



Provozně ekonomická
fakulta

INVITATION TO SUBMIT GRANT APPLICATIONS IN 2019



The Internal Grant Agency of FEM CULS Prague (IGA FEM) is established and operates according to Rules for Providing Support of Specific University Research pursuant to the Act on Support for Research and Development (Act No. 130/2002 Coll., on the support of research and development from public resources and amendments to certain related acts).

I. Announcement of the competition of Internal Grant Agency of FEM CULS Prague for 2019

1. On the basis of the valid Statute and Rules of the Internal Grant Agency of FEM CULS Prague, the Committee is initiating a student grant competition and will begin receiving applications for the financial support of research projects, with the beginning of solutions usually in March 2019.
2. This invitation supplements and specifies the Statute and Rules of the Internal Grant Agency of FEM CULS Prague (hereinafter the IGA Statute) and is a binding document for the implementation of the financial support. Each applicant for support is obliged to familiarize themselves with both the aforementioned IGA Statute and this invitation, instructions for filling-in the grant application and with the wording of the agreement concluded with the researchers of the supported projects. The documentation in question is available on the faculty website in the Science and Research section.
3. Submitted applications that do not meet the conditions set out by the documents listed in Item I. 2 will be excluded from the competition and the IGA FEM committee will not evaluate the applications.

II. Categories of supported projects

Two categories of projects (A, B) according to the total length of solution and the manner of allocating financial means are supported in the 2019 competition.

A. One-year projects for support of student research intentions and students' foreign stays

The main objective of this type of projects is the support of innovative student research intentions and the potentially related foreign study stays. A relevant objective is also the creation of a knowledge basis for the preparation of a category B project (a three-year project).

Main researcher: DSP student

Budget: maximum of 150,000 CZK (+20% for other operating expenses)

Duration: 1 April 2019 to 31 March 2020; the allotted funds must be drawn by 30 November

Interim report: 1 January 2020

Final report: 15 April 2020

Minimum outputs: at least one publication in category J_{sc} or J_{imp} with a non-zero impact factor.

B. Three-year projects for supporting excellent student research teams and academic employees

The main objective of this type of projects is the long-term support of the teams of excellent research and the creation of background for resolving comprehensive themes with scientific and social potential.

Main researcher: academic employee

Budget: fixed 500,000 CZK

for the first year

For the second and third year, the starting amount is 500,000 CZK, and this amount will be judged by the IGA committee on the basis of the fulfilment of the planned activities with the possibility of adjustment in the scope of up to +- 40 %.

Duration: 1 April 2019 to 31 December 2021

Interim reports: 15 January 2020 and 15 January 2021

Final report: 15 January 2022

Minimum outputs: at least three publications in category J_{sc} or J_{imp}, while at last two publications must be of category J_{imp} with non-zero impact factor.

III. Composition of research teams

1. The IGA grant competition is meant to support student scientific projects. Each student and academic employee may only participate in the grant competition in the given year within the projects, and he/she may be in the position of the main (responsible) project researcher in only one of them (hereinafter the researcher). This condition does not apply to academic employees in the position of instructors.
2. Applications may be submitted by both the students and academic employees who are dealing with IGA FEM projects supported last year and whose interim or final report was approved without reservations.
3. A project **researcher** may be a student of the doctoral study programme (DSP) in the full-time and combined form of study (with category A projects) or an academic employee of the faculty (with category B projects). **Other members** of the research team (co-researchers) may be the students of the doctoral or master's study program or academic employees of the faculty. If a student of the master's level of study is a team member, his/her instructor (thesis supervisor) must also be a team member.
4. For projects whose researcher is a person studying in the DSP programme, an instructor who is also a project guarantor must be a member of the research team (the instructor is responsible for the successful implementation of the project and purposeful spending of the allocated funds in accordance with the financial rules of CULS Prague). The project guarantor is one of the academic employees participating in the research team. If a student of the master's level of study is a team member, his/her thesis supervisor must also be a team member.
5. **The number of students of the doctoral or master's study programmes must be higher or equal to the number of the other research team members.**
6. Students may only be researchers/co-researchers of a student project during the standard time of study. Therefore, the planned completion of the A category project must precede the date when the student ends the standard time of his/her study in the DSP. **Students of master's study programmes** may join the given project as co-researchers in the time and material scope their theses, see the IGA Statute. However, the condition that the project time is at least 12 months must always be fulfilled.
7. if any of the research team members were the main researchers in a former IGA project that the committee judged to be not approved or approved with a reservation, and the reservation was not removed (e.g. failure to publish outputs), it is not possible to submit the project in his/her name (he/she cannot participate in the competition as the main researcher). If this was a project with the that began in 2015 or earlier, he/she cannot be a member of the research team in category B projects.

