



The Directive for Operational,
Development, and R&D Project Planning
and Implementation

NOTICE:
The copy made is an
unofficial document.

The Directive for Operational, Development, and R&D Project Planning and Implementation

Version: 6

Valid as of: 10/01/2022

Activity owner: Rector
assoc prof. Ing. Jarmila Zimmermannová, Ph.D.

Supervisor: Vice-rector for Research and Development
assoc prof. Ing. Jarmila Zimmermannová, Ph.D.

Checked by: QMS representative

Approved by: RNDr. Josef Tesařík



Contents

1. GENERAL PROVISIONS.....	3
1.1. Definitions	3
1.2. Obligations of the beneficiary	5
2. PROJECT POLICY.....	5
2.1. Integration of project policy into project development processes.....	5
3. THE DIVISION OF MVSO PROJECTS AND THE DIFFERENT PHASES OF THEIR LIFE CYCLE.....	5
3.1. Classification of MVSO Projects:	6
3.2. The basic phases of a project cycle:	7
4. DEFINITION OF IMPLEMENTATION PROCEDURES FOR THE BASIC PHASES OF THE PROJECT CYCLE	7
4.1. Project proposal – preparation and approval of the project plan	7
4.2. Evaluation and approval of the project proposal.....	7
4.3. MVSO Project proposal preparation and approval	8
4.3.1 Projects in which MVSO operates as the Applicant	8
4.3.2 Partner projects.....	9
4.4. Submission of project application	10
4.5. Implementation of an approved project.....	10
4.5.1 The decision on the implementation of an R&D project	10
4.5.2 The decision on the implementation of a development project	10
4.6. Project management.....	11
4.7. Project administration.....	11
4.8. Project visibility	11
4.9. Project financial management and accounting.....	12
4.10. Ensuring the project sustainability	12
5. ANNEXES.....	12
5.1. Annex 1 Project Proposal (Plan) Form.....	12



The Directive for Operational, Development, and R&D Project Planning and Implementation

NOTICE:
The copy made is an
unofficial document.

1. GENERAL PROVISIONS

1. Pursuant to the provisions of Act No. 111/1998 Coll., on Higher Education Institutions (the Higher Education Act), as amended, universities, as the highest representatives in the educational system, are the supreme centres of scholarship, independent knowledge and creative activity and play a key role in the scientific, cultural, social, and economic development of society especially by:
 - a) preserving and enhancing knowledge and, depending on their type and focus, cultivate research, development and innovation, artistic or other creative activities,
 - b) contributing to development at national and regional level and cooperate with various levels of state and local government, the corporate and cultural spheres,
 - c) developing international, and especially European, cooperation as an essential dimension of their activities, supporting joint projects with similar institutions abroad and the exchange of academic staff and students.
2. This directive regulates the internal procedures of Moravian Business College Olomouc (hereinafter referred to as "MVSO") for preparation, submission and implementation of research and other projects supported from public and non-public funds of the Czech Republic, as well as from international funds.
3. The directive is addressed to all MVSO staff members who prepare project applications and are involved in the implementation of grant projects.
4. The setting of standards for sharing the outputs of research activities and rules for co-authorship and protection of copyright and intellectual property is addressed in the Directive for the Disposal of R&D Results and Intellectual Property.

1.1. Definitions

For the purpose of the present directive the main terms referred to are defined as follows:

