

University of Chemistry and Technology, Prague	
Title	Internal standard No. A/N/961/4/2021
Subject	Principles of student grant competition to support cultural, social, presentational, educational and sport activities of students at UCT Prague
Applicability	All school
Effective from	22 November 2021
Effective until	Indefinite
Revision	Once per year
Cancelled	Internal standard No. A/N/961/4/2020
Prepared by	Department of Communication - 979
Issued by	prof. Dr. RNDr. Pavel Matějka, Rector

Article 1

Introductory provisions

1. These “Principles of student grant competition to support cultural, social, presentation, educational and sport activities of students at UCT Prague (hereinafter “Principles”) adjust and supplement basic requirements for internal grants of the B category: student social project (hereinafter “social project”).
2. Internal grants within the social projects category are fully financed from own budget resources of UCT Prague

Article 2

Characteristics of types of student social projects

1. Within the student grant competition of UCT Prague, financial support is provided to contact and contactless forms of social projects, which may include namely:

- a) cultural and social activities,
- b) educational and presentation activities,
- c) sport activities.

2. Social projects are designed for students of bachelor, master and doctoral study programmes accredited at UCT Prague and its faculties. Internal employees of UCT Prague or external collaborators may be involved in the project on a non-paid cooperation basis.

3. The work on social projects is limited to the term of one calendar year, usually from 1 February of the calendar year when the support is granted till 1 February of the following year; the funds must be utilized by 31 December of the year in which the financial support is granted.

4. If the project consists in activities taking part on the premises of UCT Prague, the applicant must take into account that the event shall take place in compliance with the directive A/S/962/1/2018 Rules for organizing student events on the premises of the University of Chemistry and Technology, Prague.

Article 3

Financial resources for social projects

1. Funds are allocated to a social project always for one calendar year and cannot be transferred to the following year, nor are allowed transfers between two or among more social projects during the implementation of the projects. Transfers between projects can be made only in exceptional cases with a written consent of the applicants of the projects concerned and with the consent of the All-University Grant Commission.

2. The funds allocated to a social project are divided in:

a) stipends paid to students – special purpose scholarships pursuant to the Scholarship Rules of UCT Prague,

b) operating costs, which includes:

- consumables,
- service costs (intraschool transfers including services, lease, low-value intangible assets - software, payment of invoices to suppliers for their services, 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 the Scholarship Rules of UCT Prague)
- in case of projects with impact on the entire university, the applicants may request also long-term tangible and intangible assets; however, the acquired assets will remain the property of UCT Prague.

3. Other costs are not eligible within a social project and such funds will not be granted.

4. The applicant for a social project shall not contract anyone to perform the whole project or its substantial part unless the applicant himself/herself and the members of the project team are substantially involved in the work on the project.

5. Limits of the funds which can be allocated to a student social project in the given year are 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. In case of social projects, granting of funds and their utilization is not subject to an agreement between the applicant and UCT Prague. The utilization of funds is ensured by the Department of Communication as instructed by the applicant. Once the grant has been approved, the applicant will receive the "Rules for use of funds", which need to be followed.

7. Upon a request made by the All-University Grant Commission (AGC) or the Grant Council of UCT Prague (hereinafter "GC"), the applicant is obliged to submit detailed information documenting the use of the allocated funds.

Article 4

Required items of application for a social project

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

a) An application form, which is part of the electronic IGA Moduel within the Management Information System (MIS) of UCT Prague (intranet.vscht.cz → MIS → IGA – interní grantová agentura → Evidence projektů → Nový projekt) and which contains:

- name of the project,
- basic information on the applicant and co-applicants,
- annotation to the project (in the maximum scope of 10 lines),
- summarized budget of the project (stipends and operating costs),
- detailed budget of the project.

b) Detailed justification of the project and explanation why the project is necessary in the scope of maximum 2.5 pages of A4, broken down into the following information:

- summary of the current situation (maximum 0.5 page of A4),
- project plan itself – what will be done and how (maximum 1 page of A4),
- importance of the project for the academia of UCT Prague (maximum 0.5 page of A4),
- justification of the required funding (maximum 0.5 page of A4).

2. The project proposal is submitted electronically via the electronic IGA Module within the Management Information System of UCT Prague. The project proposal needs to be submitted duly before the defined deadline stated in the "Announcement of an Internal Grant Competition of the UCT Prague".

3. The project proposal including all documents may be submitted in Czech or English. Should any of the parts of the IGA Module be displayed only in Czech, an applicant who does not speak Czech may ask the Department of Communication for assistance with filling in such part.

4. Any formal shortcomings of the project proposal constitute a reason for it to be eliminated before evaluation of applications by the AGC.

Article 5

Procedure for evaluation of social project proposals

1. The evaluation of proposals of social projects is ensured by AGC, which assesses compliance of the proposal with the rules of the competition, the quality of the proposed project and its potential for the academia of UCT Prague.
2. Formal evaluation of the proposals includes especially verification if the budgets of the projects comply with the "Grant Regulations of UCT Prague", these "Principles of student grant competition to support cultural, social, presentation, educational and sport activities of students at UCT Prague" and the conditions of the "Announcement of an Internal Grant Competition of the UCT Prague".
3. When evaluating the content of the social project proposals, AGC assesses the proposal based on the following main criteria:
 - importance of the project for students and its benefits to UCT Prague (0 – 8 points)
 - quality of project proposal (0 – 4 points)
 - involvement of students in the project (0 – 4 points)
 - adequacy of financial requirements (0 – 4 points)
4. Based on the evaluation, the AGC agrees on the wording of a written review of the project proposal, defines the order of the proposals and provide them with a "recommended" or "not recommended" statement; in justified cases, AGC may also propose to GC a reduction of the financial requirements for the implementation of the project.
5. The Department of Communication will notify all applicants about the results of the competition and assign an internal iFIS code to the approved grants for the purpose of utilization of the funds and their record-keeping.
6. A list of granted and non-granted social projects will be published on the website www.vscht.cz, in the section "Věda a výzkum / IGA – interní granty" in compliance with the time schedule provided in "Announcement of internal grant competition of UCT Prague".

Article 6

Final report, evaluation of work on social projects

1. In the course of the project implementation, the applicants may be requested by the Chair of the AGC to provide a progress report on the status of the project implementation, summarising the objectives achieved to date, the success rate of the event carried out, changes to the project implementation, level of involvement of students, photo documentation or video recording from an event that has already taken place.

2. Applicants will send a final report on project implementation of maximum 5 pages of A4 electronically to the Department of Communication within the deadline and to the person defined in the “Announcement of internal grant competition of UCT Prague”.
3. In the final report it is necessary to include:
 - main achievements, fulfilment of project objectives,
 - overview of students’ involvement in the project implementation,
 - success rate of the event, assessment by students,
 - justification of utilization of the planned costs.
4. Together with the report, it is also necessary to submit an overview of the utilization of the granted funds in the form of an electronic statement from the information system of the UCT Prague confirmed by the staff of the Economic Department –Financial Planning and Budgeting.
5. The project final report will be assessed by the members of AGC; in addition to the fulfilled objectives they will also check eligibility of the utilized funds. The results of the assessment will be delivered by AGC to the Grant Council (GC). Based on the results of the assessment of social projects provided by AGC, GR may propose projects with extraordinary outcome to be awarded by the Rector.
6. The results of assessment of completed projects will be published on the website www.vscht.cz, section “Věda a 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 were discussed by the Academic Senate of UCT Prague on 16 November 2021.
3. These Principles come to force on the day of their signing by the Rector of UCT Prague.

Pavel Matějka
Rector, UCT Prague