



## University of Chemistry and Technology, Prague

Title	Amendment No. 1 to the Directive No. A/S/961/2/2020
Subject	Principles of Internal Grant Competition of UCT Prague - IGRA@UCTP
Applicability	All school
Effective from	01.02.2021
Effective to	Not specified
Revision	
Cancelled	---
Prepared by	Department of Research and Development - 965
Issued by	prof. Dr. RNDr. Pavel Matějka

### Article 1

#### Subject of the Amendment

- Article 2, section 14 shall be changed. Section 14 shall be deleted and replaced by the section 14 as follows:

“14. The minimum obligatory duration of learning activity in the Czech Republic is for the research team members 30 hours. Each researcher with work capacity equal to 0.3 FTE or higher has to participate in a learning or research activity abroad during the project implementation period (e.g. internship, summer school, research stay, active participation in a conference – hereinafter a “foreign mobility”). The minimum obligatory duration of a foreign mobility is 120 hours. Foreign mobility can be undertaken in both EU countries and non-EU countries.”

### Article 2

#### Final Provisions

- Other provisions of the Directive No. A/S/961/2/2020 remain unchanged.

Prof. Dr. RNDr. Pavel Matějka  
rector



**Directive No. A/S/961/2/2020 as amended:**

**Article 1**

**Initial provisions**

1. The aim of the Internal Grant Competition of UCT Prague – IGRA@UCTP is to support internationalisation, mobility, interdisciplinary research, development of professional and language competences of researchers and the skills of students of doctoral study programmes.
2. Research projects meet the conditions of research performed by students within accredited doctoral study programmes which is directly connected with their education.
3. Records of the projects are maintained in compliance with the directive of UCT Prague No. A/S/961/2/2019 and the directive of UCT Prague No. A/S/962/2/2020 (hereinafter the “record keeping rules”) and later regulations.

**Article 2**

**Competition rules**

1. IGRA@UCTP (hereinafter the “competition”) primarily supports research teams comprising two or more members.
2. A proposal of a scientific project for the competition (hereinafter the “project proposal”) can be submitted from February 1, 2021 12:00 o’clock until no later than February 28, 2021 12:00 o’clock.
3. The project proposal can be submitted within the panel Natural Sciences.
4. Each accepted project shall start the implementation on May 1, 2021 and shall be completed on December 31, 2022.
5. The topic of the project proposal shall not be identical to the topic of a dissertation thesis of any of the team members; however, the project outcomes may be used for a dissertation thesis.
6. The topic and the aim(s) of the project proposal shall not overlap with the topic and aim(s) of any project submitted by any team member to the student grant competition for support of projects of specific higher education research at UCT Prague in the year 2021/2022.
7. The project proposal is submitted by the principal investigator with affiliation to the faculty where he/she is enrolled in doctoral studies at the time of the submission.
8. The project proposal may be submitted by a student who is at the time of the submission enrolled in the second or third year of full time form of doctoral studies. In lieu submission of project proposal is not possible.
9. The principal investigator may submit only one project proposal and no team member may participate concurrently in the solution of more projects, nor may he/she be included as a team member in more than one project proposals.
10. The research team is composed of students of doctoral studies, consisting of the principal investigator and up to four other researchers. At the time of submission, the other researchers have to be enrolled in the first, second or third year of full-time form of doctoral studies.



11. All researchers have to be students of UCT Prague in doctoral studies for the entire time of their involvement in the project.
12. The principal investigator shall have the capacity allocated to the project equal to 0.5 FTE<sup>1</sup>. Other researchers shall have the work capacity allocated to the project equal to 0.1–0.5 FTE, where the sum of the work capacity of all research team members shall be whole decimals. The total work capacity of individual team members at UCT Prague (the sum of concurrent work agreements, DPP, DPČ and planned work capacities within the project) shall not exceed 1 times the fund of work time of the month in which the grant is being worked on.
13. The project proposal has to include the specified participation of the individual research team members; in case of the principal investigator, the participation is planned for the entire duration of the project at the amount pursuant to paragraph 12.
14. The minimum obligatory duration of learning activity in the Czech Republic is for the research team members 30 hours. Each researcher with work capacity equal to 0.3 FTE or higher has to participate in a learning or research activity abroad during the project implementation period (e.g. internship, summer school, research stay, active participation in a conference – hereinafter a “foreign mobility”). The minimum obligatory duration of a foreign mobility is 120 hours. Foreign mobility can be undertaken in both EU countries and non-EU countries.
15. Each research team has mentors who provide the team with methodology and research expert support and help with planning of individual steps of the work on the project. The number of mentors per one student grant is limited by the number of researchers. The minimum qualification of the mentor is successful completion of a doctoral study programme or a qualification adequate thereto. The mentor usually holds the title Ph.D., CSc., DrSc. or a title of equal level.
16. The mentor is entitled to remuneration proportional to his/her engagement in the project. The time that the mentor is required to spend on education amounts to no less than 30 hours.