- a. **Basic research** – a theoretical or experimental work carried out primarily for the purpose of acquiring new knowledge of the basic principles of phenomena or observable facts, not primarily aimed at application or use in practice.
- b. **Applied research** – a theoretical and experimental work aimed at acquiring new knowledge and skills for the development of new or substantially improved products, processes, and services.
- c. **Experimental development** – the acquisition, linking, shaping and application of existing research, technological, business, and other relevant knowledge and skills for the design of new or substantially improved products, processes or services.
- d. **Innovation** – the Implementation of new or substantially improved products, processes, or services into practice, with the distinction of:
 - i. process innovation which means the implementation of a new or substantially improved method of production or service delivery, including significant changes in technology, equipment, or software;
 - ii. organisational innovation which means the implementation of a new way of organising the business practices of enterprises, units or external relations.
- e. **Provider (grantor)** – an organizational unit of the state, a local self-government unit, or another institution that decides on and provides funding.
- f. **Applicant (grant seeker)** – a legal or natural person applying for a grant.
- g. **Co-applicant** – a legal or natural person applying for a grant together with the applicant.
- h. **Promoter** – an employee of the Applicant, an academic staff member or an employee whose job description includes R&D activities or who is assigned to carry out R&D by their supervisor.



The Directive for Operational,
Development, and R&D Project Planning
and Implementation

NOTICE:
The copy made is an
unofficial document.

- i. **Joint Promoter** – an employee of the co-applicant, an academic staff member or a Ph.D. student, or an employee whose job description includes R&D activities or who is assigned to carry out R&D by their supervisor.
- j. **Research, development and innovation programme** – a set of material, temporal, and financial conditions for the activities needed to achieve the set objectives (or goals).
- k. **Beneficiary (grantee/grant recipient)** – an organisational unit, a legal or natural person in whose favour the decision to grant support has been made by the Provider.
- l. **Partner (co-grantee/joint grant recipient)** – an organisational unit, a legal or natural person in whose favour the decision to grant support has been made by the Provider.
- m. **Researcher** – the Promoter since the moment of conclusion of the contract for granting support or receiving of the decision on granting institutional support by the provider.
- n. **Joint Researcher** – the Joint Promoter since the moment of conclusion of the contract with the Beneficiary.
- o. **RIV** – Registry of Information about R&D&I Results (the Czech research registry), managed by the Board for R&D&I
- p. **Result** – new knowledge in research and development, resulting from an activity in a project or research project, or its use.
- q. **Project policy** – a separate document updated annually defining the main MVSO objectives in the preparation of project applications
- r. **Project** – a sequence of activities with a clearly defined goal, time schedule, and a financial budget.
- s. **Grant project** – the specific of this project type is partial or full return of invested resources in the form of non-repayable financial subsidy from the EU, the Czech Republic, regional budgets, or other institutional funds. There is no legal entitlement to the subsidy, reimbursement always depends on the fulfilment of conditions set by the Provider. Failure to meet the conditions (even retrospectively) also gives rise to an obligation to reimburse the subsidy already granted.
- t. **Development project** – focuses on support and implementation of activities aimed at the dissemination of education, implementation of modern didactic methods, growth of material equipment and know-how. The output of the project is mainly teaching materials, didactic aids and training. These are mainly projects supported by OP PIK, OP VVV and other ESF sources, or regional projects.
- u. **R&D project** – focuses on support and implementation of R&D activities. The project output are the results of R&D defined in the Methodology for the Evaluation of Research Organisations and Programmes of Special Purpose Support for Research, Development and Innovation "M17+". These are mainly projects supported by TA CR (*Technology Agency of the Czech Republic*), GA CR (*The Czech Science Foundation*) and international research projects.
- v. **Project implementation** – the implementation of activities aimed at achieving the project's objective.
- w. **Project Manager** – the employee with the highest authority and responsibility for the implementation of the project.
- x. **Project Submitter** – project initiator, a person who submits a project plan (proposal) to the Vice-rector for R&D / Rector.
- y. **Grantor (grant provider)** – an entity providing the funds needed to implement the project.
- z. **Project budget** – a document that specifies the costs and revenues of the project.
- aa. **Project/research team** – a group of persons implementing the project.



The Directive for Operational, Development, and R&D Project Planning and Implementation

NOTICE:
The copy made is an unofficial document.

