

MATEJ BEL UNIVERSITY IN BANSKÁ BYSTRICA



Methodological Instruction No 7/2022 on the Support and Implementation of International Research Projects at Matej Bel University in Banská Bystrica

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Article 1

Support for the participation of MBU creative staff in the Framework Programme HORIZON EUROPE

From the point of view of the development of science and research at MBU, the management of the University considers one of the priority strategic tasks in the third decade of the 21st century to support creative workers - personalities who can integrate science and research at MBU into the European and global research area through the HORIZON EUROPE and EURATOM programme (hereinafter referred to as HORIZON EUROPE) in the period 2021 - 2027. By engaging in the implementation of international projects, the University is becoming a full partner in the field of science and research, which makes the University a research university.

Therefore, one of the long-term goals of the University is to continue to support activities aimed at increasing the participation of MBU staff in international research projects in the HORIZON EUROPE programme.

The Methodological Instruction has been prepared as a priority for projects funded by the HORIZON EUROPE programmes. The procedures outlined below can also be used for other international scientific projects funded by other European Union programmes.

Article 2

Means of support and remuneration for MBU creative staff in the HORIZON EUROPE Framework Programme:

The Methodological Instruction in this article specifies:

- A) means of support
- B) means of remuneration for MBU creative staff actively participating in calls for the framework programme HORIZON EUROPE.

The following means of support and remuneration are not eligible and will be applied depending on the financial capacities of MBU.

A) means of support

- represent a contribution to cover eligible and necessary costs associated with the preparation of a project proposal in the HORIZON EUROPE programme, specifically on:
 - o travel costs for necessary travelling abroad for the preparatory meeting of the project team;
 - o hosting a foreign guest with a perspective for further project cooperation in the HORIZON EUROPE programme.

The amount and eligibility of costs is approved by the Director of the University Centre for International Projects (hereinafter referred to as UCIP) on the basis of an official printed or mailed request. The request for funding of costs should be sent to the UCIP Director well in advance of the costs being incurred to allow time for consideration of each individual request.

B) Means of remuneration

The remuneration below relates to the remuneration for the investigator/research team for the preparation and submission of the project proposal:

- in the role of a coordinator, up to a total value of EUR 3 000.

This remuneration will be paid upon request of the leader or leader of the project team after the project has been registered on the European Commission portal by the project coordinator. The application for the allocation of remuneration and the proof of its evaluation by the European Commission must be submitted to UCIP.

- in the role of a partner, up to a total value of EUR 1,000 if the project is approved and successfully launched.

The remuneration will be paid after the official approval of the project by the European Commission and the signature of the Grant Agreement or the Consortium Agreement, as appropriate, on the basis of a request from the leader or leader of the research team, delivered to UCIP.

C) Evaluation criteria:

- the amount of contribution from the European Commission to MBU;
- the number of MBU persons per month out of the total persons per month in the project;
- consultation with UCIP;
- information, whether it is a first project proposal or a resubmission;
- other criteria.

The final amount of remuneration will be determined according to the fulfilment of the evaluation criteria by the Director of UCIP or the Rector of UMB.

A necessary prerequisite for the application of proposed support is a consultation on financial and administrative details of the project proposal with UCIP, its registration in the project registration system at MBU and the delivery of a copy of the registration form and any consent to co-financing the project to UCIP.

Article 3

Rules for the allocation of personnel and indirect costs in the implementation of HORIZON EUROPE projects

These rules apply primarily to projects with standard funding, i.e. without any co-financing and with 25% amount of indirect costs. For projects that do not meet any of the above characteristics, modified rules for the allocation of personnel and indirect costs may apply.

Detailed rules for the financial implementation of international HORIZON EUROPE projects will be determined after the project approval and before the commencement of its implementation between the Project Manager and the Finance Manager and agreed upon by the UCIP Director. A copy of the completed and signed document will be sent by UCIP to the Secretary of the relevant Faculty, to the MBU Bursar and to the Vice-Dean for Science and Research of the Faculty concerned, and in the case of inter-faculty projects, to the relevant persons in the departments concerned for their information.

1. Proposal for the use of INDIRECT COSTS of the projects

Indirect costs of standard HORIZON EUROPE projects are 25% of the total direct costs of the project. Indirect costs are all eligible costs associated with the project implementation, which can be identified and justified in the accounting system as costs incurred in direct relation to the eligible direct costs of the project. Indirect costs must be in accordance with the beneficiary's normal accounting practices and must be entered in the official accounts.

