

University of Chemistry and Technology in Prague	
Identification	DECREE No. A/V/961/22/2023
Subject	Announcement of internal grant competition at UCT Prague for the year 2024/2025
Applicability	The whole school
Effective from	20 November 2023
Effective until	31 March 2025
Review	-
Cancelled file	-
Prepared by	Research and Technology transfer Office, UCT Prague - 965
Issued by	Pavel Matějka, Rector

*Please note that this document does not substitute the binding Document in Czech (“**Vyhlášení interní grantové soutěže VŠCHT Praha pro ročník 2024/2025**”).
If there are any doubts, the Czech version is decisive.*

1. In accordance with Article 8, Par. 2 of the Grant Regulations of the University of Chemistry and Technology, Prague, and based on the proposal by the Grant Council of UCT Prague, I announce the Internal Grant Competition (hereinafter referred to as the “Competition”) for the year 2023/2024 in the following categories:
 - **Category A – Student Scientific Project,**
Type A1: Student Scientific Disciplinary Project,
Type A2: Student Scientific Research Project,
 - **Category B – Student Social Project,**
 - **Category C – Pedagogical Project of Students and Academics,**
Type C1: Innovative Pedagogical Project.
2. The rules of the competition and the requirements for the financial budget and formal particulars of the grant applications are regulated by the internal standards of UCT Prague “Grant Regulations of the University of Chemistry and Technology, Prague”, “Principles of Student Grant Competitions to support projects of specific university research at UCT Prague”, “Principles of Student Grant Competition to support cultural, social, presentation, educational and sports activities of students at UCT Prague”, and “Principles of Grant Competition to support pedagogical projects of the students and academics at UCT Prague” and documents stipulating the rules for faculties in accordance with Para 16 thereof. All the documents are freely available on the website <http://www.vscht.cz/veda-a-vyzkum/iga> in the sections according to the project categories.
3. Submission of grant applications for the year 2024/2025 can be done **only electronically**. In-lieu submission of electronic applications is not allowed. Thus, in the respective fields of electronic submission in the information system, the field Vlastník (Owner) and the field Hlavní řešitel (Main Researcher) will be filled in with name of the same person. For the sake of completeness, access

to the information systems via which the submission can be performed is possible exclusively and solely after the user has signed in, i.e. after entering identification access data including the user password.

3.1. Internal grant competition of UCT Prague Category A – student scientific project

The project application together with the description of the project is submitted by the applicant **electronically** in Czech, Slovak or English.

For applications for student scientific disciplinary (A1) projects a pilot submission in the electronic EPZ module (Evidence projektů a zakázek i.e. module for submitting and recordkeeping of projects) in the Management Information System of UCT Prague (<https://verso3.vscht.cz/>) will be open for the 2024/2025 edition of IGA. For applications for student scientific research projects (A2), the submission is still done through the electronic module IGA – Interní grantová agentura in MIS.

The project application must be submitted within the deadline set in Para 4 thereof.

The project application must be submitted by the applicant to the competition of the faculty determined by the affiliation of the main researcher. Submitting an application for a student scientific research project to a competition of a faculty which is not the faculty where the main researcher is enrolled in PhD studies constitutes grounds for rejecting the application for formal reasons and excluding it from further evaluation.

By submitting a project application, the main researcher declares that they have acquainted themselves with the competition documents, which consist of the Grant Regulations of the University of Chemistry and Technology, Prague, the Principles of Student Grant Competitions to support projects of specific university research at UCT Prague, the Announcement of internal grant competition at UCT Prague for the year 2024/2025 and specific rules and limits announced by faculties in accordance with point 16 of this Rector's Decree.

The application consists of the **application form** that is made up of the generated and filled in fields in the electronic module, **description of the project and other mandatory attachments** that comply with all requirements under points 3.1.1. or 3.1.2. in accordance with the competition category.