- bb. **Governing body** – the MVSO management (Director of MVSO, Business and Economics Director, Director of Operations and HR, Rector, Vice-Rector for Study Affairs, Vice-Rector for Education and Pedagogy, Vice-Rector for International Relations, Vice-Rector for R&D)
- cc. **Intermediary** – a public or a private body acting under the responsibility of, or on behalf of, the provider to carry out activities concerning final beneficiaries/applicants. In practice, it becomes a partner of project applicants under a specific grant programme.
- dd. **Applicant** - submits a Grant Application under one of the announced grant programmes.
- ee. **Beneficiary** – an Applicant whose Grant Application has been approved and a Grant Decision has been issued by the Grant Provider.
- ff. **Project Service** – a support unit that provides administrative support in the preparation, submission, and implementation phases of R&D projects, communicates with the grant provider, assists in the preparation and processing of interim and final reports, and handles payment requests.

1.2. Obligations of the beneficiary

- 1. The obligations of the beneficiary are always set out in the relevant documents of the grant provider. These are mainly General Conditions, Specific Conditions, Tender Documentation, Contract Documentation, etc. All related documents are usually published by the grant provider on the website of the grant programme or made available to the beneficiary prior to the signing of the contractual documents.
- 2. The above documents must be familiarised in detail by the project manager and project service staff who will ensure that all relevant regulations and requirements are met and complied with.

2. PROJECT POLICY

The MVSO project policy focuses on the MVSO professional profiling with the aim of obtaining quality outputs in all defined areas of development as follows:

- a. MVSO R&D potential,
- b. didactic development,
- c. partnership development,
- d. economic development and project staffing.

2.1. Integration of project policy into project development processes

The principles of project policy in the design and implementation of individual projects are reflected in the implementation of all phases of the project cycle, namely by:

- the project proposal, its preparation and the project proposal approval,
- evaluation and approval of the project proposal,
- project application preparation and approval,
- implementation of the project approved,
- project management and administration,
- ensuring the sustainability of the project implemented.

3. THE DIVISION OF MVSO PROJECTS AND THE DIFFERENT PHASES OF THEIR LIFE CYCLE

The aim of the implementation of the grant projects is the development of MVSO in its professional excellence and the development of the potential and knowledge base of each academic staff member.



Projects are prepared and carried out with respect to achieving benefits in the following areas:

a. Professional development of MVSO

The professional development of MVSO represents the growth of the research potential of the institution and its staff, ensuring the quality of the R&D results of MVSO staff. The projects contributing to professional growth are mainly R&D projects implemented with the support of national and supranational institutions, contractual research carried out on demand of a contractual partner(s) and research projects implemented based on MVSO internal resources.

b. Didactic development of MVSO

The didactic development of MVSO represents growing ability of MVSO to spread education, to provide clients with higher quality and higher quantity of knowledge, didactic growth of MVSO staff, implementation of modern didactic methods into practical use at MVSO and better ability to prepare graduates for their future employment.

c. Partner development of MVSO

The partner development of MVSO represents the ability to establish and develop relationships with other entities in the Czech Republic and abroad (companies, other educational institutions, public administration, research institutes, etc.). The aim is especially the market application of MVSO expertise, transfer and exchange of know-how between MVSO and its partners (suggestions for research orientation, expert consultations, adaptation of curricula to current trends).

d. Economic development of MVSO

The economic development of MVSO represents the growth of the material equipment and know-how of MVSO (facilities, equipment).

e. Digitisation of MVSO

The digitisation of MVSO represents the growth in the use of digital technologies for teaching, research, and administrative and management purposes. It is not only about material and technical equipment, but also the know-how for their use.

3.1. Classification of MVSO Projects:

1. In terms of project content

- a. **Research projects** focus on the support and implementation of research activities. The output of the project are the R&D results defined in the Methodology for the Evaluation of Research Organisations and Programmes of Special Purpose Support for Research, Development and Innovation "M17+". These are mainly projects supported by TA CR, GA CR and international research projects.
- b. **Development projects** focus on the support and implementation of activities aimed at dissemination of education, implementation of modern didactic methods, growth of material equipment and know-how. The output of the project are especially teaching materials, didactic aids, and training. These projects are supported particularly by OP PIK, OP VVV and other ESF sources, or regional projects.

