

University of Chemistry and Technology in Prague	
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Subject	Principles of Student Grant Competitions to support projects of specific university research at the UCT Prague
Scope	The whole school
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Review	Once per year
Cancelled file	Internal standard of UCT Prague No. 20.33/17
Produced by	Department of Research and Development - 965
Issued by	Prof. Ing. Karel Melzoch, CSc.

Please note that this document does not substitute the binding Document in Czech ("Zásady studentské grantové soutěže na podporu projektů specifického vysokoškolského výzkumu na VŠCHT Praha").

If there are any doubts, the Czech version is decisive.

Article 1

Initial provisions

1. According to a special legal regulation¹⁾, these "Principles of Student Grant Competitions to support projects of specific university research at UCT Prague" (hereinafter referred to as the "Principles") adjust and supplement basic requirements for internal grants of the A category: a student scientific project (hereinafter referred to as a "Scientific Project") as stated in the internal standard of UCT Prague No. A/N/961/11/2018 "Grant Regulations of the University of Chemistry and Technology in Prague / Grantový řád Vysoké školy chemicko-technologické v Praze".
2. The scientific projects comply with conditions of research, which is directly connected with the students' education, when implementing accredited Doctoral or Master's degree programmes.
3. The scientific projects are financed from a special support of specific university research, which the UCT acquired on the basis of a decision on the provision of support pursuant to the budgetary rules.

Article 2

Allocation of grant resources for financing the scientific projects

¹⁾ Art. 7 Par. 5 of Act No. 130/2002 Coll., and Government Decree No. 1021 of 17th August 2009.

1. The special support of specific university research granted to UCT Prague on the basis of a decision on the provision of support is divided into:
 - a) resources for financing scientific projects,
 - b) resources for financing scientific student conferences,
 - c) resources for organising internal grant competitions.

The shares of the allocated financial resources according to article 1 a) – c) valid for the given year of the announced competition will be specified by the Rector's decree "Announcement of an internal grant competition at UCT Prague" by 31 December of the previous calendar year.

2. The sum of resources for financing scientific projects calculated according to Art. No. 2, Point 1 a) is further divided into:
 - a) resources for financing scientific projects of the faculties,
 - b) resources for financing scientific projects of the whole university (e.g. Emil Votoček Grant).

The shares of the distributed financial resources pursuant to article 2 a) and b) valid for the given year of the announced competition will be specified by the Rector's decree "Announcement of an internal grant competition at UCT Prague" by 31 December of the previous calendar year.

Unspent resources for all-university scientific projects will be used as an increased share of resources for scientific projects of the faculties in a proportion among the faculties according to Article 2, Point 3.

3. Allocation of resources for scientific projects to the individual faculties will follow the same methodology as the Ministry of Education, Youth and Sport in allocation of special support of specific university research, always for the given year. The share of the faculty in the total amount of resources allocated to the faculties P_i is determined by the formula:

$$P_i = \frac{U_i}{\sum_{i=1}^N U_i} \cdot 100,$$

where the U_i indicator characterizing the scope and quality of the faculty's activity with index i is determined by the relation:

$$U_i = \left(\frac{V_i}{\sum_{i=1}^N V_i} \right)^m \left(k_D \frac{D_i}{\sum_{i=1}^N D_i} + k_M \frac{M_i}{\sum_{i=1}^N M_i} + k_A \frac{A_i}{\sum_{i=1}^N A_i} \right)^{(1-m)},$$

where:

N - the number of faculties ($N = 4$),

V_i - rating of the faculty's results in research, development and innovation according to the most recent issued evaluation of the research organizations' results,

D_i - the number of students in the faculty's Doctoral degree programmes in the standard duration of study plus one year by the 31 October of the calendar year that precedes the calendar year when the support was granted,

M_i - the number of graduates of the faculty's Master's degree programmes in the period of 12 months preceding the 1st November of the calendar year that precedes the calendar year when the support was granted,

A_i - the number of graduates of the faculty's Doctoral study programmes in the period of 12 months preceding the 1st November of the calendar year that precedes the calendar year when the support was granted,

m, k_D, k_M, k_A - coefficients expressing the weight of the performance in research and development and the weight of the number of students and graduates of the Master's and Doctoral degree programmes. These coefficients are determined by the Ministry of Education, Youth and Sport and issued in a way that allows remote access by 30 November of the year that precedes the calendar year when the support was granted.

