| University of Chemistry and Technology, Prague | |
|---|---|
| **Title** | **Internal standard No. A/N/961/6/2026** |
| Subject | **Principles of the Grant Competition to Support Scientific Projects at UCT Prague** |
| Applicability | All university |
| Effective from | 26 November 2026 |
| Effective until | Indefinite |
| Review | Once per year |
| Cancelled | Internal standard of UCT Prague No. A/N/961/13/2025 |
| Produced by | PhD Office – 965 |
| 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. Pursuant to a special legal regulation[1)], these 'Principles of the Grant Competition to Support Scientific Projects at UCT Prague' (hereinafter referred to as the 'VIGA Principles') adjust and supplement basic requirements for internal grants of the category A: student scientific project (hereinafter the ''scientific 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. Scientific projects meet the conditions of research directly connected with students' education and carried out by students within accredited doctoral, Master's or Bachelor's study programmes and may be connected to the preparation of their final theses.
3. Scientific projects may be financed from institutional support funds for long-term conceptual development of a research organisation (hereinafter referred to as 'DKRVO') or other institutional support for research activities (hereinafter referred to as 'support for research activities').

[1)] Act No. 130/2002 Coll., on the Support of Research, Experimental Development and Innovation from Public Funds and on the Amendment to Some Related Acts (Act on the Support of Research, Experimental Development and Innovation), as amended and from 1 January 2027 Act No. 328/20025.

**Article 2**
**Allocation of grant funds for financing of scientific projects**

1. Support for research activities granted to UCT Prague on the basis of a decision on the provision of support and allocated by UCT Prague to scientific projects is divided into:
   a) funds for financing scientific projects,
   b) funds for organising internal grant competition.

   The shares of the allocated financial resources under Para 1, letters a) through b) valid for the respective year of the announced grant competition will be specified by the Rector's decree 'Announcement of the Internal Grant Competition at UCT Prague' (hereinafter 'IGA Announcement' no later than 7 days before the start of submission of applications, no later than by 31 December of the calendar year preceding the calendar year of granting the support.
2. The sum of funds for financing scientific projects calculated according to Article 2, Para 1 a) is further divided into:
   a) funds for financing scientific projects at faculties (faculty projects and faculty IGA reserves),
   b) funds for financing scientific projects of the whole university (all-university projects, all-university IGA reserve).

   The shares of the distributed financial resources pursuant to Para 2, letters a) and b) valid for the given year of the announced competition will be specified in the IGA Announcement no later than 7 days before the start of submission of applications, no later than by 31 December of the calendar year preceding the calendar year of granting the support.

   Unspent funds for all-university scientific projects (all-university IGA reserve) will be used primarily to increase the allocation of funds to scientific projects of faculties; this will be done by applying the same ratio which was used for allocation of funds for scientific projects to the individual faculties valid for the given year.
3. Allocation of funds for scientific projects to the individual faculties will follow the key proposed by the vice-deans for research and development or the vice-deans responsible for Doctoral studies and approved by the Grant Committee, always for the given year or for the year of the competition or the year of implementation of scientific projects.
4. The calculated amount of funds for the individual faculties can be modified (re-distributed) by mutual agreement among the Deans of the faculties.
5. The data necessary for the calculation of resources for the faculties and the calculated amount for financing the student projects, and for organising internal grant competitions will be published on the website www.vscht.cz, section Research/Internal Grants (hereinafter referred to as the 'IGA UCT Prague website').

