**Information for Recipients of GAUK Grants Administered through the Department of Genetics and Microbiology**

These guidelines are intended primarily for GAUK grant recipients - students affiliated with the Department of Genetics and Microbiology (*i.e.*, doctoral students of the PhD programs Molecular and Cellular Biology, Genetics and Virology or Microbiology) who are not employees of the Faculty of Science, Charles University.

The rules and instructions are based on the regulations and documents of the Faculty of Science of Charles University and the Department’s experience from previous years. Internal regulations for managing GAUK grants may differ across other departments within the Faculty of Science.

The information provided here is valid as of the date of this document’s preparation. The latest updates are published on the faculty’s website.

Contact Information for the Department of Genetics and Microbiology (Department 1400):

**Department of Genetics and Microbiology
Viničná 5
128 43 Prague 2**

**Secretary:** Ms. Martina Chvalovská:
Phone: +420 221 951 723
Email: martina.chvalovska@natur.cuni.cz

**1. Faculty Email and Access to the Faculty Website**

Every faculty student is automatically assigned a faculty email address in the following format:

**firstname.surname@natur.cuni.cz**

This email is listed in the faculty records and is exclusively used by faculty administrative departments (such as the Economic Division and the Development Division) to communicate with grant recipients. Therefore, we strongly **recommend activating access to your faculty email inbox** and checking it regularly or setting up email forwarding to an address you use frequently.

Access to the email account requires a password for the **Central Authentication System (CAS)** (<https://ldap1.cuni.cz/>), which is also necessary for logging into the internal section of the faculty website and for the CIS/Verso system.

**Note:** Changing your email address in the Student Information System (SIS) does not update your email in the faculty records!

Faculty-wide announcements and updates (including various forms) are published on the faculty website: <http://www.natur.cuni.cz/fakulta>. **We recommend checking the site regularly**.

**Important: In the "News/Currently" section of the faculty website, switch the view to "All" to see internal messages.** Additionally, access to some internal documents on the Faculty/Department website requires logging in (via CAS password, as mentioned above). If you are not logged in, you will only see information intended for external visitors.

### 2. Procedure After Being Awarded a GAUK Grant

If you have been awarded a GAUK grant and you are a student affiliated with the Department of Genetics and Microbiology (*i.e.*, a student of the PhD programs Molecular and Cellular Biology, Genetics and Virology or Microbiology), **you must inform the Department’s secretary** Ms. Martina Chvalovská (email: martina.chvalovska@natur.cuni.cz, phone: +420 221 951 723). Follow her instructions accordingly.

In summary, after being awarded a GAUK grant, you must 1) sign the contract within the given deadline; 2) fill and submit the project initiation form = **„*Zaváděcí list zakázky*“** (based on this, your project will be assigned an initiation number in the format **1400/243-XXXXXX**, which must be used for all faculty forms related to your grant).

The **form „*Zaváděcí list zakázky*“** can be found here:

<https://natur.cuni.cz/fakulta/organizacni-struktura/pracoviste-dekanatu/ekonomicky-odbor/formulare>

(*unfortunately, it currently exists only in Czech language so you will need help of a Czech speaking person*)

At the **Project Management Department (part of the Development Division of the faculty)**, **Ms. Romana Hogenová** (phone: +420 221 951 164) is responsible for processing GAUK contracts and project initiation forms.

### 3. Interim and Final Reports

GAUK grant recipients are required to submit interim/final reports within the specified deadlines. More information on this topic can be found here:

<https://natur.cuni.cz/en/research/grant-agenda/funding-opportunities>

### 4. Use of Operational Funds from the GAUK Project

#### 4.1 Ordering Goods/Services

##### **4.1.1 Requisitions**

Every payment for goods/services **must be preceded by an** **official** **requisition**, which each GAUK grant holder must **create in the CIS/Verso system**.

<https://cas.cuni.cz/cas/login?service=https%3a%2f%2fnatur.verso.is.cuni.cz%2ffcgi%2fverso.fpl%3ffname%3dweb_index>

This will generate a „purchase request“, which will be electronically sent for approval to the project administrator/Department secretary (**M. Chvalovská**). Based on your request, the Department secretary will send the order to the supplier (or arrange it otherwise upon agreement). The grant recipient will receive an email confirmation from the supplier acknowledging the order.

**Invoices cannot be reimbursed without a prior requisition!**

##### **4.1.2 Invoices and Their Processing**

All invoices are sent to the **mailroom**, where they are scanned. The Economic Division then prepares a **payment approval document**, which is electronically forwarded to the Department’s financial administrator (**M. Chvalovská**). After verifying the details, the project administrator approves the document, which is then sent electronically to the GAUK grant holder's faculty email address for final approval. After approval, the invoice is processed by the Economic Division for payment.