2. In terms of a financing method

- a. Projects in which MVSO operates as the applicant
- b. Partner projects
- c. MVSO internal projects



3.2. The basic phases of a project cycle:

1. Preparation and approval of the project plan at MVSO
2. Preparation and approval of the project application at MVSO
3. Submission of the project application
4. Implementation of the approved project
5. Ensuring the sustainability of the project

4. DEFINITION OF IMPLEMENTATION PROCEDURES FOR THE BASIC PHASES OF THE PROJECT CYCLE

The following project progress description is common to **all project categories** unless further categorization is used.

4.1. Project proposal – preparation and approval of the project plan

1. Upon consultation with the relevant Department Manager (hereinafter referred to as “DM”), the Excellence Manager and the Business Director, the project submitter **prepares a project proposal/project plan** (as per Annex 1 – “The Project Plan Form”) which includes the following:
 - a. Abstract (a brief description of the project)
 - b. Project focus as part of the professional profile of MVSO
 - c. The main objective of the project
 - d. Research team proposal
 - e. Partners (if any)
 - f. Project schedule
 - g. Estimated project budget (income and expenditure)
2. The project proposal/plan is then submitted through the Vice-Rector for R&D for evaluation and approval by the MVSO management.

4.2. Evaluation and approval of the project proposal

1. Prerequisites for MVSO to support the project are the following:
 - a. The focus of the project meeting the established MVSO professional profile.
 - b. Supporting the professional profile of MVSO teams of excellence and individual staff members with high quality project outputs.
 - c. A well-developed draft of a project plan, incl. budget and the pre-agreed partners.
2. Within their competence, the following persons evaluate and give a positive or negative opinion on a complete, well-prepared project proposal:
 - a. **Department Manager**
 - in terms of the project development potential and the growth of the Department's staff expertise
 - b. **Vice-rector for Research and Development** (hereinafter referred to as „VRD“)
 - in terms of R&D potential for MVSO development
 - in terms of compliance with MVSO methodology and related internal regulations
 - c. **Vice-rector for International Cooperation** (hereinafter referred to as „VIC“)
 - In terms of the development of international relations and affairs (the aim is the market application of MVSO expertise and the transfer and exchange of know-how)



- d. **Vice-rector for Education and Pedagogy** (hereinafter referred to as „VEP“)
 - in terms of impact on teaching (capacity of academic staff, VP relations) and didactic contribution to MVSO
 - e. **Vice-rector for Study Affairs** (hereinafter referred to as „VSA“)
 - in terms of student engagement and preparing graduates for future employment
 - f. **Rector:**
 - in terms of MVSO development and professional excellence
 - g. **Director of Operations and HR**
 - in terms of staffing and setting up employment relations with the research team members
 - in terms of operational and technical requirements of the project
 - h. **Business Director**
 - In terms of project finance and economics (costs, revenues) and MVSO economic development
 - In terms of MVSO business interests
 - i. **Director of MVSO**
 - approves or rejects the project plan considering the interests of MVSO and the evaluation of the proposal
3. The evaluation and opinions on the project plan/project proposal are indicated in the project plan form (see Annex 1).
 4. Once the project plan has been approved, the project proponent or his/her designee, in cooperation with the project service, may start processing the grant application.

4.3. MVSO Project proposal preparation and approval

4.3.1 Projects in which MVSO operates as the Applicant

1. The project application is prepared by the project submitter in cooperation with the Project Service.
2. **Project Submitter** is responsible for the factual content of the project application, in particular the description of the key activities, the project team, the project schedule and budget, and is responsible for communication with potential project partners.
3. **Project proposal/ application** must be consulted and approved by the relevant department manager of the same department at which the main researcher works. With respect to R&D projects, which include the creation of new courses and their inclusion in the curriculum of MVSO, this part of the project should be consulted with the Vice-Rector for Education and Pedagogy.
4. **Final project application** must be approved by the DM, VRD, the Business Director, Rector, and the MVSO Director before its submission.

