

University of Chemistry and Technology, Prague	
<b>Title</b>	<b>Internal standard No. A/N/961/6/2024</b>
<b>Subject</b>	<b>Principles of student grant competition to support projects of specific university research at UCT Prague</b>
<b>Applicability</b>	All school
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<b>Effective until</b>	Indefinite
<b>Review</b>	Once per year
<b>Cancelled</b>	Internal standard of UCT Prague No. A/N/961/6/2023
<b>Produced by</b>	Research and Technology Transfer Office - 965
<b>Issued by</b>	prof. Ing. Milan Pospíšil, 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**

### **Introductory provisions**

1. Pursuant to a special legal regulation<sup>1)</sup>, these "Principles of student grant competition to support projects of specific university research at UCT Prague" (hereinafter the "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/X/2024 "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 or master's degree programmes.
3. 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 budgetary rules.

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<sup>1)</sup> Section 7 paragraph 5 of Act No. 130/2002 Coll., and Government Decree No. 697 of 30 September 2019.

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

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

The shares of the allocated financial resources under paragraph 1 letters a) through c) 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, paragraph 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, e.g. Emil Votoček Grant, all-university IGA reserve).

The shares of the distributed financial resources pursuant to paragraph 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 same methodology as the one applied by the Ministry of Education, Youth and Sport when allocating special support of specific university research, always for the given year.
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, student scientific conferences and for organizing internal grant competitions will be published on the website [www.vscht.cz](http://www.vscht.cz), section "Věda a výzkum (Science and Research) / IGA – Internal grants (IGA – Interní granty)".

**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 (*category A1*),
  - b) student scientific research project (*category A2*).

2. A student scientific disciplinary project is a scientific project involving fundamental or applied research focused on enhancement of scientific research of young researchers – students in doctoral study programmes (hereinafter "DSP students") within the programmes accredited at UCT Prague. It is a scientific project implemented by a team of DSP students from the 1st to the 4th year of full-time form of study together with their supervisors. An academic worker of UCT Prague is the main researcher in this type of faculty scientific project. Members of the research team include a group of DSP students and their supervisors (or supervisors-specialists or consultants), always for the particular field of their dissertation theses. 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 annual evaluation of results of the doctoral student's professional activity issued on the determination date by the IGA Announcement for the given year of competition. The decisive factor is the achieved height of the so-called assessment criterion value. 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 is a motivational tool to support outstanding DSP students that scored best in the evaluation based on the criteria and provided to a certain number of students as specified in the Announcement of IGA for the given year at the latest. 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. A student scientific research project is a scientific 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 this type of scientific project is a full-time DSP student of programmes accredited at UCT Prague who meets the conditions under Article 8, paragraph 4 of the Grant Regulations of the University of Chemistry and Technology, Prague. The research team can further consist of DSP students and students of master's degree 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 and Master'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.
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 as student applicant pursuant to Article 8, paragraph 4 of the Grant Regulations of the University of Chemistry and Technology, Prague. In order to be included in the Emil Votoček Grant, the student must comply with the condition that at least 50% of points that they have collected for their publication activity in accordance with the methodology used in the annual evaluation of the DSP student professional activity at UCT Prague have been awarded for their publication activity that included the UCT Prague affiliation based on the latest archived evaluation of results of the DPS student professional activity up until the decisive date announced in the Rector's Decree on the 'Announcement of the Internal Grant Competition at UCT Prague' for the given year of the competition.

5. The research team consists of a maximum of 50 persons throughout the project's implementation. This condition applies to both types of scientific projects.
6. In terms of the student grant competition, both types of scientific projects are equal.
7. The implementation of both types of the scientific projects is limited to one year with end date for utilization of funds no later than on 31 December. The remaining time is intended for assessment and publication of the results.
8. The student grant competition of UCT Prague cannot support a project whose implementation or anticipated results would 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/scientific/research workers – internal employees of UCT Prague,
    - social and health insurance,
    - remunerations of external workers (supervisors, supervisors-experts<sup>2</sup>), 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, payments to service providers, etc.),
    - travel costs for domestic and foreign conferences or internships related to the project implementation – in case of students, such cost are paid in the form of special purpose scholarships pursuant to Article 6b) and 6c) of the Scholarship Rules 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,

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<sup>2</sup> 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.

- operating costs of the data-processing centre,
- operating costs of cleaning of the buildings,
- operating costs of surveillance of the buildings,
- operating costs of maintenance,
- energy costs,
- water and sewer charges,
- telephone charges,
- depreciation of assets (only those 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 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.

3. Financial resources for buying tangible and intangible assets with the purchase price exceeding 80,000 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 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.
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" (hereinafter referred to as the "Agreement"), which is concluded according to the Grant Regulations of the University of Chemistry and Technology, Prague.
6. According to paragraph 5, 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, that such outputs 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 UCT Prague, is done within their employment. The allocated funds are utilized in conformity with internal regulations of UCT.

## **Article 5**

### **Required items of scientific project applications**

1. An application for a research 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 scientific 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 scientific research project where participation of co-researchers from another faculty (hereinafter referred to as an “interfaculty scientific 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 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 scientific projects are evaluated by the FGC in case of faculty projects, or the GC in case of all-university projects.
2. The proposals of scientific 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 scientific 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 scientific 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 scientific projects are evaluated by:
  - a) one internal or external evaluator if the overall costs of the project do not exceed 500,000 CZK,
  - b) evaluators proposed by each of the participating faculties in case of interfaculty scientific 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 website [www.vscht.cz](http://www.vscht.cz), section “Věda a výzkum (Science and Research) / IGA – Internal grants (IGA – Interní granty)”.

6. Outside evaluators must be qualified experts employed at a different workplace than that of the applicant.
7. Student scientific projects are assessed by evaluators who have not participated in the preparation of the proposal of the assessed student scientific project and who are not members of the research team of the assessed student scientific 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 organization 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 scientific projects in compliance with paragraph 7, 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 scientific 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 scientific projects.
12. The applicants are informed about the result of the grant competition in MIS.
13. Principal investigators of student scientific 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 principal investigator of the project rejects the implementation, the GC can decide to allocate the financial resources to another scientific project in the order recommended by the relevant FGC.
13. Scientific 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 principal investigator will see this number assigned to the given project in MIS.
14. The list of accepted scientific projects is published on the website [www.vscbt.cz](http://www.vscbt.cz), section "Věda a výzkum (Science and Research) / IGA – Internal grants (IGA – Interní granty)" according to a timetable specified in the IGA Announcement.
15. No legal claim exists for the granting of financial support to a project proposal.

## **Article 7**

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

The main researcher must submit 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.
1. 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 website [www.vscht.cz](http://www.vscht.cz), section "Věda a výzkum (Science and Research) / IGA – Interní granty (IGA – Internal grants)" / Vědecká IGA (VIGA Scientific projects) / Guides for researchers".
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 planned expenses of the project, the FGC 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 FGC, GC can propose projects with exceptionally good results to be awarded by the Rector.

5. The evaluation results of the completed projects are published on the website [www.vscht.cz](http://www.vscht.cz), section "Věda a výzkum (Science and Research) / IGA – Interní granty (IGA - Internal grants)" 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 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 evaluation panel by the termination day of his 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 with the signatures of the team members. 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. If a researcher is replaced according to Article 7, paragraph 6, the final report must include the share of the individual researchers in implementation of the partial tasks of the project.
8. 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.
9. If the FGC 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 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 29 October 2024.
3. These Principles become come to force on the date of signing by the Rector of UCT Prague.

Prof. Ing. Milan Pospíšil, CSc.

Rector