from the date when the project receives central status “Project financially terminated on the part of MA”).

Expenditure associated with financing to the project outputs sustainability during the period of the project sustainability are covered from own beneficiary’s resources.

7.4. RETENTION OF DOCUMENTS

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

8. CHAPTER – PROCESSES AND RULES FOR FINANCIAL MANAGEMENT

8.1. PROJECT FINANCING

8.1.1. EX-POST FINANCING

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

With respect to projects for “Excellent research teams” it is relevant for applicants / beneficiaries, who are contributory organisations of a state organisation unit.

8.1.2. EX-ANTE FINANCING

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

Furthermore, with respect to projects for “Excellent research teams” it is applied that **the ex ante financing method is determined in framework of financial management for all applicants/beneficiaries apart of those, who are contributory organisations of a state organisation unit.** The amount of **the first advance payment** is fixed for the maximum of 20% of the total eligible expenditure and it will be determined specifically for the project given on the basis of precondition of drawing of eligible expenditure during the first two monitoring periods and as stated in the Decision on grant award.

8.1.3. COMBINED PAYMENTS FINANCING

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

Furthermore, it is applied that this financing method is irrelevant for projects within this Call.

8.1.4. CONDUCT OF PAYMENTS TO STATE ORGANISATION UNITS AND CONTRIBUTORY ORGANISATIONS OF THE STATE ORGANISATION UNITS

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

Furthermore, it is applied for projects within this Call that this chapter is relevant for applicants/beneficiaries in case when contributory organisations of state organisation units are concerned.

8.1.5. CO-FINANCING IN OP RDE PROJECTS

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

Furthermore, for projects within this call the following applies:

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

Entities complying with the definition of organisation for research and dissemination of knowledge under the point ee) paragraph 15 of the Communication from the Commission (EU) Framework for State aid for research and development and innovation (2014/C 198/01), **which are not contributory organisations of state organisation units, the level of co-financing by the beneficiary is 5% of total eligible expenditure for the project as a minimum and in case of contributory organisations of state organisation units it is 0%.**

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

Place of Implementation	Place of project impact	Less-developed region	More-developed region
Less-developed region	Less-developed region	100%	0%
More-developed region	Less-developed region	100%	0%
More-developed region	More-developed Region and also Less-developed region	61%	39%

Particular decomposition of financing resources between EU, national budget and applicant's/beneficiary's resources are specified in the chapter 8.1.5. Rules for Applicants and Beneficiaries – General section, table 1.

8.2. ACCOUNTING AND REPORTING

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

8.3. BANK ACCOUNT

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

8.4. CASH

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

8.5. VALUE ADDED TAX

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

8.6. REPORTING OF EXPENDITURE

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

8.6.1. FULL REPORTING OF EXPENDITURE

This reporting mode is irrelevant for projects within this Call.

8.6.2. SIMPLIFIED REPORTING OF EXPENDITURE

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

Furthermore, it will be applied on the projects within this Call that a part of total eligible expenditure will be reported within the mode of indirect costs, see the chapter 8.7.4.2. Rules for Applicants and Beneficiaries – General section.

Eligible expenditure

8.6.3. GENERAL CONDITIONS OF EXPENDITURE ELIGIBILITY

From the time point of view the eligible expenditure is since 1. 1. 2014. So, eligibility is conditioned that all acts, which relate to eligible expenditure, were incurred after 1. 1. 2014 (including this date; for example issue of order, signing on contract, commencement of procurement

procedure, etc.). Expenditure expended under an employment contract concluded before project commencement can be found eligible only under precondition that works were performed only after project commencement. Nevertheless workload relating to the project must be expressly regulated in an amendment to such employment contract, or possibly in another adequate manner corresponding with internal regulations of the applicant/beneficiary/partner. In exceptional cases and well-justified cases eligible expenditure for project preparation are in form of wage expenditure of professional team members during this period.

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

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

The minimum duration of the project implementation is determined for 36 months and it must not exceed 84 months.

8.6.4. ELIGIBLE EXPENDITURE BY TYPE

Specified in the Rules for Applicants and Beneficiaries – General section. Furthermore for projects within this Call the following is valid:

➤ Personnel expenditure

The category of direct personnel expenditure includes only professional jobs for the project – wage allowance to persons in employment relation, this means for **a key researcher and research team members**, who are directly involved in the project implementation.