They may be drawn down on an ongoing basis every six to eighteen months and/or following reporting periods. A proposal for the allocation of the indirect costs of the project will be elaborated and agreed between the Project Manager and the Finance Manager through an individual disbursement proposal and agreed by the UCIP Director before the commencement of

the project implementation. A copy of the completed and signed document will be forwarded by the UCIP to the Secretary of the relevant Faculty and to the MBU Bursar for information.

The use of indirect costs should reflect the following formula:

- **5% of the amount for the project investigators** for all planned and unforeseen costs that may occur during the implementation of the project (purchase of necessary IT equipment, unplanned employment of a contract worker, unplanned conference fee, etc. for the needs of the project);

- **15% of the amount for the Faculty of the project researchers** for all planned and unforeseen costs of the faculty/department that may occur during the implementation of the project (e.g. overhead costs incurred for the project and staff, etc.);

- **70 % of the amount for UCIP** for all planned and unforeseen costs that may occur during the implementation of the project (e.g. project and staff overhead costs incurred, other unforeseen project expenses, etc.);

- **10 % of the amount for the MBU Rector's Office** for all planned and unforeseen costs that may arise during the implementation of the project (e.g. provision of a loan for the project, overhead costs incurred for the project and staff, etc.).

Bank charges will be reimbursed from the indirect costs allocated for the project researchers.

2. A proposal for the allocation of the reimbursed PERSONNEL EXPENDITURE of the projects

The proposal for the allocation of reimbursed staff costs will be determined and agreed through an individual drawdown proposal prior to the start of project implementation between the Project Manager, Finance Manager and agreed by the UCIP Director. A copy of the completed and signed document will be sent by the UCIP to the Secretary of the relevant Faculty, the MBU Bursar and the Vice-Dean for Science and Research from the Faculty concerned, for their information.

The allocation of reimbursed staff costs in the relevant project will reflect one or a combination of the following models and **must be discussed at the project plan preparation stage** prior to project submission with the UCIP Finance Manager and agreed by the UCIP Director.

a) Option A - Basic Approach

- 80% for the project team

- 10% for the relevant Faculty/relevant department where the project researchers work

- 10% for the MBU Rector's Office.

The above option applies only to employees in an employment relationship with an institution - i.e. employed by the institution on an employment contract.

The preparation of the proposal for remuneration from the reimbursed part for the project team remains the full responsibility of the UCIP. UCIP will deliver the completed proposal to the competent persons at the individual components.

b) Option B - Increased personal allowance for the project researchers

- 80% for the project team

- 10% for the relevant Faculty/relevant department where the project researchers work

- 10% for the MBU Rector's Office.

In this option, the Faculty/department where the researcher undertakes that, in the event of successful approval of the project proposal, there will be an increase in the personal allowance, including all deductions, for the researchers concerned, up to 100% of their own or other institutional resources (of the above 80% for the research team) on a continuous basis throughout the duration of their involvement in the project.

Within the framework of the reimbursement of staff costs:

1) The Faculty/departments shall preferably be reimbursed the full amount of the increased personal allowance they have continuously provided to the project researcher during the reporting period;

2) the remaining amount of the reimbursed personnel funds will follow the percentage distribution outlined above at time intervals determined at the discretion of the Finance Manager.

Consequently, UCIP will prepare a proposal for the award of the reimbursed amount to the research team and deliver to the appropriate individuals at the respective components.

Option B) applies only to employees of the institution in an employment relationship - i.e. employed by the institution under a contract of employment.

When choosing an appropriate option between A) and B), the following will be monitored:

- the funding allocated to MBU;

- the involvement of researchers from MBU, expressed as a % share of the approved person per months;

- the position of specific researchers in the project (project coordinator, work package leader, etc.).

In case of ambiguity when deciding between option A) or B), the UCIP Director will consult the matter with the MBU Rector, who will issue a binding statement.

c) Option C - Employment of a person exclusively for the project purposes

In this case, the component on whose behalf the project proposal is submitted irrevocably undertakes to create a job position for such a person for the duration of the project, if the project proposal is successful. At the same time, it undertakes to pay him/her from its own or other institutional resources a regular salary, including all deductions and fees, in the agreed amount specified in the project/project proposal.

