

University of Chemistry and Technology, Prague

Identification	DECREE No. A/V/961/26/2020
Subject	Announcement of Internal Grant Competition of UCT Prague - IGRA@UCTP
Applicability	All school
Effective from	11 December 2020
Effective until	30 June 2023
Review	-
Cancelled file	-
Prepared by	Prof. Ing. Pavel Kotrba, Ph.D., IGRA@UCTP Project Guarantor
Issued by	Prof. Dr. RNDr. Pavel Matějka, Rector

1. In accordance with the Directive A/S/961/2/2020 (hereinafter the "Directive"), I announce an Internal Grant Competition - IGRA@UCTP (hereinafter referred to as the "Competition") for the year 2021 with implementation of the supported student research projects to take place from 1 May 2021 to 31 December 2022.
2. It is envisaged that before submitting their project proposals, the applicants in the position of principal investigators will have passed training activities organized within the IGRA@UCTP Project. Participation of other members of the project team will be beneficial for the implementation of the project.
3. The rules of the Competition, including formal requirements of project application and project evaluation, as well as the rules of implementation and financing of supported projects based on an agreement made with the principal investigator, are regulated by the Directive. All the documents are publicly available on the website <https://www.vscht.cz/research/internal-grant-agency/igra>. The Competition is open to students of doctoral study programmes accredited at UCT Prague; students of lower level study programmes are not eligible.
4. Specific particulars of project proposals will form part of the project proposal form in the dedicated electronic application of the IGA module, which is a part of the Management Information System (MIS) used for submitting project proposals. The proposal shall include a plan of training activities as set forth in Article 2 of the Directive and as offered by the IGRA@UCTP Project.
5. As the epidemiological situation in the Czech Republic at the time when project proposals are to be submitted cannot be foreseen, this Rector's Decree regulates the submission of project proposals differently from Article 3, paragraph 3 of the Directive. Project proposals shall be submitted **only electronically**, and in lieu submission is not allowed. Thus, the respective fields Owner ("Vlastník" in Czech) and Principal Investigator ("Hlavní řešitel") of the electronic application in the information system shall hold the name of the same person.

The submission of grant applications shall include electronic consent thereto by the following persons:

- all project team members (except for the principal investigator, whose consent is given by the submission),
- the mentor,
- the head of the principal investigator's department.

The consent is expressed by clicking on the *Granted* button directly in the application. The persons listed above will gain access to the application to view the project based on a notification generated and sent by the application to the respective person's e-mail address after the person has been selected by the principal investigator.

For the sake of completeness, it should be noted that access to information systems via which the submission can be performed is possible exclusively and solely after the user has signed on, i.e. after he/she has entered his/her identification data, including the password set by the user.

6. The Internal Grant Competition – IGRA@UCTP will proceed according to the following timetable:

- start date for submission of project proposals 1 February 2021
- deadline for submission of project proposals **28 February 2021***
- publication of the competition results no later than by 30 April 2021
- start of project implementation 1 May 2021
- termination of financial support of the projects 31 December 2022
- submission of monthly progress reports by the 14th day of the following month**
- submission of final reports 15 January 2023
- envisaged publication of evaluations of completed projects by 31 March 2023

*) The deadline for **submission of grant applications** in electronic form is **by 12:00 noon**. The application is submitted electronically by saving the project as a submitted project.

**) the monthly progress reports to be submitted by the principal investigator in English include a description of the research activities, the progress made in achieving the aims, a summary of the benefits of the required learning activities taken by DSP students and mentors, and a plan of all activities for the following month.

7. The project proposal must be elaborated and submitted in English.

8. Each complete submitted student project will be evaluated pursuant to Article 5 of the Directive. The topic and the aims of the project shall not overlap with the topic and the aims of any project awarded to any member of the project team within the Scientific Internal Grant Agency (*Vědecká interní grantová agentura* in Czech - VIGA) at UCT Prague, nor shall it overlap with the topic of the dissertation thesis of the principal investigator of any of the project team members. The project outcomes may be used by the principal investigator and the project team members as a complement to their dissertation theses.

9. The project proposal must include an overview of the learning goals of all individual researchers, the final report on the activities of the student grant includes an evaluation of the fulfillment of these goals, e.g. in the form of self-assessment.

