



Principles of FFWS student grant competition and rules for the use of targeted support for specific university research

Article 1

Introductory provisions

- (1) This Dean's Regulation is valid for the Faculty of Forestry and Wood Sciences (hereinafter referred to as "FFWS") of the Czech University of Life Sciences in Prague (hereinafter referred to as "CULS") and sets out the method and rules for the use of targeted support for specific university research through the Internal Grant Agency of FFWS CULS in Prague (hereinafter referred to as "IGA FFWS").
- (2) This Regulation is compiled mainly in accordance with the Rules for Granting Targeted Support for Specific University Research pursuant to the Act on Support of Research, Experimental Development and Innovation, and Rector's Directive No. 9/2019 on the Principles of Student Grant Competition and Rules for Using Targeted Support for Specific University Research.
- (3) The funds of targeted support for specific university research may be used exclusively for:
 - a. reimbursement of eligible costs of student projects selected in the student grant competition,
 - b. reimbursement of eligible costs associated with the organization of student scientific conferences, up to a maximum of 10 % of the support provided, or
 - c. reimbursement of eligible costs associated with the organization of a student grant competition, including the costs of evaluating and monitoring student projects and evaluating the results achieved, up to a maximum of 2.5 % of the support provided.
- (4) The use of targeted support for specific research at FFWS is managed by the Internal Grant Agency (hereinafter referred to as "IGA FFWS").

Article 2

FFWS CULS Prague internal grant agency

- (1) The aim of IGA FFWS is to support students' science-research activities in the FFWS doctoral study programmes.
- (2) The IGA FFWS authorities are:
 - a. FFWS Dean,
 - b. Vice-Dean for FFWS Science and Research (hereinafter referred to as "S&R Vice-Dean"),
 - c. IGA FFWS committee,
 - d. IGA FFWS chairman,
 - e. controlling body.

- (3) The Dean appoints and dismisses the members of the IGA FFWS committee on the proposal of the S&R Vice-Dean and decides on financial support based on the proposals of the IGA FFWS committee.
- (4) The S&R Vice-Dean proposes to the FFWS Dean the composition of the IGA FFWS committee and the chairman of the IGA FFWS committee; he attends the IGA FFWS committee meetings. He also proposes and submits changes to the rules for using targeted support for specific university research for the current year.
- (5) The IGA FFWS committee is made up of departmental representatives. The term of office of the IGA FFWS committee is four years. The IGA FFWS committee has a quorum in the presence of an absolute majority of its members. If the vote is undecided, the decisive vote shall be that of the IGA FFWS chairman. Voting in electronic form is also considered a valid vote. The committee's tasks and activities:
 - a. prepares the grant competition,
 - b. evaluates project proposals,
 - c. proposes projects for funding to the FFWS Dean,
 - d. assesses and monitors the projects' procedure and objectives meeting,
 - e. monitors the drawdown and effectiveness of the use of the funds provided,
 - f. ensures publication of competition results and evaluation of project results.
- (6) The IGA FFWS chairman represents the Grant Agency and acts on its behalf in cooperation with the S&R Vice-Dean in all its affairs. The chairman is appointed and dismissed by the FFWS Dean from the members of the IGA FFWS committee on the proposal of the S&R Vice-Dean. In cooperation with the S&R Vice-Dean, the chairman submits to the FFWS Academic Senate (hereinafter referred to as "AS FFWS") a Report on the activities of the grant agency and the progress of the grant competition. He regularly informs the S&R Vice-Dean about the IGA FFWS committee's activity.
- (7) The IGA FFWS controlling body is the AS FFWS, which approves the amount of IGA FFWS financial support proposed by the FFWS management on the basis of the allocated funds and comments on the report on the distribution of funds and the grant competition progress.

Article 3

IGA FFWS competition

- (1) Once a year, the FFWS Dean usually announces the IGA FFWS competition for the given year (hereinafter referred to as the "competition") by the Dean's Regulation. Detailed conditions for the given competition are specified in the tender documentation, which is part of the Dean's Regulation.
- (2) Applications for the IGA FFWS project are assessed by the IGA FFWS committee according to the criteria established when the rules for the use of targeted support for specific university research are announced for a given year.
- (3) A participant in the student project is a student of the FFWS doctoral study programme or a FFWS academic staff member.

- (4) Other research team members may be students of the applicant's doctoral or master study programme or the applicant's academic, scientific, research or development staff. The number of students of the FFWS doctoral or master study programmes must be the same or higher than the number of other research team members.
- (5) Students can participate in a student project only for a standard period of study.
- (6) In the case of a student-led project, the student's supervisor is always a member of the research team, and he / she also acts as the project guarantor. The project guarantor expresses his / her agreement with the grant application by signing the application form; if the project is accepted, he / she, together with the head of the department, guarantees the successful implementation of the project and efficient use of student project funds in accordance with CULS Financial Regulations.
- (7) The duration of student projects is 12 to 36 calendar months and is set annually in the announcement of rules for the use of targeted support for specific university research for a given year.
- (8) Funds allocated through IGA FFWS can only be used for students' scientific and research work. The drawing of all allocated funds must be related to the participation of students of doctoral or master study programmes as researchers or co-researchers in the student project.
- (9) The maximum amount of project support for one calendar year is CZK 3,000,000 and it is annually specified by IGA FFWS and the S&R Vice-Dean within the grant competition when announcing the rules for using targeted support for specific university research for the given year.
- (10) The proportion of personal costs or expenses (including scholarships) associated with the participation of students of doctoral or master study programme as researchers or other research team members in the student project in the total personal costs or expenses (including scholarships) reimbursed within eligible student project costs is at least 75 %.
- (11) The drawing of allocated funds must be terminated in accordance with CULS Financial Regulations according to the rules specified in each year (usually by the end of November).
- (12) The applicant who receives the project is responsible for the correct and truthful keeping of accounting records in accordance with CULS Regulations, adherence to the work schedule and preparation of the final project report submitted within the set deadline. The project guarantor and the head of the relevant department are jointly responsible.
- (13) If the researcher has serious reasons to cancel his / her project application, terminate the project or make substantial changes to the financial budget during the project, he / she will do so by sending an electronic request to the IGA FFWS chairman at iga@FFWS.czu.cz, which is subsequently approved by the IGA FFWS committee.

- (14) The final and interim project report, including published outputs, will be submitted by the researcher by the deadline set by the committee or by the S&R Vice-Dean in electronic form and in writing at the FFWS S&R department according to FFWS rules for the use of targeted support for FFWS specific university research for the given year.
- (15) The results of the projects supported by IGA FFWS will be published on the FFWS website, in publications and in other appropriate ways. The IGA FFWS committee assesses the results according to the set FFWS rules for the use of targeted support for specific university research for a given year.
- (16) The defences of the final and interim project reports take place on the date set by the IGA FFWS committee. IGA FFWS committee decides which projects will be defended. It usually applies to projects with negative evaluation.
- (17) A researcher whose project will not be implemented in accordance with the planned objectives, keeping accounting records will not be in accordance with the CULS Regulations, the work schedule will not be adhered to, the project interim or final report will not be prepared and submitted in due time, is subject to penalties in the form of a reduction or total withdrawal of the grant.

Article 4

Final provisions

- (1) Students receiving any form of scholarship are required to keep records of their work in accordance with Dean's Regulation No. 6/2018.
- (2) This Regulation repeals the IGA FFWS Statute of 30 November 2016.

Prague, 18 December 2019

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FFWS Dean