The staff costs in the project shall be used as a priority to cover the staff costs for the salary paid, including deductions and fees, to the staff member concerned.

For this option, it is the responsibility of the researcher to inform the management of the relevant MBU component and UCIP in writing (in hard copy or by email) of the forthcoming project prior to the submission of the project.

3.Proposal for the distribution of reimbursed personnel and indirect costs in specific projects

The above proposal concerns specific projects from the HORIZON EUROPE programme and other international research projects funded by the European Commission, for which the amount of indirect costs is other than 25%. The same applies to the financial participation of the institution or other modalities.

- a) The amount of personnel costs will be determined at the project proposal preparation stage in collaboration with the UCIP Finance Manager by selecting from the options listed above. Unless co-financing is secured from other sources, it will be financed from the declared staff costs in the specific reporting period. The remaining staff resources (i.e. declared staff costs less co-financing) will be used, depending on the approach chosen, to reimburse the cost of the personal allowance granted to the components concerned and to reimburse salaries. The proposal for the remuneration is prepared by UCIP.

The use of indirect costs fully reflects the same formula used for other HORIZON EUROPE projects.

Article 4

Other forms of involvement in the project

In the case of a one-off or short-term involvement in a project, an agreement on the performance of work or an agreement on work activity can be concluded.

The following rules apply to these persons:

- if the persons have an employment contract with MBU, or the persons are from an academic environment outside MBU, the following hourly rate applies depending on the qualification degree of the person concerned:
 - for accomplished degrees Ing., Mgr., RNDr., PhDr., PaedDr., JUDr., CSc., PhD. = EUR 15,00 including employer's payroll deductions

- for accomplished degree associate professor = EUR 30,00 including employer's payroll deductions

- for accomplished degree of professor, or DrSc. = EUR 40,00 including employer's payroll deductions.

- For external associates from outside MBU and the academic environment, the daily rate including employer's payroll deductions shall be determined on the basis of the market price for the same or similar nature of the activity on the basis of two other comparable offers.

Article 5

Other provisions

1. If necessary, the MBU Rector's Office will immediately provide a loan for the implementation of project activities based on a request for interim funding sent from the UCIP Director.

2. The loan, if any, granted shall be preferably repaid not later than the final settlement of the project.

3. The responsibility for the smooth implementation of the project in full compliance with all the rules of the grant call as well as the internal rules of the UCIP is on the research team.

4. In case of an imminent risk of financial losses and penalties due to unauthorized activities and/or expenditures in the project on the part of the Principal Investigator or the Project Researcher, UCIP is authorised to terminate the cooperation with a particular Principal Investigator.

5. UCIP is not obliged to take under its management a project which it has not been consulted at all or sufficiently in advance.

Article 6

Division of functions and tasks in the preparation/implementation of projects managed by UCIP

The division of functions and tasks in the preparation of project proposals in the implementation of approved projects managed through UCIP is defined in Annex 2 of this Instruction.

Final Provisions

1. Methodological Instruction No. 2/2018 on the Support and Implementation of International Guidelines at Matej Bel University in Banská Bystrica for H2020 Projects remains valid.

2. This Methodological Instruction comes into force and effect on 29 September 2022.

doc. Ing. Vladimír Hiadlovský, PhD.
MBU Rector

Attachments:

1. Application for approval of the financial reward
2. Division of functions and tasks in the preparation of project proposals to grant agencies and in the management of projects between UCIP and the investigator/research team if the project is prepared in collaboration with UCIP and, if approved, managed at UCIP.

Annex No. 1 to the Methodological Instruction No. 7/2022 for the Support and Implementation of International Projects at Matej University in Banská Bystrica

Request for approval to grant a financial reward for: (tick the relevant option')		
(a) the preparation and submission of the Horizon Europe 2021-2027 Project		
Examples of project preparation activities (use the table below)		
Preparation of the project content		
Preparation of the project budget		
Completing the project formally		
Coordination activities' (consortium formation, communication with partners) other		
Project name	Fill in	
Short name of the project	Fill in	
Grant call	Fill in	
Date of submission of application	Fill in	
Preparatory team leader	Fill in	
Replace the example below with your own data, add lines if necessary.	Share of individual team members in the preparation of the project in %	
Name and surname of Elena team	Activity	% of total preparation
Ján Mráz	Preparation of the project content	
	Completion of the project formally and communication with the coordinator and partners	
	Preparation of the project budget	
Signature	Total	
Jozef Mrkva	Preparation of project content	

