University of Chemistry and Technology, Prague	
Title	**Internal standard No. A/N/961/4/2026**
Subject	**Principles of grant competition to support pedagogical projects of students and academics at UCT Prague**
Applicability	All school
Effective from	28 October 2026
Effective until	Indefinite
Revision	Once per year
Cancelled	Internal standard of UCT Prague No. A/N/961/14/2025
Prepared by	Department of Education - 963
Issued by	Prof. Ing. Milan Pospíšil, CSc., Rector

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
Introductory provisions

1. These ''Principles of grant competition to support pedagogical projects of students and academics at UCT Prague' adjust and supplement basic requirements for internal grants of the category C: pedagogical projects of students and academics (hereinafter ''pedagogical project'') as stated in the internal standard of UCT Prague No. A/N/961/5/2026 ''Grant Regulations of the University of Chemistry and Technology, Prague'.
2. Internal grants within the pedagogical projects category are fully financed from own budget resources of UCT Prague.

Article 2
Characteristics of types of pedagogical projects

1. Within the grant competition of UCT Prague, financial support is provided to the following types of pedagogical projects:
   a) Innovative pedagogical project (*category C*),

a) Innovative pedagogical projects are designed for full-time students 1st-3rd year of doctoral study programmes who meet the conditions under Article 8, Para 6 of the Grant Regulations of the University of Chemistry and Technology, Prague and for academics at UCT Prague and its faculties. Co-investigators may be full-time students of doctoral and Master study programmes accredited at UCT Prague, academics of UCT Prague, other employees of UCT Prague and external workers contracted based on a work agreement (DPP). Each student can be the main researcher in only one C1 pedagogical project. An academic worker can be involved in the implementation of a maximum of two pedagogical projects.

Researchers in the role of Doctoral Student, Master's Student or Employee can be involved in more projects. If study materials include printed or e-learning materials, the main researcher informs the Centre of Information Services of UCT Prague. An Innovative pedagogical project may include:

- innovation of subjects of existing study programmes; eg inclusion of forms of distance learning, workshops, project based learning, creation of new subjects,
- innovation of existing study programmes,
- creation and innovation of study materials and other study resources of multimedia nature for students and academics of UCT Prague, students and teachers of secondary and elementary schools (study materials should support also blended learning),
- creation and innovation of courses of life long learning, except for the Third Age University.

b)

2. The work on pedagogical projects is limited to the term of one calendar year and its completion date shall not be later than 31 December.

Article 3
Financial resources for pedagogical projects

1. Funds are allocated to a pedagogical project always for one calendar year and cannot be transferred to the following year. Within the project it is possible to apply for funding exclusively for current costs. Within the project it is not possible to request funding for conference fees and furniture.
2. The funds allocated to an innovative pedagogical project are divided in:

   a) personal costs, which includes:
   - salary costs of employees,
   - social and health insurance,
   - remuneration paid to external workers (only those with a DPP contract)
   - stipends paid to students.

   b) operating costs, which includes:
   - material costs (consumables, low value tangibles, purchased literature, etc.),
   - service costs (intraschool transfers including eg the services of the Centre of Information Services of UCT Prague, lease, low-value intangible assets – software and other),
   - travel costs related to the work on the project – in case of students, this is done in the form of special purpose scholarships pursuant to Article 6b) of the Scholarship Rules of UCT Prague.

3.
4. Other costs are not eligible within a pedagogical project and such funds will not be granted.
5. Limits of the funds which can be allocated to a pedagogical project will be published in the Rector´s decree ''Announcement of internal grant competition of UCT Prague' no later than 7 days before the start date for submitting applications.
6. Once the grant has been approved, the project applicant will receive the ''Rules for use of funds', which need to be followed. In order for a project to be implemented, the main researcher must electronically give consent to the implementation of the approved project through the EPZ Module. No agreement between the applicant and UCT Prague is made regarding the approved grant.
7. Upon a request made by the all-university grant commission for pedagogical projects of students and academics (hereinafter the ''PGC' or by the Grant Council of UCT Prague (hereinafter the ''GC'), the applicant is obliged to submit detailed information documenting the use of the allocated funds.

Article 4

Required items of application for a pedagogical project

1. A pedagogical project application within the grant competition is a set of documents which includes all information necessary for evaluation of the quality of the proposed project and the abilities and potentialities of the project team to carry out the project and the adequacy of the financial requirements. The application contains:

   a) An application form, which is a part of the electronic EPZ Module (module for submitting and recordkeeping of projects) in the Management Information System of the UCT Prague (MIS) and which contains:
      - name of the project,
      - basic information on the main researcher and co-researchers,
      - annotation to the project (in the maximum scope of 1100 characters),
      - goals of the project (bullet points),
      - expected project outcome (tickbox),
      - summarized budget of the project,
      - justification of the required funding.

