



RECTOR'S DIRECTIVE NR. 3/2025

GRANTING SUPPORT ANNOUNCEMENT TO SUPPORT SCIENTIFIC, RESEARCH, DEVELOPMENT AND ARTISTIC ACTIVITY PROJECTS FOR THE PERIOD 2026 TO 2027

DIRECTIVES FOR UJEP

doc. RNDr. Jaroslav Koutský, Ph.D., Rector

Valid from:	1. 12. 2025
Effective from:	1. 12. 2025
Cancelled:	Rector's Directive No. 9/2023
Elaborated by:	doc. Ing. Jan Slavík, Ph.D.



GRANTING SUPPORT ANNOUNCEMENT

to support scientific, research, development, and artistic activity projects for the period 2026 to 2027

Art. 1 Introductory Provisions

1. This Directive sets out the rules and obligations regarding internal grant support for scientists in science, research, development, and artistic activity at UJEP for 2024 and 2025 (hereinafter referred to as "creative activity").
2. The Internal Grant Agency of the Jan Evangelista Purkyně University in Ústí nad Labem (hereinafter referred to as "IGA") is entrusted with performing administrative, organizational, and coordination activities within the framework of internal grant support under paragraph 1.

Art. 2 Objective and areas of support for internal grants

1. The grant support aims to support excellent and interdisciplinary research teams, strengthen the potential for international cooperation, and support young scientists and their professional growth at the beginning of their creative careers.
2. For the period 2026 to 2027, the following areas (so-called research clusters) have been announced, within which (or in combination with multiple clusters) financial support can be requested according to the competition conditions of the internal grant:
 - a. Nanomaterials, Materials Sciences and Biotechnology,
 - b. Environmental Sciences and Regional Studies,
 - c. Health Sciences, Cognitive and Behavioral Sciences,
 - d. Heritage Studies, Cultural and Creative Industries,
 - e. Educational research,
 - f. Environmental Engineering, Energy Research and Natural Sciences,
 - g. Media, Communications, Political Research, and Artistic Research
3. A more detailed specification of the individual research clusters is available on the following websites: <https://www.ujep.cz/en/research-clusters>.
4. The condition for support is interfaculty cooperation within the research cluster, which involves creating an interfaculty team of representatives of at least two UJEP faculties.
5. Within the framework of internal grants, Proof-of-Concept (PoC) projects can also be submitted, focused on verifying the application/commercial potential of the results of creative activities created at UJEP, especially in the form of finalizing a functional sample/prototype, validation with users, preparation for licensing or founding a spin-off company.

Art. 3 Financing of support for internal grants

1. Grant support for approved internal grants is financed from the UJEP operating budget and funds for the long-term conceptual development of the research organization (LCDRO).



2. The total volume of grant support for internal grants in 2026 was 3 million CZK, financed from DKRVO funds. In 2027, the total volume of grant support for internal grants was 3 million CZK, of which UJEP funds comprised 1.5 million CZK and funds from DKRVO comprised 1.5 million CZK.
3. The total grant costs are financed from IGA funds (LCDRO and UJEP operating budget) and the faculty's share, at least 50% of the total grant costs.
4. According to paragraph 2, the funds are allocated to the contract under the UJEP Department of Science and Research and transferred to approved grants on a separate contract according to the faculty's jurisdiction.
5. The share of funds allocated to PoC projects is set out in Article 4a, point 12 of this Directive.