Signature	Total	
Agáta Nováková	Preparation of the project content	
Signature	Total	
Total for the project team		100%

Applicant's name:	Signature
Date:	
Name of line manager:	Signature
Date:	

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Annex No. 2 to the Methodological Instruction No. 7/2022 for the Support and Implementation of International Projects at Matej University in Banská Bystrica

Division of functions and tasks in the preparation of project proposals for grant agencies and in project management between UCIP and the researcher/research team in case the project is prepared in cooperation with UCIP and, if approved, also managed at UCIP

	UCIP	Researcher/Research team
When preparing a project application and submitting a grant application		
	Mutual agreement on the call for project applications and closure date, as well as on the principal investigator	
	Counselling on submitting a grant application, clarification of the call and its criteria, advice on selecting the most appropriate grant call	Managing the project preparation process and submitting a project application or joining the project as a partner
	Ensuring mandatory attachments such as letters of mandate, affidavits, etc. with the signature of the statutory officer	Submission of the project application, responsibility for the project as a whole
	Collaboration in creating the logical structure of the project (continuity of activities, meetings, outputs, etc.)	Selecting and approaching partners, forming a consortium (if MBU is the coordinator)
	Preparation of the budget for MBU or for the whole consortium (if MBU is the coordinator)	Creation of the project concept, definition of tasks/activities, project outputs, division of tasks among the team or consortium (if MBI is the coordinator)
		Submission of the project application with all formalities (if MBU is the coordinator)
		Ensuring Faculty management approval for project submission, project registration prior to project submission (in collaboration with Faculty contracting authority)
For projects that have not been approved		
		Change of project status in the Project Register to unapproved (in cooperation with the Faculty contracting authority)
For projects that have been approved		
Kick off the projectu		

Setting up a bank account, subsequent recording of payments until the end of the project	Change of project status in the Project Register to approved (in cooperation with the Faculty contracting authority)
Review of the MBU Grant Contract or the Partnership/Consortium Contract, securing signatures	Creation of a mailing list for project contacts from the project team and project partners
Creation and distribution of Partner Agreements amendments to contracts during project implementation	Creation of a project team within MBU

Distribution of advance and final payments to partners	Definition of the tasks of the researchers for the workload appendices
Arranging a loan for the smooth cash flow of the project	Specification of activities for contract staff
Logistical support for the organisation of the project kick-off meeting/team participation at the kick-off meeting	
Presentation of project financial details at the kick-off meeting (if MBU is the coordinator)	
Logistical and administrative support in setting up the project website, providing logo, creating brochure/leaflet, promo materials etc.	
Publication of the contract in the Central Register of Contracts (CRC)	
Creation of a project staffing matrix and a project staffing expenditure plan or a person/day spending plan	
Creation of addenda to the job description of the project researchers and their administration in accordance with the internal regulations of MBU, securing signatures	
Implementation of the project	
Developing and sharing proposals for the distribution of funds to be used for the reimbursement of staff costs and indirect costs of the project	
Communication with the coordinator and/or partners regarding project management (financial, administrative, legal)	Creation of statements of work, securing the signatures

	Communication with the grant agency regarding project management (financial, administrative, legal)	Responsibility for project outputs in the required quantity and quality, adherence to the set schedule of activities
	Logistical support in the preparation of project meetings	Collecting and translating accounting documents (receipts, invoices) and other supporting materials for financial records in the project (boarding pass, travel ticket, etc.)
	Participation in project meetings, presentation of updated financial and administrative details of the project (if MBU is the coordinator)	Responsibility for the production of interim, final and other (technical) project reports in terms of content and non-financial aspects
	Maintaining working tools (mailing list, Google+, Dropbox, etc.)	Consult the project financial manager well in advance on project activities linked to financial disbursement
	Ensuring smooth cash flow of the project	Promotion of the project in the workplace/department/Faculty of the principal investigator; information about the project and its promotion in the media

