

***Annex 1 to the Decree Announcement of a competition for UCT Prague Rector's Junior Grant  
for the year 2023***

**Tender documentation for UCT Prague Rector's Junior Grant Competition in 2023**

*Please note that this document does not substitute the binding Tender Document in Czech ("Zadávací dokumentace soutěže o Juniorský grant rektora VŠCHT Praha v roce 2023"). If there are any doubts, the Czech version is decisive. This does exclude the possibility to submit the application using the English version of Application form.*

**Preamble**

The aim of the internal call is to support young scientists and researchers at the early stage of their careers and allow them to conduct research in the scientific area of their interest. Talented early-career faculty members who associate their professional career with UCT Prague are the promise of the future development of the university. UCT Prague places emphasis on quality enhancement in all areas of science and research represented at its faculties. The UCT Prague Rector's Junior Grant is a support tool whose purpose is in line with the Long-term Plan of UCT Prague and with the Implementation Plan for the Strategy for Educational and Creative Activities of UCT Prague for 2022, creating favourable conditions for professional growth, ensuring research activities and improving the reimbursement conditions of the most talented young academics at UCT Prague. Grants are funded by the budget of UCT Prague. Applicants complying with the Article 2 are eligible to participate in this competition. Only applications that meet all the conditions defined in this tender documentation will be accepted for the UCT Prague Rector's Junior Grant competition.

**1. Number of supported projects and call budget in 2023**

In 2023, in the tender for the UCT Prague Rector's Junior Grant (hereinafter the "Junior Grant"), eleven grants of CZK 220,000 can be awarded. It is expected that the every Evaluation Committee at Faculty of Chemical Technology, Faculty of Environmental Technology, Faculty of Food and Biochemical Technology and Faculty of Chemical Engineering will recommend three, two, three and three Junior Grant awards, respectively.

**2. Eligible applicants**

Eligible applicant must be employed at UCT Prague at the level of 1.0 FTE. Furthermore, on the day of submission deadline, the elapsed time since the applicants PhD award shall not exceed 3 years (cut-off date to identify eligible applicant: PhD awarded on January 24, 2020 or later). This eligibility window can be extended by the time spent on properly substantiated maternity leave, paternal leave or to cure of a substantiated long-term illness. The 3 year limit is extended for the time spent on internships abroad, however, by a maximum of two years. At the same time, the applicant shall have

not been awarded a Junior UCT Internal Grant (“Juniorský interní grant VŠCHT Praha”) or UCT Prague Rector’s Junior Grant (“Juniorský grant rektora VŠCHT Praha”) in the past.

### **3. Submission deadline, evaluation period and project duration**

**3.1** The starting date of the submission period is January 5, 2022 and the deadline for submission is on January 24, 2023 at 14:00 CET.

**3.2** The evaluation period starts on January 24, 2023 and ends on February 6, 2023

**3.3** Duration of each project is 11 months. The projects shall start on February 7, 2023 and shall end on December 31, 2023.

In the event of serious circumstances, UCT Prague may extend the evaluation period of project proposals and postpone the project starting date. Such change will be immediately announced at the following website: <http://intranet.vscht.cz/vav/souteze-pokyny>.

### **4. The terms of submission and requirements for the Junior Grant application**

**4.1** The Junior Grant is provided for a project whose objectives and methods are set by the applicant him-/herself in accordance with his/her career development intentions. The application must contain all the information needed for evaluation of the quality of the proposal and for evaluation of the skills and capacities of the applicant to execute the project and the adequacy and the effectiveness of the allocation of requested financial funds.

**4.2** An application for Junior Grant must be submitted using the form “Application for UCT Prague Rector’s Junior Grant in 2023”, must respect the required extent and must be signed by the applicant. The head of the department approves by signature or via email. A template of the application is to be found in the Appendix of this documentation. An editable application form can be downloaded at <http://intranet.vscht.cz/vav/souteze-pokyny>.

**4.3** The applicant can execute the project independently, without co-workers.

**4.4** Co-workers may only be full time students of doctoral study programmes (DSP) whose workplace is a department of UCT Prague. In this case, the applicant must familiarize each co-worker with the context of the project proposal and get the consent of his/her supervisor and the respective department of UCT Prague. The concerned persons must sign the application form to confirm that this condition is met. Signatures can be replaced by consent emails.

**4.5** The application must be submitted in Czech or English and must contain all the required signatures or email permissions. The electronic version in PDF format must be submitted at the following email: [losmanom@vscht.cz](mailto:losmanom@vscht.cz) to Ms. Mili Losmanová. After the deadline, the Department of Research and Technology Transfer Office will forward the applications to the Dean of the faculty indicated according to par. 6.3.

**4.6** By submitting a the application for Junior Grant the applicant confirms that he/she has read the tender documentation, including the Appendix and undertakes to adhere to it.

**4.7** The applicant takes into consideration that if the terms of the tender documentation are not met, the project proposal will be excluded from the competition. The applicant also takes into consideration that not adhering to these terms may result in suspension of the financial support for the project.

## **5. Financial issues of the Junior Grant and their application**

**5.1** The Junior Grant financial funds are provided up to the end of the project and can be transferred to the following year only in exceptional cases, on the basis of a duly substantiated request approved by the Vice-Rector for Science and Research.