Wage expenditure of researchers must be in compliance with the *List of recommended wages for staff involved in the implementation of projects within OP RDE*, which is under the link: <http://www.msmt.cz/strukturalni-fondy/op-vvv/mzdovelimity.pdf>.

For the projects within this Call, in compliance with Chapter 8 of the Rules for Applicants and Beneficiaries – General section, the following options for the determination of wages/salaries defined in the document entitled *List of wages/salaries and possible methods of determining wages/salaries for employees/staff involved in the implementation of projects of the Operational Programme Research, Development and Education are also applicable* (<http://www.msmt.cz/strukturalni-fondy/op-vvv/mzdovelimity.pdf>).

Only possibilities, which are summarized and described in the above stated document, can be applied in projects within this Call for determination of the rate of wages/salaries (on page 2 below of the above stated document):

- under the point 1 – Determination of rate by means of ISPV;
- under the point 2 – Alternative calculation method of the rate wage/salary;
- under the point a – Use of limits determined in the chapter 1 of the stated document (limits for key/excellent employees/staff can be used, however under the precondition that the applicant defines the job position as a key job position and states in the grant application why this job position is a key job position);
- under the point b – Individual determination of rate wage/salary outside the scope of limits as determined in the document mentioned (it is necessary to submit a reasoning in the grant application) – this option can be used only for determination of wage/salary of a key foreign researcher (manager in charge of a new team).

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

Wages of one key researcher, wages of research team members (the research team can consist of maximum 15 members) and wage of one supporting technical worker (1+15+1) are eligible.

- **Travel allowances** – foreign business trips: hotel accommodation abroad can be purchased at prices usual in the locality, as a rule in the category ***. Expenditure up to the amount of 100 EUR/person/night can be considered as eligible (in case of another currency corresponding with the equivalent 100 EUR). In case of exceeding this amount it is required to document market research with respect to hotel services in the given area, in particular this research is required for hotels of higher category (more than 3*) as a supporting document for evaluation of eligibility.
- **Examples of eligible direct expenditure for projects within Support to excellent research teams:**
 - expenditure for acquisition of relevant instrumentation, laboratory and information facilities for research and technical development for the purpose to implement a new research intent within non-economic activities pursued by the applicant and his partner/partners;
 - expenditure associated with services of specialized laboratories or technical workplaces;
 - expenditure for acquisition of electronic information sources or accesses to them, licence and maintenance fees associated with it;
 - objective expenditure for implementation of a new research intent;
 - expenditure associated with international collaboration concerning implementation of a new research intent - foreign travel allowances;
 - overhead expenditure associated with implementation of a new research intent;
 - expenditure relating to services necessarily associated with implementation of scientific activities and integration of foreign researchers (type of services will be closely defined).

8.6.5. MATERIAL CONTRIBUTIONS IN OP RDE

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

8.6.6. INDIRECT COSTS

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

8.7. INELIGIBLE EXPENDITURE

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

Furthermore, for projects within this Call the ineligible expenditure are for example:

- expenditure associated with acquisition of instrumentation, laboratory and information equipment without proved necessity for implementation of new research project;
- depreciations of existing equipment (of which acquisition was paid and is subject to rules of sustainability OP RDI) involved in the project;
- expenditure associated with acquisition and lease of real estate;

- expenditure associated with lease of individual premises and their reconstruction or building adaptation;
- expenditure associated with depreciation of buildings without proved necessity for implementation of a new research project;
- expenditure associated with activities, which relate to constructional activities, if they do not relate to necessary installation of acquired instrumentation;
- any expenditure directly associated with supported activities on projects within the National Sustainability Programme I (LO), the National Sustainability Programme II (LQ) and in Large Infrastructures for Research, Experimental Development and Innovation (LM) are not eligible for this Call.

➤ **Furthermore this chapter provides description of also ineligible expenditure, which by their nature belong into administrative expenditure.** Flat rate of indirect costs will be determined on the basis of the above stated eligible administrative expenditure (after cut-off of ineligible expenditure) with the procedure pursuant to the chapter 8.7.4.2. Rules for Applicants and Beneficiaries – General section:

- wage expenditure of administrative staff, who do not participate in the project implementation;
- aliquot part for administrative employees, who are not involved in the project implementation
- wage expenditure, which do not correspond with workload of an employee on the given project;
- expenditure of legal disputes arisen in connection with a certain project, for example expenditure for payment of a court fee, for acquisition of proofs, for legal representation in case of dispute, sanctions, penalties, other sanction fees and court charges associated with legal dispute;
- overhead costs relating to general operation of organization without project links.

