



**THE CHARLES UNIVERSITY GRANT AGENCY
(GA UK)**

**A Guide to Your First Steps (And Not Only) in Solving a Project at MFF
UK**



FIRST AID

If you won't know how to do something, look at the fakulty webpage of GA UK, the university webpage or the FAQ section.



SECOND AID

If you still won't know how to do something, contact your department secretary or the head of your department. Then with further questions contact the faculty coordinator.

CONTACT PERSONS AT THE FACULTY OF MATHEMATICS AND PHYSICS

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WWW GAUK MFF UK: <https://www.mff.cuni.cz/cs/ogap/gauk>

WWW GAUK UK: <https://cuni.cz/UK-9291.html>

WWW with faculty forms: <https://www.mff.cuni.cz/cs/studenti/formulare>

<https://www.mff.cuni.cz/cs/vnitni-zalezitosti/formulare>

INSTRUCTIONS: <https://www.mff.cuni.cz/cs/vnitni-zalezitosti/pro-zamestnance/navody>

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WWW GAUK MFF UK: <https://www.mff.cuni.cz/cs/ogap/gauk>

WWW GAUK UK: <https://cuni.cz/UK-9291.html>

Fyzikální sekce

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I HAVE GAUK! WHAT SHOULD I DO?

- # **BANK ACCOUNT AND MONEY:** Check your SIS account that you have filled out your bank account number and functional email address so that you can receive the scholarship (SIS is the [Study Information System](#) –you can access it from the MFF main page at the top right under the search engine).
- # **HEAD OF YOUR DEPARTMENT:** Contact the head of your department and clarify everything about your project and possible spending of the allocated funds.
- # **CONTRACT:** OGAP (Department of grants and projects - <https://www.mff.cuni.cz/cs/ogap/gauk>) sends the contracts with GA UK to the relevant department secretaries, who will let you sign it and will send it back signed to OGAP.
- # **GA UK ACCOUNT NUMBER:** The Economic Department will set up a separate sub-account in the MFF accounting system, where the funds provided for your project will be deposited. The account consists of a number in the form **Xxx-10/YYYYYY**, where Xxx specifies the number of your department <https://www.mff.cuni.cz/cs/fakulta/organizacni-struktura> and Y specifies your project and is stated in the contract in Art. 1, point 4.
- # **BUSINESS TRIPS:** In order to be able to carry out business trips abroad and have compulsory travel insurance, it is necessary to have an employment-legal relationship with the MFF, preferably in the form of a Work Performance Agreement - DPP (this does not apply to doctoral students who already have had an employment contract with the MFF if this contract will also apply during the business trip). The remuneration for the agreement cannot be paid from the funds of your GAUK project, it will be paid from the department funds. You have to agree on the remuneration with the department head (e.g. 500 CZK for 4 hours/year, it depends on the minimum wage, as it is a formal act). In the Agreement on work activities there has to be written in the „**Other Arrangements Box**“ that „foreign business trips may take place within the framework of the Agreement“. You can find the **Agreement on work activities form** on the MFF webpage (top right): [Internal Affairs – Forms – Agreement on work activities – remuneration per month](#) (you must log in via CAS).
- # **SPECIMEN SIGNATURE:** The next step is to create a **specimen signature** for the originator and administrator of your account. You can find the form for the specimen signature on the MFF webpage (top right): [Internal Affairs – Forms – Podpisové vzory osob pověřených k nakládání s veřejnými prostředky](#). In the form, fill in yourself as the originator of the operation No. 1 (příkazce operace), the responsible person (trainer, manager, etc.) as the originator of the operation No. 2. Then decide at your discretion who will be your account administrator No. 1 (správce operace) and No. 2 (usually secretary or some other member of the implementation team). After signing of all of the above, please send the completed signature form by faculty post (the secretary will ensure this) or take it to the economic department of the MFF to the hands of **Mrs. Dagmar Janoušková** or **Mrs. Hana Podolská**.

- # **ORDERS IN CIS AND VERSO:** It is also necessary to get familiar with the centralized faculty information system CIS – Verso, through which you will prepare purchase orders. You log in to it via CIS (on the MFF main website in the top right, below the search engine). On the top bar, in the Services of transactors tab, you can access overviews of your project's budget utilization. Verso has also other functions described below (demands, liquidation sheets).