Implementation/research team

1. The members of the research team are nominated by the project submitter with the approval of the respective department managers. In case of disagreement of a DM with the involvement of their employee(s) in the research team the staffing is decided by the VRD, the Business Director, and the Director of Operations and HR. In case of disagreement between the VRD, the Business Director, and the Director of Operations and HR, the staffing of the research team is decided by the MVSO management.
2. When determining the form of labour-law relations of the project, the project submitter is obliged to consult it with the Business Director and the Director of Operations and HR.

The draft of the labour-law relations form considers the two following points:



The Directive for Operational,
Development, and R&D Project Planning
and Implementation

NOTICE:
The copy made is an
unofficial document.

- a. The expected staffing (an internal MVSO staff member, a new staff member...).
- b. The expected workload of staff in other MVSO activities and other (also upcoming) projects.
3. Principles for the assignment of MVSO staff to the project team (created in compliance with the Labour Code, related regulations, and HR Award principles):
 - a. If the activity on the project coincides with the activity agreed in the employee's employment agreement, it is included in the maximum employee time of 1.0.
 - b. If the project activity differs from the activity agreed in the employment agreement, the project may propose the implementation of work agreement outside the employment relationship, but always considering the other ongoing and expected workload of the employee.
 - c. MVSO enters into employment relationships with its employees for a maximum time of a full-time job (1.0).
4. Principles for the expected inclusion of new staff in the project team (created in compliance with the Labour Code and related regulations):
 - a. The project may propose the implementation of an agreement for work agreed on outside the employment relationship, but always considering the other ongoing and expected workload of the employee.
5. If this is not in conflict with the methodological principles and instructions of the grant provider, the following positions are always included in the MVSO projects:
 - a. **Project Manager** – manages the project, ensures its progress, and presents outputs. The manager is always an MVSO internal staff member.
 - b. **Coordinator / administrator** – is responsible for compliance with the methodological principles and instructions of the grant provider. They are responsible for the formal and factual accuracy of the interim and final reports submitted to the grant provider.
 - c. **Economist / financial manager** – is responsible for the methodology and accuracy of the economic (financial) management of the project.
 - d. **Researchers**, or other project administrators:
 - i. expert staff,
 - ii. administrative and support staff.
6. The positions may overlap or be performed by more than one person due to the content, complexity, and scope of the project.
7. When a partner or partners are involved in the project implementation, the implementation team must not include an employee whose sum of all activities carried out both for the applicant and the partner (even outside the project) exceeds the 1.5 employment time.

Project budget

1. The project budget shall be discussed with the Business Director at least two weeks before the deadline of the call for proposals.
2. The salary proposal for the members of the implementation team is based on MVSO remuneration regulations and at the same time respects the recommendations of the grant providers.

4.3.2 Partner projects

1. The project application is prepared and submitted by the applicant. The submitter cooperates in the part of the application that concerns the inclusion of MVSO as a partner. The implementation/research team is nominated by VRD. Subsequently, the Business Director and



The Directive for Operational,
Development, and R&D Project Planning
and Implementation

NOTICE:
The copy made is an
unofficial document.

the Director of Operations and HR discuss the proposed staffing with the researchers and their line managers.

2. The final project application and the form of partnership must be approved by the related DM VRD, Rector, the Business Director, and the Director of Operations and HR and the MVSO Director before its submission.

4.4. Submission of project application

1. The submission of the project application is carried out by the Project Service department which is responsible for the formal aspect of the project application, files, completes, finalizes and sends the project application in the relevant information system. It is responsible for compliance with all the application formalities, the methodological principles, and the rules of the grant provider.