3.1.1. A1 – student scientific disciplinary project

The application form in the EPZ module in MIS must include the following:

- name of the project in Czech and English,
- category and name of the competition to which the application is submitted,
- basic information about 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),
- planned personnel costs of individual researchers and other planned items in the budget,
- a brief justification of the budget financial requirements.

The description of the project must be submitted by the applicant as an attachment to the application form in the electronic EPZ module exclusively as a PDF.

The description of the project must include the following:

- description of the benefits of the project,
- the plan of the project (what and how will be solved and how, planned publication outcomes),
- information about the readiness of the research team and the workplace – e.g., available equipment,
- justification of the financial requirements (e.g., purchase of low-value tangible assets, anticipated participation in conferences, etc.).

3.1.2. A2 – student scientific research project

The application form, in which **the formatting must not be changed** and which is submitted through the module IGA (IGA – Interní grantová agentura) in MIS, must include the following:

- name of the project in Czech and English,
- basic information about 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, keep the original font used in the text),
- topic of dissertation of the main researcher,
- planned personnel costs of individual researchers and other planned items in the budget,
- justification of the budget financial requirements,
- an electronic consent of all members of the research team, the applicant's supervisor, the applicant's head of department and of supervisors of the participating doctoral students in the form of a Declaration on Honour of the applicant,
- in case of an external supervisor or external supervisor-specialist of the main researcher, their consent must be attached in the form of a completed and signed attachment "Externista_Souhlas s účastí v projektu a GDPR VŠCHT" (External Collaborator's Consent to the Participation in the Project and Consent to the Processing of Personal Data – GDPR) as a PDF.

The application form must have the following attachments:

- A Declaration on Honour of the applicant submitting a student research project in .pdf format signed by the applicant that clearly declares the consent of all members of the research team with their participation in the solution of the project; further, the applicant must declare therein that the head of department of the applicant gives their consent to the submission of the application and that the supervisors of the participating students have been informed about the participation of the students in the project. Upon a request from the Faculty Grant Commissions (FGC) or the Grant Council (GC) the applicant must present the written consents stated in the declaration on honour, either signed or as an e-mail.
The form is available for download at <https://www.vscht.cz/veda-a-vyzkum/iga/viga>.
- In case of an external collaborator (supervisor, supervisor-specialist¹ of the main researcher without an employment contract at UCT Prague), the form "Externista_Souhlas s účastí v projektu a GDPR VŠCHT" (External Collaborator's Consent to the Participation in the Project and Consent to the Processing of Personal Data – GDPR) in pdf is an obligatory attachment to the application. The form is available for download at <https://www.vscht.cz/veda-a-vyzkum/iga/viga> in the section Návody pro řešitele.

The description of the project must be submitted by the applicant as an attachment to the application form in the electronic module IGA – Interní grantová agentura in MIS exclusively as a PDF.

The description of the project of a maximum of 7 A4 pages (minimum font size 12pt, single-spaced, page margins 2cm) must include the following:

- summary of the current knowledge including bibliographic and other references,
- the plan of the project – what will be researched and how, what results the project will bring,
- information on the readiness of the applicant, the research team and the workplace – e.g. the available equipment,

¹ From a research department of a legal person that has an agreement concluded with UCT Prague in accordance with Section 81 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts (the Higher Education Act), as amended by Act No. 473/2004 Coll., on implementation of an accredited study programme in which students that are members of the project team study.

- justification of the financial requirements (e.g. purchase of low-cost tangible assets, anticipated participation in conferences, etc.),
- the applicant's publication activities – a maximum of 5 most important works,
- the applicant's publication outcomes from projects implemented in the previous years under the IGA of UCT Prague - a maximum of 5 most important works.

3.1.2.1. In order for an A2 category project to be solved, the main researcher of a project approved by the Grant Council must submit their statement in an electronic form on the acceptance of the implementation of the project in the form approved by the GC within 7 days of the notice.