8.8. INCOME FROM THE PROJECT

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

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

Amended in the Rules for Applicants and Beneficiaries - General section.

9. CHAPTER – PROCESSES AND RULES OF INSPECTIONS AND AUDITS

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

9.1. SANCTIONS AND NON-COMPLIANCES

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

10. CHAPTER – PROCESSES AND RULES OF THE REMEDIAL MEASURES

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

11. CHAPTER – INDICATORS OF OP RDE

Indicator system for the Call Support to Excellent Research Teams

Type	NCI Code	NCI Code Indicator	Unit	Attribute ¹²	Monitoring/reporting
Outputs	CO 24/ 2 04 00	Number of new researchers in supported entities	FTE	Obligatory for fulfilment	A new entering researcher means a researcher, who had a workload min. 0.5 FTE from the year 2014 at the earliest and did not exceed the workload of 0.2 FTE in the beneficiary's institution in years 2009 - 2013. Indicator values are monitored regularly both at the course of the project implementation and during its sustainability period. An absolute value for the observed monitoring period is reported. Copy of an employment contract of an employee (for example employment agreement or agreement to perform work and others) is documented. If it was already documented in supporting documents for charging, it does not need to be documented again, it can be referenced. Share of workload in the research/implementation team must be clearly defined in a contract/agreement.
	2 04 02	Number of new researchers in supported entities - women	FTE	Obligatory for selection	Documented only for the indicator CO24.

¹² Description of attributes is given in the Rules for Applicants and Beneficiaries, chap. 11

Type	NCI Code	NCI Code Indicator	Unit	Attribute ¹²	Monitoring/reporting
Results	CO 25/ 2 05 00	Number of researchers working in modernised research infrastructures	FTE	Obligatory for fulfilment	Indicator values are monitored regularly during the course of the project implementation. Fulfilment of values as of the date of the project implementation completion as stated in legal act on grant award / transfer is obligatory. An absolute value for the monitoring period is reported. Copy of an employment contract of an employee (for example employment agreement or agreement to perform work and others) is documented. If it was already documented in supporting documents for charging, it does not need to be documented again, it can be referenced. Share of workload in the research/implementation team must be clearly defined in a contract/agreement.
	2 05 02	Number of researchers working in modernised research infrastructures - women	FTE	Obligatory for selection.	Documented only for the indicator CO25.

Type	NCI Code	NCI Code Indicator	Unit	Attribute ¹²	Monitoring/reporting
Results	2 40 00	Number of newly-built, expanded or modernised research infrastructures and centres of excellence	Infrastructures	Obligatory for fulfilment	<p>Applicant/beneficiary is obliged to specify this indicator in the Annex to the grant application/Project implementation report - Listing of key outputs to fulfil the indicators of the EFRR project</p> <p>An indicator value in the year of achieving the target value, i.e. in the year of hand-over of newly established, extended or modernised infrastructures to use/commissioning of acquired equipment (for example issue of occupancy permit, permit of use trial/pilot operation etc.), is stated. A copy of occupancy permit, permit of use, hand-over protocol and/or acceptance protocol or another relevant document, furthermore an accounting document on purchase, document of classification of assets (for example an inventory card) is submitted according to type of infrastructure. "If such document was already submitted, for example within the Request for payment procedure, it can be only referenced.</p>
	ENVI 66 01	Extended, reconstructed or newly established capacity without annexation of the agricultural land resources	m ² of usable area	Obligatory for selection	<p>It will be selected by applicants/beneficiaries, who plan activities of type extension, reconstruction or newly established capacities. Area of extended, reconstructed or newly established capacities in m² of usable area in total, i.e. reconstruction of existing areas and further superstructures or newly established capacities, where annexation of new land does not take place (finally approved or permitted for use). An indicator value in the year of achieving the target value, i.e. in the year of hand-over of extended, reconstructed or newly established capacities for use (for example issue of occupancy permit, permit of trial operation etc.), is stated.</p>

Type	NCI Code	NCI Code Indicator	Unit	Attribute ¹²	Monitoring/reporting
Results	2 03 12	Number of participations of supported research teams implemented within the programmes of international collaboration.	Participation	Obligatory for fulfilment	Indicator values are monitored regularly during the course of the project implementation. An absolute value for the observed period is reported. A copy of issued legal act (for example contract on collaboration, partnership agreement, grant agreements etc., which clearly identify relation between a foreign institution and beneficiary's institution in the area of common implementation of international project, is documented.
	2 02 14	Scientific publications (selected types of documents) created by supported entities	%	Obligatory for fulfilment	Proportion of indicator 02 11 to 2 02 16. An achieved value from commencement of project physical implementation in the given monitoring period is reported. It is documented only for the indicators 2 02 11 and 2 02 16.

