

Tender documentation for grant application
Internal Grant Agency FFWS CULS in Prague

**ANNOUNCEMENT OF COMPETITION FOR THE
YEAR 2018**

Competition schedule:

19 Jan 2018	The end of submission of applications in category B (12 pm)
5 Feb 2018	Announcement of results in category B
16 Feb 2018	The end of submission of applications in category A (12 pm)
26 Mar 2018	Announcement of results in category A

Competition structure

The IGA FFWS 2018 competition will run in two categories: category A projects (research team consists of a full-time doctoral programme student and a FFWS employee as a project guarantor) and category B projects (team projects; the guarantor is a FFWS employee and the team members are full-time doctoral programme students). Competition in both A and B category will be a single-round competition. Unsuccessful project applicants in category B may apply for a project in category A. The projects of category A as well as category B are one- or two-year projects.

The category A competition will have one round. Applicants should send a completed application to the IGA Commission Chairperson Ing. Miloš Ježek Ph.D. (jezekm@fld.czu.cz) and submit one copy signed by the main researcher and the guarantor of the project to the FFWS CULS Office for Science and Research. Subsequently, the IGA Commission will assess the quality of the project.

The category B competition will have one round. Applicants should send a completed application to the IGA Commission Chairperson Ing. Miloš Ježek Ph.D. (jezekm@fld.czu.cz) and submit one copy signed by the main researcher and the guarantor of the project to the FFWS CULS Office for Science and Research. Subsequently, the IGA Commission will assess the quality of the project.

Category A

Application submission deadline: 16 February 2018

Announcement of results: 26 March 2018

Duration of the project: one or two years, starting 1 April 2018

Category A projects are announced as one-round projects. Only a full-time FFWS doctoral programme student can apply for it. The application is processed **outside** the ga.czu.cz application.

What should be clear from the application and how it is submitted

The proposer shows that he/she is familiar with the subject and is capable of fulfilling the grant project successfully. The project's practicality and uniqueness, as well as possible use of its results, should be justified in the application. The research objective and means of achieving it are clear from the application. The application itself consists of a project description, which the researcher submits in PDF format, and a summary table of costs in an .xls file. The researcher submits both files electronically to jezekm@czu.cz. He/she also submits a printed copy of the application with signatures of the main researcher and the guarantor of the project to FFWS Office for Science and Research. The category A project applicant cannot be a researcher or a co-researcher of a two-year IGA FFWS 2017 project which continues in 2018, or a project assigned in category B in IGA FFWS 2018 competition.

PROJECT DESCRIPTION

A 'Project description' must be submitted in PDF format and consists of the following parts:

- Project title
- Duration of the project (maximum length two years)
- Summary
- Analysis of the current state of the researched topic
- Project objectives
- Conceptual approaches and methodology
- List of references
- Research schedule
- Benefits of the project and planned outputs and presentation of results
- Information on the researcher's plans to go on a research stay abroad
- Follow-ups on other projects in the Czech Republic or abroad
- Budget / financial balance sheet with justification
- Research team members (researcher, guarantor)
- Professional CV of the researcher (including published work)

The maximum length of an application for category A projects is 6 pages of A4 format, font size 11 and line spacing 1 (Times New Roman) or larger, including a brief structured CV of the researcher.

Project title

The project title must be clear and concise and must correspond to the project professional content.

Duration of the project

The project may last one or two years. Only a student who has a minimum of two years full-time doctoral programme studies ahead of him/her can apply for a two-year project. In the case of termination of a full-time doctoral programme studies the project researcher is obliged to submit a final report including the project calculation, no later than by the date of application submission for the dissertation defence. The period for a one-year project is from 1 April 2018 to 31 March 2019, and for a two-year project from 1 April 2018 to 31 December 2019, with the precondition of using the eligible costs by 30 October 2018 (for the first year), or 30 October 2019 (for the second year).

