University of Chemistry and Technology, Prague	
Title	**Internal standard No. A/N/961/7/2026**
Subject	**Principles of student grant competition to support cultural, social, community, presentation, sport and other activities developing student life and the academic community at UCT Prague**
Applicability	All school
Effective from	26 November 2026
Effective until	Indefinite
Revision	Once per year
Cancelled	Internal standard No. A/N/961/15/2025
Prepared by	Counselling and Career Centre - 940
Issued by	Prof. Ing. Milan Pospíšil, CSc.

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 govern the details of the internal grant competition of the B category (hereinafter referred to as 'SIGA') for social projects defined in Article 2(1)(b) of the Grant Rules of UCT Prague (hereinafter referred to as 'Grant Rules').
2. The conditions of the given year are set out in the 'Announcement of internal grant competition of UCT Prague' (hereinafter referred to as 'Announcement').

Article 2
Forms of support

1. A social project supports cultural, social, community, presentation, sport and other activities under Article 2(1)(b) of the Grant Rules and may include one or more of the following forms of support:
   a) an event or a series of activities,
   b) operating support for a student association or an informal student team,
   c) development of a student association or student initiative.
2. Each form of support must be linked in the project proposal to specific activities, benefits for students and the academic community of UCT Prague, defined costs and measurable outputs. Operating support may not be provided merely as a contribution to the existence of an association.
3. A project may be implemented by a student association or an informal student team (hereinafter referred to as the "project holder"). Responsibility for the project always rests with the main researcher.
4. The main researcher shall ensure that the project complies with the internal regulations of UCT Prague, in particular the regulations governing the organisation of events and the operation of UCT Prague.

Article 3
Research team

1. Members of the research team may be students and employees of UCT Prague as well as external persons.
2. The main researcher is responsible for implementing the project in accordance with the approved proposal, for the economical, efficient and effective use of the allocated funds, for timely notification of changes and for submitting the final report.

Article 4
Submission of a proposal

1. The project proposal, final report and other actions under these Principles shall be submitted or carried out through the electronic system of UCT Prague specified in the Announcement.
2. The project proposal and the final report may be submitted in Czech, Slovak or English.
3. The scope of information required in the project proposal is determined by the form in the electronic system referred to in paragraph 1. In particular, the proposal shall include the title, details of the main researcher, research team and project holder, the form of support, a description of the activities and their benefits, planned outputs and indicators, and a justified budget.
4. An additional call for proposals may be announced during the year.

Article 5
Formal check and evaluation

1. The Counselling and Career Centre (hereinafter referred to as the "CCC") shall verify whether the proposal meets the eligibility conditions and the requirements under Article 4. Where a proposal fails to meet them, the CCC shall recommend to the University Grant Commission (hereinafter referred to as the "UGC") that it be excluded. After the proposal submission deadline, a submitted proposal may not be amended or supplemented.
2. When evaluating the content of social project proposals, the UGC assesses the proposal based on the following main criteria, ordered from the most important to the least important:
   a) the importance of the project for students and its contribution for the academic community at UCT Prague, in particular support for new initiatives and the community, international or inter-faculty dimension of the project,
   b) participation of students in the project,
   c) appropriateness of financial requirements,
   d) quality of the project proposal.
3. The UGC may ask the main researcher to defend or explain the project in person. The explanation does not change the content of the proposal.
4. The UGC shall prepare a written review of each proposal. The UGC may recommend support lower than the amount requested; the review shall identify the budget items affected by the reduction.
5. A conflict of interest under Article 6(6) of the Grant Rules shall arise in particular where a member of the UGC is the applicant or a member of the research team, a member of the association that is the project holder, or a person close to the main researcher.
6. The applicant shall be notified of the competition result through the electronic system referred to in Article 4(1). The CCC shall assign a code for the use of funds to each supported project.

