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## **University Grant Competition at CZU under KA 3 project Improvement in Quality of the Internal Grant Scheme at CZU**

- Binding rules on applicants and recipients**

# 1 General information

1. The subject of the competition is to pilot test the newly set-up scheme of the university student grants (hereinafter as “Student Grants”) for students of doctoral study programmes (DSP) in a form of completion of grants awarded to DSP students in the context of the University Grant Competition (hereinafter as “UGS”).
2. The objective of implementation of Student Grants is to improve the level of DSP students’ skills necessary for their future professional activities in the spheres of research and development. Provision of Student Grants will enable DSP students to carry out their own research activities, whereby developing especially their transversal skills (communication, team cooperation, problem solution, organization, team leadership, Time Management etc.).
3. Projects executed in the scope of the competition are interconnected with DSP students’ education.
4. Terms and conditions of the competition are enshrined in the internal CZU regulation “Rector’s Decision No. 22/2020”.
5. The competition is announced as a part of the project Improvement in Quality of the Internal Grant Scheme at CZU, reg. no. CZ.02.2.69/0.0/0.0/19\_073/0016944, financed from the funds of Operational Programme Research, Development and Education, in the framework of ESF Call no. 02\_19\_073 for Improving the Quality of Internal Grant Schemes at Higher Educational Institutions in priority axis 2 OP.



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## 2 Competition general terms and conditions

1. Grants under the UGS competition may be awarded only to students enrolled in a DSP at CZU. Applicants/researchers must be registered as DSP students throughout the period of execution of the Student Grant.
2. The mandatory work capacity of the principal researcher of a Student Grant is 0.5 workload.
3. The work capacity of other researchers must fall within the range of 0.1-0.5 workload per person.
4. The maximum number of other researchers of one team Student Grant is four DSP students.
5. The period of a Student Grant is 12 to 18 months.
6. One student may work as a researcher in only one grant awarded in the competition.
7. Themes of Student Grants must not be identical with themes of dissertations of all researchers of the given project.
8. An application for a Student Grant must specify precisely work capacities of involvement of the individual members of the research team, expressed in the extent of the individual workloads, and corroborate the researchers' and mentor's hitherto experience with the problem solved (e.g. in a form of signed CVs or Letters of Intent).
9. An application for a Student Grant must provide a summary of each researcher's educational objectives, the fulfilment of which will be evaluated in the Final Report submitted for the given Student Grant.
10. In executing the Student Grant, it is impossible to combine the financing from this Call and a special-purpose support for specific university research (e.g. IGA) or any external grants.
11. All researchers with work capacity equalling 0.3 workload and higher must complete at least one educational/research activity abroad during the period of the Student Grant (e.g. internship, summer school, research stay, active participation in conferences).



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12. CZU announces the competition in four classification fields of research and development (Frascati Manual – the OECD structure of fields [here](#)), specifically in the fields of Natural Sciences, Engineering and Technology, Agricultural and Veterinary Sciences, and the field combining Social Sciences and Humanities and Arts.
13. Funds will be distributed over the individual fields of science on a pro rata basis, according to the number of formally correct grant applications in the individual fields, taking into consideration the long-term plans of CZU regarding doctoral study programmes and research carried out by DSP students.
14. In total, the amount of CZK 33,191,812.50 will be divided among all fields of science.
15. The competition will be announced between 16 September 2020 and 01 October 2020. The deadline for submission of applications will be determined on the day of announcement of the competition at the latest, and duration of the competition period will be in the range of 75 to 90 days. Tuesday, 15 December 2020, 12:00 noon, marks the end of the competition period.
16. Unless it is possible to select an adequate number of Student Grants for financing in the first round of the competition, a second round may be announced (length of the time-limit for submission of grants will not exceed 30 days, and subject of other conditions - e.g. individual grants will be allowed for submission, etc.).
17. An application for a Student Grant, including all annexes thereto, must be prepared and submitted in English.
18. The execution of all projects will commence on 01 May 2021.



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## 2.1 Student Grant applications

### Formalities of applications

1. Applications must comply with requirements set out in the general terms and conditions of the Call.
2. In addition, an obligation to provide one publication deliverable as a minimum must be assumed in applications. The required grant deliverable constitutes an Accepted paper in a journal registered in databases WoS (a journal that was allocated an IF in 2019) or SCOPUS (a journal that was allocated an SJR in 2019), and at the very least, the principal researcher must be a member of the team of authors of the paper. The paper must be dedicated to the project.