Current state of the researched topic

This chapter is intended to define the issues within the chosen topic. It briefly introduces what has been published so far about the subject and, conversely, what findings are not yet known. The proposer also informs about the direction of the current research and the main current issues which are being researched. The cardinal question of the proposed project is incorporated in this context. Each claim must be supported by references to the relevant scientific literature (especially foreign).

Project objectives

Project objectives are factually and clearly defined (preferably in the form of bullet points). They must be realistic, i.e. achievable with regard to the duration of the project (one or two years), volume of funds, as well as the used methodology. The rate of achieving objectives is an important criterion when assessing the project's final report. Objectives and hypotheses defined here should be in accordance with the level of knowledge within the topic. The project objectives do not have to be completely identical with the objectives of the proposer's dissertation; however, they should relate to it. A dissertation is planned for a longer period of time (minimum three years), and therefore there is more time to achieve the set goals. The dissertation objectives may be (but are not compulsory) stated in the project proposal, however; the specific objectives of the proposed project must be clearly marked.

Conceptual approaches and methodology

This chapter describes the location of the project and by what approaches the set goals will be achieved. It is usually divided into subsections of the target location description, data collection and data processing.

The proposer informs about how the base data for the project will be acquired, as well as about their anticipated volume (field survey is not an essential part of the project). The chapter should describe data collection methods (design). It also states the technical equipment and software used in the project. Individual methodological approaches must be accompanied by references to relevant literature. Conversely, in projects where testing a new methodology is a significant part of the outputs, the new methodological approach must be described in detail.

List of references

This chapter serves to acknowledge the literature used and quoted in the text of the proposal. The list of references must correspond precisely to the references in the text. All publications acknowledged here must have a reference in the text, none should be missing. The publications are listed alphabetically by the first author's surname. The style of quotation is not strictly determined; however, the general rules must be respected. All sources stated here must be retrievable as described.

Research schedule

In this chapter, it is necessary to specify the planned work schedule throughout the project.

Benefits of the project and planned outputs

A brief description of the expected benefit of the project within the field is described here. In particular, the expected results of the project and the way the project outputs will be published must be stated in this chapter (scientific articles, certified methodologies, utility models, etc.). The volume of results stated here must not be lower than it is required by the tender documentation of IGA FFWS for the project in the given research category (significant impact on the assessment of the final report).

Information on the researcher's plans to go on a research stay abroad

In this part, the researcher states whether he/she is going to go on a research stay abroad. If so, then he/she specifies: the place of the stay (organisation, organisation department, expert guarantor of the stay), length and dates of the stay, professional content of the research stay, and expected outputs. Based on the actual research stay the researcher can require higher financial support (each year of the project per one stay). The minimum length of a research stay must be 14 days; however, research stays abroad with a minimum length of 28 days will be given priority. A specialist conference is not considered a research stay. The IGA Commission may establish a committee which will verify the language and specialist (e.g. statistical) abilities of the research team member who plans a stay abroad. Based on proof of the abilities, this committee approves or rejects the stay abroad. A research stay funded by IGA resources cannot be simultaneously funded from any other sources, but can follow up on the stay.

Adequate planned outputs of the project in category A are considered to be at least one publication in a journal with impact factor or a magazine in Scopus database for each year of the project. First year students are also considered to fulfil this condition by sending a manuscript to an editor, or a completely finalized manuscript just before sending to an editor, which is also presented in a final or interim report of the project. In the case of two-year projects, the minimum output always refers to the respective years of the project and a year of study adequate to it. For example, if an applicant is a first-year student, the minimum requirement in the first year of the project (researcher's first year of study) is a manuscript sent to the editor of a journal with impact factor or a magazine in Scopus database, but in the second year of the project (researcher's second year of study) the requirement is an article accepted for publishing in a journal with impact factor or in Scopus database and one manuscript sent to the editor of a journal with impact factor or a magazine in Scopus database. Thus, it must always be two different manuscripts. If the researcher commits to publishing the project results in journals with impact factor during the project which are beyond the minimum requirements for the project outputs, it is possible to increase the project budget (see chapter Financial Requirements). The schedule of these publications is binding for the team researcher and in the case of failure in this obligation the department budget will be curtailed for 2018, or 2019 by 15% of the funds allocated to the IGA project. These extra outputs must be specified by indicating the anticipated title of the article, the team of authors, and the title of the journal in a project application. In this case, the project proposal must be signed by the Head of Department who thus acknowledges the potential department budget cuts.

