



# RECTOR'S DIRECTIVE No. 8/2023

## PRINCIPLES OF THE STUDENT GRANT COMPETITION

### DIRECTIVES FOR UJEP

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Valid from:	30.11. 2023
Effective from:	1. 1. 2024
Elaborated by:	doc. Ing. Jan Slavík, Ph.D.
Cancelled:	Rector's Directive No. 5/2018

## Article 1

### Introductory Provisions

1. This Directive sets out the rules of the competition for the support of student projects of specific university research carried out by students of doctoral or master's degree programs (hereinafter referred to as the project) at the Jan Evangelista Purkyně University in Ústí nad Labem (hereinafter referred to as UJEP). These rules are based on Section 7(6) of Act No. 130/2002 Coll, and the Rules for the Provision of Special Purpose Support for Specific University Research approved by the Government of the Czech Republic on 30 September 2019 by Resolution No. 697 (hereinafter referred to as the Rules).
2. Special-purpose support for specific university research (hereinafter referred to as support) is allocated to UJEP each year by the Ministry of Education, Youth, and Sports of the Czech Republic following the Rules. At least 95% of the support is further divided among the faculties and units of UJEP according to their contributions to its creation. The remaining amount of support will be used for the administration of the grant competition, the organization of the student scientific conference, and the reward for the researchers of the best projects according to Article 8, paragraph 5.
3. The administrative, coordination, and methodological activities within the Student Grant Competition, including the organization of the Student Scientific Conference, are entrusted to the Internal Grant Agency (hereinafter referred to as "IGA"). The rights and obligations of the Faculty Grant Committees and the UJEP Grant Board are not affected.
4. Student Specific Undergraduate Research Projects (SGS) are part of the UJEP grant schemes. SGS are so-called start-up grants for young academics, especially students in doctoral programs. The main purpose of these grants is not only research that contributes to the student's professional development but also the acquisition of soft skills - e.g. project and financial management, human resources management, etc. or the exchange of experience through active participation in foreign scientific conferences and foreign doctoral schools.

## Article 2

### Basic conditions of the grant competition

1. The principal investigator of the project can be a student of a doctoral study program accredited at UJEP or an academic staff member of UJEP (AP). AP can be the principal investigator of the project, but only if one of the project outcomes is the submission of an external scientific grant - within national grant schemes (GAČR, TAČR) or European grant schemes (Horizon Europe, COST, LIFE, or ERC).
2. If the principal investigator of the project is a PhD student, the supervisor or consultant is always a member of the research team.
3. Other members of the research team may be students of a doctoral or master's degree program accredited at the UJEP (hereinafter referred to as students) or academic, scientific, research, or development staff of the UJEP (hereinafter referred to as academic staff - AP), but only if their Ph.D. student is part of the research team.
4. Students represent at least half of the research team.
5. The maximum amount of remuneration for an AP involved in the project is CZK 10,000/year; APs cannot apply for reimbursement of the costs of foreign internships or reimbursement of the costs of foreign travel within the project.
6. The duration of the project is 1 to 3 years.
7. The maximum amount of funds allocated to support one project per calendar year is CZK 500 000.
8. The proportion of personal costs or expenses (including scholarships) related to the participation of students as members of the project team in the project to the total personal costs or expenses (including scholarships) covered by the eligible costs of the project is more than 75 %.
9. The support can cover the costs of a project carried out at a research institute of a legal entity other than UJEP only if, based on an agreement between the legal entity and UJEP under Section 81 of Act No. 111/1998 Coll., on Higher Education and Amendments and Additions to Other Acts (Higher Education Act), as amended, an accredited study program is carried out at the institute, in which students who are members of the research team are studying. Other members of the research team

shall include scientific, research, or development workers of the legal entity in question, provided that the conditions in points 3 and 6 of this Article are met.