IV. Submitting grant applications for financial support from IGA FEM

1. Projects drafts are received from **8 January 2019** in electronic form through the web application at <https://iga.pef.czu.cz>. **The deadline for submitting applications is 18 February 2019 at 23:59.** Detailed instructions for filling-up the application are available in the documents of "Instructions for Filling-up Grant Applications of A/B categories in 2019".

V. Project evaluation criteria

1. The submitted applications fulfilling the necessary formal requisites will be submitted to the **IGA FEM Committee** for evaluation. The checking of formal requisites focuses mainly on the following:

- a. admissibility of projects (proportion of student of doctoral or master's study programmes and academic employees),
- b. undertaking to fulfil at least the minimum required results (publication outputs) on the basis of the Statute and Rules of the Internal Grant Agency of FEM CULS Prague,
- c. adherence to the proportion of distribution of financial means among the student of the doctoral or master's study programmes and academic employees (see Instructions of Filling-up Grant Applications).

2. Projects are evaluated pursuant to the rules described in the IGA Statute and the evaluation of all B category projects will run in the form of consensual evaluation of the IGA Committee. The following criteria have been determined for the evaluation of projects in the IGA 2019 competition:

- a. **The elimination evaluation criterion is**

- i. The scientific nature of the project. Projects that are only of a development or pedagogical nature will not be supported.
- ii. For B category projects, the main researcher, who will be the prerequisite of the successful fulfilment of the project.

- b. **The comprehensive evaluation criteria** and their importance expressed in the maximum number of evaluation points are shown in the following tables:

Comprehensive evaluation criteria for category A	Point evaluation
Project intent	max. 15 points
Objectives and benefits/innovation of the project	max. 20 points
Methodical procedure and time schedule of the project	max. 20 points
Research collective and role in the project team	max. 10 points
Publication outputs	max. 15 points
Budget and efficiency of the project	max. 20 points
Total	max. 100 points

Comprehensive evaluation criteria for category B	Point evaluation
Scientific and social potential of the researched topic	max. 20 points
Objectives and benefits/innovation of the project	max. 15 points
Methodical procedure and time schedule of the project	max. 20 points
Research collective and the role in the project team	max. 25 points
Planned outputs	max. 20 points
Total	max. 100 points

3. Based on the evaluation of project proposals, an order will be set according to which amounts will be allocated to individual projects until the relevant proportion of the volume of funds is distributed to individual project categories.

VI. Course of the project

1. Projects must take place in accordance with the IGA Statute, this Invitation and the Agreement on the Provision and Use of Financial Means from IGA Budget IGA (hereinafter the Agreement). Projects cannot begin before this Agreement is signed.

2. The Committee ensures the checking of projects pursuant to the IGA Statute in cooperation with the R&D FEM Department. If the project researcher plans to deviate from the original project draft, he/she shall be obliged to ask the IGA Committee for permission in advance through the FEM department. The application must be submitted on the appropriate form. In particular the following changes are subject to approval:

- a. changes to the research collective;
- b. changes resulting from interruption or termination of the study of the researcher or co-researchers;
- c. changes to the budget in the event of transfer between chapters in a total volume higher than 10% of the overall budget (category A).

3. If the project is terminated prematurely, the researcher shall be obliged to submit the final project report within 15 days from the date of project termination. Failure to submit this report is considered a serious breach of the researcher's obligations and may be subject to sanctions.

VII. Checking of the project solution

1. The Committee ensures the checking of projects pursuant to the IGA FEM rules (see Part V).

2. Researchers of all projects commenced in 2019 are obliged to submit an interim and final report according to the time schedule shown in Item II of this invitation.

3. The interim and final report on the solution of research projects, including the published outputs, are submitted to the IGA FEM Committee by the predetermined deadlines in electronic form (if the Committee does not determine another form). If a student who is a project researcher terminated his/her study before this date, the final report shall be submitted before the date of study termination.

4. Failure to submit an interim or final report constitutes a significant breach of rules with the sanction representing the return of all allocated funds.
5. More detailed information on the binding form of the interim and final reports will be published by the Committee at the latest at the beginning of December 2019.

In Prague, on 11 December 2018

On behalf of the IGA FEM Committee
Ing. Jan Jarolímek, Ph.D.
(Committee Chairman)