

University of Chemistry and Technology in Prague	
Title	INTERNAL STANDARD No. A/N/961/3/2023
Subject	Rules of the Dagmar Procházková Fund and Principles of the Competition for Starting Institutional Support at UCT Prague
Applicability	University
Effective from	10 March 2023
Effective to	Indefinite period
Revision	As necessary
Cancelled	A/N/961/1/2021
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Issued by	prof. Dr. RNDr. Pavel Matějka

Please note that this document does not substitute the binding Document in Czech (A/N/961/1/2021 “Pravidla Fondu Dagmar Procházkové a zásady soutěže o iniciační granty na VŠCHT Praha”) de iure. If there are any doubts, the Czech version must be decisive.

PART ONE

Introductory Provisions

Article 1

1. In the year 2018, the University of Chemistry and Technology in Prague (hereinafter referred to as “UCT Prague”) established the Dagmar Procházková Fund (hereinafter referred to as the “Fund”). This Fund is named after Ing. Dagmar Procházková, CSc., who graduated from the Faculty of Chemical Technology, UCT Prague, in Inorganic Chemistry, and the Faculty of Chemical Engineering, UCT Prague, in Technical Cybernetics; the Fund is established from financial resources donated from her estate. In line with the purpose of the donation, the financial resources in the Fund are intended for the support of scientific projects of academic workers with international experience for whom it can be expected that they will continue their professional career at UCT Prague, will set a new research direction and are a promise for the future

development and enhancements in the field of science and research represented at the faculties of UCT Prague.

2. The aim of this internal standard is to set principles, conditions and procedures for the management of the Fund and for providing support to starting institutional projects in the form of competition.

PART TWO

Rules for the Management of the Fund

Article 2

Fund Council

1. The Council of the Dagmar Procházková Fund (hereinafter referred to as the “Fund Council”) is established. The Fund Council gives opinion on the management of the Fund and evaluates the benefit of the Fund for UCT.
2. The Rector (chair), Vice-Rectors of UCT Prague and the Chair of the UCT Academic Senate are members of the Fund Council.
3. The meetings of the Fund Council are convened by the Rector in good time at least once a year. Within its competence, the Fund Council shall, in particular:
 - a) Discuss the state and propose to increase the financial means of the Fund,
 - b) Discuss the plan for providing starting institutional support,
 - c) Evaluate the past competitions and the conformity of the results and impacts of the starting grants with the purpose of the Fund and strategic goals of UCT Prague.
 - d) Discuss and approve proposals to amend this standard submitted by a member of the Fund Council or by a faculty,
 - e) Discuss and approve proposals to early terminate support for a project.

Article 3

Scientific Committee of the Fund

1. The Scientific Committee of the Dagmar Procházková Fund (hereinafter referred to as the “Scientific Committee of the Fund”) is established. The Scientific Committee of the Fund evaluates proposal and outcomes of supported projects.
2. The Scientific Committee of the Fund shall have at least 7 members, is presided over by the Vice-Rector for Research and Development and is further composed of leading experts at UCT Prague in fields of study representing areas of science developed at UCT Prague.
3. Members of the Scientific Committee of the Fund are appointed and removed by the Rector based on a proposal by the Deans of the faculties.
4. The meetings of the Scientific Committee of the Fund are convened by its chair in good time as necessary.
5. The Scientific Committee of the Fund decides by vote, provided at least 2/3 of its members are present. Within its competence, it shall:

- a) Discuss project proposals, decide about assignment of project proposals to rapporteurs from among the members of the Scientific Committee of the Fund and approve independent reviewers,
- b) Carry out final evaluation of project proposals,
- c) Submit proposals for funding of projects to the Rector,
- d) Submit a report on evaluation of project proposals to the Fund Council,
- e) Evaluate interim and final project reports and submit a report on them to the Fund Council.

Article 4

Administration and Use of the Fund

- 1. The Fund is a money fund and is part of the Targeted Support Fund. The available resources of the Fund can be increased from resources that are annually earmarked in the budget of UCT Prague, recovery of funds not used in a starting institutional project, donations and also resources from other sources. Rules for creation and use of the Targeted Support Fund are stipulated in the internal regulation of UCT Prague "Rules of Economic Management of the University of Chemistry and Technology in Prague".
- 2. The Fund is not a fund under Act No. 111/1998 Coll., on Higher Education Institutions, as amended. The Vice-Rector for Research and Development is responsible for administration of the Fund; the Project Centre of UCT Prague is responsible for the administrative operation of the Fund.
- 3. The resources of the Fund are monitored separately in the Financial Information System (iFIS).
- 4. Resources from the Fund are provided in the form of starting institutional support awarded in accordance with Article 5 and the conditions stipulated in Part Three of this standard. The maximum number of projects that can be supported in a given call will be set by the Rector following a discussion of the Fund Council in the announcement of competition.