Type	NCI Code	NCI Code Indicator	Unit	Attribute ¹²	Monitoring/reporting
Results	2 02 11	Scientific publications (selected types of documents) created by supported entities	Publication	Obligatory for fulfilment	<p>Scientific publications - must be associated with the scientific project focus.</p> <p>An achieved value from commencement of project physical implementation in the given monitoring period is reported. A list of publications can be documented in the annex to the Report on project implementation. The list must necessarily include exact link to on-line version of publication or DOI identifier, which allows for definite searching for categorization of publication in the Thomson Reuters Web of Science database or Scopus database. Furthermore an author (or possibly co-author) and institution, for which he publishes, must be stated.</p> <p>Copies of documents proving for example link to the supported project and staff within the project can be required for selected items on the listing (in particular it applies that work sheets of staff with workload to beneficiary/partner) or existence of printed publication. Originals of these documents can possibly pass random in-situ inspection. In case that the same publication is reported for more projects approved in OP RDE, its proportional part will be figured in for each supported beneficiary, for example according to predominant number of creating results or possibly higher number of chapters. Therefore it is necessary for institutions to report only proportional part of result, specifically under a mutual agreement, in case of reporting of jointly achieved result of the given institution supported in OP RDE.</p>

Type	NCI Code	NCI Code Indicator	Unit	Attribute ¹²	Monitoring/reporting
Results	2 02 16	Scientific publications (selected types of documents) with foreign co-authors created by supported entities	Publication	Obligatory for fulfilment	<p>Scientific publications - must be associated with the Scientific project focus .</p> <p>Documenting: A list of publications can be documented in the annex to the Report on project implementation. The list must necessarily include exact link to on-line version of publication or DOI indicator, which allows for definite searching for categorization of publication in the Thomson Reuters Web of Science database or Scopus database. Furthermore, an author (or possibly co-author) and institution, for which he publishes, must be stated. Copies of documents proving for example link to the supported project and staff within the project can be required for selected items on the listing (in particular it applies that work sheets of staff with workload to beneficiary/partner) or existence of printed publication. Originals of these documents can possibly pass random in-situ inspection. In case that the same publication is reported for more projects approved in OP RDE, its proportional part will be figured in for each supported beneficiary, for example according to predominant number of creating results or possibly higher number of chapters. Therefore it is necessary for institutions to report only proportional part of result, specifically under a mutual agreement, in case of reporting of jointly achieved result of the given institution supported in OP RDE.</p>

Type	NCI Code	NCI Code Indicator	Unit	Attribute ¹²	Monitoring/reporting
Results	2 20 11	International patent applications (PCT) created by supported entities	Applications	Optional selection, obligatory fulfilment	<p>Applications for patents at the international proceeding stage are included, i.e. which passed successfully the formal evaluation, according to year of submitting an application. Industrial Property Office (data assumed from WIPO) is the data source. For more information on: http://www.upv.cz/cs/prumyslova-prava/vynalezy-patenty/prihlasovani-do-zahranici/mezinarodni-prihlasky-pct.htm</p> <p>It is documented with reference/copy of the International Search Report, ISR, performed for PCT applications by the International Searching Authority (ISA), from which information on existence of application, authors of inventions, title/wording of invention and information on date of submitting an application for patent can be certified. Copies of documents proving for example link to staff in R&D centre can be required for selected points. Originals of these documents can possibly pass random in-situ inspection.</p>

Definitions of OP RDE indicators are on the website of MEYS <http://www.msmt.cz/strukturalni-fondy-1/monitorovaci-indikatory-op-vvv> , specifications for a specific Call will be included in the Call.