4.5. Implementation of an approved project

4.5.1 The decision on the implementation of an R&D project

1. Upon approval of the research project by the grant provider, the project manager submits the following project documents to the Vice-Rector for R&D:
 - a. the project application,
 - b. a factual and time schedule,
 - c. project staffing.
2. The approval of the implementation of a research project is decided by the Director of MVSO based on a proposal by the related DM and Vice-Rector for R&D.
3. Upon approval of the research project by the grant provider and the Director, the project manager submits the following project documents to the Business Director:
 - a. the financial plan of the project,
 - b. a staffing proposal for the project approved by the Rector/ Vice-Rector for R&D,
 - c. a salary proposal for each project team member above their existing salary.
4. The decision to approve the inclusion of an employee in the research team of a research project and their salary classification is made by the Director of MVSO based on a proposal by the Business Director.

4.5.2 The decision on the implementation of a development project

1. Upon approval of the research project by the grant provider, the project manager submits the following project documents to the Business Director:
 - a. the project application
 - b. the factual and time schedule,
 - c. the financial plan of the project,
 - d. project staffing.
2. The approval of the implementation of a development project is decided by the Director of MVSO based on a proposal by the related DM, Vice-rector for R&D, and the Business Director.
3. A possible increase in the salary of the project researchers beyond the existing salary is set individually. The decision to approve the inclusion of an employee in the development project team and their salary classification is made by the Director of MVSO based on a proposal by the Business Director.



4.6. Project management

1. **The project management and its material implementation fall under the responsibility of the Project Manager.**

The project must be managed and implemented in accordance with the project application, the provider's decision on the grant allocation, the provider's methodology, applicable legislation, and MVSU internal regulations.

The project manager is responsible for:

- a. the project implementation and efficient management of the project team,
- b. meeting the project schedule,
- c. the fulfilment of monitoring criteria.

The project manager is eligible to:

- a. require the participation of project team members up to the total amount of time agreed for the work on the project,
 - b. propose changes in the staffing of project teams, evaluate project team members, and propose salary adjustments in accordance with the budget.
2. The project researchers are obliged to carry out their activities on the project in accordance with the time schedule and the procedure approved in the project application. Should any problems arise, they are obliged to inform the project manager immediately.

4.7. Project administration

1. **Person responsible, supervisor: Project Manager.**
2. **Administered, processed by:** Project Service, the assigned project coordinator/administrator.
3. The Coordinator/Administrator is obliged to keep detailed documentation of the project throughout its life cycle, in particular:
 - a. original versions of documents (Project Application, Decision, Payment Requests, Monitoring Reports, etc.),
 - b. written communication with the provider or intermediary (clarification of conditions, procedures),
 - c. minutes of the meetings of the implementation team,
 - d. material outputs of the project as presented by the provider or intermediary.
4. The Coordinator/Administrator always checks the formal correctness of the documents addressed to the grant provider before they are sent to the provider or intermediary.
5. During the implementation period, all project team members report their work according to the scope of the project application and the methodology of the grant provider.
6. The outputs of the project implementation become part of the project documentation submitted to the provider/intermediary at the time of submission of Monitoring Reports or Payment Requests.

4.8. Project visibility

1. **Person responsible, supervisor:** Project Manager.
2. **Administered, processed by:** Project Service, the assigned project coordinator/administrator.
3. Each beneficiary that carries out a grant project with public funding is obliged to inform about the financial participation according to the visibility rules of the grant programme.
4. Each document serving as a project output must contain a logo of the grant provider.



5. Each asset acquired under the project must bear a sticker proving this fact.
6. MVSO is obliged to inform about the project carried out on its website in the section Science and Research.
7. The coordinator/administrator is obliged to ensure that records of information and visibility measures taken according to the methodology of the grant programme (e.g. signs, posters, photo documentation, etc.) are kept as proof of compliance with the visibility rules in case of an audit.