### **Article 3**

#### **Project proposal required items**

1. The project proposal is a set of documents containing all information necessary for evaluation of the quality of the proposed project, the ability and capacity of the persons involved to carry out the project, the adequacy of financial requirements of the project, and the project outcomes.
2. The project proposal is submitted to UCT Prague via the IGA electronic module within the Management Information System of UCT Prague (hereinafter the “MIS”).
3. Project proposals have to be submitted both electronically and in paper form.

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<sup>1</sup> In case of students, it is the adequate part of their work capacity.



## **Article 4**

### **Funds for work on scientific project**

1. Funds for the project will be provided by the University; the faculties participate in the funding of the project budgets by providing 5%, which come from their own resources.<sup>2</sup>
2. The total amount of funds for the project is made up by multiples of unit cost per work capacity corresponding to 0.1 FTE per month according to the actual work engagement of the project team members. The value of the unit cost is CZK 7. 986, of which CZK 4. 667 serves for personnel costs.
3. The members of the research team work on the project based on a scholarship.
4. The basic breakdown of the budget is as follows:
  - a) personnel costs (scholarship costs),
  - b) mentor´s remuneration (including all levies),
  - c) travel costs,
  - d) costs of non-investment equipment, material, services, etc.,
  - e) overhead costs at the amount of 5 % of the total budget of the project.

## **Article 5**

### **Evaluation of project proposals**

1. In the first round, project proposals are checked for compliance with formal requirements by authorised employees of the Department of Research and Development and by the Vice-Deans for Research and Development of the faculties. If a non-compliance with formal requirements is identified, the project proposal will be excluded from the competition. Project proposals accepted for content evaluation are evaluated in the second round by two evaluators<sup>3</sup>. Each will assign 0 to 50 points to the project.
2. For each proposal, the following is evaluated:
  - a) introduction to the topic,
  - b) clearly defined research objectives of the project,
  - c) project methodology – procedures how to achieve the objectives,
  - d) originality of the project – how novel, up-to-date and important the topic is
  - e) readiness of the project team – defining the roles and access to apparatuses and devices,
  - f) project outcomes.
3. In addition, each evaluator will evaluate the project proposal in words, describing the strong and weak points of the project proposal, and can add further evaluating commentary.

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<sup>2</sup> For the purposes of co-financing of projects within OP VVV, own resources shall mean income of public higher education institutions under Section 18 paragraph 2 letters a), e), g), h) and the resources stated in Section 18 paragraph 6 letters a), b), d) and g) of the Higher Education Act No. 111/198 Coll., as amended.

<sup>3</sup> The evaluators will be chosen from external evaluators. In case of there are not enough of them, they may be complemented with internal evaluators; nevertheless, at least one of the evaluators has to be an external evaluator.



4. In the third round of evaluation, the project proposals are evaluated by an evaluation panel consisting of at least 9 members, of which one is reporter. The members and the reporter of the evaluation panel are appointed by the Rector.
5. For each project proposal, the points from both evaluators are added up and, taking into account the evaluation in words, the evaluation panel will create an interim list of order of the project proposals.
6. Based on the interim order of project proposals the evaluation panel will select such number of projects so that their total financial requirements do not exceed CZK 50 million. Should some projects selected for further evaluation in such way be held insufficient based on evaluation under paragraph 7, the next projects on the list may be added to the selection of projects for further consideration.
7. The evaluation panel will assess the project proposals in terms of their feasibility and innovative approach, and assign further points in the range of 0-50 points.
8. The evaluation panel will approve the final list of all project proposals ordered according to the points assigned to them in the second and the third rounds of evaluation, with a marked boundary for awarding or non-awarding of financial support.
9. The proceedings of the evaluation panel are documented by minutes, which are published in the usual way.
10. The allocation of funds to the project proposal will be decided by the Rector based on the opinion of the evaluation panel.
11. The final status of the project proposal and the reviews of evaluators in the second round of evaluation will then be made available in MIS to all principal investigators by an authorised employee of the Department of Research and Development.
12. If the principal investigator rejects the awarded funds, the Rector may decide to allocate the funds to the next project proposal on the list.
13. There is no legal entitlement to the award of financial support for a project proposal.

## **Article 6**

### **Rules of project implementation and financing**

1. Allocation of funds for a IGRA@UCT project and utilization of the funds in compliance with the UCT Prague internal standards are governed by the Agreement made between UCT Prague and the principal investigator.
2. The principal investigator is responsible for compliance with these Principles and for duly utilization and frugal use of the allocated funds as well as for compliance with the terms of the agreement. Management of the allocated funds is carried out in compliance with the internal rules of UCT Prague.
3. The allocated funds may be used exclusively in connection with the project that is being carried out.
4. Scholarships paid out within the project are granted pursuant to Article 6 paragraph 1 letter b of the Scholarship Rules of the University of Chemistry and Technology, Prague, "Special purpose scholarships". Pursuant to Article 3 paragraph 2 of the Scholarship Rules, team



members are awarded scholarships by the Dean of the faculty providing the study programme in which the student involved in the research team has enrolled.