### Content of applications

The language of the application process is English. Requirements for the format and extent of the individual sections are detailed in the manual for the use of the relevant application through which Student Grant applications are submitted.

#### Student Grant applications must contain:

1. Project title - Project title is a text item. It can contain both letters and numbers or special characters. The title starts with capital letter and is not ended by dot. Do not use abbreviations in the title.
2. Allocation to one of the fields of research and development (Natural Sciences, Engineering and Technology, Agricultural and Veterinary Sciences and the field combining Social Sciences and Humanities and Arts).
3. Project abstract and key words. The purpose of the abstract is to delineate the essence of the project, with key words listed below the text of the abstract. The summary might contain both letters or numbers or other special characters. The summary should reflect the nature of the project. Indicate maximum six key words which are separated by semicolon (;). A key word might be composed of more words. Do not use abbreviations as key words.
4. Researcher or a list of researchers, with workloads.



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5. Mentor of a list of mentors.
6. Project budget, with detailed comments.
7. Content of the project:
  - Current situation of the problems solved – *Well elaborated overview of the current knowledge of proposed topic, covers the latest as well as basic knowledge*
  - Project objectives and hypotheses – *Well formulated and appropriate objectives and hypotheses*
  - Project methods – *Appropriate and well described methods*
  - Involvement and extent of involvement of the research team members. All researchers must warrant in the application that their workload will not exceed 1.2 multiple of the number of working hours as of 01 May 2021 and throughout the project execution. – *Team members involvement and (work)loads, roles of team members are clearly defined and correspond to the activities of the project,*
  - Planned educational/research activities abroad. Planned educational/research activities abroad, planned type and length, budgeting of these activities – *Appropriate educational/research activities abroad are well planned and described*
  - Participation in the project educational activities; please indicate educational activities (using the list of activities on offer within the project Improvement in Quality of the Internal Grant Scheme at CZU) that you will be engaged in, and delineate the foreseen benefits of these activities for the individual team members. – *Appropriate educational activities for all project members are well planned and described.*
  - Planned publication deliverables, indicate the title of the periodical where you expect to publish – *Appropriate publication deliverables are well planned and described.*
  - Risk analysis – *Major risks are mentioned, methods of their elimination and prevention are described sufficiently.*
8. Declaration in the sense that the theme of the Student Grant is not identical with the themes of dissertations of the project researchers.



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9. Declaration that the Student Grant is not co-financed from subsidy funds for university specific research or any other external grant.
10. CVs (or Letters of Intent) of all researchers and mentor/s to be attached.
11. A calculation form of the total costs of the project budget to be attached.

**The research team of a Student Grant is composed of:**

1. the principal researcher: a DSP student who, in his/her name, submits the application for a team Student Grant and who is in charge of coordination and leadership of the research team and completion of deliverables of the Student Grant, and
2. other researchers: one or more DSP students who, under the leadership of the principal researcher, are involved in execution of a team Student Grant and are recipients of funds in a form of unit costs. The minimum number of other researchers within a Student Grant is one and the maximum is four.



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## **Mentor/s**

1. Researchers of a team Student Grant are supported by a mentor, i.e. a research scientist or a member of the academic staff holding the academic degree of Ph.D. at the minimum, who will provide the grant researchers with professional and methodical assistance. The role of a mentor is generally taken by a DSP student's supervisor or expert advisor.
2. Participation of at least one mentor in the execution of a Student Grant is mandatory. In these circumstances, a DSP student's supervisor or expert advisor acts as a mentor at all times.
3. The total number of mentors per Student Grant is capped at the number of researchers. Each researcher has a right to have his/her mentor.
4. Mentors do not constitute research team members.