Art. 4 **Conditions of support**

1. The grant implementation period is from March 1, 2026, to December 31, 2027, i.e. 22 months.
2. The maximum amount of IGA grant support for the period of one internal project is 1 million CZK (500 thousand CZK per year).
3. The funds are non-investment with the following maximum shares of selected budget items:
 - a. Personnel costs - maximum amount 50%.
 - b. Services - maximum amount 20%.
 - c. Overhead costs - maximum amount 15%.
4. The grant's principal investigator is an academic staff member of UJEP who an employee of UJEP with a full-time commitment is also equal to or higher than 0.7. The composition of the research team must correspond to the scope and professional focus of the grant proposal and is entirely within the principal investigator's competence. Time devoted to the grant proposal is not counted towards the core duties of the team members.
5. One proposer can submit only one grant as the principal investigator.
6. The research team must include at least three students (master's or doctoral SP) who are paid a scholarship.
7. The mandatory results of the internal grant proposal are according to the currently valid methodology for evaluating the results of creative activity registered promptly in the relevant database. These are primarily the following outputs or their combination:
 - a. Peer-reviewed paper (Q1 or Q2 according to IF on WoS);
 - b. Monographs, or chapters in monographs (in selected publishing houses)
 - c. Conference proceedings (indexed in WoS)
 - d. Artistic outcomes (indexed as AKX, ALX, or EKRIT)
8. Another mandatory result of the internal grant solution is the submission of a grant within the framework of national and international research schemes (GAČR, TAČR, Horizon Europe, COST Action, and other cross-border and transnational cooperation programs - e.g., Central Europe, Interreg Danube, Interreg Europe, ESPON, Interact, Urbact IV, etc.)
9. The internal grant application is listed in Appendix No. 1 of this guideline, and the description of the internal grant is listed in Appendix No. 2. The description of the internal grant is submitted in English.



10. The following criteria will be assessed when evaluating the project proposal:
 - a. preparation of the grant proposal and the reality of the solution objectives (max. 15 points);
 - b. concept and methodology of the solution (max. 20 points);
 - c. scientific and artistic value, social demand, and benefit of the grant solution (max. 15 points);
 - d. grant budget and reasonableness of financial costs (max. 15 points);
 - e. previous publication activities of the principal investigator and the research team (max. 15 points);
 - f. binding outputs of the grant (max. 15 points);
 - g. international cooperation (max. 5 points)

For projects designated as PoC, the criteria according to Article 4a, paragraph 15, are used for scoring and the mandatory scientific outputs according to Article 4, paragraph 7 are replaced by outputs according to Article 4a, paragraph 14.

11. Proposals for internal grant support shall be submitted by February 10, 2026, at noon on the prescribed form, which is part of this Directive, in writing in electronic form (PDF) to the IGA employee (e-mail: iga@ujep.cz). At this stage, the IGA employee checks whether the formal requirements of the grant proposal are met. If deficiencies are found, the principal investigator is invited to eliminate or supplement them within the required deadline. The grant proposal will be excluded from further evaluation if the principal investigator fails to meet this deadline.
12. Two external evaluators (without an employment relationship with UJEP) will carry out the points evaluation of the criteria and the overall verbal evaluation of the grant proposal according to the professional focus of the grant proposal. The maximum evaluation is 100 points.
13. The UJEP Grant Board, based on the grant proposal and the achieved point and word evaluations of grant proposals in individual research clusters (Article 2, paragraph 2), will propose to the Rector the order of projects to be supported (up to the total allocation).
14. The UJEP Rector issues the final decision on grant support for internal grants for creative activities.
15. Each approved internal grant will be assigned an identification number by the IGA, which the research team must state anytime and anywhere the grant, or its results are presented (mandatory publicity) with the text: Supported under the project with No.: XX-XX-XX-XX by the Internal Grant Agency UJEP.
16. The grant researcher's obligations also include presenting the interim results and the final grant report at the Student Scientific Conference, which will be held by March 15, 2027, or by March 15, 2028.
17. The university's website will publish information on supported grants and current results (if the nature of the grant project allows).
18. The relevant Rector's Directive governs all grant results and their legal protection within the framework of intellectual property.

Art. 4a **Proof-of-Concept (PoC) projects**

1. PoC projects aim to reduce innovation risk and prepare the results of existing or recently completed UJEP projects for practical application (license, spin-off, contract research, pilot implementation).