      The main researcher is obliged to tick a declaration to the effect that all co-researchers and their heads of departments give their consent to the implementation of the project.
      External collaborators are obliged to complete and sign the form 'Externista_Souhlas s účastí v projektu a GDPR VŠCHT' (External Collaborator's Consent to Participation in Project and GDPR UCT) in PDF.

   b) Detailed justification of the project (a compulsory PDF attachment), which is maximum 3 pages of A4 long and includes the following:
      - aims, plan and outcomes of the project (1 page of A4),
      - summary of the current situation (half page of A4),
      - description of the project team – pedagogical activities, involvement in the subjects to be innovated within the submitted project, authorship of pedagogical materials and study materials up to date, including references to such materials (1 page of A4),
      - justification of the required funding – list and justification of individual financial items including their specification and quantification (half page of A4).

2. The grant application is submitted electronically in Czech via the electronic EPZ Module (module for submitting and recordkeeping of projects) within the Management Information System of UCT Prague The grant application must be submitted within the deadline established by the 'Announcement of an Internal Grant Competition of the UCT Prague' for the given calendar year.

3. Any factual or formal shortcomings of the grant application constitute a reason for it to be eliminated before evaluation of applications by the PGC**.**

Article 5
Procedure for evaluation of pedagogical project applications

1. Pedagogical project applications are evaluated by PGC.
2. Proposals of submitted projects are checked by PGC members who evaluate compliance with formal requirements and whether the budgets of the projects are in conformity with the Grant Regulations of the University of Chemistry and Technology, Prague' and these 'Principles of grant competition to support pedagogical projects of students and academics at UCT Prague' and write their opinion on the project proposal.

3. The quality of a pedagogical project application is evaluated by PGC members, who establish the order of applications and pass them over as recommended or not recommended to the GC.

   The main criteria during evaluation of a pedagogical project are:
   - importance of the project for students and its benefits to UCT Prague (0 – 8 points),
   - quality of project proposal (0 – 4 points),
   - adequacy of financial requirements (0 – 4 points).
4. In justified cases, PGC may propose to GC a reduction of the financial requirements.
5. The applicants are informed about the result of the grant competition in MIS.
6. Main researchers in pedagogical projects accepted by the GC are asked in MIS to submit their statement on the acceptance of the implementation of the project in the approved form.
7. In case the main researcher of the project rejects the implementation, or by the deadline set out in the Announcement for accepting the project does not provide any comment on the implementation, the GC can decide to allocate the financial resources to another pedagogical project in the order recommended by the PGC.
7. Pedagogical projects accepted for implementation are assigned an internal iFIS code so that the financial resources can be withdrawn and registered. The internal iFIS code is the fund number of the project and the main researcher will see this number assigned to the given project in MIS.
8. The list of accepted pedagogical projects is published on the website www.vscht.cz, section 'Věda a výzkum (Science and Research) / IGA – Internal grants (IGA – Interní granty)' according to a timetable specified in the IGA Announcement.
9. No legal claim exists for the granting of financial support to a project proposal.

Article 6
Final report, evaluation of work on pedagogical projects

1. The final report including an electronic statement of utilization of the allocated funds will be entered by the applicant into the EPZ Module (module for submitting and recordkeeping of projects) within the Management Information System of UCT Prague (MIS).
2. the final report needs to include:
   - main achievements and fulfilment of the project objectives,
   - characteristics of the innovated subjects, innovated study programmes, new and innovated courses of further education, new and innovated study materials and other study resources (The main researcher must upload all study materials created in the project to e-learning or to other UCT Prague systems and include a working link to the materials in the final report),
   - justification of changes during project implementation,
   - justification of utilization of the planned costs.
   -
3. Together with the report, it is also necessary to submit a summary of the use of the granted financial resources in the form of a statement from MIS of UCT Prague (a compulsory PDF attachment).
4. The project final report will be assessed by the members of PGC; in addition to the fulfilled objectives, they will also check correct use of funds. The PGC Commission can ask the researchers to complete the report. The results of the assessment will be delivered by PGC to the Grant Council (GC). Based on the results of the assessment of pedagogical projects provided by PGC, GC may propose projects with extraordinary outcome to be awarded by the Rector.
5. The results of assessment of completed projects will be published on the website www.vscht.cz, section 'Věda, výzkum / IGA – Interní granty', in compliance with the time schedule stated in the 'Announcement of internal grant competition at UCT Prague'.

Article 7
Joint and final provisions

1. In case of any breach of rules, sanctions will be applied pursuant to the Code of Discipline of UCT Prague and they are within the authority of the Rector of the Dean of the respective faculty.
2. These 'Principles of grant competition to support pedagogical projects of students and academics at UCT Prague' were discussed by the Academic Senate of UCT Prague on 27 November 2026.
3. These 'Principles of grant competition to support pedagogical projects of students and academics at UCT Prague' come to force on the day of their signing by the Rector of UCT Prague.

Prof. Ing. Milan Pospíšil, CSc.
Rector