10. The principal investigator and the team members recruited from DSP students will be engaged in the project in the form of allocated work capacity pursuant to Article 2, paragraph 12 of the Directive; the sum of the hours allocated to the project and other concurrent work engagements based on a work contract with UCT Prague or contractual institute at which the tasks of dissertation thesis are being solved, including any work performed based on DPP and DPČ contracts, shall not exceed 1.0 FTE in any month during the project implementation period. The work capacity expressed in hours shall be determined according to the standard working hours at

UCT Prague. In compliance with the Directive, the **personnel and financial limits** that may be requested in a **student research project** within the Competition are specified as follows:

<i>Staffing of the project</i>	
Principal investigator (work capacity 0.5 FTE)	Student of the 2nd or 3rd year of DSP
Maximum number of other team members (the work capacity of each member being 0.1 to 0.5 FTE; always rounded to whole decimals)	No more than 4 other DSP students enrolled in the first, second or third year of full time study as at the last day when project applications can be submitted.
Maximum number of mentors (supervisors, supervisors - specialists)	No more than the number of DSP students involved

<i>Financial terms and limits of the project per the work capacity of 0.1 FTE and per month</i>		
Monthly student's scholarship for the work capacity of 0.1 FTE		CZK 4,667
Total budgeted other costs for the work capacity of 0.1 FTE		CZK 3,319
The total budgeted other costs for the work capacity of 0.1 FTE include:	Remuneration of the mentor(s) including all statutory deductions*	CZK 669 / person
	Costs of non-investment equipment, material and services	
	Travel costs	
	Indirect (overhead) costs as a percentage of total project costs	5 %

*) An internal mentor's remuneration is paid based on a bonus proposal submitted by the principal investigator during the implementation of a student project supported by the IGRA@UCTP Project. The payment is proposed by the principal investigator always for 6 completed months of project implementation. An external mentor's remuneration is paid based on a payment order under a work activity agreement ("DPČ" in Czech). The DPČ agreement shall be made between the respective faculty and the mentor at the start of the project implementation for the entire duration of the project, and the subject matter of the agreement shall be mentoring of the student *of the given name and surname* during implementation of a student project supported by the IGRA@UCTP Project. When payments are made based on a DPČ agreement for the 6 completed months of project implementation, zero amount payment orders will be submitted to the Personnel Department of UCT Prague for those months for which there was no remuneration planned. The amount is provided as personnel costs, including social and health insurance, i.e. CZK 500 of remuneration per person per month (i.e. without social and health insurance). The costs saved in the category of social and health insurance (due to lower statutory deductions) can be utilized for paying other costs without the need to request approval for such change in the use of funds.

11. The arrangement of the planned participation of individual members of the research team in pursuant to of Article 2, paragraph 13 of the Directive must state the specific amount of work capacity for each of the individual students expressed by the amount of work capacity according to Article 2, paragraph 12 of the Directive and the description of the implementation team.
12. The mentor participating in the project in pursuant to of Article 2, paragraphs 13 and 15 of the Directive is exclusively the supervisor or supervisor-specialist of a particular student.
13. The evaluation panel is entitled to adjust the required funds in the course of the evaluation, reflecting the evaluation results. In the case of a reduction in the project budget, it is not possible to reduce planned stipends of project team members below the minimum level of personnel costs set in the unit. It is not allowed to increase the total budget of the project after its award.

14. As for the total budgeted other costs under paragraph 8, prior approval is not required for transfers in the categories *Non-investment equipment, material and services* and *Travel costs* if the amount does not exceed CZK 20,000. However, such transfers need to be justified in the respective monthly report under paragraph 6. Any changes exceeding the cumulative amount of CZK 20,000 in such categories and any other changes to the project budget require prior approval by the evaluation panel established pursuant to Article 5, paragraph 4 of the Directive; the principal investigator's request for such change shall be addressed to the guarantor of the IGRA@UCT Project within 7 calendar days from origination of the reason for such change.
15. Financial co-participation at the amount of 5% of the total budget of the student scientific project will be paid by the department where the student carries out his/her DSP; this will be proportionally to the allocation of the DSP student's work capacity. To avoid any doubt, this provision shall not affect planning of funds in the proposal of a student scientific project, and the purpose of this provision is to point out the need to comply with the internal agreements effective within UCT Prague as at the date of submission of the OP VVV CZ.02.2.69/0.0/0.0/19_073/0016928 project, i.e. IGRA@UCTP.

prof. Dr. RNDr. Pavel Matějka
Rector