SALARIES, INSURANCE AND SCHOLARSHIPS

GENERAL INFO:

In a calendar year, a total of one person can be given the following amount from the funds of all GA UK projects:

- a maximum of **40,000 CZK** in the form of wages and other personal expenses;
- a maximum of **100,000 CZK** in the form of scholarships
- a maximum of CZK **100,000 CZK** in a combination of salary funds and other personal expenses or scholarships

In a calendar year one person can receive from all GA UK projects the following maximum

SALARIES

Salary is intended for your co-investigator who is an employee, typically it is your supervisor. It is paid in the form of a reward. You can find the form for **Proposal for extraordinary rewards** on the MFF webpage (top right) – [Internal Affairs – Forms – Návrh mimořádných odměn](#). You fill in the personal number of the employee (you can find out from the secretary of the department), the name and the amount of the reward. The source of payment is the account number of your project. You sign the proposal as the originator of the operation and give it to the head of department and the vice-dean to sign. After they have signed it, you make a copy and send it by faculty post (the secretary will arrange it) or take it to the personnel department of the MFF.



Statutory contributions?! Attention, in the breakdown of the funds in the contract, the salary for the supervisor/trainer/co-investigator is listed including statutory contributions. It is necessary to state only the amount without contributions which make **35,3 % of the proposed salary** (24.8% social insurance, 9% health insurance, 1.5% social fund).

It is necessary to plan a reserve in the personnel costs due to possible increase of spending for vacation compensation payments (only for salaries paid in periods I-IX).

SCHOLARSHIP:

You enter the scholarship in your SIS account in the Scholarships module. You can enter the entire amount at once. After entering and confirming the amount and source of payment, the request is sent to the study department which will ensure that the scholarship is paid to your account. If you are entering a scholarship for a co-investigator, select it using the **Enter new** tab. The next procedure is the same. Anyone else can enter a scholarship using the same procedure, only then there will be a step where you approve sending it to the study department

in your profile (**Approval tab** is in the top bar of the Scholarships module, you will receive a notification by email). To enter a scholarship, you must switch to a different account than your student account. It is usually listed at the top right after logging in, e.g. as **Non-Academic Worker**.

CO-INVESTIGATOR FROM OTHER FACULTY:

If you want to pay a scholarship to a student from another faculty of the UK, send an email to Mrs. Křížková at OGAP with the following information: name of the faculty, name and personal number (UKČO) of the student, amount to be paid. She will prepare the contract for the transfer between the faculties and ensure everything.

OTHER NON-INVESTMENT COSTS – up to 10,000 CZK

Small purchases (like books, small PC accessories, posters, etc.) and some bigger, planned and justified purchases have same approach – you can make the purchase yourself

1. **Payment in cash** (in case of payment by card, an account statement is required, showing the debited amount from the account).

For settlement you need a form called **Vyúčtování (drobného vydání bez zálohy, stálé zálohy, mimořádné zálohy)**, that you will find at the MFF webpage (top right) – [Internal Affairs – Forms – Vyúčtování \(drobného vydání bez zálohy, stálé zálohy, mimořádné zálohy\)](#).

First, look at the 5th page of the form where you will find instructions how to fill out the form. After you complete the form, print it out, sign it, copy it and send it by internal post together with the receipts. You can also fill out the form together with your department secretary and give her all the documents, she will send it. The Economic department will give you the money in cash through cash office and will contact you to pick it up.

2. **Payment by invoice** – see below.

OTHER NON-INVESTMENT COSTS – over 10 000 CZK

Payments over 10 000 CZK are paid through invoice payment. Before purchasing the selected goods, you need to create a request in Verso (CIS) system. You log-in to CIS, on the top bar you select [Requisition – New record – Běžný nákup – Header – Supplier](#) (chosed the supplier from the list, if he isn't there, then contact Mrs. Kateřina Řandova from the Economic department, Katerina.Randova@matfyz.cuni.cz) – [Itemized breakdown](#) (the sum doesn't have to be exact, we need the requisition for later settlement) – [Resources](#) (chosed your GAUK project) a further [Save the record](#) and [Předat ke schválení](#) to start the approval process. The request must be approved by the originator and administrator of the resource according to your specimen signature. After it is approved the system will generate an order with a number (this order won't be automatically send to the supplier). Now you can order the goods from the supplier and tell him to write the number of the order into the later invoice. Many suppliers require payment in advance and will send you an advance invoice. If that is the case, then send it to email address podatelna@dekanat.mff.cuni.cz. **You can also ask your department secretary who will help you.**

The payment request MUST include our internal order number that CIS generated when you filled out the requisition. Before payment you will be prompted to approve the liquidation sheet. On bases of the approval the payment will be send to the supplier (same procedure as by the requisition – the liquidation sheet is send to approval to the originator and then administrator of the resource). After the whole purchase is settled and you get a final invoice, send it to podatelna@dekanat.mff.cuni.cz with instructions „don't pay – final invoice to order Nr. XXX“. If you don't need to pay in advance, then you just send the final invoice with order.

If you buy something from abroad, you can use the **faculty credit card**. Most of the **department secretaries** or **heads of department** have it. They should also know the process (after the payment the cardholder will send a bank statement together with the form to the economic department).

