

## **INSTRUCTIONS FOR DRAWING OPERATING COSTS FROM GSW (grants for scientific work)**

Ph.D. they are assigned into three GSW according to their fields. To draw operating costs, it is necessary to know to which project the student was assigned and to use the internal project number when ordering. You can find this information in the scholarship award decision or at the Ph.D. studies, or at the grant department.

**The maximum limit for drawing is CZK 7,000 for 2020.**

It is possible to reimburse material for research (chemicals, laboratory equipment, etc.), literature, scientific courses, publication fee and in agreement with the grant department.

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**The following must be observed when pumping:**

### **ORDERS:**

For each good or service to be paid from the grant, the solver must place an order in advance and sign the order (EIS system), stating:

- contact person (preferably himself or someone from the research team),
  - place of delivery (own workplace),
  - required goods or services, including the price with VAT
  - the internal grant number from which the purchase will be paid.
- + any other specifications for suppliers, etc.

***NOTE: for GSW projects, the student does not get direct access to the ordering system, he must ask the secretary of the relevant clinic / institute to introduce the order into the system with the GSW number (which the student has in the decision). The order will then be sent to the supplier only after confirmation in the EIS system by the Dean's Office of the Second Faculty of Medicine, Charles University.***

Exception: Orders for the purchase of literature are issued and sent at the request of the researcher library of Second Faculty of Medicine.

However, if the literature is ordered directly for a serious reason by the researcher, he must have the books registered in the library of the Second Faculty of Medicine, Charles University (have the registration stamp placed on the Liquidation Sheet - see below), otherwise the invoice will not be paid.

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### **INVOICES:**

Each invoice (Czech and foreign) paid from the grant must be issued with the following invoicing address:

Second Faculty of Medicine, Charles University  
V Úvalu 84  
150 06 Praha 5 – Motol  
IČO: 00216208  
DIČ: CZ00216208  
(for abroad - VAT: CZ00216208)

Bank: KB a.s., Praha 1  
č.ú.: 37530021/0100

## **INVOICES WITH ANOTHER ADDRESS CANNOT BE PAID!**

The solver comes from the economic dept. to approve and sign the so-called liquidation sheet with a copy of the invoice. If the goods on the invoice were completely delivered according to the requirements of the order, the researcher will sign the Liquidation Certificate (column "Correctness check"), in case of purchasing literature he will confirm the registration of books in the library of the Second Faculty of Medicine, Charles University. Only then will the invoice be submitted for payment.

## **FOREIGN INVOICES:**

Liquidation certificates are added to these invoices only after they have been paid. If you want to pay for them from the grant, attach the completed Payment Voucher to them or write a request for payment (state the internal number of the grant, the amount, the type of goods - what item to pay from, the order number, the researcher's signature and date)

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## **SMALL EDITIONS:**

The grant can be used to redeem goods already purchased. To pay, provide the original tax document (stamped by the store and the signature of the seller) and, if necessary, a confirmation of payment for the goods.

If it is necessary to state the name of the buyer on the document (eg documents from Makra), it must be only members of the given research team).

To request reimbursement, fill in the Small Edition form:

(<http://www.lf2.cuni.cz/Dekanat/predpisy/drobnevydani.xls>). Enter the internal grant number here. The form must be signed by the capital. solver. In case of redemption of literature, there must be a stamp from the library on registration. Stick small receipts on a sheet of paper to attach to the form to prevent possible loss of receipts.

If you want to have the invoice already paid by you as part of a small issue, the address of the Charles University, Second Faculty of Medicine must be stated on the invoice (see above - Invoices).

If you want to have the purchase of professional literature reimbursed from the grant, you must have this literature registered in the library.

## **ALWAYS write and initial your YOUR ACCOUNT NUMBER !!!**

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## **PAYMENT BY FACULTY CREDIT CARD (KK):**

You can have the payment of goods or services paid by faculty credit card, if these payments are allowed by the supplier. Usually, this form of payment is used for payment abroad, hl. costs of participation in congresses, etc.

In that case, instead of a classic order, a **Request for payment of the given goods or services** signed by the researcher with a faculty credit card is sufficient for the purpose of the faculty (there is no form for this). Indicate in the application:

- what goods or services will be paid for,
- total price including VAT, or customs duties, postage....,
- internal grant number,

- whether the KK payment is online or it is necessary to send the Attachment - form to the supplier by post or fax, in which case add the address or fax .. number.
- signature of the solver, date.

If a form is faxed or sent to the supplier by post, on the basis of which he is entitled to withdraw money for the goods, provide the form with the application already filled in - except for card details (number, expiration, etc.) and the cardholder's signature. This is filled in by the secretary of the Second Faculty of Medicine, Charles University.

If the form is filled in online, you must agree in advance with the economist (Ing. Rita Zdrubecká) and fill out the form online at the Dean's Office.

**You must provide a tax document for each such payment. Without this, the payment is only considered a deposit, which must be returned!**

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### **PAYMENT BY BANK:**

In some cases, it is possible to pay for goods or services by bank transfer (usually congress and registration fees)

In that case, write a request for payment by the bank. Indicate in the application:

- what goods or services will be reimbursed and from which grant item
- at what price
- the internal number of the grant from which the payment will be made
- Whether you want to include something in the payment note
- data for payment - Name and address of the supplier - account holder, bank connection (bank address, account number), for payment abroad SWIFT (international bank code) and IBAN (international account number)
- deadline for payment (don't forget that payments go several days, especially abroad!)
- signature of the solver, date

If you want a confirmation of payment, please state this in the application.

**You must provide a tax document for each payment. Without this, the payment is only considered a deposit, which must be returned!**

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### **PUBLISHING FEES:**

Publication fees are subject to monitoring at the Charles University - fees are monitored in the OPEN ACCESS mode. Therefore, it is necessary to fill in a specific form (in the annex) for each payment, specifying where the fee is to be registered.

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## **GENERAL CONDITIONS**

All tax documents must be issued, paid, or paid at the box office in the calendar year in which you draw the grant subsidy.

Observe the deadlines for the completion of grants - usually November 30 of the calendar year (except for EU grants)!

Always state the internal number of the grant from which the payment is to come.

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## **CONTACTS:**

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