

University of Chemistry and Technology in Prague	
Identification	DECREE No. A/V/961/24/2024
Subject	Announcement of internal grant competition at UCT Prague for the year 2025/2026
Applicability	The whole school
Effective from	21 November 2024
Effective until	31 March 2026
Review	-
Cancelled file	-
Prepared by	Research and Technology transfer Office, UCT Prague - 965
Issued by	Milan Pospíšil, Rector

*Please note that this document does not substitute the binding Document in Czech (“**Vyhlášení interní grantové soutěže VŠCHT Praha pro ročník 2025/2026**”).
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 2025/2026 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 17 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 2025/2026 can be done **only electronically**. In-lieu submission of electronic applications is not allowed. 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 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/>).

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 (hereinafter referred to as the 'VIGA Principles'), the Announcement of internal grant competition at UCT Prague for the year 2025/2026 and specific rules and limits announced by faculties in accordance with point 17 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 applicant for a student scientific research project must be a student in the 1st to 3rd year of Doctoral studies. DSP students participating in both types of scientific projects must be full-time

students in a DSP in standard period of study who comply with the requirements as students-researchers in accordance with Art. 8, Para 4 of the Grant Regulations of the University of Chemistry and Technology, Prague.

The application form, which is submitted through the module EPZ (Evidence projektů a zakázek; i.e. module for submitting and recordkeeping of projects) 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,
- names of supervisors of DSP students who are not members of the research team (for the purpose of obtaining consent of supervisors who do not participate in the project to the participation of the DSP students that they supervise),
- annotation to the project (in the maximum scope of 1,100 characters including spaces, keep the original font used in the text),
- project goals in bullet points (they will be automatically transferred to the final report form),
- topic of dissertation of the main researcher,
- planned personnel costs of individual researchers and other planned items in the budget,
- a brief 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 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:

- ✓ The description of the project must be submitted by the applicant as an attachment to the application form in the electronic module EPZ 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,
- 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.
- ✓ 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/research/internal-grant-agency/scientific-project-viga>.

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.

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 through the EPZ module.

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

Applications for student social projects must be submitted electronically through the 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/>). A detailed justification of the project and possibly also of other subactivities in accordance with the template in Attachment No 1 is an inseparable part of the application.

Project final reports are submitted there too.

The application or the project final report must be submitted within the deadline set in Para 5 of this Decree.

By submitting the project application, the main researcher declares that they have acquainted themselves with the competition documents, which include in particular the internal standards 'Grant Regulations of the University of Chemistry and Technology, Prague', 'Principles of student grant competition to support cultural, social, presentational, educational and sport activities of students at UCT Prague' and the decree 'Announcement of internal grant competition at UCT Prague for the year 2025/2026'.

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 2025/2026.

4. The Internal Grant Competition of UCT Prague in **Category A – Student Scientific Project** will proceed in the year 2025/2026 according to the following timetable:

- starting date of grant application submissions..... 5 December 2024
- deadline for grant application submissions..... **20 January 2025 ***
- publication of the competition results 28 February 2025
- start of projects accepted by main researcher for implementation 1 March 2025
- termination of financial support of the projects 31 December 2025
- termination of project implementations 28 February 2026
- submission of final reports 5 February 2026
- publication of completed project evaluations..... by 31 March 2026

*) 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 A2 projects (student scientific research projects), the submission of the project application is conditioned upon all of the members of the research team and the supervisors of DSP students giving an **electronic consent** to the participation.

5. The Internal Grant Competition of UCT Prague, **Category B – Student Social Project** in the year 2025/2026 will proceed according to the following timetable:

- starting date of grant application submissions..... 1 December 2024
- deadline for grant application submissions..... **13 December 2024 ***
- publication of the competition results 31 January 2025
- beginning of project implementations 1 February 2025
- termination of project implementations 1 February 2026
- submission of final reports 5 February 2026
- publication of completed project evaluations..... by 31 March 2026

*) 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 2025.