Article 6
Financial resources and management

1. Funds are allocated to a social project for the project implementation period and cannot be transferred to the following year.
2. The approved budget is binding. Budget changes are governed by Article 7.
3. Project funds may be used only to cover:
   a) material, including low-value tangible fixed assets; services, including lease and low-value intangible assets; and travel costs related to the work on the project; in case of students of UCT Prague, travel costs are paid in the form of special purpose scholarships,
   b) remuneration under agreements to complete a job for the person responsible for the event and present on site, for research team members who are not students of UCT Prague, and for external collaborators. Where the project includes the rental of premises outside UCT Prague, an agreement with the person responsible for the event is mandatory,
   c) stipends paid to students of UCT Prague - special purpose scholarships pursuant to the Scholarship Rules of UCT Prague.

4. Project funds may not be used to pay for alcoholic beverages, fuel or deposits.
5. The main researcher must not contract another person to perform the whole project or its substantial part as service (assessed by the UGC) unless the applicant himself/herself and the members of the research team are substantially involved in the work on the project.
6. The utilization of funds is ensured by the Counselling and Career Centre in accordance with instructions from the main researcher or a team member authorised by the main researcher in writing. Contracts, agreements and binding purchase orders shall be entered into by UCT Prague in accordance with its internal regulations and instructions.
7. The main researcher shall submit supporting documents for the conclusion of contracts and agreements to the CCC no later than 14 days before performance is due. Supporting documents for the payment of a scholarship shall be submitted no later than the 20th day of the month for which the scholarship is paid.
8. Each expense must be supported by an original accounting document meeting the requirements of the internal regulations of UCT Prague and assigned to the project. Documents shall be submitted to the CCC together, no later than the fifth working day of the following month. The deadline for submitting documents at the end of the year shall be specified in the Announcement.

Article 7
Project changes

1. The main researcher shall notify the CCC of a project change before it is implemented.
2. The following changes require notification to the CCC only:
   a) transfers between budget items which, in aggregate, do not exceed 20% of the allocated amount,
   b) a change in the date or venue of an activity within the implementation period.
3. The Chair of the UGC shall approve:
   a) transfers between budget items exceeding 20% of the allocated amount,
   b) a change in a member of the research team,
   c) a partial change to the activities that does not alter the purpose of the project.
4. The UGC shall approve:
   a) a change of the main researcher,
   b) a substantial change to the project content,
   c) a transfer of funds between projects, subject to the consent of the main researchers of the projects concerned.
5. Costs incurred contrary to the approved budget or before a change has been approved may not be reimbursed.

Article 8
Final report and project implementation

1. When promoting the project, the main researcher shall state that the project is supported by SIGA at UCT Prague.
2. In the course of project implementation, the main researcher may be requested by the Chair of the UGC to provide a progress report.
3. The main researcher shall submit the final report after all outputs have been completed and all project expenses have been accounted for, no later than the deadline specified in the Announcement. The scope of the information required in the final report is determined by the form in the electronic system referred to in Article 4(1). In particular, the report shall evaluate the planned outputs and indicators set out in the project proposal, student involvement and deviations in expenditure from the budget. An overview of expenditure from the economic information system of UCT Prague shall be attached.
4. The UGC shall assess the final report, including the eligibility of the funds expended, and determine the outcome as follows: report accepted, accepted with reservations, or not accepted. The UGC shall take the outcome into account when evaluating further proposals submitted by the same main researcher or project holder.

5. Based on the results of the assessment provided by the UGC, the Grant Council of UCT Prague (hereinafter referred to as 'GC') may propose projects with extraordinary outcome to be awarded by the Rector.

Article 9
Breach of rules

1. A breach of these Principles may constitute grounds for the early termination of the project under the Grant Rules.
2. Sanctions pursuant to the Code of Discipline are within the authority of the Rector or the Dean of the respective faculty.

Article 10
Final provisions

1. Internal standard No. A/N/961/15/2025 is hereby repealed.
2. These Principles were discussed by the Academic Senate of UCT Prague on 24 November 2026.
3. These Principles come to force and effect on the day of their signing by the Rector of UCT Prague.

Prof. Ing. Milan Pospíšil, CSc.
Rector