

## **Responsibilities of the Competition Supervisor**

I) After the announcement of the competition, the Competition Supervisor:

- a) prepares information about the competition and publishes basic information on the intranet website: who can apply, what is the maximum value of funding, whether participation of an industry partner in the project is required, which part of the project requires own contribution, whether commercialization of the results is required, whether it is required to obtain a patent, duration of the call, internal deadline for submitting applications, link to the page with a description of the competition conditions, person (e-mail, telephone, office hours and room number), data of the contact person at R<sub>2</sub>N;
- b) is responsible for promoting information about the competition and, if necessary, organizes an information meeting regarding the competition;
- c) responds to e-mail inquiries regarding the rules of the competition.

II) Preparation of the application. The Competition Supervisor:

- a) provides assistance in the preparation of the project application form in the EOD system;
- b) provides explanations related to the preparation of the budget and other formal conditions of the competition;
- c) together with a legal advisor, participates in formulating an opinion of the consortium agreement (if applicable).

III) After submitting the application form, the Competition Supervisor:

- a) assesses the formal correctness of the application;
- b) assesses the budget's compliance with the requirements of the competition;
- c) assesses the schedule's compliance with the budget;
- d) submits documents for approval by the Bursar and the Vice-Rector for Research;
- e) prepares scans/electronic versions of signed statements and submits them to the Project Coordinator by e-mail;
- f) informs the Project Coordinator about the approval of the application by the Vice-Rector for Research.

IV) After the announcement of the results, the Competition Supervisor:

- a) informs the Project Coordinator about the award/refusal of financing;
- b) provides assistance in the preparation of a checklist and attachments.