Article 5

Rules for Provision of Financial Support from the Fund

- 1. Financial support is provided from the Fund for three-year starting institutional projects in the total annual amount of CZK 2,000,000 of which CZK 1,400,000 are financed from the university's resources within the Fund and CZK 600,000 are from the resources of the principal investigator's workplace/faculty.
- 2. The competition for provision of financial support to no more than two starting institutional projects is announced by the Rector at least once in a calendar year on a date scheduled by the Rector.
- 3. The Rector decides on awarding of the financial support based on an opinion of the Scientific Committee of the Fund.
- 4. The awarding of financial support to a starting institutional project is conditioned on the principal investigator being employed as an academic or research worker at UCT Prague as at

the start date of the project and on the consent to the project implementation approved by the head of the workplace and confirmed by the Dean.

5. The start of the implementation of the project and the absorption of the allocated resources is conditioned on the conclusion of an agreement on the implementation of the project.

PART THREE

Rules of the Competition for the Starting Institutional Project of the Fund

Article 6

Announcement and Organization of Competition

1. The starting institutional support is awarded to a scientific institutional project whose successful implementation promises a research topic with good prospects in compliance with the strategic plan of UCT Prague. The objectives of the project and how the project shall be implemented will be set by the applicant for the project in accordance with the possibilities of infrastructure and personnel backing of the project at UCT Prague. The competition is not aiming at providing additional support to existing groups.
2. The competition for provision of a starting institutional support from the Fund is not a public tender under Section 17 et seq. of Act No. 130/2002 Coll., on Support of Research, Experimental Development and Innovation from Public Funds and on amendment to some related laws (Act on Support of Research, Experimental Development and Innovation), or under Section 1772 et seq. of Act No. 89/2012, the Civil Code.
3. Starting institutional support cannot be provided to a project whose implementation or expected results would constitute classified information within the meaning of Act No. 412/2005 Coll., on Protection of Classified Information and on amendment to some other acts, as amended.
4. The competition is announced by a Rector's decree and the call for competition is published on the website of UCT Prague.
5. The announcement of the competition shall stipulate:
 - a) The maximum number of starting institutional projects that can be supported,
 - b) The manner in which project proposals shall be submitted and formalities of the project proposals,
 - c) The deadline for submission of project proposals,
 - d) The date on which the results of the competition will be published,
 - e) The maximum deadline for the start of the implementation of the project.
6. The competition is coordinated by the Vice-Rector for Research and Development and administrative support is provided by the Project Centre of UCT Prague.

Article 7

Eligible applicant and principal investigator of the project

1. An eligible applicant is a researcher with international experience who:
 - a) Has a Ph.D. (or its equivalent) and no more than 8 years from its award had lapsed between the award and starting date of the project proposals submission period of project proposals; This eligibility window can be extended by the time spent on properly substantiated maternity or paternal leave or to cure of a substantiated long-term illness,
 - b) Is not employed at UCT Prague at the time of submission of the proposal or the period of his/her continuous employment at UCT Prague immediately before the starting date of the project proposals submission period has not exceeded 24 calendar months,
 - c) Has not been awarded a starting institutional support before.
2. One applicant can submit only one project proposal in a given call.
3. The applicant is not prohibited to submit other applications for support to other providers and even the fact that the applicant is or will become a principal investigator or co-investigator of a project by another provider at UCT Prague is not discriminatory for the provision of a starting institutional support (principal investigator/co-investigator is a person accountable to the provider/recipient of the support for the professional quality of the project).
4. The applicant, who, upon conclusion of the agreement on the implementation of the project, becomes a principal investigator, must enter into an employment relationship with UCT Prague as an academic worker with the total workload of 1.0 FTE at the department where the project shall be implemented on the day of the start of the implementation of the project at the latest.

Article 8

Financial Resources of a Starting Institutional Project

1. Financial support for a project will be provided from the Fund until the end of the duration of the project in the basic structure of support items as follows:
 - a) Personnel costs, provided for labour costs of employment contracts as a regular variable component of remuneration and the corresponding social and health insurance,
 - b) Student scholarships,
 - c) Operational costs,
 - d) Investment costs.

Additional costs (overheads) shall not be applied.

2. Financial support under Article 1 is provided without any limiting conditions for the breakdown of financial items.
3. The principal investigator of the project will submit the report on the use of funds for the project for every 12 months of the implementation of the project. Any funds not spent in the first year of the project implementation can be efficiently used in the second year of the implementation of the project. Resources that are not used before the end of the implementation of the project will be transferred back to the Fund.
4. Project funds can be used exclusively to cover eligible costs directly related to the subject matter of the project and with conditions stipulated in generally binding legal regulations and internal regulations of UCT Prague.