6. The Internal Grant Competition of UCT Prague, **Category C – Pedagogical Project of Students and Academics** will proceed in the year 2025/2026 according to the following timetable:

- starting date of grant application submissions..... 5 December 2024
- deadline for grant application submissions..... **20 January 2025 ***
- publication of the competition results 29 February 2025
- beginning of implementation of projects accepted by main researcher for implementation 1 March 2025
- termination of project implementations 31 December 2025
- submission of final reports 5 February 2026
- publication of completed project evaluations..... by 31 March 2026

*) 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 VIGA Principles have been determined for the year 2025/2026 as follows:

- a) resources for financing scientific student conferences..... 0 %
- b) resources for organising Internal Grant Competitions..... max. 1.5 %
- c) resources for financing scientific projects..... min. 98.5 %

The proportion of the sum of resources for financing scientific projects (ad c) have been determined for the year 2025/2026 as follows:

- resources for financing scientific projects of the facultiesmin. 90%
- resources for all-university financing of scientific projects.....max. 10%

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 2025/2026 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 2024:			
For each researcher the amount of the annual stipend is planned in accordance with the number of months they are involved in the project	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		90% 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		40.01%	

* The stipend planned for a student for the period in which they participate in a disciplinary project is usually paid monthly; the monthly amount does not have to be always the same, i.e. the stipend does not have to be paid to the student in the form of a fixed monthly amount for the whole duration of the project.

** 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.

9. The Emil Votoček Grant provides support to 10 students who, based on the last archived annual evaluation before the decisive date, were awarded a certain number of points for their professional activity in the so-called evaluation criterion based on which they placed 1st to 10th among all students in Doctoral study programmes accredited at UCT Prague. The Grant also provides support to additional 20 DSP students who have ranked at top places among the students in Doctoral study programmes accredited at individual faculties of UCT Prague. In the Emil Votoček Grant, the share of DSP students who placed at top places at the individual faculties is set based on the share of the faculty in the overall amount of funds to be divided among faculties calculated based on Art. 2, Paras 3 and 4 of the VIGA Principles. If a supported student terminates their full-time study, they are replaced by a student who has placed one place below (a substitute) within the given group of students. Students are included in the Emil Votoček Grant based on the values of the criterion that they have achieved in the last approved and archived evaluation of results of PhD student's professional activity by 30 November 2024 (the decisive date pursuant to Art. 3, Para 2 of the internal standard 'VIGA Principles'). In order to be included in the Emil Votoček Grant, the condition in Art. 3, Para 4 of the VIGA Principles must be met.
10. **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 2025/2026 as follows:

The maximum amount of financial resources per one project	300,000 CZK
Min. personnel costs in the form of student stipends	80% 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).	9,000 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	40.01%

* 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 student of a Doctoral study programme in total of all research grants	60,000 CZK
The max. stipend for a student of a Master's study programme 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

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.

11. The student scientific projects in the year 2025/2026 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.

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.

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 2025/2026 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/>.

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

12. 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.
13. 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 2025 until 29 February 2026**. 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.
14. 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 (supervisors, supervisors-specialists or consultants for the whole duration of the implementation of the student scientific project. This condition applies to both types of scientific projects.
15. 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.
16. The research team consists of a maximum of 50 persons throughout the project's implementation. This condition applies to both types of scientific projects.
17. 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 10. All supplementations and modifications of the regulations shall conform to the Grant Regulations of the University of Chemistry and Technology in Prague and

Principles VIGA. **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.

18. 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. By accepting the implementation, the researcher also declares their consent to the text of the 'Agreement on the terms and conditions of the use of financial support for a research student scientific project accepted for realization by the Internal Grant Agency of UCT Prague' and with the financial budget approved by the Grant Council, by which act the Agreement is considered signed.

19. **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 2025 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

20. In 2025, student social projects will be evaluated using the following criteria, ordered from the most important to the least:

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

The University Grant Commission may ask the researcher to defend or explain their project or a part thereof in person.

21. 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.

22. In the year 2025, projects focused on the following will be given priority in allocating support:

- 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 (e.g. textbooks, worksheets, workbooks, solution of computational problems using Python, online testing) for students, applicants and academics of UCT Prague and teachers of secondary and elementary schools, also in English,
- creation and innovation of courses in further education,
- incorporation of tools 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 academics and doctoral students.

23. **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 2025 as follows:

type C1 – Innovative Pedagogical Project:

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

24. Pedagogical projects of the students and academics will be evaluated in 2025 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. Ing. Milan Pospíšil, CSc.
Rector

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