

University of Chemistry and Technology, Prague	
Title	DIRECTIVE No. A/S/961/2/2021
Subject	Record of results of creative activities of employees and students of the University of Chemistry and Technology, Prague
Applicability	All school
Effective from	1 February 2021
Effective to	unlimited
Revision	-
Cancelled	60.56/17
Prepared by	Centre of Information Services - 997
Issued by	Prof. Dr. RNDr. Pavel Matějka

*This translation is provided for convenience only. The Czech version is the legally binding version.
In case of any inconsistency or ambiguity, the Czech version shall prevail*

Article 1

Basic provisions

- 1.1 The purpose of this directive is to ensure the recording of the results of scientific, research, and other creative activities of employees and students of the University of Chemistry and Technology, Prague (hereinafter 'UCT Prague') in the internal information system OBD – *Osobní bibliografická databáze* in Czech, Personal Bibliographic Database in English (hereinafter 'OBD').
- 1.2 The recorded results serve:
- a) to fulfil the obligation to submit information on the results of research, experimental development and innovation supported by funding from public resources in compliance with Act No. 130/2002 Coll., on the Support of Research and Development from Public Funds and on the Amendment of Certain Related Acts (Act on the Support of Research, Experimental Development and Innovation), as amended (hereinafter the 'Act') and with Government Resolution No. 397/2009 Coll., on the Information System of Research, Experimental Development and Innovation (*Informační systém výzkumu, experimentálního vývoje a inovací* in Czech, hereinafter 'IS VVI'). Data on all results of research, experimental development and innovation arising from research activities are submitted to the Register of Information on Results (*Rejstřík informací o výsledcích* in Czech, hereinafter 'RIV'). The types of results¹ for a given period are determined by the Research, Development and Innovation Council (hereinafter 'RDIC') and are published on the Council's website in the current Methodology for Evaluating Research Organisations and Programmes of Targeted Support for Research, Development and Innovation².
 - b) as a basis for internal evaluation of academic workers;
 - c) to fulfil the obligation to store published results in accordance with the rules of the Horizon 2020 programme and, where applicable, other national and international programmes with open

¹ Types of results include, for example: article in a scientific journal (J), scholarly book (B), chapter in a scholarly book (C), paper in proceedings (D), research report (V), patent (P), industrial design (F/P), utility model (F/U), prototype (G/A), results projected into legislation (H), certified methodologies (N), software (R), holding a conference (M), pilot plant, verified technology (Z) etc

² <http://www.vyzkum.cz/>; M17+ Methodology:
<http://www.vyzkum.cz/FrontClanek.aspx?idsekce=799796&ad=1&attid=809371>

access to published results.

Article 2

Rules for entering records into the OBD

- 2.1 All types of results defined by the RDIC must be entered into the OBD continuously and without undue delay. For results created within Horizon 2020 projects, the record of the publication must be entered no later than on the date of publishing. For results 'J – article in a scientific journal' and 'D – paper in proceedings', the final publisher's version, the so-called Version of Record (VoR) in PDF format must be attached to the record.
- 2.2 Each result is entered into the OBD only once. The author is responsible for entering the result; in the case of multiple authors, the corresponding author is responsible. If the corresponding author is not affiliated with UCT Prague, the internal author (from UCT Prague) listed first is responsible. If this internal author is no longer employee or student of UCT Prague at the time when the obligation arises, responsibility passes to the next internal author.
- 2.3 The specific method and scope of entering individual results are further specified on the UCT Prague Intranet³.
- 2.4 To ensure unambiguous assignment of a publication to the affiliation 'University of Chemistry and Technology, Prague' in citation databases *Web of Science* and *Scopus*, the rules set out in Article 3 must be followed when preparing a manuscript for publication.
- 2.5 Records of results 'J – article in a scientific journal' and 'D – paper in proceedings', including full texts, are automatically imported into the Institutional Repository of UCT Prague (hereinafter 'IR')⁴. Full texts are made openly accessible in the IR (so-called Green Open Access) in accordance with publishers' licensing rules published in Sherpa/Romeo database⁵. If the licensing rules do not allow open access, the full text is accessible only within UCT Prague. The setting of access rights to full text in IR in accordance with licensing rules is the responsibility of the Centre for Information Services (hereinafter 'CIS').
- 2.6 For results created within Horizon 2020 projects, open access to the published article must be ensured no later than six months after publication, with an exception for humanities and social sciences where the embargo may be twelve months. If publishing with a publisher requiring a longer embargo, the author is obliged to negotiate an exception at the time of acceptance and set the date of open access in the OBD record (so-called Gold Open Access). For opening the article, some publishers allow the use of a voucher or the option to pay for making the article open access⁶, which is offered by most publishers of traditional subscription-based journals.
- 2.7 All employees and students of UCT Prague who report results of scientific, research and other creative activities to the OBD and subsequently to the RIV, whether as main authors or co-authors, are required to have an international persistent identifier ORCID iD. The procedure for obtaining an ORCID iD and recording it in the OBD is described on the UCT Prague Intranet⁷.

Article 3

Correct indication of affiliation and author in publications

³ <http://intranet.vscht.cz/vav/riv>

⁴ <http://repozitar.vscht.cz>

⁵ <http://www.sherpa.ac.uk/romeo/>

⁶ For more information from CIS, see <https://www.chemtk.cz/cs/82943-open-access>

⁷ <http://intranet.vscht.cz/vav/riv>

- 3.1 When publishing in journals (including those published in Czech), especially journals indexed in *Web of Science* and *Scopus*, the official name of UCT Prague and its faculties must be stated in English in the manuscript submitted to the publisher. The correspondence address is the address of UCT Prague.
- a) Official name of the university in English:
- University of Chemistry and Technology, Prague
- b) Official names of faculties and institutes in English:
- Faculty of Chemical Technology,
 - Faculty of Environmental Technology,
 - Faculty of Food and Biochemical Technology,
 - Faculty of Chemical Engineering,
 - Technopark Kralupy.
- c) Official correspondence address in English:
- Technická 5, 166 28 Prague 6, Czech Republic
- 3.2 If an author publishes under two affiliations, they must always be listed separately in the manuscript, and the publisher must be requested to respect these formal requirements.
- 3.3 The author's first name and surname must be stated in the natural order in the manuscript. If listed in inverted order ('surname, first name') citation databases create the author profile under the first name instead of the surname.

Article 4

Results reported to the RIV

- 4.1 The deadline for completing the entry of results for the past evaluation period is set by the Vice-Rector for Research and Development.
- 4.2 The author is responsible for the accuracy and timely entry of publication results in accordance with Article 2. Results entered after the deadline set by the Vice-Rector for Research and Development will be reported to the RIV only upon notification by the OBD administrator in the following reporting period.
- 4.3 The OBD administrator is responsible for timely sending of results with the status 'Saved' from the OBD database to the relevant funding provider.

Article 5

Final provisions

- 5.1 This directive comes into force on the date of its signature by the Rector.

Prof. Dr. RNDr. Pavel Matějka
Rector