

CONTRACTING

MANUAL FOR CONCLUDING A PROJECT CONTRACT SIGNATURE



This manual summarizes how to proceed with the signature of the Project Contract (contract)*.

The contract has to be signed within **60 days** from the date of the announcement of the results of the Call for Proposals on the TA CR website.

▶ **Generating the contract in ISTA**

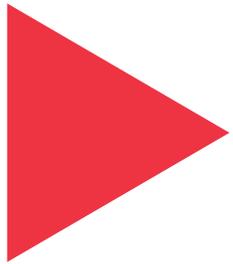
How to correctly generate the contract in the ISTA system?***

▶ **Submitting documents before signing the contract**

Which documents have to be submitted before signing the contract?

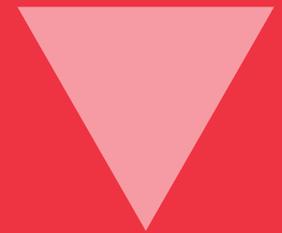
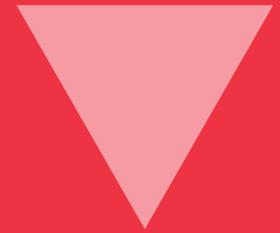
*§ 25 Act No. 130/2002 Coll., on the support of research, development and innovation from public funds

**The ISTA information system for Project Promoters is in Czech language, therefore the screenshots from ISTA used in this manual are in Czech.



Generating the contract in *ISTA*

How to correctly generate the contract in the *ISTA* system?



1

Project Owner

- firstly, check that you are the ISTA Project Owner (only those have the access to the contract)
- to verify it, open your project in ISTA and in the „Project Introduction“ tab look at the „Project authorization“ table

Oprávnění k projektu	
Uživatelský účet	Oprávnění
██████████ (USR ██████████)	Vlastník

2

„Work activities“

- if you are the Project Owner, go to your „Work activities“ (you can find the icon in the upper right corner of the page)



- in the „Work activities“, find the task titled „Document preparation and signature of the Contract“ and open it

Pracovní činnosti		
Zpět	Aktualizovat	Export
Přidělená práce	Mohu spustit	
Filtr	Příprava dokladů a podepsání Smlouvy (1)	Doplnění zprávy (1)
Kliknutím na řádek zahájíte zpracování vybrané činnosti		
IT	Aktuální krok	Entita
▲ ▼	- 188 d	Příprava dokladů a podepsání Smlouvy
		Smlouva projektu

3

„List of documents to submit“

- select the „Current data“ button, fill in the basic data of the Project Promoter in the contract (see below) and save the data

→ Aktuální data

► Filling in the individual fields

„Represented by“

- fill in a member / members of the statutory body of the Project Promoter
- the number of persons is determined by a prescribed manner
- of representation of the organisation
- for example, if the organisation has to be represented by at least two managers, fill in at least two persons in this field
- do not modify (by declension) the names (because they will be stated exactly as you enter them in the signature line)

„Bank details“

- fill in the name of the bank where the account for receiving the TA CR funding is maintained (in the case of Czech public research organisations and Czech public universities, it has to be the Czech National Bank)

„Account prefix, Account number and Bank Identifier Code“

- make sure the data are correctly filled in

Zastoupený	Josef Novák
Učel je v zahraniční bance	<input type="checkbox"/>
Bankovní spojení	Česká národní banka, Na příkopě 28, Praha 1
Předčíslí účtu	01
Číslo účtu	1234567
Kód banky	0710

4

„List of documents to submit“ Data verification

- in the „Input data for finalising the contract“ tab, check the data filled in
- if you find a discrepancy in the data you filled in, correct them in the „Current data“ tab
- in case of inconsistency in the system-generated data (e.g. organisation address), contact the [TA CR Project Officer](#) from the Project Management Department of TA CR

Seznam dokladů pro doložení

Zpět Smlouva - Pracovní verze Závazné parametry - Pracovní verze Všeobecné podmínky

Projekt

Kód projektu IP0100000
Název PRE 9888

Údaje nutné k vygenerování finální verze smlouvy. Údaje je možné editovat pomocí tlačítka Aktuální data.
Všeobecné podmínky s dokladem o poskytnutí podpisem Smlouvy o poskytnutí podpory (např. jak zaslat Výpis

Vstupní údaje pro finální podobu smlouvy

Požadavky na dokumenty od projektů

Požadovaný dokument

Doplnění jednoznačného zástupce aplikační sféry do Rady pro komercializaci.

