



## **Tender documentation for grant application**

## **Internal Grant Agency FFWS CULS in Prague**

# **ANNOUNCEMENT OF 2nd ROUND OF COMPETITION CATEGORY C and D FOR THE YEAR 2018**

### **Competition schedule:**

<b>20 June 2018</b>	<b>Announcement of 2nd round of competition IGA FFWS</b>
<b>3 July 2018</b>	<b>The end of submission of applications in category C and D (12 pm)</b>

### **Competition structure**

The 2nd round of IGA FFWS 2018 competition will run in two categories: category C projects (research team consists of a full-time doctoral programme student and a FFWS employee as a project guarantor) and category D projects (a project researcher is a FFWS researcher). Competition in both C and D category will be a single-round competition.

Both category C and D competitions 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 C**

**Application submission deadline: 3 July 2018**

**Announcement of results: 10 July 2018**

**Duration of the project: one year, starting 15 July 2018**

Category C 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 C 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 A or 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 C 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 lasts one year. 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 of a project is from 15 July 2018 to 14 July 2019, with the precondition of using the eligible costs by 31 November 2018.

### **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).

### **Minimum required outputs for category C projects**

Adequate planned outputs of the project in category C are considered to be at least one publication in a journal with impact factor or a magazine in Scopus database. 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. 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.

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.

### 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.

### 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)

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

## Financial limits of category C

Maximum amount of total project costs: 140,000 CZK/year.

Of which the travel costs (paid in the form of scholarships) may be a maximum of 40,000 CZK/year and personal costs (scholarship for the doctoral study programme student) a maximum of 40,000 CZK/year.

Only the costs reported in the period of 15 July to 31 November can be considered as eligible costs, i.e. the amount of money must be spent by 31 November 2018 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 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.

## 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 C 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 or a project assigned within the IGA FFWS 2018 competition of category A and B cannot apply for a project.

An application in PDF format is submitted via e-mail to: [jezekm@fld.czu.cz](mailto: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 3 July 2018 12 pm.

## **Category D**

**Application submission deadline: 3 July 2018**

**Announcement of results: 10 July 2018**

**Duration of the project: one year, starting 15 July 2018**

Category D projects are announced as one-round projects. Only a FFWS researcher who has not worked at FFWS for more than 2 years and his/her previous full-time employment was outside of the Czech Republic can apply for it. The application is processed **outside** the [ga.czu.cz](http://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 \[jezekm@czu.cz\]\(mailto:jezekm@czu.cz\)](#). 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.

### **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 D 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 lasts one year. The period of a project is from 15 July 2018 to 14 July 2019, with the precondition of using the eligible costs by 31 November 2018.

### **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, 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.

### **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).

## Minimum required outputs for category D projects

Adequate planned outputs of the project in category D are considered to be at least one publication in a journal with impact factor. 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.

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.

## 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.

### 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)

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

### Financial limits of category D

Maximum amount of total project costs: 300,000 CZK/year.

Of which the travel costs may be a maximum of 50,000 CZK/year. Personal costs cannot be paid by the project costs, i.e. the project primarily serves to acquire material or services.

Only the costs reported in the period of 15 July to 31 November can be considered as eligible costs, i.e. the amount of money must be spent by 31 November 2018 at the latest.

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.

### **Research team members**

All members of the research team are listed here. A research team consists of a FFWS researcher who has not worked at FFWS for more than 2 years and his/her previous full-time employment was outside of the Czech Republic.

### **Professional CV of the proposer and the most important published work**

The CV should be factual and structured, presented by the researcher and include the following information in particular:

- Name and surname
- 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.

**An application in PDF format is submitted via e-mail to: [jezekm@fld.czu.cz](mailto: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 3 July 2018 12 pm.**

Prague, 20 June 2018



doc. Ing. Tomáš Kušta, Ph. D.

Vice-dean for Science and Research