**Important Invoice Information:** Invoices paid from GAUK projects must use the faculty’s **billing address**: **Faculty of Science, Charles University, Albertov 6, 128 43 Prague 2**

The **delivery address** should be specified in your order request.

Suppliers should be instructed to send invoices to the faculty’s billing address or directly to Ms. Chvalovská’s email. However, if a supplier mistakenly delivers an invoice with the goods to your institution’s address, **you must forward it to the Department of Genetics and Micribiology secretary in advance of the due payment date**. If you receive an invoice electronically, forward it immediately to the Department **secretary**.

**Note:** The Department of Genetics and Microbiology’s contact address for personal or written communication is **Viničná 5, 128 43 Prague.**

All invoices paid from your project will be scanned and attached to the **payment approval document** in the CIS system, so there is no need to print them.

It is the **grant recipient’s responsibility** to ensure that suppliers submit their invoices on time, especially at the **end of the year**, before the deadline set by the Economic Division.

### ****4.1.3 Important notes on requisitions****

**Tangible assets subject to faculty inventory** (*e.g.*, instruments, automatic pipettes, computers, laptops, external drives, etc.) purchased with GAUK grant funds **become the property of the Faculty of Science, Charles University** and must be recorded in its inventory. Inventory registration is **only possible under a Faculty of Science employee’s name, not a student’s.** If you intend to purchase such items from your grant, you must find a **willing employee from the Department of Genetics and Microbiology** to have the item registered under their name. The item will then be **loaned to you** for the duration of your project. After the project ends, you are required to return the item to the Department. Due to the complications involved in this process - unfortunately, the only option available as faculty rules do not account for this situation - we **strongly recommend avoiding the purchase of inventory-registered items** with GAUK funds. However, if you still wish to do so, prior approval is required. Keep in mind that the employee under whose name the item is registered will be responsible for it and will retain possession after the project concludes.

**Books** **purchased using GAUK funds** **must be registered** **in the faculty library** (an accession number must be provided when requesting invoice reimbursement). These books become **faculty property**, but the grant recipient may borrow them long-term (**"grant loan" for one year, renewable**). However, the book **must be returned to the library before the end of the student’s studies at the Faculty of Science**.

GAUK grants **do not allow the purchase of so-called investments**. Investments are defined as tangible assets with a price exceeding **80,000 CZK (including VAT)**. It is **not possible** to use GAUK grants to purchase tangible assets **whose total cost (including VAT, transport, installation, and consumables, if included in the delivery) exceeds this limit**. It is the **grant recipient’s responsibility** to ensure compliance with this rule.

### ****4.2 Reimbursement for Cash Purchases****

Reimbursement for cash purchases is processed using the **„*Bill of Costs – purchases in cash*“ form**:
<https://natur.cuni.cz/en/faculty/organizational-structure/dean-s-office-departments/economic-division/forms>

The form must be submitted along with the **original receipts**. Unless otherwise specified, the reimbursement will be available in **cash** at the Faculty’s Cash Desk. If you prefer reimbursement via **bank transfer,** please indicate this in the comments section of the form.

### ****4.3 Business Trips (Domestic and International)****

If your project includes funding for travel expenses, these expenses will be processed **through the Department of Genetics and Microbiology.** To receive **per diem allowances**, which you are legally entitled to, you must sign a **Work Agreement (DPP)** **with the faculty. This agreement must cover at least the duration of the trip and must be finalized at least 14 days before departure**.

Before **any** trip (domestic or international), the student must complete a new **Travel Order in the CIS/Verso system**. A separate travel authorization is required for **each** trip. The travel authorization must be **approved by** 1) the **project leader; 2)** the **Head of the Department** (Prof. Ruth Tachezy, Ph.D.); 3) the **project administrator** (M. Chvalovská)

#### **After completing your travel, t**he **travel reimbursement request** must be completed **directly in the Travel Order form (tab "After Travel") in CIS/Verso** and must be submitted **within 10 days of returning**. ll receipts (conference fees, accommodation, local transportation, posters, etc.) must be uploaded **electronically** into Verso and submitted **in original form** to the **Department secretary**. Any **card payments** must be accompanied by a **bank statement**.

It is possible to request a **travel advance** in **CZK** or a foreign currency (**EUR, USD, CHF**; for other currencies, consult the Faculty Cash Desk). This request must be specified in the **"Before Travel – Advance Request" tab** in Verso. Unless otherwise requested, advances will be **available for cash pickup at the Faculty Cash Desk (Albertov 6, ground floor) a few days before departure** (exact information available at **+420 221 951 148**).