Method of measuring of jobs

Within OP RDE equivalent number of jobs is reported in FTE (Full Time Equivalent) and refers to the average registered number of R&D employees devoting their full time work to R&D activities. One FTE equals one year (full-time employee) work who participates in R&D activities. For employees that are engaged in other activities than R&D only relevant part of their working capacity is counted.

Employee of beneficiary/partner means a person in relation with employer in form of employment agreement or agreement to perform work. Value 1 will be figured in for an employee working full-time basis, relevant fragment of full-time workload for an employee working on part-time basis and a fragment of actually worked working year for an external worker (employment agreement or agreement to perform work).

11.1. GLOSSARY OF TERMS

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

11.2. INSTRUCTIONS FOR APPLICANTS

The annex List of key outputs to fulfil the EFRR project indicators is submitted as an annex to the grant application. The applicant specifies in this annex partial key outputs of the indicator 2 40 00 *Number of newly-built, expanded or modernised research infrastructures and centres of excellence* (for example partial reconstructions, key instrumentation), which are necessary for fulfilment of the indicator given. Financial quantification of the indicator partial output, links to the project budget and obvious link to the project implementation time schedule must be stated in the overview. These partial outputs are to be determined always for a unit of the indicator target value. For example, if the indicator 2 40 00 *Number of newly-built, expanded or modernised research infrastructures and centres of excellence* will have a target value two, the applicant must clearly separate partial indicator outputs, purpose and link to time schedule for unit 1, unit 2 etc., if they differ in terms of content.

11.3. INSTRUCTIONS FOR BENEFICIARIES

The annex List of key outputs to fulfil the project indicator ERDF is attached to the report on project implementation (see the chapter 7.1) with the listing of created key outputs during the monitoring period. Change in plan follows procedures as stated in the chapter 7.2.2. of the Rules for Applicants and Beneficiaries - General section, as a substantial change, which does not originate change in the legal act.

11.4. SANCTIONS DUE TO FAULT OF BENEFICIARY

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

12. CHAPTER – PROCUREMENT PROCEDURE

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

13. CHAPTER – PARTNERSHIP

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

14. CHAPTER SYNERGIES AND COMPLEMENTARITIES

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

15. CHAPTER – STATE AID

All support will be provided to beneficiaries for implementation of non-economic activities, in accordance with the Framework for State aid for research and development and innovation (2014/C 198/01), so the granted funds do not have character of state aid within the meaning of Art. 107, paragraph 1 of The Treaty on the Functioning of the European Union. Specified in the Rules for Applicants and Beneficiaries – General section in the chapter 15.2.

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

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

17. CHAPTER – PUBLICITY RULES

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

18. ANNEXES

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

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

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

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

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

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

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

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

18.5. ANNEX 5: SAMPLE –REPORT ON SUSTAINABILITY

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

18.6. ANNEX 6: CONTRACTUAL TERMS FOR CONSTRUCTION WORKS CONTRACTS

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

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

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

18.8. ANNEX 8: OBJECTION AGAINST INSPECTION FINDINGS

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

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

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

Samples of the annexes to the grant application are available on the website of the MEYS (link to the electronic version: <http://www.msmt.cz/strukturalni-fondy-1/vzory-dokumentu-op-vvv>). Current wording of annex samples for the grant application are available in the IS KP14+ at the Call announcement.

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

	Annex to the grant application	Method of documenting	Form (original/ copies)	Language of annex	Valid for applicant/partner	Link to the evaluation criterion
1	Affidavit on the eligibility of the applicant/partner	Applicant – affidavit in the grant application (ISKP14+) Partner - annex to the grant application (sample)	Original	CZ	Applicant and partner submit independently	F3
2	Final declaration	Applicant – affidavit in the grant application (ISKP14+) Partner - annex to the grant application (sample)	Original	CZ	Applicant and partner submit independently	F3
3	Documents on eligibility of applicant and partner				Applicant and partner submit independently	