4. The k_D, k_M, k_A, m coefficients for the calculations are published on the website of the Ministry of Education Youth and Sport for the given calendar year.
5. The calculated amount of resources for the individual faculties can be modified (re-distributed) on the basis of a mutual agreement among the Deans of the faculties.
6. The data for the calculation of resources for the faculties and the calculated amount for financing the student projects, student scientific conferences and for organizing internal grant competitions will be published on the website www.vscht.cz, section "Science, Research / Internal Grant Agency" no later than 7 days after the date of official publication of the above-mentioned special support by the Ministry of Education, Youth and Sport for the given calendar year.

Article 3

Characteristics of the types of student scientific projects

1. The following types of scientific projects are financially supported within the Student Grant Competition of UCT Prague:
 - a) student scientific disciplinary project (A1 category),
 - b) student scientific research project (A2 category).
2. The student scientific disciplinary project is a scientific project concerning basic or applied research focused on enhancement of scientific research of young researchers – students in Doctoral Study Programmes (hereinafter referred to as "DSP students") within the programmes/disciplines accredited by the UCT Prague. It is a scientific project implemented by a team of full-time DSP students together with their supervisors. An academic worker of UCT Prague applies for this type of scientific project on behalf of a group of DSP students and their supervisors (or supervisors-specialists or consultants), always for the particular programme of study/discipline. The maximum amount of stipends for the DSP students and remunerations for the supervisors within the student scientific disciplinary project depends on the results of expert activities performed by the DSP students, which is determined by the most recent approved and archived evaluation of results of the doctoral student's professional activity issued on the determination date by the Rector's decree "Announcement of an internal grant competition at UCT Prague" for the given year of competition. The decisive factor is the documented height of the so-called assessment criterion value (see evaluation in the *e-doktorand* system). The number of DSP students – members of the research team, must not be lower than the number of academic workers (supervisors, supervisors-specialists or consultants) – members of the research team. The student scientific disciplinary projects also include the all-university Emil Votoček Grant, which is focused on support of creative activities of talented DSP students. The Emil Votoček Grant supports 10 students ranking 1st – 10th in the number of points in the so-called assessment criterion from all DSP students accredited by the UCT Prague on the determination date. It further supports 10 DSP students who occupied other front positions among the DSP students accredited by the individual faculties of UCT Prague. The share of DSP students eligible to Emil Votoček Grant in other leading positions from the individual faculties is determined on the basis of P_i calculated according to Article 2, Par. 3 of these Principles. If a supported student terminates his full-time study,

he is substituted by a student occupying the next position (a substitute) in the given group of students.

3. The student scientific research project is a scientific project of basic or applied research focused on enhancement of creative and publication activities of the DSP students within the programmes of study/disciplines 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 person who applies for this type of scientific project is a full-time DSP student of programmes/disciplines accredited by the UCT Prague who meets the conditions according to Article 8, Par. 4 of the Grant Regulations of the University of Chemistry and Technology in Prague. The research team can further consist of DSP students and students of Master's Degree programmes accredited by the UCT Prague. The members of the research team are always academic workers (supervisors, supervisors-specialists or consultants) of the participating students. The number of the students – members of the research team, must not be lower than the number of academic workers – members of the research team throughout the project's implementation.
4. DSP students participating in both types of scientific projects are always full-time DSP students in the standard duration of study who meet the conditions according to Article 8, Par. 4 of the Grant Regulations of the University of Chemistry and Technology in Prague.
5. Both types of the scientific projects are fully equivalent as regards the Student Grant Competition.
6. The implementation of both types of the scientific projects is limited to one year and the financial support is terminated by 31 December at the latest. The remaining time is intended for assessment and publication of the results.
7. The Student Grant Competition of UCT Prague cannot support a project whose implementation or anticipated results can be regarded as classified information pursuant to Act No. [412/2005](#) on the protection of classified information and security eligibility, as amended.

Article 4

Financial resources for implementation of a scientific project

1. Financial resources are allocated to a scientific project always for one calendar year and cannot be transferred to the following year.
2. The financial resources allocated to the implementation of a scientific project are divided into:
 - a) Personnel costs, which include:
 - the students' stipends,
 - salaries of academic workers – internal staff of UCT Prague,
 - social and health insurance,
 - remunerations of external workers (supervisors, supervisors-experts, consultants²), which are paid on the basis of a concluded Agreement on Work Activity.