3.2. Internal grant competition of UCT Prague Category B – student social project

Applications for a student social grant can be submitted electronically through the electronic module IGA – Interní grantová agentura in the Management Information System of UCT Prague. The application must include a detailed justification of the project, or possibly of other subactivities in accordance with the template, see Attachment No. 1.

3.3. Internal grant competition of UCT Prague Category C – pedagogical project of students and academics

The project application can be submitted only electronically, in the Czech language, through the electronic EPZ module (Evidence projektů a zakázek i.e. module for submitting and recordkeeping of projects) in the Management Information System of UCT Prague (<https://verso3.vscht.cz/>). The project application consists of the **application form** that consists of generated fields that are completed in an electronic module and a **project description (a compulsory attachment)**. The grant application must be submitted within the deadline established by the "Announcement of an Internal Grant Competition of UCT Prague" for the given calendar year.

The main researcher **is obliged to tick a declaration** to the effect that all co-researchers and their heads of departments give their consent to the implementation of the project.

In case an external collaborator participates in the project, a signed consent to their participation in the project and a consent to the processing of personal data (GDPR) as a PDF is an obligatory attachment to the application. The form is available for download in the EPZ module in the rules of the competition (top right-hand corner).

In order to facilitate the implementation of the project, the main researcher of a project approved by the Grant Council must give their consent to the implementation of the approved project electronically in the EPZ module within 7 days after being notified.

By submitting a project application, the main researcher declares that they have acquainted themselves with the competition documents, which consist of the Grant Regulations of the University of Chemistry and Technology, Prague, the Principles of Student Grant Competitions to support projects of specific university research at UCT Prague, the Announcement of internal grant competition at UCT Prague for the year 2024/2025.

4. The Internal Grant Competition of UCT Prague in **Category A – Student Scientific Project** will proceed in the year 2024/2025 according to the following timetable:

- starting date of grant application submissions..... 1 December 2023
- deadline for grant application submissions..... **15 January 2024 ***
- publication of the competition results 29 February 2024
- start of projects accepted by main researcher for implementation 1 March 2024
- termination of financial support of the projects 31 December 2024
- termination of project implementations 28 February 2025
- submission of final reports 5 February 2025
- publication of completed project evaluations..... by 31 March 2025

*) The deadline for **submission of the grant applications** in electronic form is **by 14:00 hours**. The application is electronically submitted by saving the project as a “submitted” project after a successful check has been performed prior to pressing the button for submitting the project.

5. The Internal Grant Competition of UCT Prague, **Category B – Student Social Project** in the year 2024/2025 will proceed according to the following timetable:

- starting date of grant application submissions..... 1 December 2023
- deadline for grant application submissions..... **13 December 2023 ***
- publication of the competition results 31 January 2024
- beginning of project implementations 1 February 2024
- termination of project implementations 1 February 2025
- submission of final reports 5 February 2025
- publication of completed project evaluations..... by 31 March 2025

*) The deadline for **submission of the grant applications** in electronic form is **by 14:00 hours**. The application is electronically submitted by saving the project as a “submitted” project after a successful check has been performed prior to pressing the button for submitting the project.

In case of free available funds, a second round of submission of grant proposals may be announced in the second half of the year 2024.

6. The Internal Grant Competition of UCT Prague, **Category C – Pedagogical Project of Students and Academics** will proceed in the year 2024/2025 according to the following timetable:

- starting date of grant application submissions..... 1 December 2023
- deadline for grant application submissions..... **15 January 2024 ***
- publication of the competition results 29 February 2024
- beginning of implementation of projects accepted by main researcher for implementation 1 March 2024
- termination of project implementations 31 December 2024
- submission of final reports 5 February 2025
- publication of completed project evaluations..... by 31 March 2025

*) The deadline for **submission of the grant applications** in electronic form is **by 14:00 hours**. The application is electronically submitted by saving the project as a “submitted” project

after a successful check has been performed prior to pressing the button for submitting the project.