5. The assets purchased from the funds allocated to the implementation of the project are the assets of UCT Prague.
6. Management of funds, accounting of their utilisation and performing audits on management of the funds are governed by the regulations of UCT Prague.
7. Participation of any of the researchers in the team ends on the day as at which his/her doctoral study is terminated or suspended.
8. The total of work capacity of individual researchers at UCT Prague (the sum of concurrent work agreements, DPP, DPČ and planned work capacities within the project) shall not exceed 1 times the fund of work time of the month in which the grant is being worked on.
9. The learning objectives of all team members have to remain in existence during the entire work on the project.
10. No 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, may take part in the competition.
11. In case of results achieved with the support of this programme, the researchers provide a dedication to the project IGRA@UCTP, Reg. No.: CZ.02.2.69/0.0/0.0/19\_073/0016928<sup>4</sup> and exact affiliation of the authors to the UCT Prague and the particular faculty.
12. In addition, the researchers undertake to:
  - a) submit, upon request, detailed documents regarding the utilisation of funds,
  - b) deliver always at the end of the month an activity report confirmed by the mentor,
  - c) deliver a final report on project implementation no later than one month from completion of the project,
  - d) promptly inform the evaluation panel via the authorised employee of the Department of Research and Development about termination or suspension of studies.

## **Article 7**

### **Changes in the course of the project implementation**

1. In the course of the project implementation it is not possible to:
  - a) change the learning objectives of the team members,
  - b) change the ratio of personnel costs to the total amount of the project funds,
  - c) increase the work capacity allocated to the whole project,
  - d) withdraw from the requirement to deliver outcomes.
2. Any changes will be reported by the principal investigator well ahead of time via the authorised employee of the Department of Research and Development, who will then:
  - a) make sure the change is carried out in compliance with the conditions stated below,
  - b) enter the related written documentation, if any, into MIS,

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<sup>4</sup> This dedication shall also form part of the result record in the record-keeping of creative activities' results (OBD MIS module).



- c) properly record the changes in the record-keeping of projects that are being carried out.
- 3. Changes to staffing of the project (including the mentors) can be made as at the first day of the month. Termination or suspension of studies during the month is an exception.
- 4. In the course of the project, it is possible to replace the person of the principal investigator by other team member. If the project has only a principal investigator, he/she cannot be replaced; therefore, such project will be terminated should the principal investigator discontinue his/her studies or work on the project..
- 5. If other researcher leaves, it is possible to:
  - a) replace him/her by other student enrolled in full-time form of doctoral studies at UCT Prague (proposal of a new other researcher has to include his/her identification and CV),
  - b) divide his/her work capacity among the remaining researchers so that their modified work capacity remains in the range corresponding to the employment of 0.1–0.5 FTE and, at the same time, the total work capacity at UCT Prague does not exceed 1.0 (See Article 2 paragraph 12). Thus the total work capacity of the team will not change. If by this step the work capacity of any of the other team members reaches the value corresponding to 0.3 FTE or higher, the obligation of a foreign mobility (See Article 2, paragraph 14) shall apply to him/her as well.
- 6. In the course of the project, it is possible to replace the person of the mentor based on a request by the principal investigator. The replacement of the mentor is to be approved by the evaluation panel.

## **Article 8**

### **Interim activity reports and final activity report**

1. Each researcher prepares in MIS a monthly activity report in English no later than by the 14<sup>th</sup> day of the following month. The report shall contain namely:
  - a) description of activities in the given month,
  - b) description of progress in the work on the outcomes,
  - c) activity plan for the following month.

The principal investigator's monthly report also includes a summary of the work of the whole team in the given month, including any changes to the project. Once the report has been confirmed by the mentor, it is made available to the IGRA@UCTP guarantor, who may send it back for correction or additions in case of any flaws.
2. After completion of the work on the project, the principal investigator prepares in MIS a final report in English on the activity of the entire team. The report shall contain namely:
  - a) summary of the realization of the project,
  - b) summary of the research or foreign learning mobilities,
  - c) assessment of meeting the research and learning objectives of all members of the research team.

Then the report is made available to the mentor for final evaluation and assessment of the overall realization of the project. The final version of the final report in printed form is signed by all team members and the mentor and is delivered to the Department of Research and



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Development within one month from the completion of the work on the project. Each final report will then be evaluated by the evaluation panel, which focuses especially on the fulfilment of the defined objectives and the corresponding outcomes. The proceedings of the evaluation panel are documented by minutes, which are published in the usual way.

## **Article 9**

### **Joint and final provisions**

1. The internal grant competition of UCT Prague – IGRA@UCTP is coordinated by the Vice-Rector for External Relations and Communication in the role of IGRA@UCTP guarantor, and the administration is ensured by the Department of Research and Development of UCT Prague.
2. Basic information regarding the competition and its results, including minutes from the proceedings of the evaluation panel, is published in the public part of the websites of UCT Prague in the Research section.
3. Upon completion of the projects, IGRA@UCTP guarantor will submit to the Rector's Board a final evaluation report.
4. Sanctions in case of breach of these Principles will be dealt with pursuant to the Code of Discipline of UCT Prague.
5. These Principles come to force and effect on the day of their signing by the Rector of UCT Prague.