2. The application must demonstrate that the PoC support builds on the result or know-how created at UJEP (at the latest in the last 5 years) and clarifies the ownership/protection of intellectual property according to internal regulations.
3. The principal investigator is an academic staff member of UJEP (min. 0.7 full-time), and the project team may include students. Consultation with the Centre for Technology and Knowledge Transfer (CTTZ UJEP) is mandatory before applying and during the solution.
4. The limits according to Art. 4 apply to PoC (max. 1 million CZK; faculty share min. 50%; non-investment funds).
5. Applications for PoC projects can be submitted continuously outside the deadline according to Article 4, paragraph 9. IGA includes complete PoC applications in the following evaluation round, which takes place at least quarterly. A formal check of the application's completeness will be conducted within five working days of delivery.
6. The duration of PoC projects is 3–12 months; in justified cases, the UJEP Grant Board may allow a duration of up to 18 months. The provision on the recommended 22-month duration does not apply to PoC projects.
7. The implementation of a PoC project may begin on the first day of the calendar month following the issuance of the Rector's decision; during the year, proportional drawing is possible according to the approved budget.
8. After the formal review, the IGA will ensure:
 - a) assignment of two evaluators with experience in transfer or commercialisation, with a deadline for an assessment within 10 working days,
 - b) pitch before the UJEP Commercialisation Council within 10 working days after delivery of the assessments,
 - c) submission of a draft decision to the Rector within five working days after the pitch.

The goal is to finalise the PoC application within 30 calendar days of inclusion in the evaluation round.
9. The budget limits, according to Article 4 (including the faculty's share), will apply to the PoC, and the budget must be appropriate to the shorter solution time and milestones.
10. The application includes a milestone map with at least one "go/no-go" point in the first half of the solution. In the event of a "no-go", the project can be terminated, and the unused funds returned to the IGA allocation.
11. PoC projects are continuously included in the annual PoC allocation. In the event of exhaustion of the allocation, the IGA may consist of applying in the next round of the following year or proposing an adjustment to the budget or the duration of the solution so that the project can be implemented.
12. 20% of the total budget of the Internal Grant Agency of UJEP is allocated annually for Proof-of-Concept projects. The UJEP Grant Board determines the exact amount of the allocation before announcing the call for a given year, based on budget constraints and the number of applications received.
13. In addition to the items according to Art. 6, the following may be used in PoC projects:
 - a) costs for IP protection and management (patent/utility model, searches),
 - b) prototyping, testing, trial production, verification measurements and services required for regulatory pre-steps,
 - c) market analyses and fiduciary services (e.g. FTO, marketing-commercial validation),
 - d) legal and advisory services for licensing or for establishing a spin-off,
 - e) short-term external expert services (e.g. design, certification, UX, clinical/user pilots).

The proportion of personnel costs may be lower than in Art. 4(3)(a), if this corresponds to the nature of the PoC.



14. The mandatory outputs of PoC projects replace the scientific outputs under Art. 4(7) and include at least two of the following:
 - a) a functional sample/prototype or a proven technology;
 - b) filed application (patent/utility model/design)
 - c) proof of market (PoM) – documented interviews/LOI/pilot agreement;
 - d) license offer/term sheet/closed license;
 - e) spin-off plan (cap-table, IP contribution/lease, governance) or established spin-off.
15. PoC projects are assessed by two external evaluators with experience in transfer/commercialisation and the UJEP Commercialisation Advisory Committee (appointed by the Rector) in a public pitch. Criteria (100 points):
 - a) application/commercial potential and problem-solution fit (30 points),
 - b) IP situation and competitive advantage (10 points),
 - c) realistic path to implementation (milestones, budget, risks) (25 points),
 - d) team and partner involvement/CTTZ (15 points),
 - e) benefit to UJEP (license/spin-off revenues, reputation) (20 points).
16. In addition to the report according to Art. 5, the researcher shall submit a transfer plan (license/spin-off/pilot) and calculated returns for UJEP (license scheme, share in spin-off, etc.).
17. Publicity and records. PoC projects are registered and published in the IGA overview with the designation "PoC"; the Intellectual Property Directive governs results and IP management.