	Annex to the grant application	Method of documenting	Form (original/ copies)	Language of annex	Valid for applicant/partner	Link to the evaluation criterion
a)	Affidavit on compliance with the definition of organization for research and dissemination of knowledge under Art. 1.3 letter ee) of the Framework for State aid for research and development and innovation (Communication from the Commission (EU) 2014/C 198/01)	Applicant – affidavit in the grant application (ISKP14+) Partner - annex to the grant application (sample)	Original	CZ	Applicant and partner submit independently	F3, P3, P4
b)	Documents confirming formal setting for fulfilment of requirements resulting from the definition of organization for research and dissemination of knowledge according to Framework for State aid for research and development and innovation (Communication from the Commission 2014/C 198/01) – main scope of activities, department of economic and non-economic activities, prevention against effect of enterprises (it concerns all applicants/ beneficiaries, which are not a public university or public research institution)	Annex to the grant application - for example deed of incorporation, articles of association, deed of foundation Entities, for which the Ministry of Health of the Czech Republic performs the role of founder, must in addition to that document: – confirmation from the Ministry of Health of the Czech Republic that the given entity satisfied the prescribed eligibility conditions – statement from the Research, Development and Innovations Council, a part of the entity’s scope of activities (in particular in the area of medical/clinical care) can be considered as satisfying condition for dissemination of results in the area of research through learning, publishing or technology transfer	Copy	CZ	Applicant and partner submit independently	F3, P3, P4

c)	Specification of the factual share of activities in R&D and associated within the relevant entity (it concerns all applicants/beneficiaries, who are not a public university or public research institution) - an entity will document in written form a share of activities in R&D and associated ones for all entity's activities	Annex to grant application - document created by the applicant/partner according to the stated description (well-arranged table stating costs and revenues of activities in R&D and total costs and revenues of an entity with stating a share)	Original	CZ	Applicant and partner submit independently	F3, P3, P4
d)	Documents confirming factual share of activities in R&D and associated ones within the relevant entity (it concerns all applicants/beneficiaries, who are not a public university or public research institution) - the entity will document relevant supporting documents, from which it comes when preparing a share of activities.	Annex to the grant application - for example financial statement with annexes (loss and profit statement) for the last two closed accounting periods, annual reports for the last two closed accounting periods, tax returns for the last two closed accounting periods)	Copy	CZ	Applicant and partner submit independently	F3, P3, P4
e)	Affidavit that enterprises (i.e. entities performing economic activity), which can enforce controlling power on the applicant/beneficiary, for example as shareholders or members, and do not have preferential access to results, of which the applicant/partner achieved.	Applicant – affidavit in the grant application (ISKP14+) Partner - annex to the grant application (sample)	Original	CZ	Applicant and partner submit independently	F3, P3, P4
f)	Affidavit that the applicant/partner reflects economic and non-economic activities separately in accounting records	Applicant – affidavit in the grant application (ISKP14+) Partner - annex to the grant application (sample)	Original	CZ	Applicant and partner submit independently	F3, P3, P4

9)	Affidavit on fulfilment of provisions in paragraph 20 of the Framework for State aid for research and development and innovation (Communication from the Commission(EU) 2014/C 198/01), in which the applicant makes a statement that he will use acquired assets for non-economic activities or economic activities only supplementary in compliance with the provisions in paragraph 20 of the Framework, with the obligation that he will fulfil it during the entire life cycle of the supported infrastructure.	Applicant – affidavit in the grant application (ISKP14+) Partner - annex to the grant application (sample)	Original	CZ	Applicant and partner submit independently	F3, P3, P4
4.	Document of indebtedness with state administration authorities and health insurance companies¹³	Annex to the grant application – confirmations issued by relevant authorities (financial office, social security administration, health insurance companies)	Original or Certified copies	CZ	Applicant and partner submit independently	F3, P3, P4
5.	Principles of partnership and declaration on partnership	Annex to the grant application (sample)	Original	CZ	Partner submits independently	F3, P10
6.	Document on legal subjectivity of the applicant/partner (If the applicant or possibly partner recorded in the Companies Register, he will replace this annex with an affidavit concerning this fact and it will attach an excerpt from relevant public records, if recorded/registered there)	Annex to the grant application – excerpt from the Companies Register (or possibly its analogue abroad, if a partner is foreign entity), not older than 90 days.	Original	CZ	Applicant and partner submit independently	F3, P3, P4