## **Workload**

1. The extent of the total workload at CZU of Student Grant researchers - who are paid a salary using the Student Grant financed in the scope of this competition - must not exceed 1.2 multiple of the number of working hours of the given month. The determined extent of workload of a Student Grant researcher includes the workload the researcher has under this Student Grant. All researchers must state in the application that their workload will not exceed 1.2 multiple of the number of working hours as of 01 May 2021. Changes, if any, must be communicated by researchers without undue delay.
2. The Department of Science and Research, Rector's Office (VaV R) will verify the extent of workloads of DSP students during the evaluation procedure of Student Grant application. Throughout the execution of a Student Grant, the maximum extent of the workload of Student Grant researcher/s must be observed; responsibility for observing the maximum extent of workloads of members of the project research team falls on the project principal researcher.
3. Principal researchers will report a work capacity corresponding to 0.5 workload per month at all times. Other researchers will report the work capacity monthly as assigned



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to them within the grant (only the following values of work capacities are possible: 0.1; 0.15; 0.2; 0.25; 0.3; 0.35; 0.4; 0.45; 0.5).

4. During a Student Grant, work capacities of other researchers can be adjusted; however, all prescribed restrictions must be adhered to (i.e. the extent of work capacity ranges from 0.1 to 0.5 workload, the sum of monthly capacities of other researchers remains unchanged, while its distribution among other researchers is different (e.g. researcher B will have his/her initial 0.4 workload reduced to 0.3, and researcher C will have his/her initial 0.2 workload increased to 0.3); no adjustments may increase the budget of the Student Grant concerned).
5. Each researcher must complete at least 120 hours of work on the project.
6. Each researcher is obliged to check the use his/her entitlement to holiday, making sure that the limit of holiday for his/her workload and project is not exceeded.

## **Budget**

1. The total amount of the project budget is subject to the number of months of the project execution, number of researchers, their work capacities and the amount of unit costs.
2. The length of a Student Grant ranges from 12 to 18 months. Applicants must indicate the length of their Student Grants in whole months. As a rule, a Student Grant will begin at all times on the first day of a calendar month and end on the last day of a calendar month.
3. The amount of a unit cost corresponding to the work capacity of 0.1 workload per month for one Student Grant researcher stands at CZK 7,986. In the case of a higher work involvement, the amount is multiplied proportionately (e.g. CZK 39,930 per month and researcher whose work capacity corresponds to 0.5 workload). For team grants, a unit is understood as a sum of work capacities of all members of the research team (e.g. 2 persons for 0.5 workload per month = CZK 79,860).
4. The budget includes personnel costs of researcher/s, other costs and overheads.
5. The minimum amount that must be used for covering personnel costs of a researcher (student), including all mandatory expenses (social and health insurance payments,



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fund for cultural and welfare needs, social fund, etc.), is CZK 4,667 per work capacity equalling 0.1 workload per month. A detailed itemization of project personnel costs must be included in the comments on the budget.

6. The maximum amount to be used by a recipient for covering other costs related to the execution of a Student Grant is CZK 3,319 (for a unit with work capacity equalling 0.1 workload per month of one researcher).
7. Other costs include:
  - a mentor's personnel costs;
  - other direct expenses related to the execution of a Student Grant, such as material, low-value equipment, software, specialized literature, travel expenses, external training;
  - a detailed itemization of other project costs will be indicated in the comments on the budget;
8. The project overheads amount to exactly 4% of the total project eligible costs (i.e. CZK 319.44 for 0.1 workload per month).
9. The project budget cannot be used for financing investment expenditures.
10. No changes of the total budget of a Student Grant are possible after the award of the grant.
11. A template form for calculating the total project budget costs and its breakdown is attached to the Dossier.

### **Research activities abroad**

1. All researchers with work capacity corresponding to 0.3 workload and higher must perform at least one educational/research activity abroad (e.g. internship, summer school, research stay, active participation in conferences) during the execution of a Student Grant.
2. These activities can be completed within or outside of the EU. If an educational/research activity is carried out in a country where the student's mother tongue is generally comprehensible (e.g. Slovakia), at least a part of the activity



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concerned must be carried out in a foreign language (e.g. presentation of a paper, text of a study).

3. No minimum or maximum thresholds are determined as regards the length of foreign stays of Student Grant researchers. In the framework of a Student Grant, students are allowed to travel repeatedly.
4. As a part of the monthly Activity Report, a confirmation/certificate of participation in an activity abroad, issued by a foreign institution, is required. At the very least, a certificate must provide the identification of the foreign institution, contact data, duration of the foreign activity, and information on the number of hours in the case of summer schools, internships or research stays and similar events.