Outputs by which the researcher declares the fulfilment of the minimum publication outputs can only include outputs where the project researcher (not the guarantor) is listed in first or second place of the researcher team.

Minimum required outputs for category A projects

Follow-ups on other projects in the Czech Republic

In this chapter, the proposer states mandatorily whether he/she had worked on a project in the past within IGA FFWS and CIGA CULS. If so, then he/she states the title of the previous project, its outputs, and the way the current proposal follows it up. He/she also states an overview of thematically related projects in which the proposer is or was involved. This part of a project proposal is a declaration (signed by the researcher and the Head of Department) that there is not a project of the same focus at the Department.

If the applicant is a researcher of an IGA FFWS project 2016 or 2017, they should fill in the following table with information on the project and its status and the achievement of project results and outputs.

Project registration number:		
Length of the research:		
Project title:		
Research team:		
Minimum number of publication outputs:		
Number of outputs notified in the project application:	IF	
	SCOPUS	
Of that realized:	IF	
	SCOPUS	

In addition, they will cite these notified outputs, including the team of authors, even with unpublished manuscripts.

Part of the project application will be an affidavit with the following text:

I, (name, surname, year of study, field of study), a researcher of the project named “(name of the project)” within IGA FFWS competition 2016/2017, honestly declare that through the project research I will reach the project minimum required outputs by 31 March 2018.

If the IGA FFWS Commission finds that the applicant has stated false information, it may stop financing the IGA FFWS 2018 project at any time in its duration.

Budget or financial balance sheet with justification

The financial means required by the proposer are detailed here. A part of the financial balance sheet is a summary table of required funds in the form shown in the following table.

Table 1: Binding table of required funds (must be a part of the budget)

Requirements for first year of the project (2018), in thousand CZK	
Material means	required

Operating costs (material, tangible and intangible assets)	
Services	
Material means total	
Wage means	required
Scholarships	
Travel fees (paid in the form of scholarships)	
Foreign stay costs (paid in the form of scholarships)	
Wage means total (scholarships)	
Means total	

Requirements for second year of the project (2019), in thousand CZK	
Material means	required
Operating costs (material, tangible and intangible assets)	
Services	
Material means total	
Wage means	required
Scholarships	
Travel fees (paid in the form of scholarships)	
Foreign stay costs (paid in the form of scholarships)	
Wage means total (scholarships)	
Means total	

Financial limits of category A

Maximum amount of total project costs: 60,000 CZK/year (without a foreign stay).

Of which the travel costs (paid in the form of scholarships) may be a maximum of 20,000 CZK/year, and personal costs (scholarship for the doctoral study programme student) a maximum of 30,000 CZK/year.

If a researcher plans a research stay abroad as a part of the project, the financial limit for personal costs (scholarship) may be increased by a maximum of 80,000 CZK/year, i.e. in this case the total budget of the project may be a maximum of 140,000 CZK/year. These funds must be used exclusively for a research stay and a researcher evidences it by a certificate from the institution where he had the research stay. Only the costs reported in the period of 1 April to 31 October for each year of the project can be considered as eligible costs, i.e. the amount of money must be spent by 31 October 2018 (first year of the project), or 31 October 2019 (second year of the project) at the latest. The funds cannot be transferred between the individual years. The proportion of personal costs paid in the form of wages to the total

volume of paid personal costs must be a maximum of 35% (i.e. scholarships must make a maximum of 65% of personal costs).

The first half of the scholarships stated as a reward for a researcher can be paid before submitting the interim report (31 August 2018), the other half after its approval. The interim report is approved by the Science and Research Vice-Dean and the IGA Commission Chairperson.