## **Article 3**

### **Grant Committees of Faculties and Grant Board of UJEP**

1. To assess the projects, a Grant Committee is established at the faculties and units, and a Grant Board at the UJEP level.
2. The Grant Committee at individual faculties of UJEP is appointed by the respective Dean. The chairman of the Faculty Grant Committee is the Vice-Dean for Science, Research and Creative Activities. Members of the Committee are usually representatives of all departments, or representatives of selected faculty departments and external experts.
3. The Rector appoints the UJEP Grant Board. The Chair of the UJEP Grant Board is the Vice-Rector for Science. The members are the Vice-Deans for Science (or for Creative Activities), or faculty representatives appointed in their place.
4. Membership in the Grant Committee of the Faculty and the Grant Board of UJEP is irreplaceable.
5. Meetings of the Faculty Grant Committee and the UJEP Grant Board are convened by its chairman at least two weeks before the meeting. Meetings of the Faculty Grant Committee and the UJEP Grant Board are public and minutes of the meeting are taken.
6. The Faculty Grant Committee and the UJEP Grant Board have a quorum when two-thirds of its members are present. The consent of an absolute majority of all members is required for a valid resolution. In the event of an equality of votes, the Chairperson shall have the casting vote.
7. Faculty Grant Committee
  - a. evaluate new, continuing, and ending projects (act as opponents),
  - b. submits to the UJEP Grant Board a proposal for the distribution of support funds allocated to the relevant faculty,
  - c. approves requests for changes to projects.
8. Grant Board of UJEP
  - a. approves projects proposed by the Grant Committees of the Faculties for funding and submits their approval to the Rector of UJEP,
  - b. resolves objections to the decisions of the Faculty Grant Committees,
  - c. performs a control function,
  - d. monitors and evaluates the implementation and results of supported projects,
  - e. approves requests for changes to projects.
9. In the case of interfaculty projects, the faculty or unit from which the principal investigator comes is the faculty or unit with the subject matter competence for the evaluation of the project. This also applies to the evaluation under Article 5 of this Directive and the fulfillment of the obligations under Article 7 of this Directive. If the evaluation under Article 5(7) is linked to the fulfillment of quantitative or qualitative criteria, the evaluation criteria of the Grant Committee of the faculty from which the principal investigator comes will be decisive.

## **Article 4**

### **Project application form**

1. The project application is submitted by the principal investigator. The application shall be submitted to the Secretary of the Grant Committee of the Faculty on the prescribed form (Annex 1 of this Directive).
2. The project application can be submitted until 31 January of the year when the project starts. This deadline is set as the latest, the Faculty Grant Committee may set an earlier deadline by publishing it in the Faculty's internal guidelines by 31 December of each year.
3. Submission of the project application means delivery of the completed application form to the Secretary of the relevant Grant Committee, both in hard copy by internal mail to the IGA responsible person in two copies bearing signatures and electronically.
4. The application form includes a specification of the workload of the individual members of the research team.

5. Only applications for projects approved for funding in a given year are subsequently sent to the Secretary of the Grants Board, both in the form of 1 printed original with signatures and electronically.

## **Article 5**

### **Evaluation of projects**

1. The researcher submits interim or final reports on the project, its results, and the use of the allocated funds to the science department of the relevant faculty.
2. The interim report shall be submitted by the investigator/researcher in two deadlines:
  - a) by 30 September in the current year
  - b) by 31 January of the following calendar year.
3. The interim report must contain information about the ongoing solution and the use of funds and must be signed by the supervisor or consultant if the supervisor is a student of the doctoral study program.
4. The final report shall be submitted by the investigator by 31 January of the year following the calendar year in which the support was granted, both in hard copy and electronically. The report shall include:
  - a) Report on the progress of the project in the year. For ongoing projects, the report includes a specification of the project's solution (including required changes) and funding for the next year of the solution.
  - b) Financial report on the use of funds in the year. The financial report shall include a statement of spending for the past calendar year.
  - c) An overview of the project outputs according to the structure of the Register of Information on Results in Science, Research, and Innovation (RIV) or the Register of Artistic Outputs in Art and Creative Activities (RUV). The outputs (published, online first, submitted to the press, or in the case of monographic outputs, confirmation from the editors that the manuscript has been submitted) are listed separately for each year of the project.
5. Missing submission of an interim or final report on the grant means that the grant is not completed with appropriate consequences.
6. In the case of evaluation of new projects, the committee decides based on the applications for their funding, taking into account in particular the quality of the research team and the involvement of students (especially doctoral students) in it, the timeliness and necessity of addressing the research question, the quality of the outputs (scored according to the current UJEP methodology) and the compliance of the project with the Strategic Plan of UJEP or the Strategic Plan of the Faculty.
7. In the case of the evaluation of continuing projects, the Committee decides based on their interim reports on the continuation of their funding in a given period, taking into account the fulfillment of the interim objectives of the project and the effectiveness of the use of the allocated funds in previous periods. In the case of not recommending their continued funding, the committee decides whether to assess the project as not fulfilled or only as prematurely terminated (the reason for premature termination of a project is situations that could not be influenced by the research team, such as long-term illness of the researcher or termination of studies).
8. In the case of the evaluation of completed projects, the Composite decides based on their final reports whether or not they have been fulfilled and finds out the reasons for their possible non-fulfilment.
9. The outcome of the Committee meeting consists of:
  - a) a proposal for the distribution of the aid allocation among the various projects proposed for funding (new and ongoing),
  - b) evaluation of completed projects,
  - c) reasons for not recommending projects for further funding or reasons for assessing certain completed projects as not being completed.
10. The evaluation includes the fulfillment of the obligations set out in Article 7 of this Directive.
11. The evaluation of completed projects is as follows:
  - a) Excellent
  - b) Done
  - c) Fulfilled with reservation
  - d) Not met

