

Code:	PŘ/03/2026	
Reference No.:	UTB/26/045471	
Document classification:	INTERNAL	
Category:	UNI DIRECTOR'S INSTRUCTION	
Title:	Recording and Reporting Results of Creative Activities in the OBD Database	
Liability:	University Institute	
Issue date:	June 12, 2026	Version: 01
Effective from:	June 12, 2026	
Issued by:	Director of the University Institute	
Prepared by:	UNI Finance Office	
In cooperation with:	TBU Legal Services	
Pages:	4	
Appendices:	1	
Distribution list:	UNI employees	
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Article 1

Purpose and subject matter

(1) This Instruction lays down binding rules for the recording and reporting of results of creative activities in the internal information system Personal Bibliographic Database (<http://obd.utb.cz>) (hereinafter referred to as the “OBD Database” or “OBD”) at the University Institute (hereinafter also referred to as “UNI”) of Tomas Bata University in Zlín (hereinafter also referred to as “TBU”).

(2) The OBD Database serves for the recording of research and development results and their reporting to the national Register of Information on Results (hereinafter also referred to as the “RIV”), with links to external providers of grants and subsidies.

(3) Data recorded in the OBD Database constitute one of the key sources for the evaluation of research and academic staff at UNI and have a direct impact on their performance evaluation and related remuneration components.

Article 2

Responsibilities of employees

(1) Employees shall ensure the recording of all results of creative activities.

(2) Responsibility for the accuracy, completeness and timeliness of the recorded data lies with the principal author of the result, who is generally the corresponding author or, where

applicable, the first author representing TBU, or the principal investigator of a project, or the principal organiser of an event on behalf of TBU.

(3) Employees shall submit the relevant documentation without undue delay to the contact person responsible for OBD communication at UNI (hereinafter also referred to as the “UNI Contact Person”).

Article 3

OBD recording process

(1) The recording of results of creative activities in the OBD Database shall be carried out in accordance with the binding procedure established by this Instruction, covering all stages from the creation of a result to its final confirmation and reporting.

(2) The most common results entered into OBD at UNI are:

- a) an article in a periodical, i.e. the result of J_{imp} , J_{sc} , J_{ost} according to Annex No. 1 of the Methodology for the Evaluation of Research Organizations (hereinafter also referred to as the "Methodology 2025+"),
- b) an article in a collection of proceedings, i.e. result D according to the 2025+ Methodology,
- c) a professional book or a chapter in a professional book, i.e. result B or C according to the 2025+ Methodology,
- d) summary research report, i.e. the result in $summary$ according to the 2025+ Methodology,
- e) organization of a conference or organization of a workshop, i.e. result M or W according to the 2025+ Methodology,
- f) other results, i.e. result O according to the 2025+ Methodology,
- g) Non-publication results of category II according to the 2025+ Methodology (patent P, utility model F_{uzit} , industrial model F_{prum} , prototype G_{prot} , functional sample G_{funk} , pilot plant Z_{polop} , verified technology Z_{tech} , and others).

(3) Immediately after the creation of the result of creative activity, the main author of the result is obliged to:

- a) identify the type of result according to the 2025+ Methodology,
- b) ensure the completion of all mandatory data and documents necessary for registration in the OBD according to the type of result (Annex No. 1),
- c) verify the link of the result to the relevant project registered in the GAP system.

(4) The main author of the result is obliged to immediately submit the complete documents to the UNI contact person no later than as follows:

- a) for results pursuant to Article 3, paragraph (2), letters a) and b) upon a call by the UNI contact person, usually in the calendar half-year following the publication of the result in the relevant database,
- b) for results pursuant to Article 3, paragraph (2), letters c) – f) and for other results not expressly stated in Article 3, paragraph (2), immediately after the result occurs,
- c) for results pursuant to Article 3, paragraph (2), letter g), provide the necessary cooperation upon request to a representative of the Technology Transfer Centre (hereinafter referred to as "CTT").

(5) UNI OBD contact person:

- a) checks the formal and factual correctness of the transmitted data (Annex No. 1),
- b) requires any addition or correction of data if they are incomplete or incorrect,
- c) ensures the insertion or finalization of the record in the OBD database in cooperation with the author of the result and other relevant departments (e.g. TBU library, CTT),
- d) is not obliged to search for data beyond the scope of communication with the main author of the result,
- e) ensures communication with the TBU Rector's Office representative in case of methodological or technical uncertainties.

(6) The result is considered to be properly recorded only when it has been completely entered, checked and approved in the OBD database.

(7) In the case of results arising in connection with an employee's business trip, the employee is obliged to provide all supporting documents for recording the result before the business trip billing deadline to the officer processing this agenda, who will then forward the data to the UNI contact person for OBD.

(8) The employee is obliged to continuously check the accuracy and up-to-dateness of his records in the OBD database and, at the request of the UNI contact person, update or supplement them.

(9) Results that do not pass the due process of recording under this article will not be considered officially reported UNI results and may not be taken into account in the evaluation of the worker or in the reporting of results to support providers.

(10) The completeness, accuracy and timeliness of data in the OBD database is a necessary condition for the inclusion of results in the employee's evaluation within the internal evaluation

systems (in particular the information system for employee evaluation IS HAP). Results that are not properly recorded may not be taken into account in the employee's evaluation.

Article 4

Control and accountability

- (1) The UNI contact person ensures that the data is checked for accuracy.
- (2) Violation of the obligations set out in this instruction of the Director by UNI employees may be considered a violation of work duties.
- (3) Failure to comply with the obligations set out in this instruction may lead to the results of creative activity not being taken into account when evaluating the employee and determining his/her personal evaluation.

Article 5

Final provisions

- (1) This instruction is binding on all employees.
- (2) It shall enter into force on the date specified in the title of the document.

Attachment:

Appendix No. 1 OBD registration process and mandatory data to be supplied for the most common results entered into OBD at UNI

Document			
Date	Version	Modified by	Description of change
02. 04. 2026	01	Director of UNI	Creation document