



# INSTITUTE OF CHEMICAL PROCESS FUNDAMENTALS of the CAS, v.v.i.

Director of the Institute

## Director's order no. 4

### Title: Procedure for the Approval of the Project Proposal

#### Preamble

The aim of this director's order is to set a clear mechanism for approving the project proposal before submission to public tenders of all providers and to increase success in these public tenders. Another goal is to ensure compliance of the project proposal with the concept of development of individual research groups and departments and to ensure sufficient personnel and infrastructural capacities for project solutions.

#### Article 1

##### Documents for Approval

1. The project proposer is obliged to submit documents for the approval of the project to the management of the institute no later than three weeks before the end of the deadline for submitting the project, in the form of filling in Appendix No. 1 of this order.
2. The documents must include the approval of the head of the research group or the head of the department with the submission of the project, including confirmation of free work capacity for the solution of the project.
3. In the case of the involvement of workers from other research groups, the explicit consent of the leaders of these groups is required, including confirmation of free work capacity for the solution of the project.
4. In the case of requests for co-financing of the project, this must be explicitly stated in the documents and discussed in advance with the management of the institute.
5. In the case of requirements for infrastructure to be purchased from the project funds, and its co-financing or purchase from the institute's funds, this must be explicitly stated in the documents for approval and discussed in advance with the institute's management.



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## **Article 2 Approval Process**

1. The management of the institute, via the head of the department, will inform the proposer of the opinion within 5 working days, or request additional documents or invite the proposer to a personal discussion of the project proposal.
2. If the management approves the project proposal, it is necessary to have the final form of the project budget approved by the head of the grant section, no later than 5 working days before the end of the deadline for submitting the project.

## **Article 3 Final Provisions**

1. This order supersedes all previous versions of internal regulations related to this.
2. Compliance with this order is checked by the head of the grant section.
3. This order shall take effect on 1 January 2023.
4. The following attachment is part of this director's order:
  - a. Appendix no. 1 - Proposal of the Project.pptx

In Prague, 1 June 2023  
Reference number: UCHP-83/POD-2023

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Director of the Institute