### **Requirements for publication deliverables**

1. A mandatory deliverable of a Student Grant has a form of an accepted paper in a journal registered in databases WoS (a journal was allocated an IF in 2019) or SCOPUS (a journal was allocated an SJR in 2019), whereas, at a minimum, the principal researcher must be a member of the team of authors of the paper. The paper must be dedicated exclusively to the project executed. The publication deliverable must indicate clearly that the results presented are outcomes of the project execution. Fulfilment of this requirement will be verified during the evaluation of the project Final Report.
2. The progress of preparation of the paper manuscript will be delineated by the principal researcher in an Interim Activity Report, submitted at the VaV R Department after 12 months of the project execution. In the event of 12-month projects, the interim Activity Report is not submitted by the principal researcher; only the Final Report is required, where the principal researcher provides information on the progress of preparation of the paper manuscript.
3. A Student Grant will be understood as completed successfully as long as the requirement for a publication deliverable is completed. A failure to meet this



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requirement will render ineligible all researchers' unit costs for the last month of execution of the Student Grant.

4. The publication deliverable must be submitted within 6 months of the end of the project execution, but no later than by 31 May 2023.

### **Submission of Student Grant applications**

1. The project principal researcher will submit a complete application for a Student Grant, in hard copy, with all signatures (those of the principal researcher, other researchers, mentor/s and the Head of the Department of the principal researcher) by 15 December 2020, 12:00 at noon at the latest, at the VaV R Department. It will be possible to send applications through the electronical system until 15 December 2020, 12:00 at noon.
2. The VaV R Department will issue to the applicant for a Student Grant a confirmation of receipt of the application, including information on the date and time of receipt.

## **3 Evaluation of applications received**

### **3.1 Rules and the procedure for evaluation of applications received**

#### **Checks of formal essentials**

1. The VaV R Department will check whether all formal requirements imposed in the competition have been observed and will propose that the Grant Board (hereinafter as the GK) exclude applications that fail to observe formal essentials.
2. The checks cover in particular the compliance with the following general conditions of the Call:
  - the obligation to prepare the application and all annexes in English
  - compliance with the condition that the theme of the Student Grant is not identical with themes of dissertations of the principal researcher and other research team members
  - compliance with the condition that the theme and method of addressing of the given problems, as designed by the contemplated project, are not co-financed from another grant



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- 4% of the budget must be allocated to the project indirect costs
  - dates of the execution of the project
  - composition of the research team
  - budget of the project
  - signatures of the principal researcher and all members of the research team and mentor/s, Head of the Department
  - CVs of all researchers and mentor/s are attached to the project application
  - the extent of workload of all members of the research team, and compliance with the condition that the maximum amount of the total workload of all project researchers at CZU must not exceed 1.2 multiple of the number of working hours of the relevant month. If the limit of 1.2 workload is exceeded, the researcher will be advised of the necessity to comply with this condition beginning from the commencement of the Student Grant.
3. All applications that successfully pass through the formal evaluation procedure will be forwarded to the GK.

### **Grant Board**

1. The GK is composed of 9 members: 6 Vice-Deans for Research and Development, the Vice-Rector for Research and Development and two other members, of whom at least one will come from outside CZU.
2. Rules of procedure of the GK are regulated in Rector's Decision No. 22/2020.
3. The GK will discuss and decide on excluding the applications that have failed the formal evaluation procedure.
4. The GK will nominate evaluators for the grants that passed the formal evaluation procedure successfully - 2 evaluators per grant, at least 1 of them will come from outside CZU.
5. Evaluators will be selected on the basis of their specializations and themes of the Student Grants to be evaluated by them. For the cooperation with external evaluators, the preferred procedure will be to assign several Student Grants in one field of science



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to one evaluator. Evaluators will use the unified forms prepared for evaluation of grants; the unified forms are attached to the Dossier.