INFORMATION AND COMMUNICATION TECHNOLOGY PURCHASES

When buying computer technology, you need to proceed in a special way in most of the cases, because at the faculty we have a system called General Contract (rámcová smlouva) and Dynamic Purchase System (DNS) for most of the IT goods. It is important to distinguish between goods that are covered by DNS and those that are not (power supplies, batteries, chargers, cables apart from USB cables, software apart from operation systems that are part of PCs and laptops, audiovisual technics like microphones and headphones atc. Those that are not covered can be purchased by above mentioned steps (cash or invoice payment)

Purchase through General Contract

For purchase of information and communication technology the faculty has a General Contract with company B2C. You can find the sortiment covered by the contract here: <https://www.mff.cuni.cz/cs/vnitri-zalezitosti/predpisy/opatreni-dekana/opatreni-dekana-c-9-2021> (link at the bottom called [Volná příloha č. 1 – Sortiment rámcové dohody](#)). If you want to order something, you have to log-in to Verso and then click on [Requisition – New record – ICT rámcová smlouva – Header – Supplier – Itemized breakdown](#) (prices are with tax) – [Resources](#) (choose your GAUK project) and further [Save the record – Předat ke schválení](#) (sent to approval).

Administrator of this process is Mrs. Anna Maškarová (anna.maskarova@matfyz.cuni.cz). After the approval by originator and administrator of the resource she will send the order to the supplier. The purchase takes about 5 work days.

Purchase through Dynamic Purchase System (DNS)

If you don't find the goods that you want in the menu, you need to buy it through the DNS. Again fill out in CIS the [Requisition – New record – Dynamický nákupní systém – Header – Supplier](#) (do not fill out, the supplier will be chosen in competition) – [Itemized breakdown](#) (prices are with tax, include technical specification) – [Resources](#) (choose your GAUK project) and further [Save the record – Předat ke schválení](#) (sent to approval).

Administrator of this process is Mrs. Anna Maškarová (anna.maskarova@matfyz.cuni.cz). After the approval by originator and administrator of the resource she will prepare the competition, chose the supplier, close contract, finalize everything). After that she will fill out the name of the supplier and the invoice can be liquidated. The purchase takes about 5-6 weeks.



COMPUTER?! Attention, you cannot buy from GAUK anything you want. For instance you can buy a computer only in reasonable cases, it must be pre-approved for next year or you have to contact the GAUK department through the faculty coordinator Mrs. Marie Křížková (marie.krizkova@matfyz.cuni.cz).

OFFICE SUPPLIES

Office supplies are bought from the company Mefisto (<https://www.mefisto2000.cz/>) with which the Faculty has a general contract. The secretary of your department will make the purchase, she has the log-in data to Mefisto.

TRAVEL EXPENSES

These include travel documents like plane tickets, conferences fees, payments for accommodation, meals. It is important to establish a travel order (cestovní příkaz, CP) EARLY ENOUGH. If you will fill out your CP yourself, you will do it in [SIS](#) (employee profile) in module [Official journey registration – New Travel Authorisation](#). You have to fill out all compulsory fields including the resource number and then you click on „Request Authorisation“. Then you wait for approval of the originator and administrator of the resource and of the head of your department. After the approval you need to click on „Accept sending“. After that Mrs. Jírů from the Economic department will close travel insurance for you (**click on „send travel insurance per email“**): daniela.jiru@matfyz.cuni.cz; tel. 95155 1294.

You have two possibilities how you can pay the expenses. First possibility is to pay the necessary expenses in advance by using faculty payment cards. Most department secretaries or heads of departments have it. If you pay by faculty card, you don't need to fill out a requisition in the CIS system in advance. After the payment the cardholder will get a bank statement. He has to put it together with the receipt and a form in which he fills out the resource of the payment and explanation. He will send this to the Economic department. The cardholder should know the details about this process.

Second possibility is to pay the necessary expenses like flight tickets, accommodation, conference fee, visa fee etc. from your own money and request reimbursement after your return. If you don't have enough funds, you can request a **travel deposit** in advance (either in CZK or foreign currency). You need to fill out the deposit in your travel order form (in SIS), have it signed and registered by Mrs. Jírů and then it will be given to you in cash at the cash desk. Only in justified cases it is possible to get the deposit sent to your bank account.

BUSINESS TRAVEL SETTLEMENT:

Do the business travel settlement as soon as possible after your return (at latest one month after your return). You have to fill it out in SIS in the module [Official journey registration](#). You have to fill out in your travel order the required information and scan documents (receipts, plane tickets including boarding passes, public transport tickets etc.). In case of payment with your won private card, provide all payments with bank account statements where you can see the debited amounts in CZK as well as in the foreign currency used.