**5.2** The financial funds of CZK 220.000 are provided for one project and are divided into personal costs and stipends and consumables. Overhead costs do not apply.

**5.2.1** Personal costs and stipends cover:

- salary of the applicant,
- social and health insurance payments,
- co-workers' stipends - DSP students, if their participation in the project is planned.

**5.2.2** Consumables can be used for:

- material costs (material, low-value tangible assets, books etc.),
- costs for services (eligible costs are: conference fees, costs for open access publishing, services, internal transfers including central laboratories and central library services, low-value intangible assets - software),
- travel expenses for planned domestic and foreign conferences related to the project topic.

**5.3** Personal costs can represent up to 60% of the total project budget.

**5.4** Changes in the persons of co-workers are permitted only according to par. 4.4.

- 5.5** Funds cannot be transferred between personal costs and consumables. There is no limit set for the transfers of funds between subcategories of the costs for consumables.
- 5.6** Financial funds for purchasing tangible and intangible assets priced at more than CZK 40,000 including VAT are not eligible costs of the project and will not be provided.
- 5.7** The financial support must only be used to pay demonstrable costs directly related to the project topic in accordance with the terms in the generally valid legal regulations, the principles, instructions and directives or other internal regulations of UCT Prague. After the end of the project unspent financial funds must be returned to the budget of Department Research and Development of UCT Prague.
- 5.8** Assets acquired with the financial funds for execution the project are the property of UCT Prague.
- 5.9** Financial funds for the personal costs of the researcher are assigned within his/her labour contract. Salaries are paid monthly by the aliquot ratio of the planned salary costs as a variable component of the salary.
- 5.10** Stipends for any co-workers – PhD students are paid in two identical amounts and the first half of the planned stipend can be paid no earlier than after the end of the first half of the project execution period.

## **6. Evaluation of the project application**

- 6.1** Only applications that are eligible based on the requirements set in this documentation are evaluated.
- 6.2** The proposals are evaluated based on the expert quality of the project, the potential of the project to support further career development of the applicant, previous scientific activities of the applicant in relation to his qualification to execute the project, and the adequacy and effectiveness of the distribution of financial funds in the project budget.
- 6.3** Applications are evaluated by the Evaluation Committee of the faculty to which the applicant belongs according to his employment relation. If the applicant works at more than one faculty, he belongs (for the purpose the evaluation of application) to the faculty at whose department/s he/she has greater working time. If the working times are equal or if the applicant has working time at university research centres or higher education institution institute, the applicant indicates the faculty to which the application is passed for evaluation. Members and the Chairman of the committees are appointed by the Dean of the respective faculty.

- 6.4** Evaluation Committee will take a decision on the final order of the proposed projects in the competition. It will submit its opinion to the Dean through the Chair.
- 6.5** The Dean, through the Vice-Rector for Research and Development, shall (at the latest on the day of the end of the evaluation period) propose to the Rector the awarding of the Junior Grants in the maximum number stipulated in Article 1 to those projects that were rated best.
- 6.6** The Rector decides on awarding the Junior Grant based on the source materials provided by the Vice-Rector for Research and Development.
- 6.7** The Department of Research and Technology Transfer Office announces the results of the evaluation to the applicants by publishing the list of projects at <http://intranet.vscht.cz/vav/souteze-pokyny>. Applicants of supported projects (hereinafter also “investigators”) are notified by e-mail. Once the intention to execute the project is confirmed by the applicant, an iFIS code is assigned to the project. This code shall serve for the use of the financial funds and for recording them.
- 6.8** In case the labour contract of the employee whose project was recommended for support is terminated before the commencement of the project, or the employee withdraws from the intention to implement the project, the documents for the substitute project (evaluated as next in order at the given faculty) may be submitted to the Rector for decision pursuant to par. 6.6., and then procedure will continue in accordance with par. 6.7.

## **7. Final report and evaluation of the finished project**

- 7.1** By January 31, 2024, the investigator submits the final report of not more than 2 pages which must contain:
- description of how the support was used to meet the project objective, the outcomes of the project,
  - a list providing overview of the use of the planned costs and its explanation,
  - justification of any changes of co-workers.
- 7.2** In addition to the report, a summary of the incurred costs in the form of a record from the information system of UCT Prague (financial report) obtained from the Finance Department of UCT Prague must be submitted.
- 7.3** The investigator passes the final report and financial report within the deadline to the Department of Research and Technology Transfer. The final report must be signed by the investigator.

**7.4** The investigator is responsible for executing the project throughout its duration. The investigator cannot be changed.

**7.5** In the event of the labour contract between the investigator and UCT Prague being terminated during the project execution, the project will be terminated immediately. In such case, the researcher must submit the final report and the certified financial report as part of settling of his commitments to UCT Prague before the date of his/her labour contract termination at UCT Prague.

## **8. Common and final provisions**

**8.1** Sanctions for breaching the provisions of the tender documentation related to the terms of execution of the supported projects will be resolved in accordance with Working rules of UCT Prague and the Labour code and are in the competence of the Rector or Dean of the respective faculty.

**8.2** The internal call and competition is coordinated by the Vice-Rector for Research and Development and the Department of Research and Technology Transfer Office provides administrative support.

**8.3** This tender documentation enters into force on the date of its publication.