### **Expert opinions of projects**

1. The VaV R Department will submit a request to the nominated evaluators for preparation of expert opinion/s, making sure that applications and expert opinion forms are forwarded.
2. Expert opinions prepared as to Student Grant applications will subsequently be collected by the VaV R Department.
3. A point-based evaluation will be calculated for every project as an average of values determined by expert opinions prepared by both evaluators.
4. The maximum number of points to be awarded per application by one evaluator is 100.
5. In the case of major contradictions between expert opinions prepared by evaluators with regard to the same project (the difference between point-based evaluations exceeds 25 points), the GK will conduct own evaluation procedure in a form of a panel discussion. The third evaluation, expressed in points, will respect the interval established by the point-based evaluation by the first two evaluators. The resulting expert opinion will replace the average of the evaluators' expert opinions.
6. In the scope of the above evaluation procedure, an evaluator will/will not recommend projects for financing. If the two evaluators' opinions of recommending an identical project for financing differ, the GK will conduct own evaluation procedure in a form of a panel discussion. The final decision that will either recommend or not recommend a project for financing falls on the GK.
7. The GK will discuss and determine the final ranking of grants in the individual fields. Provision of grant financing will be approved subject to funds at disposal in the individual fields. In the case any of the grants recommended for financing is not implemented, the funds will be passed to the next grant in the final ranking of grants in the field concerned.

### **Projects approved for financing**



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1. The VaV R Department will inform principal researchers that their projects have been approved for financing.
2. Individual principal researchers will be forwarded the expert opinions of the individual applications after expiration of the evaluation period and after decisions are made on financing of the selected projects.
3. The VaV R Department and principal researchers will cooperate during the execution of projects (monthly Activity Reports, Interim Activity Reports, Final Project Reports, applications for changes in projects).



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## 4 Execution of Student Grants (projects), procedure of execution

### 4.1 Activity Reports

#### 1. Activity Reports - monthly

- A monthly Activity Report is prepared by each researcher for every month of implementation of a Student Grant, i.e. including the month in which an Interim Activity Report is submitted; a template report is provided as an annex to the Dossier.
- A completed Activity Report, signed by the given researcher and mentor, must be presented in hard copy at the VaV R Department by the 8<sup>th</sup> day of the subsequent month. The Report is checked by the project manager and then approved and filed by the VaV R Department.
- A monthly Activity Report must include the following information: activities carried out in the preceding month, the extent of the researcher's work capacity for the given month expressed as a workload, any holiday taken, evaluation of progress in the work on deliverables, an activity plan for the upcoming period, the summary of other researchers' activities (this applies only to Activity Reports submitted by principal researchers).
- In addition to an Activity Report, researchers must supply the VaV R Department with all original documentation attesting to the reported activities and the grant mandatory deliverables, including in particular the completion of foreign activities (e.g. a confirmation of participation, certificate of training, certificate of summer school attendance, etc.) and evidence supporting the acceptance of a deliverable for publication.

#### 2. Interim Activity Reports

- An Interim Activity Report is prepared by the principal researcher after expiry of a 12-month period of the project execution.
- If the length of the project is 12 months, no Interim Activity Report will be submitted the principal researcher.



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- A completed Interim Activity Report, signed by the given researcher, must be submitted in hard copy at the VaV R Department by the 15<sup>th</sup> day of the subsequent month. The Report must be signed by the principal researcher and mentor (i.e. only one Interim Activity Report will be submitted in the case of team grants) and will be approved by the VaV R Department. Based on its approval, the Report will be filed by the VaV R Department.
- An Interim Report must include the following information: the current composition of the research team, or, as the case may be, its changes after 12 months of the work on the project, situation regarding the use of the budget, educational activities completed by all team members, travels abroad (team members with workload of 0.3 and higher), situation regarding the preparation phase of a publication deliverable.
- In addition to an Interim Activity Report, researchers will supply the VaV R Department with all original documentation attesting to the reported activities and the grant mandatory deliverables, including in particular the completion of foreign activities (e.g. a confirmation of participation, certificate of training, certificate of summer school attendance, etc.) and evidence supporting the acceptance of a deliverable for publication, unless such documents have been submitted as a part of monthly Activity Reports.

### 3. Final Report

- The Final Report is submitted by every principal researcher at the end of the project implementation (i.e. in the case of team grants, only one Final Report will be provided); a template is attached to the Dossier.
- The Final Report must be submitted at the VaV R Department following the fulfilment of a publication deliverable, no later than within 6 months of the end of the project implementation, but by 31 May 2023 at the latest.
- The Report must be signed by the principal researcher, other researchers, mentor/mentors, and is presented at the VaV R Department.



