



VYTAUTO
DIDŽIOJO
UNIVERSITETAS
M C M X X I I

**THE RECTOR
OF VYTAUTAS MAGNUS UNIVERSITY**

**ORDER ON THE APPROVAL OF THE DESCRIPTION OF THE PROCEDURE
FOR THE ADMINISTRATION OF PROJECTS ADMINISTERED BY
VYTAUTAS MAGNUS UNIVERSITY**

19 December 2018 No. 612

Kaunas

I hereby approve the Description of the procedure for the administration of projects implemented by Vytautas Magnus University (attached).

Rector

Juozas Augutis

APPROVED by
The Order No. 612 of Rector
of Vytautas Magnus
University of 19 December
2018

DESCRIPTION OF PROCEDURE FOR ADMINISTRATION OF PROJECTS CARRIED OUT BY VYTAUTAS MAGNUS UNIVERSITY

I. GENERAL PROVISIONS

1. The Description of Procedure for Administration of Projects Carried out by Vytautas Magnus University (hereinafter referred to as the “Description“) shall regulate the procedure for the preparation, accumulation, storage and accessibility of documents of projects carried out by Vytautas Magnus University (hereinafter referred to as the “University“), the procedure for the administration of the project personnel, the procedure for the supervision of the project, and the procedure of the procurement of works, goods and services carried out during the project, insofar as these are not regulated by the general University procedures.

2. This Description has been drawn up in accordance with the Civil Code of the Republic of Lithuania, the Law on Public Procurement, the Statutes of the University and other internal legal acts.

3. The following terms shall be used in this Description:

A project – a complex, coordinated effort involving an interrelated set of works carried out in pursuit of a specific objective to create a unique product or service within a limited period, using a strictly limited budget.

Indirect project costs – costs that are not directly related to the project’s objectives but are necessary to address them. The most common indirect project costs are the salaries of project management staff, expenses for communication, and utilities.

Project staff – persons involved in the administration and implementation of the project, who are the subject of a project work contract (application form in Annex 2) or the agreement to the main employment contract for additional work (application form in Annex 3), or who are paid a bonus for carrying out additional or urgent work, or whose part of their working time is devoted to working on a project, by order of the Rector or the Vice-Rector acting on behalf of the Rector.

University contribution – the use of the University’s resources to implement the project. The University’s contribution to the project may include: salaries, maintenance of premises, telephone costs, equipment depreciation, stationery, etc., which shall be borne by the University from its resources.

II. PREPARATION OF PROJECT PROPOSALS AND CONCLUSION OF CONTRACTS

4. Projects may be initiated and developed by Vice-Rector for Science, International Relations and Studies and the Director of Administration, as well as by the heads of all structural units of the University.

5. Project proposals shall be prepared in agreement with the Vice-Rector in the area of responsibility: Research projects (LMT, Horizon 2020, COST, ERASMUS+, etc.) with the Vice-Rector for Science; international student and faculty mobility projects (ERAS MUS+ KA 1, etc.) - with the Vice-Rector for International Relations; infrastructure projects - with the Director of Administration.

6. When preparing the project application, the project budget and the University’s contribution (if provided for in the Project Preparation Guide) shall be agreed upon with the Project Implementation Unit of the Research and Innovation Department (hereafter referred to as “Project Implementation Unit“) at the latest 5 days prior to the submission of the application the date of the application. When planning project budgets, it is recommended that 15% of the project’s indirect costs be allocated to the general needs of the University.

7. If the project application is to be accompanied by certificates from other institutions (State Tax Inspectorate, State Social Insurance Fund Board, etc.), the project promoters shall inform the Project Implementation Unit Specialist at least 14 working days before the date of submission of the project application to the Fund.

8. Applications submitted on behalf of the University must be registered with the Project Implementation Unit. Information about the project application (programme, project name, contact person, etc.) shall be registered by the specialist at Project Implementation Unit.

9. The contract for implementing the successful project shall be approved per the procedures in force at the University. The agreed project contract shall be submitted for signature to the supervising Vice-Rector or Director of Administration.