The budget also includes a detailed verbal justification of the individual items. The content and meaning of individual items required to solve the task must be clear from the budget and justification. Similarly, it is necessary to justify for example the amount and type of devices and aids, in the case of services to state for example the types of analyses that will be processed externally, the approximate number of samples as well as proposed analyses. As for travel costs, it is necessary to include the expected range and schedule of the trips (in the case of using one's own car the calculation of fuel costs is based on the current bursar directive on travel expenses); for foreign travel it is necessary to indicate where, why and for how long the trip is planned. Services do not include other people's help, unless it is invoiced contractor work.

If a researcher plans a **research** stay abroad as a part of the project, the financial limit for personal costs (scholarship) may be increased by a maximum of 80,000 CZK per year per researcher. Here the researcher provides a detailed breakdown of expected financial costs connected with the research stay with a verbal comment (material, services, travel costs). The researcher is not entitled to any spending money.

In the case of inadequate claims for a research stay the IGA Commission may reduce the requested amount.

The researcher may require an increase of personal costs for extra scientific outputs (i.e. beyond the minimum requirements on project outputs) to the following amounts according to the RIV points for publications in journals with impact factor for FFWS. An extra publication is only considered to be one with a minimum value of 70 RIV points (converted for FFWS). For extra publications with a minimum value of 70 RIV points (converted for FFWS) a team may increase personal costs by 30,000 CZK, for a minimum of 140 RIV points (converted for FFWS) by 50,000 CZK together for all research team members (the proportion is set by the main project researcher). This requirement is mandatory for team researchers, and in the event of non-compliance sanctions will be applied. This output cannot be used simultaneously within the FFWS Excellent outputs call. The intention to apply this remuneration must be stated in the project application.

Research team members

All members of the research team are listed here. A research team consists of a full-time doctoral student (researcher) and a FFWS employee as a project guarantor. The Faculty employee (a member of academic staff) is responsible for the project and supervises its accountability and quality, including financial discipline.

Professional CV of the proposer and the most important published work

The CV should be factual and structured, presented by the researcher (it is not required for the guarantor) and include the following information in particular:

- Name and surname (**category A projects: the main researcher's current year of doctoral studies**)
- Personal details – address, contact email and phone number

- Education – date and place of secondary and university (doctoral) education. It should also include the Bachelor's thesis / Master's thesis / Dissertation topic
- Other knowledge – foreign languages, passing special courses, etc.
- Employment and work experience – including student stays
- Publications – overview of published works.

A student who is a researcher or co-researcher of a two-year project in 2018 assigned in 2017 within the IGA FFWS 2017 competition cannot apply for a project.

An application in PDF format is submitted via e-mail to: jezekm@fld.czu.cz. Simultaneously, one copy of the application signed by the main researcher and the guarantor of the project must be submitted to the FFWS CULS Office for Science and Research by 16 February 2018 12 pm.

Category B

Submission of applications: 19 Jan 2018 (12 pm)

Announcement of results: 5 Feb 2018

Maximum length of the project: two years, starting 1 April 2018

Category B projects are announced as one-round projects. A research team must be led by a member of FFWS academic staff (project guarantor) and consist of a minimum of three full-time doctoral study programme students (at least two students must not be in the last year of doctoral study). Individual team members may be a part of only one researcher team within the IGA FFWS project and must not simultaneously be researchers of a category A project. It is not recommended that one of the team members is also a researcher of CIGA FFWS project due to the demands connected with this project.

What should be clear from the application and how it is submitted:

A research team prepares the application and submits it to the IGA FFWS Commission. The application itself consists of a project description, which the researcher submits in PDF format, and a summary table of costs in an .xls file. The researcher submits both files electronically to jezekm@czu.cz. He/she also submits a printed copy of the application with signatures of the main researcher and the guarantor of the project to FFWS Office for Science and Research by 19 January 2018 12pm. The category B project applicant cannot be a researcher or a co-researcher of a two-year IGA FFWS 2017 project. Unsuccessful applicants in category B projects may apply for a category A project.