² From a research site of a legal entity who has concluded an agreement with the UCT Prague pursuant to Article 81 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendment to Other Acts (the Higher

b) Operating costs, which include:

- material costs (consumables, small tangible assets, purchase of literature, etc.),
- costs of services (inter-school transfers including services of central laboratories, the central library and publishing, rentals, small intangible assets – software, conference fees, payments to service providers, etc.),
- travel costs for domestic and foreign conferences related to the implemented project – in case of the students, they are resolved by means of special stipends according to Article 6b) of the Grant Regulations of UCT Prague.

c) Additional (overhead) costs. The additional (overhead) costs are determined by a surcharge calculation with the overall direct costs as the cost-allocation base. The basis for the overheads calculation is information on the costs related to the calendar year that precedes the year of the scientific project implementation. The calculation is determined by the Rector's decree. This calculation of additional costs of the research and development projects serves as a basis for determination of real indirect costs using the "full cost" model. In this calculation, the direct costs also include the personnel and material costs of the projects, the research projects and supplementary activities as well as the salaries of academic and research workers (the A and V categories) and most of the operating costs of the institutes and departments. The indirect costs include the following items:

- operating costs of the rectorial offices (except the pedagogical department and publishing),
- operating costs of the central library,
- operating costs of the data-processing centre,
- operating costs of cleaning of the buildings,
- operating costs of surveillance of the buildings,
- operating costs of the maintenance,
- energy costs,
- water and sewer charges,
- telephone charges,
- depreciation of assets (only purchased from own resources),
- salaries of administrative and other service personnel of the faculties and the rectorate.

The share of indirect costs in the overall costs of the scientific project, i.e. the share of indirect costs in the direct costs of the scientific project, which is valid for the given calendar year, will be announced in the "Announcement of an Internal Grant Competition at UCT Prague" by 31 December of the previous year.

3. Financial resources for buying tangible and intangible assets with the purchase price exceeding 40,000 CZK incl. VAT are not eligible costs of the scientific project and will not be provided.
4. The limits of the financial resources, which can be allocated to a student disciplinary or research project for one year of implementation, will be announced for the given calendar year in the "Announcement of an Internal Grant Competition at UCT Prague" by 31 December of the previous year.
5. The allocation of financial resources for a student research 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 Research Project accepted by the Internal Grant Agency of UCT Prague", which is concluded according to the Grant Regulations of the University of Chemistry and Technology in Prague.
6. According to Paragraph 5, the agreement also includes:

- a) an obligation of the researcher and the faculty to transfer the unspent financial resources back to the IGA budget of the UCT Prague,
 - b) an obligation of the researcher to submit detailed documents on the use of financial resources upon a request from the Faculty Grant Commission (FGC) or the Grant Council (GC) of the UCT Prague,
 - c) an obligation of the researcher and the faculty to explicitly declare that all outputs of the project including the publications originated on the basis of full or partial financial support of specific university research.
7. Allocation of financial resources for implementation of a student disciplinary project to the individual researchers – academics of the UCT Prague, is implemented within their employment. The management of the allocated financial resources is realized in conformity with internal regulations of the UCT.

Article 5

Required items of application for a scientific project

1. The application for a research project involving a student 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 research 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 IGA Module under the Management Information System of the UCT Prague (MIS), which contains:
 - registration number and name of the project,
 - basic information on the applicant (i.e. the main researcher) and all members of the research team,
 - annotation to the project (in the maximum scope of 1,100 characters including spaces),
 - theme of the thesis,
 - the applicant's participation in a previous year project under the IGA UCT Prague,
 - detailed budget of the project and its justification.

The printed form must include:

- the applicant's signature,
 - signatures of the participating DSP students' supervisors (only scientific research projects),
 - signature of the head of applicant's department.
- b) The project description uploaded in the electronic IGA Module in the PDF format in the recommended scope of 5 A4 pages, which, **in case of a student scientific disciplinary project** includes the following:
 - the benefit of the disciplinary project,
 - the plan of the project (what and how will be researched, the intended publication outputs),
 - information on the readiness of the research team and the workplace – e.g. the available equipment,
 - justification of the financial requirements (e.g. buying small tangible property, the anticipated participation in conferences, etc.).

The project description uploaded in the electronic IGA Module in the PDF format in the maximum scope of 7 A4 pages, which, **in case of a student scientific research project** includes the following:

- summary of the current knowledge including literary and other references,
 - the plan of the project – what and how will be researched and what results the project will bring,
 - information on the readiness of the applicant, the research team and the workplace – e.g. the available equipment,
 - justification of the financial requirements (e.g. buying small tangible property, the anticipated participation in conferences, etc.),
 - the applicant's publication activities – the maximum of 5 most important works,
 - the applicant's publication outputs from projects implemented in the previous years under the IGA of UCT Prague.
2. The application for the project is submitted in an **electronic form** in Czech or English through the electronic IGA Module under the Management Information System of UCT Prague (MIS) and **simultaneously 1 copy in the printed form (the application form and the project description)** with all the necessary signatures (see Article 5, Point 1a). The printed form of the grant application is submitted to the Department of Research and Development and the information contained therein must correspond with information in the electronic IGA Module. 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. If a student submits an application for a scientific research project where participation of co-researchers from another faculty is planned, the applicant is obliged to inform chairmen of the faculty Grant Commissions of all participating faculties and attach their statements to the application before submitting the application. These statements are an evaluated formal requirement of such inter-faculty project application. The application will be assessed by opponents 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 still before evaluation of the application by the Faculty Grant Commission (hereinafter referred to as "FGC").