10. The funding agreement for the successful project is registered in the Project Implementation Unit. The Project Implementation Unit shall register information on the signed project funding agreement (programme, project title, contact person, etc.).

III. PREPARATION, COLLECTION, PRESERVATION AND ACCESSIBILITY OF DOCUMENTS

11. All project documents shall be recorded in a document register from the start of the project. The registers shall be established and maintained by the unit or persons implementing the project.

12. Project implementation documents are divided into two types: the project application and its preparation and project implementation documents.

13. The following documents shall be kept in the project application preparation file:

13.1. copies of the project application and its annexes;

13.2. copies of the documents used to amend the project application during the evaluation.

14. The following documents shall be kept in the project implementation files:

14.1. the originals of the grant agreement and any amendments to the grant agreement;

14.2. the copies of project progress, interim and final project implementation reports and their annexes;

14.3. lists of project participants;

14.4. documents justifying and proving payment of all costs;

14.5. copies of employment contracts of project staff;

14.6. job descriptions for project staff;

14.7. originals or copies of correspondence with the administering authorities and partners;

14.8. originals and copies of documents relating to the conduct of public procurement;

14.9. evidence of the information and publicity measures implemented (leaflets, photographs, information material, notices, posters (indoor displays), media releases, photographs of information events or lists of participants, documents justifying the costs of publicity activities);

14.10. other documents related to the execution of the project or copies thereof.

15. The project implementation files shall be continued and compiled from the documents accumulated during the project implementation, from the start to the final settlement at the end of the project.

16. In the case of a project funded by European Union Structural Funds, all the project documents listed above shall be kept in accordance with Annex 1 of this Description.

17. At the end of the project, all files or particular documents required to be stored for 10 years or more shall be put in order by the project manager or his/her nominee for further the University archives for further storage.

18. Project documents with a storage period of up to 10 years are not archived but are the project manager's responsibility and are stored in the unit carrying out the project.

19. If a change in the staff responsible for creating and maintaining a file, files or particular documents shall be transferred to another member of staff by decision of the unit.

20. The project manager is responsible for storing the project's operational documents per Article 12(2) of the Law on Documents and Archives of the Republic of Lithuania.

21. The period of storage of project documents and other special conditions shall be laid down in the project implementation agreement between the University and the project funding body..

22. Following the procedure for allocating books and other documents purchased by the University to the Library, books and other documents (except for representation) purchased with project funds are allocated to the staff member responsible for the Library's collections and included in the Library's integral system (General Catalogue).

IV. MANAGEMENT OF PROJECT STAFF

23. At the beginning of the project, if provided for in the project budget, a project management team (project manager, project administrator, project financier, and other specialists) shall be set up by order of the Rector.

24. The project manager informs the Human Resources and Legal Department about the number of positions and full-time equivalent required for the project (Annex 4), taking into account the requirements set out in the "Procedures for Submission of Documents Related to Labour Relations to the Human Resources and Legal Department of Vytautas Magnus University". With the persons administering the project and activities When concluding employment contracts or agreements on additional work with persons implementing the project, the rates shall be determined in accordance with the methodology for determining the salary coefficient for project work approved by the University Council.

25. During the project implementation, the staff member in charge of the project activities shall complete timesheets/time sheets and submit them to the Human Resources and Legal Department per the University's current procedures.

26. 14 days before the end of the project, the Human Resources and Legal Department shall be informed about the modification, extension or termination of employment contracts.

V. PROJECT FINANCE ADMINISTRATION

27. Once the project has started, the original Project Financing Agreement (PFA), with all its annexes, is delivered to the Finance Department within 3 working days.

28. If funds are not yet available for the implementation of the project (funds have not yet been received from the supervising authority [if the University is the project coordinator] or the project coordinator [if the University is the project partner]), but the project is required to be implemented in accordance with the timetable of activities, the project manager and the Vice-Chancellor or Director of Administration in charge of the relevant area shall submit to the Finance Department a letter signed by the head of the department or the head of the administrative unit responsible for the project (Annex 6).