**Article 3**
**Characteristics of the types of student scientific projects**

1. Student scientific projects are supported within the framework of the grant competition of UCT Prague.
2. A student scientific project is a scientific project (hereinafter referred to as 'project') of fundamental or applied research focused on enhancement of creative and publication activities of the DSP students within the programmes of study accredited by the UCT Prague. It is a scientific project, which is managed and coordinated by the actual DSP students who can thus obtain valuable practical experience in preparation of project drafts, project implementations and presentations of the achieved results. Thus obtained experience can be applied in the future when

acquiring resources for special support of science, research and innovation from the domestic and foreign providers (grant agencies). The main researcher of the project is a full-time DSP student of programmes accredited at UCT Prague who meets the conditions under Article 8, Para 4 of the Grant Regulations of the University of Chemistry and Technology, Prague. The research team can further consist of DSP students, students of Master's and Bachelor's study programmes accredited at UCT Prague. The members of the research team shall always include the supervisor or the supervisor-specialist of the applicant. In addition, the team may also include academic, research and development workers from UCT Prague holding at least a PhD degree or its equivalent. The number of students in Doctoral, Master's and Bachelor's study programmes – members of the research team, must not be lower than the number of other members of the research team throughout the project's implementation.

3. Students participating in scientific projects are always full-time students in the standard term of study who meet the conditions as student applicant pursuant to Article 8, Para 4 of the Grant Regulations of the University of Chemistry and Technology, Prague.
4. The research team consists of a maximum of 50 persons throughout the project's implementation.
5. The implementation of projects is limited to the duration defined in the IGA Announcement, and the start and end dates for the utilisation of allocated funds are also defined in the IGA Announcement. A subsequent period may be designated for the evaluation and publication of results.
6. The grant competition of UCT Prague to support student scientific projects cannot support a project whose implementation or anticipated results would be regarded as classified information pursuant to Act No. 412/2005 Coll., on the Protection of Classified Information and Security Eligibility, as amended.

**Article 4**

**Financial resources for implementation of a scientific project**

1. The financial resources allocated to the implementation of a project (hereinafter referred to as 'financial resources') are divided into:
   a) Personnel costs, which include:
      - the students' stipends,
      - salaries of academic/scientific/research workers – internal employees of UCT Prague,
      - social and health insurance,
      - remunerations of external workers (supervisors, supervisors-experts[2]), which are paid on the basis of a concluded Agreement on Work.
   b) Operating costs, which include:
      - material costs (consumables, small tangible assets, purchase of literature, etc.),
      - costs of services (intraschool transfers including services of central laboratories, the central library and publishing, rentals, small intangible assets – software, conference fees, publication fees for the result, payments to service providers, etc.),
      - travel costs for domestic and foreign conferences or internships related to the project implementation – in case of students, such costs are paid in the form of special purpose scholarships pursuant to Article 6b) and 6c) of the Scholarship Rules of UCT Prague.

[2] From a research site of a legal entity that has concluded, pursuant to Section 81 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments to Other Acts (the Higher Education Act), as amended by Act No. 473/2004 Coll., an agreement with the UCT Prague on implementation of accredited study programmes studied by students who are members of the research team.

c) Additional (overhead) costs. The amount of additional costs is determined by the project funding source, ie the source of support for scientific activity from which the given competition is financed. The amount of additional costs applicable to projects accepted for implementation in the given calendar year or the year of the competition will be published in the IGA Announcement no later than 7 days before the date on which the submission of applications begins.

2. Financial resources for buying tangible and intangible assets with the purchase price exceeding 80,000 CZK incl. VAT are not eligible costs of the project and will not be provided.
3. The limits of the financial resources that can be requested in the application or which can be allocated to a project for the period of implementation, will be announced for the given calendar year in the IGA Announcement no later than 7 days before the start of submission of applications.
4. The allocation of financial resources for a project and their management in conformity with the school's internal rules is regulated by the 'Agreement on the conditions for the use of financial support for the Student Project accepted by the Internal Grant Agency of UCT Prague" (hereinafter referred to as the 'Agreement'), which is concluded according to the Grant Regulations of the University of Chemistry and Technology, Prague.
5. According to Para 4, the Agreement also includes:
   a) an obligation of the applicant to transfer the unspent financial resources back to the IGA budget of the UCT Prague,
   b) an obligation of the applicant to submit detailed documents on the utilization of funds upon a request from the Faculty Grant Commission (FGC) or the Grant Council (GC) of UCT Prague,
   c) an obligation of the applicant to explicitly declare in all outputs of the project, including any publications, the acknowledgment prescribed on the IGA website.