Identifikační údaje příjemce podpory

Obchodní jméno Vysoká škola
IČO
DIČ
Právní forma VVS
Zastoupený

Všeobecné vysoké školy a veřejné výzkumné instituce mají v souladu s ustanovením zákona č. 501/2012 Sb. ze dne 18. prosince 2012, kterým se mění znění pozdějších předpisů, a některé další zákony, povinnost zřídit pro účely příjmu dotace ze státního rozpočtu účet u České národní banky (kód b

Účet je v zahraniční bance

Bankovní spojení Česká národní banka, Na příkopě 28, Praha 1
Předčíslí účtu
Číslo účtu
Kód banky 0710
Číslo účtu IBAN Nezadáno
Kód banky SWIFT / BIC Nezadáno

Adresa sídla příjemce podpory

Název ulice
Číslo popisné
Číslo orientační
Obec Pražská
Část obce Nezadáno
PSČ

- check the draft of the contract and the Key Project Parameters
 - in ISTA, you can download the drafts of the documents with a watermark (which disappears after locking the data)
 - we recommend downloading the draft of the KAPPA Terms and Conditions, their knowledge will greatly facilitate your work with the project

Seznam dokladů pro doložení

Zpět Smlouva - Pracovní verze Závazné parametry - Pracovní verze Všeobecné podmínky - Pracovní verze

5

„Locking the current version of the contract documentation“

- Once verified that the data in the drafts of both the “Contract” and the “Key Project Parameters” are correct, you can lock the contract documents

Uzamknout aktuální verzi Smluvní dokumentace

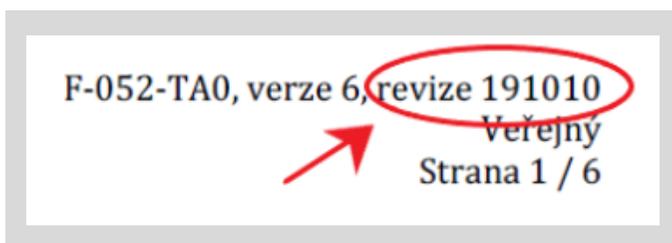
If you still find any errors after the lock, contact the [TA CR Project Officer](#) from the Project Management Department of TA CR or send a query via [Helpdesk](#). The TA CR Project Officer will open the contract documents for you to correct them and lock them again.

6 „Revision number” verification

- after locking the contract documents, generate the “Contract” and the “Key Project Parameters” and print two copies of each
- if you want to sign the contract electronically, you don’t have to print it out (the same applies for the Key Project Parameters)



- on the original of the contract and the Key Project Parameters, check that the revision number in the lower right corner is the same as on the documents in ISTA, this number may change
- if the revision number on the printed documents does not match the number on the documents in ISTA, generate new documents in ISTA and print them out



7 „Contract documentation” and „Key Project Parameters” signature

- **let the contract be signed by a member (or members) of the statutory body of the Project Promoter** (if someone else signs it on their behalf, present the power of attorney to TA CR)
- **send the two originals of the signed contract and two originals of the Key Project Parameters to the TA CR address** or deliver them personally to the TA CR Mailroom (the Key Project Parameters do not have to be signed the KAPPA Terms and Conditions do not have to be printed and attached to the contract.)
- **you don't need to link the documents together** (staple, stick together,...)

▶ Digital signature of the contract

- The member (or members) of the statutory body of the Project Promoter can sign the contract electronically, in that case, send the contract with the Key Project Parameters via a **data box**.

The electronic signature has to be a qualified certificate issued by qualified certification authority (Postsignum, I.CA, eldentity). It is not possible to use the so called „commercial certificates”, which are used for e.g. encrypting the e-mail communication or safe log in etc.*

*The signature has to be in line with § 6 of Act. No. 297/2016 Coll., on trust services for electronic transactions



What phase is the contracting process in?

- the actual state of contracting can be found in your "Work activities", specifically into the field „Current step“
- „Document preparation and signature of the Project Contract/Decision on the provision of funding“ - all the necessary documents before the contract signature are being gathered
- „Signature of the Project Contract/Decision on the provision of funding“ - the contract is being signed by TA CR (this state will remain until TA CR sends you one original of the signed contract)

Pracovní činnosti

Zpět Aktualizovat Export

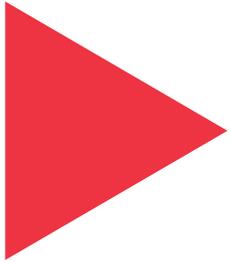
Přidělená práce Mohu spustit

Filtr Příprava dokladů a podepsání Smlouvy (1) Doplnění zprávy (1)

