

INSTRUCTIONS FOR DRAWING OPERATING COSTS FROM SUR (grants for specific university research)

Doctoral students are divided into three groups of specific university research (hereinafter referred to as "SUR") according to their fields of study. It is necessary to know your project group (the group you were assigned to) and to use the internal project number in order to draw operating costs from the order. You can find out your project number in the Dean's Decision on scholarship or at the Department for Ph.D. Study or at the Grant Department.

The maximum limit for drawing is CZK 7,000 per calendar year.

Material for research (chemicals, laboratory equipment, etc.), literature, scientific courses, publication fee and other costs (after agreeing with the grant department) can be reimbursed.

The following rules must be observed for drawing grants:

ORDERS:

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

- contact person (preferably you or your colleague from your research team),
 - place of delivery (your workplace),
 - required goods or services, including their price with VAT
 - the internal grant number from which the purchase will be financed.
- + any other specifications for suppliers.

NOTE: Student does not get direct access to the ordering system for SUR projects. He/she must ask the secretary of the relevant clinic / institute to place order into the system with the SUR number (which the student has in the Decision). The order will 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 purchasing literature are made by (upon request of the grantee) by the Library of Second Faculty of Medicine.

However, if the literature is ordered directly by the grantee (for a serious reason), he/she must have the books registered in the Library of the Second Faculty of Medicine, Charles University. It means that a registration stamp must be placed on the Liquidation Sheet - see below. Without the stamp invoices will not be paid.

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 Prague 5 – Motol IČO: 00216208 DIČ: CZ00216208 (for abroad - VAT: CZ00216208)

Bank: KB a.s., Prague 1 Account number: 37530021/0100
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NOTE: INVOICES WITH ANOTHER ADDRESS CANNOT BE PAID!

The grantee will receive so-called Liquidation Sheet together with a copy of the invoice from the Economic Dept. She/he should check and approve it. If all goods on the invoice were delivered according to the order, the grantee will sign the Liquidation Sheet (column "Correctness check"). In case of purchasing literature she/he will have to get the confirmation of the books' registration from the Library of the Second Faculty of Medicine, Charles University. Only after that the invoice can be submitted for payment.

FOREIGN INVOICES:

Liquidation Sheets are added to foreign invoices only after they have been paid. If you want them to be paid from the grant, please, attach Payment Voucher or write a Request for payment which must include: internal number of the grant, the amount, the type of goods, from what item to pay, the order number, the grantee's signature and date.

SMALL EXPENDITURE:

The grant can be also used to redeem goods already purchased. You must submit the **original tax document/receipt** (must include stamp of the store and signature of the seller) and, if necessary, also a payment slip for the goods.

Only members of relevant research team can be named as buyer if required by seller (e.g. documents from Makro).

To request reimbursement, please, fill the Small Expenditure form:

(<http://www.lf2.cuni.cz/Dekanat/predpisy/drobnevydani.xls>). Enter the internal grant number there. The form must be signed by the main grantee (receiver of the grant). In case of reimbursement of literature purchase, there must be a stamp from the Library and registration nr. Small receipts should be glued on a sheet of paper and attached to the form (to prevent possible loss of receipts).

If you want to have reimbursed invoice which was already paid, make sure there is the address of the Charles University, Second Faculty of Medicine on that invoice (see above - Invoices).

If you want to get reimbursed purchase of professional literature you must get these books registered in the Library.

ALWAYS write and initial your YOUR ACCOUNT NUMBER !!!

PAYMENT BY FACULTY CREDIT CARD (CC):

You can pay goods or services by faculty credit card (if allowed by the supplier). Usually, this form of payment is used for payments abroad, registration fees for congresses, etc.

In this case, a **Request for payment by faculty is sufficient** (there is no extra form for CC payments). The request must be signed by the grantee and must include:

- what goods or services will be paid by CC,
- total price including VAT, and other fees, i.e. customs duties, postage...,
- internal grant number,

- whether the CC payment is online or if it is necessary to send the Attachment - form to the supplier by post or fax (in that case add the postal address or fax number).
- signature of the grantee, date.

If you are faxing the form (for money withdrawals) or sending it by post, submit it together with the already filled application. The card details (number, expiration and the cardholder's signature) will be filled in by the Executive Secretary of the Faculty.

In case of online form, you must agree in advance with the faculty economist (Ing. Rita Zdrubecká) and fill out the form online at the Dean's Office.

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

PAYMENT BY BANK TRANSFER:

It is also possible to pay for goods or services by bank transfer (usually in the case of congress and registration fees). In that case, you must provide a written Request for bank transfer.

Please, indicate:

- specify goods or services will be reimbursed and from which grant item
- price
- the internal number of the grant from which the payment will be made
- whether you want to include something in the transfer note
- data for payment - name and address of the supplier - account holder, bank details (address, account number), SWIFT (international bank code) and IBAN (international account number) for payments abroad
- deadline for payment (don't forget that payments take a few days, especially abroad!)
- signature of the grantee, date

If you want a confirmation of payment, please, state this in your request.

You must provide a tax document/receipt for each payment. Without it, the payment is only considered to be a deposit, which must be returned!

PUBLISHING FEES:

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

GENERAL CONDITIONS

All tax documents must be issued, paid, or reimbursed in cash in the calendar year in which you draw the grant subsidy.

Please, meet the deadlines for the completion of grants - usually by 30 November of the calendar year (except for EU grants)!

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

CONTACTS:

Grant Department: Bc. Eva Švehlová, l. 5829, eva.svehlova@lfmotol.cuni.cz

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Economic Department: Ing. Rita Zdrubecká, l. 5821 - Head of Economic Department,
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Jana Maxmiliánová, l. 5838 (orders, invoices)

Department for Ph.D. Study: PhDr. Marta Hrušková, l. 5845, marta.hruskova@lfmotol.cuni.cz

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