29. All expenses related to the implementation of the project are reimbursed to the responsible person in the Finance Department upon timely submission of the correct supporting documents:

29.1. VAT invoices for the purchase of goods or services, agreed with the Procurement Officer of the Public Procurement Unit of the Department of Management and Investment, signed by the person in charge (in the case of purchases of goods), no later than the 10th of the following month;

29.2. Certificates and original receipts for expenses incurred during the trip no later than 3 working days after returning.

30. Stationery, materials, spare parts purchased for the project and consumed in the same month are written off. The write-off shall be documented by a write-off certificate dated the last working day of the month in which the goods were purchased.

31. The Project Manager is responsible for the correct and timely execution of the project estimates and submission of supporting documents to the Finance Department.

32. For projects carried out by the University and financed from the State budget, the funding planned and received in a calendar year must be used in the same calendar year (regardless of the project's end date). If the funding received is not used, it shall be returned to the funding provider.

33. When a funder pays project costs in a simplified way – through fixed rates, fixed fees or fixed amounts – there may be a difference between the declared costs and the actual costs incurred:

33.1. If the actual expenditure exceeds the declared costs, the project manager presents a letter to the Finance Department to cover the difference from other sources of funding;

33.2. If the funds received under the fixed rate, fixed fees or fixed amounts are not used in full, the balance of the funds may be used by the project manager during the project implementation period for other eligible project costs, provided that they are not charged to other funds allocated to the project; or for other University needs, if such costs are necessary and not charged to other funding sources.

34. If a project's expenditure is declared ineligible by the funder and a reduction in funding, the project manager shall, within 5 working days of the circumstances being revealed, present a letter to Finance Department to cover the expenditure from other sources.

VI. ACCOUNTING FOR UNIVERSITY CONTRIBUTIONS TO PROJECTS

35. The University's contribution to the project may be accounted for in the form of salaries, maintenance of premises and telephone costs, depreciation of equipment and other costs to be paid by the University at its expense.

36. If the project contract provides for an own contribution in the form of a salary based on a request submitted by the person to the Human Resources and Legal Department (Annex 5), the Rector shall, by order of the Rector, designate the person or group of persons whose salary will be counted for the project contribution.

37. If the project contract provides for an own contribution in the form of maintenance of premises, telecommunications, depreciation of equipment, the assignment of premises, telephone subscriber, equipment to the implementation of the project activities shall be formalised by Order of the Rector, a copy of which shall be submitted to the Finance Department, based on a request by the project manager.

VII. SUPERVISION OF PROJECTS

38. At the start of the project, the contact details of the project's administrative team shall be provided to the Project Implementation Unit.

39. At the request of the Project Implementation Unit, the project manager or the head of the University Unit of an ongoing project to which the project is assigned shall provide a summary of the activity by emailing a brief performance report in accordance with the questions asked by the Project Implementation Unit.

40. The Project Implementation Unit submits an annual report on the University's projects to the Rector based on the interim monitoring reports. The project manager or the head of the University unit to which the project is assigned shall be responsible for reviewing and updating the information on his/her project.

41. Contact details of the project administrative team at the start of the project shall be provided to the Project Implementation Unit.

VI. PUBLIC PROCUREMENT OF WORKS, GOODS AND SERVICES CARRIED OUT WITHIN THE FRAMEWORK OF PROJECTS

42. All public procurement of works, goods, and services to be carried out within the project shall be carried out in accordance with the approved Vytautas Magnus University Public Procurement Planning, Execution and Contract Control Procedure.

43. Project implementers may carry out the procurement activities foreseen in the project either separately or by combining them with other purchases carried out by the University.

