

| University of Chemistry and Technology in Prague | |
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| Identification | DECREE No. A/V/961/16/2021 |
| Subject | Announcement of internal grant competition at UCT Prague for the year 2022/2023 |
| Applicability | The whole school |
| Effective from | 22 November 2021 |
| Effective until | 31 March 2023 |
| Review | - |
| Cancelled file | - |
| Prepared by | Department of Research and Development, 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 2022/2023").
If there are any doubts, the Czech version is decisive.*

- 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 2022/2023 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.
- 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". 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.
- Due to unfavourable epidemiological situation in the Czech Republic, this Rector's Decree also regulates the method of submission of grant applications pursuant to internal standards of UCT Prague stated in Article 2. Submission of grant applications for the year 2022/2023 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 in the Hlavní řešitel (Main Researcher) section the field Osoba (Person) will be filled in by

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 in the electronic IGA Module in the Management Information System of UCT Prague.

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 must include the following:

- registration number and the 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),
- 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 the head of department of the applicant in the form of an e-mail of the head of department of the applicant unequivocally referring to the specific project that the applicant shall insert in PDF format as an attachment to the application form in the electronic IGA Module.

The description of the project must be submitted by the applicant as an attachment to the application form in the electronic IGA 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 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 must include the following:

- registration number and the 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),
- topic of dissertation,
- planned personnel costs of individual researchers and other planned items in the budget,
- justification of the budget financial requirements,
- involvement of the project applicant in projects in the previous years of IGA of UCT Prague,
- 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 students in the form of a Declaration on Honour.

The application form must have the following attachment:

- 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 required text of the declaration on honour is also available at <https://www.vscht.cz/veda-a-vyzkum/iga/viga> in the Návodů pro řešitele (Manuals for Researchers) section.

The description of the project must be submitted by the applicant as an attachment to the application form in the electronic IGA Module 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,
- 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.

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

Applications for a student social grant can be submitted electronically through the electronic IGA Module under the Management Information System of UCT Prague.

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

Due to unfavourable epidemiological situation in the Czech Republic, the project application can be submitted only electronically, in the Czech language, through the electronic IGA Module under the Management Information System of UCT Prague. 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 **application form**, which is part of the electronic IGA Module under the Management Information System of UCT Prague, **must have the attachment of the project**:

- signed statement of the project applicant, in the form of a .pdf file, that all co-applicants agree with their participation in the project and that all heads of departments of such co-applicants have been informed about their engagement in the project. You can find the wording of the statement at the PIGA websites: <https://www.vscht.cz/veda-a-vyzkum/iga/piga>

4. The Internal Grant Competition of UCT Prague in **Category A – Student Scientific Project** will proceed in the year 2022/2023 according to the following timetable:

- starting date of grant application submissions..... 1 December 2021
- deadline for grant application submissions..... **14 January 2022 ***
- publication of the competition results 28 February 2022
- start of projects..... 1 March 2022

- termination of financial support of the projects 31 December 2022
- termination of project implementations 28 February 2023
- submission of final reports 6 February 2023
- publication of completed project evaluations by 31 March 2023

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

5. The Internal Grant Competition of UCT Prague, **Category B – Student Social Project** in the year 2022/2023 will proceed according to the following timetable:

- starting date of grant application submissions 1 December 2021
- deadline for grant application submissions **17 December 2021 ***
- publication of the competition results 31 January 2022
- beginning of project implementations 1 February 2022
- termination of project implementations 1 February 2023
- submission of final reports 6 February 2023
- publication of completed project evaluations by 31 March 2023

*) 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.

In case of free available funds, a second round of submission of grant proposals may be announced in the second half of the year 2022.

6. The Internal Grant Competition of UCT Prague, **Category C – Pedagogical Project of Students and Academics** will proceed in the year 2022/2023 according to the following timetable:

- starting date of grant application submissions 1 December 2021
- deadline for grant application submissions **14 January 2022 ***
- publication of the competition results 28 February 2022
- beginning of project implementations 1 March 2022
- date of Pedagogical Conference of UCT Prague first half of December 2022
- termination of project implementations 31 December 2022
- submission of final reports 6 February 2023
- publication of completed project evaluations by 31 March 2023

*) The deadline for **submission of the grant applications** in electronic form is **by 12:00 hours**.
The application is electronically submitted by saving the project as a submitted 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 2022/2023 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 2022/2023 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 2022/2023 as follows:

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|---|---------------|-----------------|--|
| 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 2021: | | | |
| | Year of study | Criterion value | Annual stipend (CZK) |
| | 1 | 0 – 1.99 | 18,000 |
| | 2 – 4 | 0 – 1.99 | 6,000 |
| | 1 – 4 | 2 – 5.99 | 18,000 |
| | | 6 – 9.99 | 24,000 |
| | | 10 – 14.99 | 30,000 |
| | | 15 – 19.99 | 36,000 |
| | | 20 – 24.99 | 42,000 |
| | | 25 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 | | | 39.66% |

* 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 2021 (the determination date according to Art. 3, Par. 2 of the internal standard No. A/N/961/5/2021 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 2022/2023 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* |
| Max. amount of operating costs | 50% of the sum of the stipends |
| Indirect (overhead) costs as a proportion of the project's direct costs | 39.66% |

* 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:

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| 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 2022/2023 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 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 2022/2023 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 500 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 2022 until 28 February 2023**. 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 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 projects and adhere to them.
14. **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 2022 as follows:

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|---|-------------|
| The maximum amount of financial resources per project | 100,000 CZK |
| The max. amount of stipend per one student in total for all social grants | 20,000 CZK |

15. 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 be applicant for only one Innovation Pedagogical Project (type C1). 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.
16. In accordance with the Strategic Plan for Educational and Creative Activity of UCT Prague for the year 2022, supported projects of students and academics in 2022 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,
 - 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 for subjects taught within the accredited degree programmes to enhance the teaching efficiency and achieve better study results especially of students in the 1st year of the Bachelor's degree programme,
 - 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.

17. **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 2022 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 | 30,000 CZK |
| The maximum amount of salaries for an academic/employee per one project | 30,000 CZK |

18. Pedagogical projects of the students and academics will be evaluated in 2022 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