7. The proportions in allocation of financial resources from the subsidy for specific university research pursuant to Article 2 of the “Principles of Student Grant Competitions to support projects of specific university research at UCT Prague” have been determined for the year 2024/2025 as follows:

- a) resources for financing scientific student conferences..... max. 2.5 %
- b) resources for organising Internal Grant Competitions..... max. 1.5 %
- c) resources for financing scientific projects..... min. 96.0 %

The proportion of the sum of resources for financing scientific projects (ad c) have been determined for the year 2024/2025 as follows:

- resources for financing scientific projects of the facultiesmin. 94.5%
- resources for all-university financing of scientific projects.....max. 5.5%

8. **The limits** of financial resources that can be allocated to a **Student Scientific Disciplinary Project** in accordance with Article 4 of the “Principles of Student Grant Competitions to support projects of specific university research at UCT Prague” have been determined for the year 2024/2025 as follows:

The maximum amount of financial resources per one project		5,000,000 CZK	
The maximum amount of stipend for a student in a doctoral study programme (DSP) depends on the achieved criterion value (number of points/(evaluated year of study+1)) in the annual evaluation in the <i>e-doktorand</i> system by 30 November 2023:			
	Year of study	Criterion value	Annual stipend (CZK)
	1	0 0	18,000
	2 – 4	0 – 0.49	6,000
		0.5 – 0.99	18,000
		1 – 2.49	24,000
		2.5 – 4.99	30,000
		5 – 9.99	36,000
		10 – 14.99	42,000
		15 and more	48,000
The maximum stipend for a DSP student – Emil Votoček Grant		72,000	
Min. personnel costs in the form of student stipends		75% of the sum of all personnel costs*	
Max. amount of operating costs		20% of the sum of the stipends	
Indirect (overhead) costs as a proportion of the project's direct costs		41.86%	

* For the purposes of this competition, the sum of personnel costs equals to the sum of stipends, labour costs and contributions to social and health insurance of the research team.

The criterion values are values obtained on the basis of the most recent approved and archived evaluation of results of the doctoral student's professional activity by 30 November 2023 (the

determination date according to Art. 3, Par. 2 of the internal standard Principles of Student Grant Competitions to support projects of specific university research at the UCT Prague).

9. **The limits** of financial resources that can be requested in an application for a **Student Scientific Research Project** in accordance with Article 4 of the “Principles of Student Grant Competitions to support projects of specific university research at the UCT Prague” have been determined for the year 2024/2025 as follows:

The maximum amount of financial resources per one project	300,000 CZK
Min. personnel costs in the form of student stipends	75% of the sum of personnel costs*
The maximum amount of remuneration for an external collaborator (supervisor, supervisor-specialist of the main researcher ²) in the form of an Agreement to Complete a Job (DPP).	10,000 CZK
Recommended amount of operating costs	50% of the sum of the stipends
Indirect (overhead) costs as a proportion of the project's direct costs	41.86%

* For the purposes of this competition, the sum of personnel costs equals to the sum of stipends, labour costs and contributions to social and health insurance of the research team.

At the same time, it is necessary to meet the following conditions:

The max. stipend for a DSP student in total of all research grants	60,000 CZK
The max. stipend for a Master student in total of all research grants	30,000 CZK
The max. amount of salaries of an academic in total of all research grants	60,000 CZK

10. The student scientific projects in the year 2024/2025 will be evaluated on the basis of the following criteria:

- professional level of the project (evaluation of the current state and the benefit of the outcomes),
- formulation of the objectives and feasibility of their achievement (method of research and its originality),
- methodology of the project,
- complexity of the project and adequacy of the financial requirements,
- qualifications of the applicant, their team and clarity of the tasks among the research team.