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- The requirement for a publication deliverable need not necessary need be fulfilled on the day of the end of the project execution, which means that the Final Report regarding the Student Grant activities will not be submitted. The Report must be submitted within 6 months of the end of the Student Grant, with the deadline being on 31 May 2023.
- The Final Report includes the summary of grant implementation, deliverables achieved, other researchers' activities (in the case of team grants) and fulfilment of educational objectives defined in the Student Grant application, e.g. in a form of reflection.
- The mentor/s will provide the following information in the Final Report: the summary of activities mentored, including the evaluation of grant implementation, acquired knowledge and achieved deliverables, recommendation for further/future research activities of students.
- The project will be regarded as successfully completed only if the requirement for a publication deliverable is satisfied. If a Student Grant (project) fails to fulfil all predefined deliverables (deliverables determined in the Call and any deliverables established beyond the framework of minimum mandatory deliverables, i.e. a publication deliverable), all researchers' unit costs for the last month of grant execution will be treated as ineligible.
- Following the grant completion, the GK will evaluate the extent to which its implementation has been successful (fulfilment of the requirement for minimum deliverables to be performed: a publication deliverable, research activity abroad, educational activity) and will provide a confirmation in the Final Report in the sense that the grant has been completed successfully.
- In addition to the Final Report, the researchers will submit at the VaV R Department all original documentation attesting to the reported activities and the grant mandatory deliverables, including in particular the completion of foreign activities (e.g. a confirmation of participation, certificate of training, certificate of summer school attendance, etc.) and evidence supporting the acceptance of a deliverable for



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publication, unless such documents have been submitted as a part of monthly Activity Reports of the Interim Activity Report.

## 4.2 Changes in projects

### 1. Applications for changes in projects

- Applications for changes in projects are lodged using the forms “Applications for a change in the research team” or “Application for a change in the budget” (templates are available).
- The submitted applications for changes must not violate the rules of this Call.
- Applications must be presented in hard copy, with signatures of the principal researcher and mentor, at the VaV R Department.
- Applications will be forwarded by the VaV R Department for approval to the Vice-Rector for Science and Research. The Vice-Rector may ask the GK for its opinion.
- All submitted applications are registered and filed by the VaV R Department.

### 2. Changes in research teams:

- The principal researcher of a Student Grant can be replaced only by another member of the research team during the implementation of the Student Grant.
- The other research team members may be changed.
- Approved work capacities of individual researchers of a Student Grant can be divided or combined (e.g. only one researcher will perform relevant activities under the workload of 0.5 instead of two researchers working under the workload of 0.25). The total project budget must not be increased or reduced.
- For all types of researchers, “suspension” in the Student Grant implementation is possible, meaning that the researcher will not work on the grant in the given month and will therefore refrain from reporting any costs and will not submit an Activity Report. In such case, the GK may decide on extending the period of the Student Grant concerned, and to enable the researchers to use the unclaimed capacity.



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- Unless a member who has retired from the research team can be replaced by a new member or his/her workload can be divided among the other team members, the grant implementation may be suspended as per the previous paragraph or even terminated. In the event of termination, unit costs for the preceding month will be understood as ineligible.
3. Changes in budgetary items
- Changes in the total budget of a Student Grant are impossible after the grant is awarded.
  - Within a justified transfer between the individual items, the budget can be changed in the budgetary section “other direct costs”. Changes in the budget in an amount exceeding 10% of other direct costs must be requested in advance. Changes not exceeding 10% (inclusive) of other direct costs must be communicated by the project principal researcher in the next monthly Activity Report.
  - The total amount of personnel costs of the researcher/s cannot be changed.
  - The total amount of the project overheads cannot be changed.



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## 5 List of Annexes to the Dossier

- Template form for calculation of the total project budget costs and its itemization
- Expert opinion form for evaluators
- Checklist form for verification of compliance with the project formal requirements
- Activity Report - monthly
- Interim Activity Report
- Final Report
- Application for a change in the composition of a research team of UGS project
- Application for a change in items of UGS project budget
- Decision on provision of financing



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