PROJECT DESCRIPTION

A 'Project description' must be submitted in PDF format and consists of the following parts:

- Project title
- Duration of the project (maximum length two years)
- Summary
- Analysis of the current state of the researched topic
- Project objectives
- Conceptual approaches and methodology
- List of references

- Research schedule
- Benefits of the project and planned outputs and presentation of results
- Information on the researcher's plans to go on a research stay abroad
- Follow-ups on other projects in the Czech Republic or abroad
- Budget / financial balance sheet with justification
- Research team members (researcher, guarantor)
- Professional CV of the researcher (including published work)

The maximum length of an application for category B projects is 12 pages of A4 format, font size 11 and line spacing 1 (Times New Roman) or larger, including a brief structured CV of the main researcher and other researchers.

Project title

The project title must be clear and concise and must correspond to the project professional content.

Duration of the project

The project may last one or two years. Only a team with at least two members with a minimum of two years full-time doctoral programme studies ahead of them can apply for a two-year project. In the case of a team member's termination of a full-time doctoral programme studies, the main project researcher is obliged to notify the person who will replace him/her to the IGA Commission Chairperson, no later than by the date of application submission for the dissertation defence or study interruption. The period for a one-year project is from 1 April 2018 to 31 March 2019, and for a two-year project from 1 April 2018 to 31 December 2019, with the precondition of using the eligible costs by 30 October 2018 (for the first year), or 30 October 2019 (for the second year).

Current state of the researched topic

This chapter is intended to define the issues within the chosen topic. It briefly introduces what has been published so far about the subject and, conversely, what findings are not yet known. The proposer also informs about the direction of the current research and the main current issues which are being researched. The cardinal question of the proposed project is incorporated in this context. Each claim must be supported by references to the relevant scientific literature (especially foreign).

Project objectives

Project objectives are factually and clearly defined (preferably in the form of bullet points). They must be realistic, i.e. achievable with regard to the duration of the project (one or two years), volume of funds, as well as the used methodology. The rate of achieving objectives is an important criterion when assessing the project's final report. Objectives and hypotheses defined here should be in accordance with the level of knowledge within the topic. The dissertation objectives may be (but are not compulsory) stated in the project proposal, however; the specific objectives of the proposed project must be clearly marked.

Conceptual approaches and methodology

This chapter describes the location of the project and by what approaches the set goals will be achieved. It is usually divided into subsections of the target location description, data collection and data processing.

The proposer informs about how the base data for the project will be acquired, as well as about their anticipated volume (field survey is not an essential part of the project). The

chapter should describe data collection methods (design). It also states the technical equipment and software used in the project. Individual methodological approaches must be accompanied by references to relevant literature. Conversely, in projects where testing a new methodology is a significant part of the outputs, the new methodological approach must be described in detail.

List of references

This chapter serves to acknowledge the literature used and quoted in the text of the proposal. The list of references must correspond precisely to the references in the text. All publications acknowledged here must have a reference in the text, none should be missing. The publications are listed alphabetically by the first author's surname. The style of quotation is not strictly determined; however, the general rules must be respected. All sources stated here must be retrievable as described.

Research schedule

In this chapter, it is necessary to specify the planned work schedule throughout the project.

Benefits of the project and planned outputs

A brief description of the expected benefit of the project within the field is described here. In particular, the expected results of the project and the way the project outputs will be published must be stated in this chapter (scientific articles, certified methodologies, utility models, etc.). The volume of results stated here must not be lower than it is required by the tender documentation of IGA FFWS for the project in the given research category.

Information on the researcher's plans to go on a research stay abroad

In this part, the researcher states whether he/she is going to go on a research stay abroad. If so, then he/she specifies: the place of the stay (organisation, organisation department, expert guarantor of the stay), length and dates of the stay, professional content of the research stay, and expected outputs. Based on the actual research stay the researcher can require higher financial support (each year of the project per one stay). The minimum length of a research stay must be 14 days; however, research stays abroad with a minimum length of 28 days will be given priority. A specialist conference is not considered a research stay. The IGA Commission may establish a committee which will verify the language and specialist (e.g. statistical) abilities of the research team member who plans a stay abroad. Based on proof of the abilities, this committee approves or rejects the stay abroad. A research stay funded by IGA resources cannot be simultaneously funded from any other sources, but can follow up on the stay.