**Article 5**

**Required items of scientific project applications**

1. An application for a project within a student grant competition is a set of documents containing all information necessary for evaluation of the quality of the proposed project and the abilities and potentialities of the research team to carry out the project and the adequacy of the financial requirements. The way how an application is submitted, the deadlines and formal requirements for the given year will be defined in the IGA Announcement for the respective year of competition. The application contains:

   a) A filled in application form, which is part of the module for submitting and recordkeeping of projects within the Management Information System of UCT Prague (MIS) and which contains points and formal requirements defined by the IGA Announcement for the respective year of competition:
   b) A project description uploaded to the application form in MIS exclusively in PDF format, which includes the points defined in the IGA Announcement for the respective year of competition:
2. The application for a project is submitted either to a competition with affiliation to the faculty of the main researcher (faculty project) or to an all-university competition (all-university project). The conditions for submitting an application for the respective type of competition are defined in the IGA Announcement.
3. If a student submits an application for a faculty project where participation of co-researchers from another faculty (hereinafter referred to as an 'interfaculty project') is planned, the applicant is obliged to inform the chairpersons of the faculty Grant Commissions of all participating faculties, send them the projected costs of the project and ask them for approval to submit an interfaculty project. Based on the submitted documents (in particular with respect to the extent of

participation of faculties in the project), the chairpersons will decide whether the application will be evaluated by evaluators and the faculty grant commission solely at the applicant's faculty, or whether the application will be evaluated by evaluators proposed by each of the participating faculties and separately by the faculty Grant Commission at each participating faculty.

4. Any factual or formal shortcomings of the grant application constitute a reason for elimination before evaluation of applications by the external evaluators and the Faculty Grant Commission (hereinafter the 'FGC') or the Grant Council of UCT Prague (hereinafter the 'GC'). FGC and GC are collectively called 'evaluation panel".

**Article 6**

**Evaluation of scientific project applications**

1. Applications for new projects are evaluated by the FGC in case of faculty projects, or the GC in case of all-university projects.
2. The proposals of projects are checked by administrators of the respective evaluation panel; the administrators assess compliance with formal requirements and whether the budget for the proposed new projects is in conformity with the specified requirements. In case a formal mistake is detected, the project will be eliminated from the competition. Project proposals accepted for factual evaluation are then assessed by external evaluators. Suitable external evaluators of project proposals shall be selected by the administrators, who will also ensure electronic administration of the reviews and then evaluate correctness of the evaluators' reviews.
3. In case evaluation of interfaculty projects is planned to be done by more evaluators (see Article 5, Par. 3), they are processed by administrators from each participating faculty.
4. Applications for new projects are evaluated by:
   a) at least one internal or external evaluator,
   b) evaluators proposed by each of the participating faculties in case of interfaculty projects, if it shall be decided so based on Article 5, Par. 3.
5. When evaluating projects, the evaluator follows the Code of Conduct for Evaluators of UCT Prague as well as the project evaluation criteria and evaluation procedure for the given year of competition, which are published as at the date of IGA Announcement for the given year of competition on the IGA website.
6. Outside evaluators must be qualified experts employed at a different workplace than that of the applicant.
7. Projects are assessed by evaluators who have not participated in the preparation of the proposal of the assessed project and who are not members of the research team of the assessed project.
8. The evaluator´s remuneration for a timely and duly delivered review is paid through an Agreement on Work (external evaluator) or a bonus (internal evaluator) from the funds allocated to the organisation of the internal grant competition; the amount to be paid is defined in the IGA Announcement for the respective year of competition.
9. The projects are evaluated by the evaluation panel in terms of quality, adequacy of the planned financial resources and outcomes of the project, especially publications.
10. The FGC discusses proposals of faculty projects in compliance with Paras 7 and 9, arranges them in the order of their success, proposes the amount of financial resources to be granted to the recommended projects and hands the proposal of projects to be financed to the GC. Interfaculty projects must acquire affirmative recommendation for financing from the FGC of each participating faculty in order to be granted the financial resources, if it shall be decided so based on Article 5, Par.3.