12. In the case of a "fulfilled with reservation" evaluation, the faculty grant committee may decide on the possibility of postponing the fulfillment of the project's obligations (in particular the deliverables to which the principal investigator has committed in the project application) for a maximum of 12 months. In the case of a "not met" rating, the faculty grant committee may decide to exclude the PI from university competitions such as SGS and IGA for the next 3 years.

## **Article 6**

### **Allocation of funds and project implementation**

1. Funding is allocated to a project for one calendar year at a time.
2. The head of a cost center (usually the head of a department or research center) is always the authorizing officer for individual operations within the scope of the funds allocated to the project.
3. The individual principals are responsible for the efficient and economical use of the project's resources.
4. Eligible project costs are those incurred for research, development, and innovation activities directly related to the project and following the approved proposal, namely:
  - a. personal costs of the members of the research team including student scholarships (according to Act No. 111/1998 Coll. on Higher Education), social and health insurance contributions,
  - b. material costs (consumables, small tangible assets, purchase of literature, etc.),
  - c. cost of services,
  - d. travel costs (paid to students in the form of scholarships),
  - e. additional costs (up to a maximum of 15 % of the allocation for the year).
5. Investment costs are not considered as eligible project costs.
6. The structure of the use of funds according to paragraph 4 above may only be changed in such a way that the general rules of the competition (Article 2, especially paragraph 6) are not violated. In cases where such changes concern more than 10% of the allocated funds for a given year, their approval by the Faculty Grants Committee is required. The total amount of funding for one calendar year may not be exceeded. All changes in spending, including justification, must be included in the interim and final reports. Written requests for changes in the research team and the use of the budget shall be submitted by the researcher to the Secretary of the Faculty Grants Committee by 30 October at the latest. These changes shall be discussed and approved by the Faculty Grant Committee. The opinion of the Grant Committee on all applications (minutes with attendance list) will be sent by the Secretary/Secretary of the Grant Committee to the responsible person of the IGA, who will forward it to the Grant Board of the UJEP. The minutes must be signed by the Chair of the Faculty Grant Committee and the individual requests for changes are attached to the minutes. The UJEP Grant Board will make the final decision on the proposed changes.
7. Unless the Faculty Grant Committee decides otherwise, the project starts with the approval of the project by the UJEP Grant Board and ends on 31 December of the year in which the funding is to end.
8. The conclusion of contracts within the project is governed by the Organisational Regulations of UJEP.
9. The Rector's decision to award the project also delegates the authority and responsibility for the project's professional and economic aspects to the Dean of the Faculty where the project is being carried out.
10. In the project outputs, the investigator shall indicate UJEP as the provider of support, the relevant project number assigned to all supported projects by the IGA, and the student grant competition as its source, for example by the wording "Project No.: xxx was supported by a grant within Student grant competition at UJEP".

## **Article 7**

### **Other responsibilities during the project**

1. The supervisor or consultant as a member of the project team of the project whose principal investigator is a student of a doctoral study program (PhD student) plays the role of a mentor. Following the Standard for Supervisor in Doctoral Study Programmes at UJEP (see Rector's Directive No. 4/2023), this means that the supervisor or consultant:

- a. not only provides the researcher with professional and constructive feedback but also communicates about personal development opportunities or the possibilities of employment after the completion of the doctoral studies;
- b. reflect the individual situation and needs of the researcher as much as possible (e.g. health problems, care for a loved one, but also language barriers in the case of foreign students, etc.);
- c. actively supports the involvement of the researcher in the faculty, cooperation with other Ph.D. students, students in master or bachelor programs, and other academic (or scientific) staff at the faculty;
- d. actively supports the researcher to research stays abroad (internships).