Minimum required outputs for category B projects

The planned outputs must include at least as many scientific articles as there are full-time doctoral students in the researcher team, out of which at least one accepted in a journal with impact factor (others in magazines in Scopus database), for each year of the project research. This condition is considered to be fulfilled by at least two articles accepted for publishing and others can be in the form of manuscript sent to an editor and accepted to review procedure, for each year of the project research. A research team which does not fulfil a condition of a number and structure of publication outputs will not be able to apply for an IGA project of any category in the following year. Simultaneously, the budget of the department whose research team did not fulfil the required publication outputs will be curtailed for 2018, or

2019 by 15% of the funds allocated to the IGA project. The project description will also include the anticipated number of RIV points obtained within the project in individual years.

Outputs by which the researcher declares the fulfilment of the minimum publication outputs can only include outputs where the project researcher (not the guarantor) is listed in first or second place of the researcher team.

If the team commits to publishing the project results in journals with impact factor during the project which are beyond the minimum requirements for the project outputs, it is possible to increase the project budget (see chapter Financial Requirements). The schedule of these publications is binding for the team researcher and in the case of failure in this obligation the department budget will be curtailed for 2018, or 2019 by 15% of the funds allocated to the IGA project. These extra outputs must be specified by indicating the anticipated title of the article, the team of authors, and the title of the journal (at least one team member must be at least in third place of the author's team of this output). In the project application, the increased financial means must be included in the draft budget.

The project proposal must be signed by the Head of Department who thus acknowledges the potential department budget cuts.

Follow-ups on other projects in the Czech Republic

In this chapter, the proposer states mandatorily whether a team member had worked on a project in the past within IGA FFWS and CIGA CULS. If so, then he/she states the title of the previous project, its outputs, and the way the current proposal follows it up. He/she also states an overview of thematically related projects in which the proposers are or were involved. This part of a project proposal is a declaration (signed by the main researcher and the Head of Department) that there is not a project of the same focus at the Department.

If a team member is a researcher of an IGA FFWS project 2016 or 2017, they should fill in the following table with information on the project and its status and achievement of project results and outputs.

Project registration number:		
Length of the research:		
Project title:		
Research team:		
Minimum number of publication outputs:		
Number of outputs notified in the project application:	IF	
	SCOPUS	
Of that realized:	IF	
	SCOPUS	

In addition, they will cite these notified outputs, including the team of authors, even with unpublished manuscripts.

Part of the project application will be an affidavit with the following text:

I, (name, surname, year of study, field of study), a researcher of the project named “(name of the project)” within IGA FFWS competition 2016/2017, honestly declare that by the project research I will reach the project minimum required outputs by 31 March 2018.

If the IGA FFWS Commission finds out that the applicant has stated false information, it may stop financing the IGA FFWS 2018 project at any time in its duration.

Budget or financial balance sheet with justification

The financial means required by the proposer are detailed here. A project budget is based on the number of researcher team members. The budget also includes a detailed verbal justification of the individual items. The content and meaning of individual items required to solve the task must be clear from the budget and justification. Similarly, it is necessary to justify for example the amount and type of devices and aids, in the case of services to state for example the types of analyses that will be processed externally, the approximate number of samples as well as proposed analyses. As for travel costs, it is necessary to include the expected range and schedule of the trips (in the case of using one’s own car the calculation of fuel costs is based on the current bursar directive on travel expenses); for foreign travel it is necessary to indicate where, why and for how long the trip is planned. Services do not include other people’s help, unless it is invoiced contractor work.

A part of the financial balance sheet is a summary table of required funds in the form shown in the following table.