11. Based on the information received from the individual FGCs, the GC decides whether to accept, reject or reject for formal reasons the projects.
12. The applicants are informed about the result of the grant competition in MIS.
13. Main researcher of student projects accepted by the GC are asked in MIS to submit in an electronic form their statement on the acceptance of the implementation of the project in the approved form and for conclusion of an agreement electronically.
14. In case the main researcher of the project rejects, 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 project in the order recommended by the relevant FGC.
15. 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 contract number of the project and the main researcher will see this number assigned to the given project in MIS.
16. The list of accepted projects is published on the IGA website according to a timetable specified in the IGA Announcement.
17. No legal claim exists for the granting of financial resources.
18. UCT Prague is entitled to unilaterally make necessary adjustments to the previously approved allocation of financial resources for the project, depending on the actual amount of support for research activities provided to UCT Prague from the state budget.

**Article 7**

**Final report and evaluation of the scientific project implementation**

1. The main researcher must submit a final report within the specified deadline in which they state:
   - the main achieved results, compliance with the project objectives,
   - publication outputs where the financial support of the project is cited,
   - justification of spent expenditures,
   - justification of modifications in the research team.

   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.
2. The applicant enters the final report and the electronic statement on the use of the granted funds into the module for keeping records on projects in MIS according to the internal instruction for submitting final reports, which is published on the IGA website.
3. Failure to submit or late submission of the final report may be a reason to exclude the main researcher's projects from the following editions of the student grant competition at UCT Prague.
4. Project final reports are not assessed by evaluators. The projects are assessed only by administrators, who provide the evaluation panel with information about the correct utilization of funds and the outcomes of the project. Administrators may ask researchers to supplement the report. In addition, the administrators inform the evaluation panel about:
   - projects with inadequately low outcome,
   - projects with exceptionally good outcome.

   In case of projects with disproportionately low outcomes of the project or serious errors in the use of the allocated financial resources of the project, the Evaluation Committee may propose a reduction in the amount of points awarded to the main researcher's projects in the following editions of the student grant competition at UCT Prague.

Based on the evaluation of the faculty projects by the Evaluation Committee may propose projects and their researchers with exceptionally good results to be awarded by the Dean.

5. The evaluation results of the completed projects are published on the IGA website according to a time schedule specified in the IGA Announcement.
6. The researcher carrying out the project is responsible for implementation of the project throughout its entire duration. If they demand that implementation of the project should continue without their participation, they hand a report on the current implementation of the project to the respective evaluation panel by the termination day of their position, proposes a new researcher and writes a list of tasks for the remaining period, and if applicable, proposes changes to the distribution of funds designed for scholarships and personnel costs. In case of early termination of a research team member, the researcher submits to the chair of the respective evaluation panel, within 7 calendar days from learning about such change, a request for change in the research team; in case of replacement of one member by another, also a proposal of changes to the distribution of resources designed for scholarships and personnel costs.
7. In case a project is terminated before completion, the researcher must inform the chair of the relevant evaluation panel about the intention to terminate the project and submit a properly prepared final report of the project.
8. If the Evaluation Committee is informed by the supervisor or head of department of the main researcher that the main researcher has not complied with the obligations related to the solution of the project or if the studies or the employment relationship of the main researcher or co-researcher have been terminated, the FGC is entitled to decide to terminate the project or to propose, discuss and approve a new composition of the research team and modifications in funding of the project.

**Article 8**
**Joint and concluding provisions**

1. Sanctions in the event of a breach of these Principles shall be dealt with in accordance with the Disciplinary Regulations of UCT Prague; they are within the competences of the of the Rector or Dean of the given faculty.
2. These Principles were discussed by the Academic Senate of the UCT Prague on 24 November 2026.
3. These Principles become come to force on the date of signing by the Rector of UCT Prague.

Prof. Ing. Milan Pospíšil, CSc.

Rector