Kliknutím na řádek zahájíte zpracování vybrané činnosti

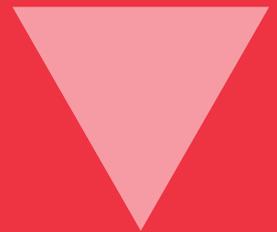
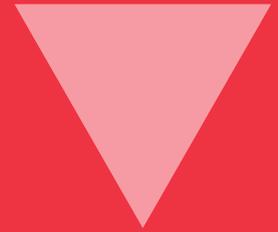
IT		Aktuální krok	Entita
▲ ▼	- 188 d	Příprava dokladů a podepsání Smlouvy	Smlouva projektu





Submitting documents before signing the contract

Which documents have to be submitted before signing the contract?



Proof of eligibility

- primarily follow the Decision on Result of the Call for Proposals, there is everything you need to submit.
- or each member of the **statutory body (e.g. of the managers, not the supervisory body)** of each Beneficiary (Project Promoter and all Project Partners), prove the eligibility by submitting a **Request for the Extract from the Criminal Record** (or by submitting the Extract from a Czech Criminal record) (the document has to be submitted for each member of the statutory body, regardless of the means of representation)

E.g.: The statutory body has five members and two members have to act jointly to represent the organisation, but the document has to be submitted by all five members.

- proof of eligibility is not needed for persons, who need to have a clean criminal record as a prerequisite for the position (e.g. for public research organisations).*
- sent the **Request for the Extract from the Criminal Record** (or the Extract from the Czech Criminal Record) only once per Call for Proposals, it is not necessary to submit it for each individual project (the Request for the Extract from the Criminal Record does not have to be signed if it is sent via data box)
- if you submit the **Extract from the Czech Criminal Record**, send the original in paper form or the electronic version with the conversion verification clause (the Extract from the Czech Criminal Record cannot be older than 90 days)
- in the case of non-Czech persons (Project Partners from Donor States and third countries), submit the Request for the Extract from the Criminal Record, the Extract from a foreign Criminal Record might not include the necessary information
- while filling in the Request for the Extract from the Criminal Record, check the **personal identification number** (only for Czech persons)
- Request for the Extract from the Criminal Record of each Beneficiary of one project can be submitted in one data box message

*§ 18 (7) of Act No. 130/2002 Coll., on the support of research, development and innovation from public funds

Send the proof of eligibility only for the members of the statutory body, not e.g. for the members of supervisory bodies!

Formulář Žádost o výpis z Rejstříku trestů - fyzická osoba

Formulář určený pro výpis z Rejstříku trestů

Číslo projektu	TA0101000111
Název projektu	Nová řešení betonových konstrukcí
Veřejná soutěž	1. VS ALFA

Jméno právnické osoby	Betonárny a.s.
Jméno a původní (rodné) příjmení	Anna Nováková
Nynější příjmení	Svobodová
Rodné číslo	123456/0789
Den, měsíc, rok narození	1. 1. 1980
Místo narození	Praha 8
Okres	Praha - západ
Pohlaví	žena
Státní občanství	Česká republika
Stát narození (u cizinců)	

Souhlasím se zpracováním uvedených osobních údajů Technologickou agenturou ČR za účelem získání výpisu z Rejstříku trestů.

Technologická
agentura

Evropská 1692/37, 160 00 Praha 6
+420 234 611 111

- Extract from the Czech Commercial Register is not necessary to submit, TA CR will obtain this extract from the public register. If there's a need for a submission of an Extract from a Commercial Register, TA CR will contact you.
- In the Decision on Result of Call for Proposals, TA CR can request additional documents which are indicated by the specifics of the Call for Proposals or individual Project Promoter and Project Partner.
- Through the task „Document preparation and signature of the Contract“, you can see everything that is needed to submit.
- The administration process of the contract signature is time consuming procedure. It might happen that the documents have the „requested“ state even the documents have already been submitted.
- If you are not sure whether the document has been properly delivered, you can contact the [TA CR Project Officer](#).
- The signed contract can be sent even if you have not submitted all the necessary documents yet. The TA CR Project Officer will submit the contract to be signed by TA CR only after the documentation is complete.
- If you forgot to submit some of the documents or the documents are incomplete, the TA CR Project Officer will contact you and request a correction.



After TA CR signs the contract, you will receive one original by mail or by data box (depending on the signature form I have chosen). The Czech Contract Register will be ensured by TA CR. You will receive the funding within 30 days from the day the contract comes into force. In case of any questions, please contact the [TA CR Project Officer](#) or use the [Helpdesk](#).