¹³ Not older than 90 days as of the date of submission of the grant application

7.	No criminal record of the applicant/partner	Annex to the grant application - Excerpt from criminal records of the statutory body (every member of the statutory body) of the applicant and partner not older than 90 days as of the date of submission of the grant application and affidavits of each of these persons that criminal proceedings are not conducted against them concerning an economic offence, proprietary and/or offence, of which factual is associated with the scope of activities of the applicant or more precisely partner. Clean persons mean persons, who (i) were not lawfully convicted of an economic offence, proprietary and/or offence, of which factual is associated with the scope of activities of the public research institution, and at the same time (ii) criminal proceedings are not conducted against them concerning any of the above stated offences, excerpt from criminal records of legal entities of applicant and partner, not older than 90 days as of the date of submission of the grant application and affidavit by a legal entity concerning the fact that no	Original or certified copy of except from the crime register and affidavit Original or certified copy of except from the crime register and affidavit are included in KP14+	CZ	applicant and each of partners submit independently	F3, P3, P4
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		criminal proceedings are conducted against them. Clean persons mean persons, who (i) were not lawfully convicted and at the same time (ii) criminal proceedings are not conducted against them.				
8. Continuity of the project activities with strategic objectives of the National RIS3 strategy	(where the applicant will state, how it contributed to the product of scientific outputs in the given knowledge domain and in what manner these outputs were applied at solving of social Calls or on particular applications, for example articles, chapters in publications, expert's works for external contracting authorities, joint projects with companies or state administration, commercialization IP of spin-off companies. The applicant will specify five the most important research outputs. Annex will be stated in form of a text document with possible annexes (for example articles, chapters in publications). Length of the text document is minimum of one standard page.	Annex to the grant application- Documents created by the applicant	Original	CZ and EN	Applicant	F3, V15.1
9. Document on financial health of the applicant/partner		Annex to the grant application – profit and loss statement, in case of university – annual or another reports on economy	Copy	CZ	Applicant and each of partners submit independently	F3, F12

10.	Feasibility study	Annex to the grant application (sample),	Original	CZ and EN	Applicant	F3, criteria of objective evaluation (CBA outputs will be always included into evaluation of the feasibility study)
11.	Affidavit on collaboration with at least one strategic foreign collaboration entity, with which international collaboration will be developed	Annex to the grant application (sample – a part of affidavit)	Original	EN	Partner	F3, P7
12.	Applicant's affidavit on a key foreign researcher (a foreign researcher, with whom employment contract will be/is concluded, within 5 years (2009 – 2013), and who did not exceed on average the amount of annual workload at the institution of applicant or partner 0.2 FTE	Annex to the grant application (sample a part of an affidavit)	Copy	CZ and EN	Applicant	P8
13.	Employment contract of a key foreign researcher (draft employment contract or possibly already concluded employment contract, for a particular foreign researcher. Minimum annual workload at least 0.5 FTE fully conducted in applicant's R&D centre during the project implementation with commencement of employment at the latest before issue of the legal act.	Annex to the grant application. Document created by the applicant (sample is not available)	Copy	CZ	Applicant	F3, P8
14.	CVs of researchers in the research team (minimum one quarter of CVs including CV of a foreign researcher, with whom an employment contract is/will be concluded)	Annex to the grant application - Document created by the applicant (sample is not available)	Copy	CZ and EN	Applicant	F3, P9

15. Applicant's/partner's entity has ensured its own resources for the project implementation (it will be applied on partner only in case of financial co-participation) and project sustainability where it is required	Applicant – a part of the grant application (v ISKP14+, section CBA) Partner – annex to the grant application (sample of the affidavit)	Original	CZ and EN	Applicant and each of partners submit independently	F11, V10.2, V13.1
16. Grant application including all relevant annexes in the English language	Annex to the grant application - Document created by the applicant (samples are not available)	Original	EN	Applicant	F3, F4
17. Declaration that applicant/partner is not at liquidation Applicant/partner is not at liquidation and his bankruptcy or impending bankruptcy is not solved within insolvency proceedings pursuant to the Act No. 182/2006 Coll., on bankruptcy and its solution (Act on insolvency), as amended by later	Applicant – affidavit in the grant application (ISKP14+) Partner – annex to the grant application (sample)	Original	CZ	Applicant and partner submit independently	F3, P3, P4
18 List of key outputs for fulfilment of the project indicators – ERDF	Annex to the grant application and then annex to each report on project implementation (sample)	Original	CZ and EN	Applicant	F3, V8.1