Article 6

Evaluation of the scientific project applications

1. Applications for new research projects are evaluated by the FGC, or the GC in case of scientific projects with all-university significance (Emil Votoček Grant).
2. The drafts of the scientific projects are checked by the FGC administrators who evaluate whether the budget for the new scientific projects is in conformity with the specified requirements. The administrators select suitable external examiners of the project drafts, ensure electronic administration of the opinions and then evaluate correctness of the examiners' opinions.
3. Scientific projects involving applicants from more faculties are processed by administrators from each faculty.
4. Applications for new scientific projects are evaluated by:
 - a) one internal or external examiner if the overall costs of the project do not exceed 500,000 CZK,
 - b) two internal or external examiners if the overall costs of the project exceed 500,000 CZK,
 - c) examiners proposed by each of the participating faculties in case of scientific projects involving researchers from more faculties.

The internal examiner must be a qualified person from a workplace different than the applicant's own workplace.

5. The main criteria assessed by each opponent include:
 - professional level of the project (evaluation of the current condition and the benefit of the outcomes),
 - formulation of the objectives and feasibility of their achievement (method of research and its originality),
 - complexity of the project and adequacy of the financial requirements,
 - formal, stylistic and linguistic level of the project,
 - qualifications of the applicant, his team and clarity of the tasks among the research team.
6. The examiner's remuneration for timely and duly submitted opinion is 500 CZK in the form of Agreement on Work Activity (external opponent) or remuneration (internal examiner) from resources allocated to the organizational provision of the internal grant competition.
7. The projects are evaluated in groups by the administrators who inform the FGC about adequacy of the planned financial resources and outcomes of the project, especially as regards publishing.
8. The FGC discusses the drafts of the scientific projects, arranges them according to the success rate, proposes the amount of financial resources for the selected projects and hands the drafts of the projects for financing to the GC. Scientific projects involving researchers from more faculties must acquire an affirmative proposal for financing from the FGC of each participating faculty in order to be granted the financial resources.
9. Based on the individual documents submitted by the individual Faculty Grant Commissions, the Grant Council decides whether to grant or eliminate the grant projects.
10. The Department of Research and Development informs the applicant about the result of the selection procedure and assigns an internal iFIS code to the approved grants so that the financial resources can be withdrawn and registered.
11. The list of the granted and eliminated scientific projects is published on the website www.vscht.cz, section "Science, Research / Internal Grant Agency" according to a timetable specified in the "Announcement of an Internal Grant Competition of UCT Prague".

Article 7

Final report and evaluation of the scientific project implementation

1. The main researcher submits a final report within the specified deadline in which he states:
 - 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.
2. 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 an information system of the UCT Prague created and confirmed by the staff of the Economic Department – the Financial Planning and Budget Department.
3. The main researcher enters the final report and the electronic copy of confirmed statement on the use of the granted financial resources into the MIS module "Grants and Projects (GaP)" and hands one signed copy to the Department of Research and Development.

4. The final report on the project is not assessed by the external examiners. The projects are assessed only by administrators who hand the FGC information about the correct use of the financial resources and the outcomes of the project. Then the administrators inform the FGC about:
 - projects with inadequately low output,
 - project with exceptionally good output.Based on the evaluation of the projects by the FGC, GC can propose an award to projects with exceptionally good results.
5. The evaluation results of the completed projects are published on the website www.vscht.cz, section "Science, Research / Internal Grant Agency" according to a timetable specified in the "Announcement of an Internal Grant Competition of UCT Prague".
6. The researcher carrying out the project is responsible for implementation of the project throughout its entire duration. If he demands that implementation of the project should continue without his participation, he hands a report on the current implementation of the project to the respective FGC by the termination day of his position, proposes a new researcher and writes a list of tasks for the remaining period. If the researcher demands that implementation of the project should continue after premature resignation of a research team member, he informs the FGC about the changes in the research team with their justification and potential proposal of changes in allocation of resources for stipends and personnel expenditures with signatures of the research team members within 7 calendar days from the day he learned about the change.
7. If a researcher is exchanged according to Article 7, Point 6, the final report must include the share of the individual researchers in implementation of the partial tasks 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 have been discussed with the Academic Senate of the UCT Prague on 27 November 2018.
3. These Principles become effective on the day of signature of the Rector of UCT Prague.

Prof. Ing. Karel Melzoch, CSc.
Rector