	Budget control, project budget planning	Responsibility for organised project events, event programme, guest list
	Monitoring the progress of project activities	For domestic business trips and business trips abroad follow the rules of the grant and internal regulations of MBU
	Collecting and recording project outputs for reporting	Inform about planned purchases of goods and services in the project in sufficient time; cooperate in their specification
	Regular project reporting as assigned by the coordinator or agency in the project management section	Completing project tasks on time and in the required quality
	Managing the financial part of the project electronic platform (e.g. MT+, eMS, eCOST, Participant Portal, etc.)	Preparation of documents for interim reports in terms of content
	Collecting input for interim and final reporting from partners, designing templates, coordinating partners, assisting partners	Collection and storage of reported project outputs
	Assistance in managing critical situations such as lack of cooperation from partners, delayed deliverables, disagreements between partners, etc.	Publication of project outputs in accordance with the contract and individual agency rules
	Assistance with project modifications, outputs, activities during implementation with the Agency	Responsibility for the selection of relevant conferences and papers to comply with the

		contract and the rules of the respective agencies
	Assistance in recruiting new partners to the project during implementation	
	Creation of addenda to the job descriptions of the project researchers and their administration in accordance with the internal regulations of MBU, securing signatures	
	Preparation of draft agreements, pay orders, etc.	
	Collecting and summarising work reports into project documentation	
	Summarising accounting, financial and other supporting material	
	Creating IUDs in accordance with MBU rules and applicable legislation	
	Promotion of managed projects in accordance with the requirements of individual programmes on the MBU website and in the UCIP premises	
	Procurement of inception and publication of mandatory project information	
	Monitoring the terms and conditions and rules of the grant call and informing without delay of any changes	
	Participation in training courses and seminars organised by the Agencies, if they are	

	devoted to the financial management of the grant	
	Cooperation with on-the-spot checks by the Agency	
Business trips		
	Registration of domestic business trips (BT) and business trips abroad (BTA) in the SAP system - Travel orders, securing signatures	Well ahead before domestic business trips (BT) and business trips abroad (BTA): Applicant writes out "Request for BT Approval" form for UCIP, attaches

		invitation and agenda. If an advance payment is required, this must be announced in the application.
	Processing of BT and BTA in SAP system, billing, securing signatures, transfer to accounting system	If the applicant needs a ticket, he/she sends the details of the price, the date of the BT and BTA and the place of departure in time, the UCIP enters it in the e-procurement system; after approval at the BT desk, the applicant can buy the ticket himself/herself or the UCIP will order it for him/her (purchase order/invoice).
	Sending the invoice to R-UMB for reimbursement	After completion of the BT and BTA: the applicant submits a report by completing the "BT Report" form and all documents needed for the billing (invoices, receipts, etc.).
	Advance payment to applicant if necessary	
Procurement of goods and services		
	On the basis of documents from the applicant, entering the request into the e-procurement system/ (item from the plan or contract)	Specification of the contract for the procurement of goods or services
	Procurement department determines the method of procurement of goods and services (direct purchase, EQS, market survey), based on this, further steps to be taken (i.e. EQS, market survey - 3 quotations)	Responsibility for taking delivery of the procured goods or services, checking that they comply with the order
	Preparation of the purchase order request, ensuring all signatures (applicant, project manager, finance manager/economic department, procurement department, bursar)	
	Once approved by POB , prepare purchase order, secure signatures and send to contractor	
	After delivery of goods and services, processing the invoice (invoice liquidation sheet), payment of the invoice	
	Ensuring that the assets are recorded on the relevant component	
Personnel expenses and reimbursement		

	Preparation of documents to ensure reimbursement of personnel expenses on the basis of completed staff reports	Follow-up of the plan for the use of staff expenditure by investigators and periods for the entire duration of the project at the beginning of project implementation
	Checking labour statements	Regular production of labour statements depending on reporting periods
	Preparation of proposals for remuneration from reimbursed personnel expenses for Faculty researchers	

After completion of the project		
	Sending final payments to partners	Responsibility for the submission of the final project report, its content, quality, quantity and timeliness
	Financial summary of grant implementation as part of final reports where applicable	Responsibility for the dissemination of project outputs (in the platform and timing as required by the grant)
	Cooperation in the audit of the grant	Collection and submission of project outputs and other project documentation
	Summarising the project outputs and the project's financial agenda	
	Archiving of project materials within the timeframe set by the project	
	Loan repayment	
	Closing of the project account	