

OP VVV Office and ChemBioDrug project

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Content:

Intraweb

How to use financial resources:

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- ✓ Project Budget and Ordering System
- ✓ Chemicals and Material
- ✓ Business Trips
- ✓ Timesheets

How to report project progress:

- ✓ Reporting towards MEYS
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- ✓ Project Changes
- ✓ Progress Meetings

Intraweb

- New content
- Information about OP VVV projects – project targets and progress
- Internal procedures and manuals
- Meetings with presentations
- Calendar
- Contacts

Public Procurement Schedule

Equipment title	Predicted price in CZK	Research group leader	Release date of the public procurement	Date of the signature of the contract
Next generation sequencing machine with equipment	1 680 000,00	Hocek	July 2018	September 2018
Semipreparative HPLC apparatus for oligonucleotides (2x)	3 948 424,79	Hocek	July 2018	September 2018
High-resolution mass spectrometer with accessories	36 625 347,93	Cvačka	June 2018	August 2018
Computer cluster for molecular modelling	39 746 700,00	Jungwirth	July 2018	September 2018
Confocal microscope	4 163 325,62	Bouřa	July 2018	September 2018
Flash chromatography apparatus (4x)	2 505 785,12	Nencka	July 2018	September 2018
FPLC apparatus for biochemical applications (4x)	8 266 967,00	Mareš	July 2018	September 2018
Preparative LC apparatus for biochemical applications (3x)	1 319 690,00	Mareš	July 2018	September 2018
Semipreparative HPLC apparatus	821 397,52	Jiráček	July 2018	September 2018
UHPLC apparatus for the separation of amyloidogenic peptides and proteins	1 727 272,00	Bouř	July 2018	September 2018
Microplate handling robot	8 264 463,00	Konvalinka	August 2018	October 2018
Desktop centrifuge (2x)	109 090,91	Curtis	July 2018	September 2018
Thermocycler (2x)	163 636,36	Curtis	July 2018	September 2018

Project Budget and Ordering System

Project Budget

- Divided into research groups and different categories
- Budget changes
 - i. Transfers between budget categories
 - ii. New items
 - iii. Savings
 - iv. Requests justification

Project Budget and Ordering System (2)

Ordering system

From July 2018

1. Order creation

- 2 persons/research group responsible for making orders
- Orders via specific research group numbers
- Linked to the budget line

2. Order approval

- Research group leader
- OP VVV office

Ordering lab supplies from OPVVV – before Framework Agreement

Frequently ordered lab supplies

- subject to open tenders
- cannot be funded from the OPVVV project until the deals are closed

Each group - 1 – 2 responsible person

- Provide the orders for the whole group
- Stick to the temporary rules
- Provide us the contact, we will provide the instruction

Ordering lab supplies from OPVVV – before Framework Agreement (2)

1) Search each ordered product in the list of frequently ordered items

384 items, divided in 16 categories (available as xls sheet) – master version in Czech

	C	D	E	
1	categories	CAS	product/product description	detailed description for tender - in czech only
2	falcon tubes		falcon tube 15 ml, conic, non sterile	Zkumavka centrifugační se šroubovacím víčkem (tz
3	falcon tubes		falcon tube 50 ml, conic, non sterile	Zkumavka centrifugační se šroubovacím víčkem (tz
4	falcon tubes		falcon tube 50 ml, flat bottom, non sterile	Zkumavka centrifugační se šroubovacím víčkem (tz
5	falcon tubes		falcon tube 15 ml, conic, sterile	Zkumavka centrifugační se šroubovacím víčkem (tz
6	falcon tubes		falcon tube 50 ml, conic, sterile	Zkumavka centrifugační se šroubovacím víčkem (tz

➤ If included in the list – do not buy from the OPVVV project

➤ If not included – buy without restriction (be aware that often bought products shall be additionally included in the next tender in 2021)

2) do not forget to choose the right subcategory in ALBINA

VP3_HOCEK_chemikálie (biochemická část)

VP3_HOCEK_chemikálie (chemická část)

VP3_HOCEK_laboratorní spotřební materiál, sklo, plasty

VP3_HOCEK_kity

Business trips

Approval procedure

- Intention/necessity to realize the business trip
- Consult the manual – select the economical offer
- Obtain all the needed signatures
- Reimburse the expenses
- Report the business trip within 10 working days after return

Business trips (2)

Business trips documentation – manual

- Obligatory in line with the project activities + member of the project research group
- Travel expenses must correspond to the regular prices at the time of purchase
- Use the internet market survey, make printscreen
- Invoices must contain:

"Paid from project OP VVV CZ.02.1.01/0.0/0.0/16_019/0000729"

- Archive all documentation and send it to cestyop3v@uochb.cas.cz
- Non-EU business trips – only with active participation
- Report of the business trip abroad – template

Timesheets

- Pre-filled model template on the IntraWeb
- Obligatory for all project employees (except those employed only for this project)
- Submit always by the 10th of the following month
- Pre-checked by email then signed
- Separate fields for holiday leave, sick leave, sick days, public holiday – always control if the number of hours correspond to the real attendance

Reporting towards MEYS

- Every six months submission of Interim report on project implementation (along with Payment application)
- Contains:
 - Research progress compared to the planned targets (Feasibility Study)
 - Progress in indicator values
 - Personnel overview
 - Drawing of the project budget
- In regular intervals: project changes, public procurement

Mandatory Indicators

Project Indicators (mandatory and under financial sanctions if not fulfilled)			
Code	Indicator title	Target value	Deadline
20500	Number of researchers who work in modernized research infrastructures converted to FTE	348,341	31.12.2022
20502	Number of researchers who work in modernized research infrastructures converted to FTE - women	96	31.12.2022
24000	Number of newly built, expanded or modernized research infrastructures	1	31.12.2022
20211	Scientific publications (selected types of documents) created by the supported entities	277	31.12.2022
20216	Scientific publications (selected types of documents) with a foreign co-authorship created by the supported entities	53	31.12.2022
20312	Number of participations of supported research teams implemented within the international cooperation programmes	9	31.12.2022
20400	The number of new researchers in the supported entities	7,6	31.12.2022
20402	The number of new researchers in the supported entities - women	3	31.12.2022
22011	International Patent Application (PCT) formed by the supported entities	20	31.12.2022

Mandatory Indicators (2)

- Target values divided into 5 years of the project realization
- Annual values + Regular progress on the IntraWeb
- If not fulfilled, financial sanctions
- Target values common for all research groups (can not be changed)
- Partial commitments for each research group (can be changed, if compensated)
- Scientific publications obligatory acknowledgement:

The work was supported from European Regional Development Fund; OP RDE; Project: "Chemical biology for drugging undruggable targets (ChemBioDrug)" (No. CZ.02.1.01/0.0/0.0/16_019/0000729)

Project Changes

- Budget changes
- Personnel changes
- Research goals changes
- Always consult before realization
- Always prove with the justification
- Different level of significance – in/significant change – require or not the previous consent of the MEYS – in line with the eligibility of the financial resources

Regular progress meetings

- 2x a year
- In the middle of the reporting period (end of July and January)
- Separately for each research program
- Agenda
 - Sharing the research progress in past six month in each WP
 - Discussing the compliance with the feasibility study (schedule, activities, promises)
 - Identification and documentation of the changes

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**Thank you
for your attention.**