Table 1: Binding table of required funds (must be a part of the budget)

Requirements for first year of the project (2018), in thousand CZK	
Material means	required
Operating costs (material, tangible and intangible assets)	
Services	
Material means total	
Wage means	required
Scholarships	
Travel fees (paid in the form of scholarships)	
Foreign stay costs (paid in the form of scholarships)	
Wage means total (scholarships)	
Means total	

Requirements for second year of the project (2019), in thousand CZK	
Material means	required
Operating costs (material, tangible and intangible	

assets)	
Services	
Material means total	
Wage means	required
Scholarships	
Travel fees (paid in the form of scholarships)	
Foreign stay costs (paid in the form of scholarships)	
Wage means total (scholarships)	
Means total	

Financial limits of category B

The project budget is based on the number of research team members.

Financial limits for a research team for one year:

Travel costs: maximum of 25,000 CZK/year per researcher (paid in the form of scholarships)

Personal costs (scholarships): maximum of 50,000 CZK/year per researcher. Personal costs for Master's and doctoral programmes are paid in the form of scholarships. Faculty employees are not entitled to drawing of funds. The first half of the scholarships stated as a reward for a researcher can be paid before submitting the interim report (31 August 2018), the other half after its approval. The interim report is approved by the Science and Research Vice-Dean and the IGA Commission Chairperson.

If a researcher (a doctoral or Master's programme student) plans a **research** stay abroad as a part of the project, the financial limit for personal costs (scholarship) may be increased by a maximum of 80,000 CZK per year per researcher. Here the researcher provides a detailed breakdown of expected financial costs connected with the research stay with a verbal comment (material, services, travel costs). The researcher is not entitled to any spending money. In the case of inadequate claims for a research stay the IGA Commission may reduce the requested amount.

The research team may require an increase of personal costs for extra scientific outputs (i.e. beyond the minimum requirements on project outputs) to the following amounts according to the RIV points for publications in journals with impact factor for FFWS. An extra publication is only considered to be one with a minimum value of 70 RIV points (converted for FFWS). For extra publications with a minimum value of 70 RIV points (converted for FFWS) a team may increase personal costs by 30,000 CZK, for a minimum of 140 RIV points (converted for FFWS) by 50,000 CZK together for all research team members (the proportion is set by the main project researcher). This requirement is mandatory for team researchers, and in the event of non-compliance sanctions will be applied. In the case of inadequate claims for a research stay the IGA Commission may reduce the requested amount.

Material and services: maximum sum equal to the number of researchers times 15,000 CZK for a research team consisting of full-time doctoral students.

Research team members

All members of the research team are listed here. A research team must be led by a member of FFWS academic staff (project guarantor) and consist of a minimum of three full-time doctoral study programme students (at least two students must not be in the last year of doctoral study). Individual team members may be a part of only one researcher team within the IGA FFWS project and must not simultaneously be researchers of a category A project. It is not recommended that one of the team members is also a researcher of CIGA FFWS project due to the demands connected with this project. The faculty employee (project guarantor) is responsible for the project and supervises its accountability and quality, including financial discipline. The researchers choose the main researcher among themselves who will coordinate the project.

Professional CV of the proposers and the most important published work

The CV should be factual and structured, presented by the researchers (it is not required for the guarantor) and include the following information in particular:

- Name and surname (**current year of doctoral studies**)
- Personal details – address, contact email and phone number
- Education – date and place of secondary and university (doctoral) education. It should also include the Bachelor's thesis / Master's thesis / Dissertation topic
- Other knowledge – foreign languages, passing special courses, etc.
- Employment and work experience – including student stays
- Publications – overview of published works.

A student who is a researcher or co-researcher of a two-year project in 2018 assigned in 2017 within the IGA FFWS 2017 competition cannot apply for a project.

An application in PDF format is submitted via e-mail to: jezekm@fld.czu.cz. Simultaneously, one copy of the application signed by the main researcher and the guarantor of the project must be submitted to the FFWS CULS Office for Science and Research by 19 January 2018 12 pm.



doc. Ing. Tomáš Kušta, Ph.D.

FFWS CULS Vice-Dean for Science, Research and Doctoral Studies