#### ****Important Note:** **Travel expenses can only be reimbursed to members of the project research team**.**

Per diem allowances are granted based on the **official faculty rate. Per diem allowances are paid as a flat rate based on the number of days traveled.** Receipts for food expenses **are not required**. If **breakfast, lunch, or dinner** was included in **accommodation or conference fees**, or provided by the host institution, the per diem is **reduced** as follows: **25% deduction per meal** (breakfast/lunch/dinner). If the exact cost of food is listed **on an accommodation invoice**, the **specified amount is deducted** instead. These details must be recorded in the reimbursement form.

For foreign currency advances, the reimbursement will be calculated based on the **Czech National Bank (ČNB) exchange rate on the date the advance was collected.** This conversion is handled by the **Faculty’s Economic Division.**

### ****4.4 Utilization of Salaries and Scholarships****

Funds allocated for **salaries and scholarships** must be utilized well in advance **before the end of the calendar year. Do not leave this matter until the last month of the year!** Please submit the necessary forms and contracts through the **Department secretary**.

Requests for **grant-funded scholarships** must be submitted using the appropriate form (**„***Návrh na přiznání stipendia na výzkumnou-vývojovou a inovační činnost“*), available on the faculty website under the **Study Division:** <https://natur.cuni.cz/studenti/doktorske-studium/formulare> (**Form No. 3;** *unfortunately, it currently exists only in Czech language so you will need help of a Czech speaking person*). This form must be signed by both the **authorizing officer** and the **project administrator.**

For **salary payments**, an ***Agreement to Complete a Job* (DPP)** must be concluded. The relevant form can be downloaded here: <https://natur.cuni.cz/en/faculty/organizational-structure/dean-s-office-departments/human-resources-division/forms>

### ****5. Project Budget Monitoring****

The **grant recipient is solely responsible** for the **correct and timely use of project funds**. The **Department of Genetics and Microbiology** only provides administrative assistance. **Any overuse or underuse** **of funds at the end of the fiscal year is the responsibility of the grant recipient**.

To monitor **recorded expenses and budget utilization**, use the **CIS/Verso application**:

<https://cas.cuni.cz/cas/login?service=https%3a%2f%2fnatur.verso.is.cuni.cz%2ffcgi%2fverso.fpl%3ffname%3dweb_index>

Navigate to the **„Services of Transactors“** tab, where you can track your grant expenditures using selected criteria.

New transactions **do not appear immediately** in the system but with a delay. **Do not rely on CIS as the sole source of information about your grant balance**. It is **highly recommended** to keep an **independent, accurate record of orders and payments** and cross-check them regularly with CIS data.

**The grant recipient is fully responsible for deciding what expenses can be covered** under the grant, based on the original project proposal and GAUK regulations.

If in doubt, consult **GAUK directly**. **Transfers between different operational expenses (materials, services, travel, etc.)** are allowed **within the limits set by GAUK rules without a formal request**. However, **salary and scholarship transfers are not allowed**! For **larger budget reallocation requests, GAUK approval is always required.**

### ****Important Financial Details:****

If the invoice amount **differs** from the original order amount, the **remaining grant balance will not be accurate** until the order is **fully settled** (matched with the invoice/invoices). Until settlement, the system **blocks the originally ordered amount**, which is particularly important when utilizing funds at the **end of the year**.

**International transactions** incur **bank fees**, which vary depending on the fee type: 1) **SHA (Shared Cost)** – costs are split with the recipient (**typically a few hundred CZK**). 2) **OUR (Sender Covers All Costs)** – the sender pays all fees (**usually over 1,000 CZK**). The fee type must be specified in the ***Foreign Payment – Liquidation Report* form:**

<https://natur.cuni.cz/en/faculty/organizational-structure/dean-s-office-departments/economic-division/forms>)

**Note: SHA fees** are typically sufficient for **purchasing goods**. Some suppliers require the **OUR fee type** (often for **services or conference fees**). Always check **invoices and payment instructions** carefully to ensure the correct fee type is used.

Payments in foreign currencies (**inside or outside the EU**) are processed **without VAT**. VAT is deducted **automatically** from the grant **after invoicing** (**with a delay**). The **VAT amount is not included in the original order**, so it **remains unblocked in the grant budget until it is deducted**. **This is a common cause of grant overspending**, particularly during **the busy end-of-year period**.

Currency exchange rate **fluctuations** (between the order date and payment date) may lead to **minor differences** in the final transaction amount. These differences are usually **small** (a few CZK or tens of CZK) but should be **considered when aiming for precise budget utilization**.

**If you still have unanswered questions about your GAUK project budget utilization through Department of Genetics and Microbiology**, **please contact the Department secretary**. **She will do her best to advise and assist you.**