Art. 5 **Grant Evaluation**

1. The researcher shall submit interim or final reports on the grant project, its results, and the use of funds allocated to the science department of the relevant faculty.
2. The researcher shall submit the interim report by January 31, 2027. The interim report must contain information on the interim project and the use of funds and must be signed by the principal investigator.
3. The researcher shall submit the final report in printed and electronic form by January 31, 2028. The report shall include:
 - a. Report on the progress of the grant in the given year.
 - b. Financial report about funds in the given year and for the entire period of the grant.
 - c. Overview of the grant outputs according to the structure of the Register of Information on Results in the Field of Science, Research, and Innovation (RIV) or the Register of Artistic Outputs in the Field of Arts and Creative Activities (RUV). Outputs (published, in the 'online first' mode, submitted to print, or in the case of monographic outputs, confirmation of the editorial board on the submission of the manuscript) shall be listed separately for individual years of the solution.
4. Double dedication of outputs defined in Article 4, paragraph 7 is permissible.
5. Failure to submit an interim or final report on the grant solution shall deem the grant to be unfulfilled.
6. In the case of evaluation of ongoing grants, the UJEP Grant Board shall decide on the continuation of their funding in the given period based on their interim reports, taking into account, in particular, the fulfillment of the ongoing objectives of the grant and the effectiveness of the use of allocated funds in previous periods. In the event of not recommending further funding, the committee shall decide whether to evaluate them as unfulfilled or only as prematurely terminated (the reasons for premature termination of the



grant are situations that the research team, such as the long-term illness of the researcher, could not influence).

7. In the evaluation of completed grants, the UJEP Grant Board decides whether they are fulfilled or not based on their final reports and determines the reasons for their possible non-fulfillment.
8. The output of the UJEP Grant Board meeting is:
 - a. a proposal for the distribution of allocated support funds between individual grants proposed for financing (new and continuing),
 - b. an evaluation of completed grants and
 - c. a statement of the reasons for not recommending grants for further financing or the reasons for possible evaluation of some completed grants as non-fulfilled.
9. The evaluation of completed grants has the following form:
 - a. excellent
 - b. fulfilled
 - c. fulfilled with reservations
 - d. not fulfilled
10. In the case of an evaluation of "fulfilled with reservations," the UJEP Grant Board may decide on the possibility of postponing fulfillment of grant obligations (especially the outputs to which the principal investigator committed in the grant application) by a maximum of 12 months. In the event of a "failed" assessment, the Grant Board of UJEP may decide to exclude the principal investigator of the grant from university competitions such as SGS and IGA in the following 3 years.

Art. 6

Allocation of funds and implementation of the grant

1. Financial funds are always allocated to the grant for one calendar year.
2. The person authorizing individual operations within the scope of the funds allocated to the given grant is always the head of the cost center (usually the head of the department or research center).
3. Individual authorizing operations are responsible for the effective and economical spending of the funds of the given grant.
4. Eligible grant costs are those incurred for research, development, and innovation activities in direct connection with the grant solution and by the approved proposal, namely:
 - a. personal costs of members of the research team, including student scholarships (according to Act No. 111/1998 Coll. on higher education institutions), social and health insurance contributions,
 - b. material costs (consumables, small tangible assets, purchase of literature, etc.),
 - c. service costs,
 - d. travel costs (students are paid in the form of scholarships),
 - e. additional costs.
5. Investment costs are not considered eligible grant costs.
6. According to paragraph 4 above, the structure of drawing funds may only be changed so that this does not violate the general rules of the competition. In cases where such changes concern more than 10% of the allocated funds for a given year, their approval by the UJEP Grant Board is required. The total amount of funds for one calendar year may not be exceeded. All changes in the drawdown, including their justification, must be stated in the interim and final reports. Written requests for changes in the research team and the budget



drawdown shall be submitted by the researcher to the secretary of the UJEP Grant Board no later than 30.10.2024. These changes shall be discussed and approved by the UJEP Grant Board. The minutes must be signed by the chairperson of the UJEP Grant Board, and the individual requests for changes must be attached to them. The UJEP Grant Board shall make the final decision on the proposed changes.

7. Unless the UJEP Grant Board decides otherwise, the grant decision and drawdown shall begin on 1.3.2026 and end on December 31, 2027.
8. The UJEP's Organizational Rules govern the conclusion of contracts within the grant's framework.
9. The rector's decision to award a grant also means delegating authority and responsibility for resolving the grant from a professional and economic perspective to the dean of the faculty for which the grant is being resolved.

Art. 7
Final Provision

This Directive shall enter into force **on December 1, 2025**.