VII. FINAL PROVISIONS

44. This Description shall be binding on all structural units of the University.

45. The Description, its amendments and/or changes shall be approved by the Order of the Rector of the University.

DOCUMENTATION PLAN FOR PROJECT FILES

No.	Title of the case	The unit responsible for drawing up the file (responsible person, if there is no unit)		Notes
		Original	Copy	
	Project application	Project Manager		
	Support contract and amendments thereto	Finance Department	Project Manager and Project Implementation Unit	
	Correspondence with the Support Fund, the European Social Fund Agency, the Central Project Management Agency and the intermediate body, as well as with other authorities and partners administering the grant.	Project Manager		
	Project Steering Group meetings Minutes	Project Manager		
	Documents concerning the employment relationship of project staff (employment contracts, orders)	Human Resources and Legal Department	Project Manager	
	Documents justifying and proving the spending of project funds	Finance Department	Project Financier	
	Copies of progress, interim and final project implementation reports and their annexes, lists of project participants, other project-related documents	Project Manager		
	Payment requests and copies of their annexes	Project Financier	Project Manager	
	Project procurement documents	Management and Investment Department (<i>for centralised procurement</i>) Project Manager (<i>if the purchases are only for a specific project</i>)	Project Manager	
0	Evidence of information and publicity measures implemented	Project Manager		
1	Job descriptions for project staff	Project Manager		

No.	Title of the case	The unit responsible for drawing up the file (responsible person, if there is no unit)		Notes
		Original	Copy	
2	All orders related to the implementation of the project	Document Administration Centre	Project Manager	

Application form for additional work

(Name, surname)

(Main position)

To the Rector of
Vytautas Magnus University

**APPLICATION FOR ADDITIONAL
WORK**

DD-MM-YYYY

Kaunas

I hereby apply for an additional job at Vytautas Magnus University

.....

(department, job title, FTE (volume in working hours))

during the time off from my main job / at the same time as my main job (*leave one of the following options*).

From DD-MM-YYYY to DD-MM-YYYY

but no longer than until the end of the contract for the main job.

I hereby have read and understood the conditions of employment, the requirements for the additional position applied for, the rules of procedure, and other legal acts regulating the internal procedures of VMU.

.....

(Name and surname)

(Signature)

AGREED (specify the amount of the salary/allowance for the additional work and other conditions):

*Notification form for reporting the need for employment
under the project*

**Statement of the need for jobs (name of the unit, e.g. VMU Kaunas Botanical Garden) for
the implementation of the supported project**

Date

Project title:

..... No.....

No.	Position title	Date of establishe nt of the workplace	Date of termination of employment	FTE and number of working hours (during project execution period)	Hourly rate or coefficient based on the basic monthly salary
	Project Manager			Hours: FTE:	
	Project Administrator			Hours: FTE:	
	Project Financier			Hours: FTE:	
				

Head of the unit (name, surname)

...-2018

(Signature)

Project Manager (name, surname)

...-2018

(Signature)

Head of Project Implementation Unit

Eglė Gerulaitienė

...-2018

(Signature)

Specialist of Project Implementation Unit
(name, surname)
...-2018

(Signature)

*Application form for calculation of contribution
to the project*

(Name, surname)

(Main position)

To the Rector
of Vytautas Magnus University

APPLICATION

Date

Kaunas

I hereby apply to be appointed to work on the project "Title" (Grant Agreement No.) in theposition from to Allocate hours to work on the project, including salary as the organisation's contribution to the project.

Name, surname

Head of the Unit (name, surname)
...-2018

(Signature)

Project Manager (name, surname)
...-2018

(Signature)

Request form for borrowing funds

(Name, surname)

(Main position)

To the Rector
of Vytautas Magnus University

**APPLICATION FOR BORROWING
FUNDS**

Date

Kaunas

I hereby request to borrow € fromfund for the project
(amount) (source of funds) (project title, number)

The funds will be repaid upon receipt of a transfer of project funding from
(name of institution)

Name, surname, signature

AGREED:

EGLĖ GERULAITIENĖ
 HEAD OF THE PROJECT IMPLEMENTATION UNIT OF THE RESEARCH AND
 INNOVATION DEPARTMENT
 OF VYTAUTAS MAGNUS UNIVERSITY

To Juozas Augutis,
 the Rector of Vytautas Magnus University

APPLICATION
 19-12-2018

I hereby request to approve the updated Description of the procedure for the administration of projects carried out by Vytautas Magnus University (attached) and to consider the Description of the procedure for the administration of projects carried out by Vytautas Magnus University, approved on 3 February 2016 No. 50, as invalid.

Head of Project Implementation Unit of

Research and Innovation Department

/signature/

Eglė Gerulaitienė