**General Project Plan[[1]](#footnote-1)**

|  |  |
| --- | --- |
| Name of the project or activity[[2]](#footnote-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]](#footnote-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]](#footnote-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]](#footnote-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) |  |
| 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]](#footnote-6) |  |

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. [↑](#footnote-ref-1)
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. [↑](#footnote-ref-2)
3. See points 3.6 to 3.9 of Directive S\_DEK\_008 Management of Projects and Other Activities at FSV UK. [↑](#footnote-ref-3)
4. If this information is relevant. [↑](#footnote-ref-4)
5. May be identical to the person responsible for administration (especially in case of smaller projects). [↑](#footnote-ref-5)
6. In the cases defined by Directive S\_DEK\_008 Management of Projects and Other Activities at FSV UK. [↑](#footnote-ref-6)