4.9. Project financial management and accounting

1. **Person responsible, supervisor:** Project Manager.
2. **Administered by:** Project Service, the assigned project financial manager. The accounting of the projects is outsourced – provided by the company PEFA Holding Services.
3. The economic management of the project, accounting and budget implementation are governed by the MVSO directives on economic performance, the instructions of the Business Director and the instructions of the grant provider.

4.10. Ensuring the project sustainability

1. **Person responsible, supervisor: Project Manager.**
2. **Administered by:** Project Service, the assigned project coordinator/administrator.
3. Provisions in case of personnel changes
 - a. The project manager shall be nominated by the Rector and approved by the Director of Operations and HR and the Director
 - b. The coordinator shall be nominated by the project manager and approved by the Director of Operations and HR and the Director
 - c. The administrator shall be nominated by the project leader and approved by the Director of Operations and HR and the Director
4. Mandatory project sustainability (required by the grant provider) is administered by the Project Service department in cooperation with the Project Manager. The project service is mainly responsible for compliance with deadlines, formalities and annexes to the sustainability monitoring reports. The project manager is responsible for the correctness of the content.
5. Voluntary sustainability of projects (depending on the will of all partners involved) is evaluated after the of the project termination by the managing authority with regard to its usefulness to MVSO in terms of its development areas.

5. ANNEXES

5.1. Annex 1 Project Proposal (Plan) Form

Document information:

1. Content of the record: the topic, objectives and content of the proposed project, preliminary staffing, and indicative budget
2. Responsibility for preparation: Project submitter
3. Storage location: W: drive *Věda, Výzkum a rozvoj / Projektové záměry / Projektový záměr – formulář*
4. Duration of storage: during the approval process - if the proposal is approved, at least until the complete project application has been processed and submitted



The Directive for Operational,
Development, and R&D Project Planning
and Implementation

NOTICE:
The copy made is an
unofficial document.

5. Accessibility: Director, Rector, Business Director, Director of Operations and HR, the Vice-rectors, project team members, Department Manager, expert guarantor



The Directive for Operational,
Development, and R&D Project Planning
and Implementation

NOTICE:
The copy made is an
unofficial document.

Project Proposal (Plan) Form

I. Project Plan Information:

1. Workplace (department, unit)	
2. Project title	
3. Project description (max. 3000 char.)	
4. Main project objective	
4.1. Project activities	
4.2. Project outputs	
5. Project link to MVSO excellence(s)	
6. Total estimated project costs /co-financing	
7. MVSO economics (costs and revenues)	
8. Project timetable	
9. Estimated project staffing	
10. Estimated project partners	
11. More information	
12. Drafted by	



The Directive for Operational,
Development, and R&D Project Planning
and Implementation

NOTICE:
The copy made is an
unofficial document.

II. Evaluation and approval of the Project Plan/Project Proposal

Position	Comment on the proposal	Recommendation	Signature
Department Manager		YES-NO	
Vice-rector for Research and Development		YES-NO	
Vice-rector for International Cooperation		YES-NO	
Vice-rector for Education and Pedagogy		YES-NO	
Vice-rector for Study Affairs		YES-NO	
Rector		YES-NO	
Director for Operations and HR		YES-NO	
Business Director		YES-NO	

Director of MVSO

Approval

YES-NO



The Directive for Operational,
Development, and R&D Project Planning
and Implementation

NOTICE:
The copy made is an
unofficial document.

Record of updates

Page (Annex)	Subject of change	Updated by	Date
Full document	Change of Deputy Director positions, change of the title page, change of activity owners and process guarantors, document renumbering	Kolaříková	1.3.2016
	Full document update	Schmidtová	13.12.2017
	Full document update	Vranová	24.1.2020
	Full document update according to current MVSO organisational structure	Buráňová	21.7.2021
Full document	Full document update according to current division of labour and changes in the MVSO organisational structure, adding a project policy to the document	Kolumber, Burian	11.11.2021