

CPS ADVISORY COUNCIL MEETING MINUTES 2/2026

Meeting date: March 12, 2026 9:00 a.m., room no. 136/U17

Individuals present: 34

1) New internal standards

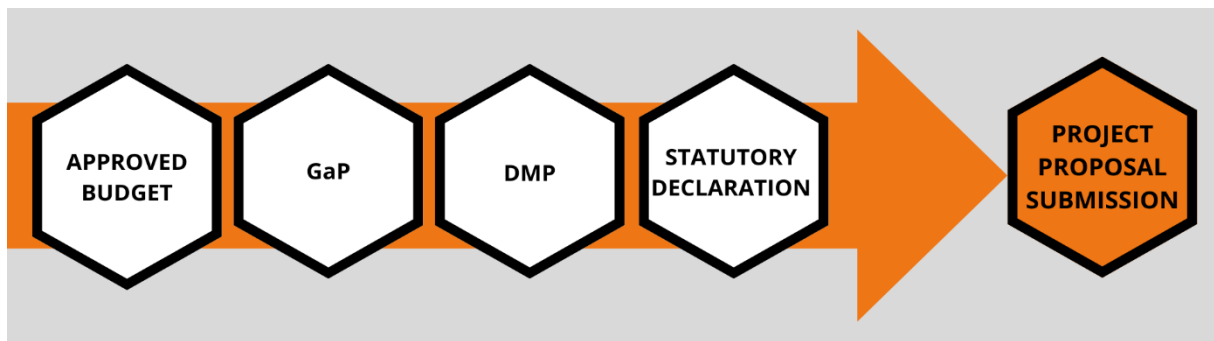
PŘ/01/2026 Employer's decision to determine the collective use of leave-taking by UNI employees in the period Decemeber 23, 2026 – Decembr 31, 2026 for operational reasons

RŘ/01/2026 Values of coefficients for determining the personal evaluations of academic and scientific staff in 2026

2) Submission of project proposals

The submission of project proposals must take place in accordance with [SR/23/2020](#) Submission and management of projects and [SR/10/2024](#) Responsibility of the person ordering the operation, including project solvers.

Send the budget for GAČR calls by March 17, 2026 to email ekonom@cps.utb.cz.



Tender deadlines:

GACR STANDARD	March 31, 2026
GACR POSTDOC	March 31, 2026
GACR RETURN	March 31, 2026
GACR EXPRO	April 20, 2026 (GRITA)
GACR JUNIOR STAR	April 20, 2026 (GRITA)
AZV	March 23, 2026
M.ERA NET (Statutory declaration for acronym)	May 12, 2026
LUKE	May 15, 2026
TACR SIGMA Bilateral cooperation (Korea, Germany-Saxony, Israel, Taiwan)	ASSUMPTION April 22, 2026

We would like to remind you that Innovation Vouchers for cooperation with companies are open.

3) Emails

For all communication related to business trips and unnamed contracts, including the purchase of airline tickets, accommodation, conference fees, etc., please use the email address cesty@cps.utb.cz. Requests for business trips must be submitted in advance. Please submit the documentation for billing as soon as possible after the trip. You can also use the drop box at office A410/U17 to submit the documentation.

For all communication related to purchases, please use the email nakup@cps.utb.cz.

4) Invoice records:

If you receive an invoice in your email:

Check – if it is in the addressees of fakturace@utb.cz (do not deal with it). If it is not, ask the supplier to send it directly to fakturace@utb.cz (forwarding is not possible).

5) Cybersecurity

All employees must be individually trained in cybersecurity and take a simple test in this area at the link <https://edu.utb.cz/login/index.php>. Deadline: 22. 03. 2026.

6) SAP training

Training for new SAP users (operation managers) will take place after the end of the advisory council in meeting room A506/U17. Ing. Josefíková will teach.

7) Internal competition to support international cooperation for 2026

- a) Support for international mobility of students of doctoral study programs at TBU (no applicants)
- b) Support for long-term international mobility of TBU academic and scientific staff (2 applicants)
- c) Support for short-term international mobility of TBU employees (4 applicants)
- d) Support for the arrival of foreign academic and scientific staff or experts from practice at TBU (5 applicants)

The deadline for a decision on the allocation of funding is March 31, 2026.

8) Electronic instrument logs

An analysis was made of the possibility of keeping instrument logs in electronic form. The possible tools do not seem suitable, so the system remains in analog form.

9) Events

- April 22–23, 2025 – Plastko Conference

Please send any questions and suggestions to sedlackova@utb.cz, or use the mailbox at office A410/U17.

Current calls can be found on the website: [Current Calls | TBU](#)

Current offer of trainings can be found on the website: <https://www.utb.cz/orlz/kurzy/nabidka/>

The next CPS Advisory Council meeting date:

April 2, 2026

Date:

March 12, 2026

Prepared by:

Ing. Klára Sedláčková

Verified by:

prof. Ing. Vladimír Sedlařík, Ph.D., m.p.