MEAL ALLOWANCE:

Special settlement concerns meal allowance – you don't need to enclose receipts for meals that you bought. Meal allowance is calculated by official [state regulation](#) issued by the Ministry of Finance. This regulation includes flat rates for individual countries. You just have to declare all meals that were given to you in the hotel or at the conference (breakfast, lunch, dinner). For each given meal the rate is lowered by 25 %. The Economic department then counts the flat rate that will be sent to your bank account together with the money for other expenses. It is not possible to renounce this flat rate completely, you will always get at least 25 % of the flat rate. When you plan your travel costs, you have take this in account.

Sign your completed settlement and get it signed by your department head. After that send it by faculty post (through your department secretary) or bring it yourself to the Economic department where Mrs. Jírů will look over it and will send money on your bank account. **If you have any questions, contact Mrs. Jírů who will answer them willingly.**

ADDITIONAL COSTS

Those are overhead costs and the faculty will deduct them from your grant automatically. You will see this deduction in CIS and don't have to do anything.



It is desirable to use up the entire allocated amount of the grant – spent it continuously and do not leave purchases until the end of the year!

In case of **small overspending of the allocated amount** it is necessary to talk to your department head and charge the overspent amount to another resource like the standard operation account of your department. It will be necessary to fill out „dohoda o přeúčtování“ (transfer agreement), details will tell you your department secretary who will help you prepare it. This is a common practice.



When it is not possible to spend money (or dispose of them in any other way)

- If you are not currently a student
- This situation occurs in summer months when you transition from master's to doctoral studies (after enrollment in doctoral studies – typically on October 1st – the project normally continues)

- This situation occurs when you properly finish your studies. Ensure that you use your grant money before you finish your studies. Final report is submitted in regular deadline.
- If you end your studies unexpectedly, contact OGAP immediately.



What cannot be included in the costs:

- Costs that are not directly related to your project solving
- Costs that exceed usual price at the given time and place
- Computer programs that may be provided by the faculty
- **Computer and Information technology that is reasonable, justified**
- Hardware over 40,000 CZK, software over 60,000 CZK (even when it is split to more partial receipts linked to the same thing, including transport and bank fees etc.) It is recommended to request computer technology only in justified cases and for a reasonable amount (optimally +/- 20 000 CZK according to the actual requirements of the scientific field for computer technology, including programs);
- Telephone costs
- Rewards for respondents or gifts for respondents, costs for refreshments. It is not possible to finance the respondents in the form of rewards or agreements (DPČ and DPP), because in that case, according to the rules of the Ministry of Education, these persons would have to be kept as members of the team.
- Creation of websites, preparation of concerts, exhibitions, conferences and symposiums. Exhibitions can be recognized as an output of GA UK only if they include also a catalog for the exhibition (with citations and a description of the research procedure).

CHANGES IN THE PROJECT

CHANGE IN THE PROJECT

Requests for change are sent to the chairman of the Grant Commission of the Charles University prof. MUDr. Vladimír Komárek, CSc., Ovocný trh 560/5, 116 36 Praha 1 **through OGAP**. You can use [formulář žádosti v českém jazyce](#) / [request form](#) (for other types of requests you can modify this form) and send it with your scanned signature to OGAP (marie.krizkova@matfyz.cuni.cz).

CHANGE IN THE BUDGET

Transfers between items up to **CZK 20,000** do not need to be reported. For transfers into personal expenses, the limit is **CZK 10,000**. The change must be mentioned and commented on in the annual/final report, and all limits according to GA UK rules must be observed.

Transfer above this limit is subject to GA UK approval. The budget change proposal is submitted through OGAP.

CHANGE OF PRINCIPAL INVESTIGATOR

The request must include consent of the current (original) as well as newly proposed principal investigator and project leader. The requests are assessed by GA UK individually with regard to the specific project, they may not be always approved. A CV of the proposed principal investigator must be attached to the application. The request (there is no application form) is submitted through OGAP.

CHANGE IN PROJECT LEADER

The request must contain consent of the existing (original) and the newly proposed project manager and the personal number of the proposed manager. A CV of the proposed project leader must be attached to the application. The request (there is no application form) is submitted through OGAP.

CHANGE IN CO-INVESTIGATOR

It is not necessary to apply for a change of co-investigator. The principal investigator will include the information about the change in the request for continuation of the project or in the final report on the termination of the project. New co-investigator is added to the team by the main investigator by using the person's number.

REQUEST FOR INTERRUPTION OF THE PROJECT

It is possible to interrupt the solving of GA UK project from the following reasons: maternity and parental leave; long-term health reasons. It is possible to interrupt the project only for the entire calendar year. If you want to interrupt for two years, you have to request the Grant Commission of the Charles University again after the first year of interruption. The request (there is no application form) is submitted through OGAP.

REQUEST FOR EARLY TERMINATION OF THE PROJECT

It is requested only in exceptional cases. The request (there is no application form) is submitted through OGAP.

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