In compliance with Pravidla pro poskytování účelové podpory na specifický vysokoškolský výzkum (Rules for Providing Special-Purpose Support to Specific University Research) approved by Government Resolution No. 697 on September 30, 2019 and in connection with Article 6 of the “Principles of student grant competition to support projects of specific university research at UCT Prague”, a student scientific project submitted to the student grant competition shall be assessed by at least one reviewer who has not participated in the preparation of the proposal of the assessed student scientific project and who is not a member of the research team of the assessed proposal of a student project.

² From a research department of a legal person that has an agreement concluded with UCT Prague in accordance with Section 81 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts (the Higher Education Act), as amended by Act No. 473/2004 Coll., on implementation of an accredited study programme in which students that are members of the project team study.

In the evaluation of projects, the reviewers must abide by the Code for evaluators of projects in the Internal Grant Competition at UCT Prague and the Criteria for evaluation of projects in the Student Grant Competition to support projects of specific university research at UCT Prague 2024/2025 and method of evaluation by reviewers. The two documents will be published on the date of the Announcement of IGA for the given competition year on the webpage <https://www.vscht.cz/veda-a-vyzkum/iga/>. The FGC will advise the reviewers to attach to the project evaluation protocol in the electronic IGA Module in the Management Information System of UCT Prague a file with verbal evaluation of the fulfilment of each criterion.

Further evaluation and the final assessment of each project are fully within the power of the Faculty Grant Commission (FGC).

11. The remuneration granted to the reviewer for a timely and properly submitted opinion is 800 CZK and it is paid out based on an agreement to complete a job (in case of external reviewers) or as a bonus (in case of external reviewers) from funds allocated for the organization of the internal grant competition.
12. In the application for a student scientific project, the applicant shall indicate procuring of project management for its entire duration, i.e. **from 1 March 2024 until 29 February 2025**. For a student – member of the team whose participation in the project will be shortened (namely because of termination of the student's study or transfer to a combined form of study), the applicant shall plan a stipend only for the period of this student's participation in the project. If it is planned to substitute a leaving student by another student, the grant shall be planned in full amount for the entire duration of the project. It is necessary to justify it in the application in the field for the justification of the financial resources.
13. 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 for the whole duration of the implementation of the student scientific project. This condition applies to both types of scientific projects.
14. 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 for students-researchers pursuant to Article 8, Para 4 of the Grant Regulations of the University of Chemistry and Technology in Prague. If a full-time student in a doctoral study programme accredited at UCT Prague where the training facility is not UCT Prague, but another research centre (a contracting departments at CAS) participates in a project, the condition for the student's participation is that at least 50 % of the points obtained for publication activity using the methodology used for annual evaluation of doctoral candidates come from their publication activities where affiliation to UCT Prague is specified, based on the last archived annual evaluation of results of professional activity of doctoral students prior to 30 November 2023.
15. The research team consists of a maximum of 50 persons throughout the project's implementation. This condition applies to both types of scientific projects.
16. The Faculty Grant Commissions are authorized to supplement this Announcement with their own regulations valid at the given faculty and modify financial resources that can be allocated to a Student Scientific Research Project; this partial modification, however, must not exceed the limits indicated in Articles 8 and 9. All supplementations and modifications of the regulations shall conform to the "Grant Regulations of the University of Chemistry and Technology in Prague" and "Principles of Student Grant Competitions to support projects of specific university research at the UCT Prague". **The modifications of the regulations at the given faculty** shall be published by the deadline for the beginning of the grant application submissions and **are binding**. The students are obliged to familiarize themselves with the binding modifications of the regulations at their

faculties or in both faculties in case of inter-faculty scientific projects and adhere to them. In particular, they must follow the instructions when planning scholarships and labour costs in accordance with the regulations in place at the researchers' respective faculties. Other items must be planned in accordance with the regulations in place at the applicant's faculty.