2. Project implementation always has an international dimension. This is represented in particular by active participation in an international (scientific) conference, a scientific-research (creative) internship at a foreign workplace, a joint publication in an international author collective, or submission/participation in an international creative activity project. Compliance with this obligation is part of the evaluation (see Article 5(7)).

3. One of the outcomes of multi-year projects is the submission of an application for an external grant - e.g. European grants (Horizon Europe, COST, LIFE, ERC), GAČR (Junior Star, etc.), TAČR, or projects of a research (creative) nature (e.g. departmental research, cross-border and transnational cooperation, Visegrad Fund, etc.).

## **Article 8**

### **Student Scientific Conference**

- 1. The Student Scientific Conference (SVK) is held in two rounds. The first round is the defense of the project before the Grant Committee of the respective faculty and the selection of the three most successful projects that will advance to the university-wide second round, in which the three most successful UJEP projects for the given calendar year will be selected. The second round is organized by the IGA in cooperation with the UJEP Grants Council.
- 2. The SVK is held no later than 15 March of each year, unless the current situation or a decision of the Rector stipulates otherwise.
- 3. At the Student Scientific Conference, the members of the research team present the aim, methodology of the solution, the achieved results, and the added value of the project (in the form of contribution to knowledge or social relevance).
- 4. The student scientific conference is public and divided into sections
  - a. Humanities and Social Sciences
  - b. Polytechnic
  - c. Behavioral and didactic.
- 5. The UJEP Grant Board appoints a minimum three-member evaluation committee composed of academic staff from other colleges and universities in the Czech Republic.
- 6. In the university-wide round, the committee will evaluate at least 3 best projects about the quality of their outputs and overall contribution. Their researchers will receive a financial reward, the amount of which will be decided by the UJEP Grant Board.
- 7. The results of the projects (list of outputs) are published by the UJEP Grant Board in cooperation with the IGA on the UJEP website.

## **Article 8**

### **Transitional and final provisions**

- 1. The Directive shall enter into force on 1 December 2023.
- 2. The Directive cancels Rector's Directive No. 5/2018.

## STUDENT PROJECT APPLICATION FORM

<b>Project name</b>							
<b>Solver</b> (Surname, first name, titles)							
E-mail / Phone:							
Faculty/Department:							
Study programme and field of study (if the researcher is a student):							
<b>Other members of the research team</b> (AP academic staff member or student S, for students indicate programme of study and field of study, degree programme and year). A maximum of 50 people shall be part of the management team. Students make up at least half of the team.	Name	Position S/AP	Study programme	Grade Mgr./Ph.D.	Vintage		
<b>Brief explanation of the purpose of the student project and the solution procedure</b> (in the case of a multi-year project, broken down into individual years, max. 2 pages)							
<b>Expected outputs or results achieved during the project</b>							
<b>Structure of financial costs</b> (personal costs for students - usually SCHOLARSHIPS - must be more than 75% of total personal costs; personal costs subject to tax and insurance contributions must be shown INCLUDING all such contributions)	Cost items	Year of solution					
		1.		2.		3.	
		Kč	%	Kč	%	Kč	%
	Wages (+ levies)						
	Scholarships						
	OON (+ levies)						

	Personal total		100		100		100
	Material						
	Services						
	Travel		-		-		-
	Other costs						
	<b>TOTAL</b>						
<b>Overview of the results<sup>1</sup> of the members of the research team for the last 1 year preceding the year of the start of the grant</b>  (including publications in print). Indicate student co-authorship with an (S) next to the authors' names!							
<b>Solver:</b>  <i>By signing the agreement, the researcher undertakes that the internal regulations of UJEP, the rules of economy, efficiency and effectiveness, including the principles of intellectual property protection, will be observed by the entire research team.</i>	<b>Date:</b>	<b>Signature:</b>					
<b>Operation Commander</b> (Head of Cost Centre)	<b>Name:</b>	<b>Signature:</b>					
<b>Vice-Dean for Science</b>	<b>Caption:</b>	<b>Signature:</b>					