

General Project Plan¹

Name of the project or activity ²	
Name and contact of the applicant at FSV	
Owner of the project or activity - the applicant's workplace	
A project lead / department in charge ³	
Provider or name of the project tender and type of project	
Link to the tender documentation, if available	
Date of the tender (unless it is a regular call) ⁴	
Workplace and name of the main applicant in case of co-research projects	
Duration of the project or activity	
A staff member in charge of project administration and contact	
Financial manager of the project (who will secure it, how it will be funded) ⁵	
Specific requirements for administrative support from the Dean's Office - OPPI (activity, workload, funding)	
The project researcher or member of the project team needs to be a foreign employee without a current workload at FSV - name, nationality, expected start date	
Space requirements (office and study-related); method of implementation (e.g. own space, rent)	

¹ The form for general project plan is only used for projects or activities in the areas where a project plan is not defined by a dedicated directive governing the given area, where there may be specific requirements regarding information and deadlines.

² In order to assess a project proposal or activity responsibly, a brief annotation of the project may be requested by the department in charge or project owner.

³ See points 3.6 to 3.9 of Directive S_DEK_008 Management of Projects and Other Activities at FSV UK.

⁴ If this information is relevant.

⁵ May be identical to the person responsible for administration (especially in case of smaller projects).

Estimated total project budget (the share of FSV UK in the case of co-research projects)	
Requirements for project pre-funding	
Co-funding of the project	
Setup for overhead deduction from revenue resources to the owner's main centre in accordance with the rules of the faculty and provider (definition - rate, basis)	
The share of the overhead of the Dean's Office (20% / 13% / 7% of cost turnover)	
VAT regime (VAT is/is not an allowable cost)	

Date and signature of the applicant:	
Date and signature of owner (in case of consent to submission)	
Date and signature of a project lead or authorised staff member of the department in charge	
Date and signature of an authorised member of the project committee ⁶	

⁶ In the cases defined by Directive S_DEK_008 Management of Projects and Other Activities at FSV UK.