17. Main researchers in student scientific research projects accepted by GC will be asked through MIS to electronically confirm their acceptance of the implementation of the project in the approved form and the conclusion of the agreement, which will require a physical signature in the 2024/2025 competition.
18. **The limits** of financial resources that can be allocated to a **Student Social Project** in accordance with Article 3 of the "Principles of Student Grant Competition to support cultural, social, presentation, educational and sports activities of students at UCT Prague" have been determined for the year 2024 as follows:

The maximum amount of financial resources per project	200,000 CZK
The maximum amount of remuneration paid based on an Agreement to Complete a Job (DPP)	10,000 CZK
The max. amount of stipend per one student in total for all social grants	20,000 CZK

19. In 2024, student social projects will be evaluated using the following criteria:

- importance of the project for students and its benefits for the academic community at UCT Prague
- quality of project proposal
- involvement of students in the project
- adequacy of financial requirements

The total amount of points that can be obtained in the evaluation of the partial criteria is 0–20 points.

20. The pedagogical projects of the students and academics are regulated by the "Principles of Grant Competition to support pedagogical projects of students and academics at UCT Prague". In accordance with Article 2 of the "Principles of Grant Competition to support pedagogical projects of students and academics at UCT Prague", **each** student in a doctoral degree programme or each academic worker can **apply for only one pedagogical project (type C1). An academic worker can be involved in the implementation of a maximum of two pedagogical projects. Researchers in the role of Doctoral Student, Master's Student or Employee can be involved in more projects.** Type C1 project cannot be focused only on usual pedagogical activity, such as e.g. preparation of ordinary materials for lectures and seminars. The project must contain innovative features, which will be implemented outside the scope of pedagogical employment.

21. In accordance with the Strategic Plan for Educational and Creative Activity of UCT Prague for the year 2024, supported projects of students and academics in 2024 will be predominantly focused on the following:

- innovation and optimisation of study programme subjects, e.g. inclusion of distance forms of instruction, workshops, project based learning or converting instruction of subjects to modern teaching methods (e.g. flipped classroom),
- creation and innovation of educational materials of a multimedia character and other educational supports for students and academics of UCT Prague and teachers of secondary and elementary schools, also in English,
- creation and innovation of courses in further education,

- development of e-learning and other electronic supports and preparation of self-assessment tasks in Moodle for subjects taught within the accredited degree programmes to enhance the teaching efficiency and achieve better study results of students,
- extension of the offer of subjects for the development of the students' transferable competences in order to increase their chances on the labour market on all levels of the study with the use of teaching in the form of workshops (intended especially for the DSP students),
- specialized lectures given by experts from practice, inclusion of real issues from practice into the project lessons, qualification works, internships and practical lessons to achieve the level of knowledge and skills according to the demands of the application sector,
- promotion of the teaching of chemistry and modern chemical disciplines at secondary and elementary schools,
- promotion of obtaining and development of pedagogical competences of young academics and doctoral students,
- extension of the offer of subjects taught in English also within the study of degree programmes accredited in the Czech language on all levels of the study.

22. **The limits** of the financial resources that can be allocated to a **Pedagogical Project** of students and academics in accordance with Article 3 of the “Principles of Grant Competition to support pedagogical projects of students and academics of the UCT Prague” have been determined for the year 2024 as follows:

type C1 – Innovative Pedagogical Project:

The maximum amount of financial resources per one project	300,000 CZK
The maximum stipend for a DSP and Master student per one project	35,000 CZK
The maximum amount of salaries for an academic/employee per one project	35,000 CZK

23. Pedagogical projects of the students and academics will be evaluated in 2024 based on the following criteria:

- importance of the project for students and its contribution to UCT Prague (0–8 points),
- quality of the preparation of the project (0–4 points),
- adequacy of the financial requirements (0–4 points).

prof. Dr. RNDr. Pavel Matějka
Rector

Attachment No. 1: Template of mandatory attachment to the Student Social Project application – a detailed justification of the project