	<p>19. Technical eligibility (see the chapter 7.1.3 Feasibility study)</p>	<p>Annex to the grant application</p> <p>1) Occupancy permit with use of the construction (building), issued at the latest on closing of Call, is documented for buildings permitted for use (i.e. finally approved) after 1. October, 1976 In case of missing occupancy permit for buildings finally approved before 1. October 1976 a confirmation on existence of construction (building) will be documented, for example by an excerpt from the Cadaster of Real Estate and an affidavit about technical capability of the infrastructure base, in which the project will be implemented</p> <p>or 2) permit of trial operation, which is implemented under conditions not obstructing usual use of the construction, issued at the latest on the date of closing of the Call,</p> <p>or 3) or protocol on hand-over of the construction, issued at the latest on the date of closing of the Call, which contains a document on permission of complex</p>	Copy	CZ and EN	Applicant and partner submit independently	F3, V1.6, V11.2
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		testing of all inner systems in the building, or 4) Under precondition that none of the previously stated documents were issued, time schedule of the construction progress (a part of the contract of work concluded with a contractor) with the milestone Final hand-over of the work planned at the latest as of the date of end of physical project implementation (sample is not available).				
20.	Instrumentation necessary for implementation of research agenda ((see the chapter 7.1.3 of the Feasibility study), applicant's/partner's affidavit that all the existing instrumentation necessary for implementation of research agenda is in property of the applicant or partner, or it will be in property of the applicant or partner at the latest as of the date of completion of physical project implementation, and fully functional for purposes of implementation of research agenda.	Annex to the grant application - Document created by the applicant (sample is not available)	Original	CZ and EN	Applicant and partner submit independently	F3, V1.6, V11.2
21.	Letter of motivation from a key foreign researcher for establishing and management of research team in Czech Republic on long-term basis	Annex to grant application - Document created by the applicant (sample is not available)	Original	CZ and EN	Applicant	F3, V6.1

Optional annexes to the grant application

	Annex to the grant application	Method of documenting	Form (originals /copies)	Language of annex	Valid for applicant/partner	Link to the evaluation criterion
1.	Documents on proprietary relations of applicant/partner¹⁴	Annex to the grant application	Original	CZ	Applicant and partner submit independently	F3, P3, P4
2.	Ten best results of the R&D centre (contained information in details as stated in the chapter 3.4.1 Feasibility study)	Document created by the applicant (sample is not available)	Original	CZ and EN	Applicant	V1.1., V2.1
3.	Five the most important successes achieved within international collaboration (contained information in details as stated in the chapter 3.8.2 Feasibility study)	Document created by the applicant (sample is not available)	Original	CZ and EN	Applicant	V2.4
4.	Implemented investment projects R&D (contained information in details as stated in the chapter 3.9.1 Feasibility study)	Document created by the applicant (sample is not available)	Original	CZ and EN	Applicant	V2.5
5.	Activities to achieve the target state (contains information in details as stated in the chapter 4.5.1 Feasibility study)	Document created by the applicant (sample is not available)	Original	CZ and EN	Applicant	V3.1, V3.4, V3.5

¹⁴ This annex is documented by the applicant in case of a problem when submitting the grant application - file Applicant's organizational units. **This annex becomes obligatory at the moment of occurrence of any technical or another issue giving obstacle to the management to fill in under the section Project entities in IS KP14+ this annex to the grant application is obligatory.**

	Annex to the grant application	Method of documenting	Form (originals /copies)	Language of annex	Valid for applicant/partner	Link to the evaluation criterion
6.	Description of research activities of the target foreign scientific specialist (contains well-arranged and described in details information stated in the chapter 6.1.1 Feasibility study)	Document created by the applicant (sample is not available)	Original	CZ and EN	Applicant	V1.2, V1.3, V3.3, V5.1, V5.9, V6.1, V7.1
7.	Description of research activities of the nominated team members (contains well-arranged and described in details information Information stated in the chapter 6.2.2 Feasibility study)	Document created by the applicant (sample is not available)	Original	CZ and EN	Applicant	V3.3, V5.10, V5.11., V11.4, V13.1

19. CHAPTER – LIST OF ABBREVIATIONS

BD	business day
CBA	Cost-Benefit Analysis
FTE	Full time equivalent; a term, which specifies a unit, which expresses level of involvement or capacity of worker's workload converted to 100% capacity. Equivalent of one full-time worker
H2020,	Horizon 2020
ID	Identification number
IS KP14+	End beneficiary information system
KFR	Key foreign researcher
MEYS	Ministry of Education, Youth and Sports of the Czech Republic
MS2014+	Monitoring system 2014+
OP RDE	Operation programme Research, Development and Education
R&D	Research and Development