Article 9

Requirements for the Project Proposal

1. Project proposals shall contain all information on material/factual and financial requirements for the achievement of the objectives of the project necessary for the evaluation of the scientific contribution, level and possibilities of the applicant to implement the project.
 2. The project proposal will contain:
 - a) Name of the project,
 - b) Annotation of the project,
 - c) Planned start date of the implementation of the project,
 - d) Description of the scientific project, including:
 - Aims of the project,
 - Description of the importance of the project for the development of the knowledge in the given field of study,
 - Expected outcomes of the project,
 - Specifications of the department, where the project shall be implemented and information about the conditions provided by the department for the implementation of the project,
 - A concept of professional specialization of the applicant at UCT Prague for a period of three years after the end of the project,
 - e) Information about the applicant,
 - f) Information about the collaborators in the project and their tasks in the project, the following people can become collaborators:
 - Academic or scientific workers at UCT Prague,
 - Students at UCT Prague,
 - Technicians at UCT Prague,
- The names of the collaborators do not have to be known at the time of the submission of the project proposal and what is stated is the description of the given positions of collaborators,
- g) A draft budget proposed in accordance with the basic structure of items laid down in Article 6, Para 1,
 - h) Opinion of the head of department regarding the project.
 - i) No later than 10 days after the expiration of the deadline for submitting project proposals, the Dean of the faculty, under whose competence the department, where the project shall be implemented, falls, will present his/her opinion on the project.

Article 10

Evaluation of Applications for Starting Institutional Support

1. Evaluation of project proposals by the Scientific Committee of the Fund consists of accepting project proposals for competition and evaluating the quality level of project proposals.
2. Accepting projects for competition includes evaluation of completeness and formal compliance of project proposals with the conditions of the call; incomplete proposals and proposals which have been deemed to be in serious breach of the conditions of the call will be excluded from the competition without further evaluation.
3. Apart from the overall quality of a project proposal, also the following is evaluated:
 - a) Clarity of specification and novelty of the research concept of the project proposal,
 - b) Previous scientific activity, abilities and competencies of the proposer to implement the project,
 - c) Feasibility of the set objectives and the accomplishment of the planned outcomes in the context of the concept and the appropriateness of the proposed methodology and time plan of implementation,
 - d) Proportionality of the scope of the proposed solution to the required amount of funds, involvement of collaborators and the facilities of the department, where the project shall be implemented,
 - e) Compliance of the project proposal with the concept of development of the department, where the project shall be implemented, and compliance with long-term strategic goals of UCT Prague,
 - f) The research concept of the project proposal being independent of specific research topics at the department and the potential of the project to facilitate establishment of a new research direction.
4. The Scientific Committee of the Fund shall discuss every project proposal and shortlist a maximum of four projects for the next round, while maintaining the competitive nature of the next round. In the next round every shortlisted project proposal is evaluated by two independent evaluators and a member of the Scientific Committee of the Fund who is the rapporteur of the proposed project.
5. Subsequently, the Scientific Committee will take a decision on the final order of the proposed projects in the competition and on award or non-award of the starting institutional support; the Scientific Committee of the Fund may decide to not award a starting institutional support to any of the evaluated projects. It will submit its opinion to the Rector through the Chair; the Rector shall decide about awarding the funding to the project.
6. The decision of the Rector is final and no appeal is possible. No legal right exists to receive the starting institutional support and the financial resources.
7. The applicant will be notified about the decision on award of the starting institutional support in writing within 15 days after the publication of the results of the competition on the website of UCT Prague by electronic mail. At the same time, he/she will be sent a draft agreement on the implementation of the project. Such notification and a draft agreement on the implementation of the project will be sent in the same manner to the head of the department where the project shall be implemented and to the Dean of the respective faculty.

Article 11

Agreement on the Implementation of the Project

1. The details of the implementation of the project are regulated by the agreement on the implementation of the project, which is concluded between the principal investigator, the faculty and UCT Prague.
2. The principal investigator is responsible for the implementation of the project according to the objectives set in the project proposal and for appropriate and economical use of granted funds. The principal investigator pledges to begin the implementation of the project within the agreed period of time, handle the outcomes of the project in compliance with the relevant legal regulations and interests of UCT Prague, present annual reports on the implementation of the project and on the use of project funds and upon request present detailed documents about the use of project funds.
3. The faculty pledges to conclude an employment relationship with the principal investigator of the project under Article 7, Para 4, to provide him/her with appropriate infrastructure background for the project and to perform regular inspections of the use of financial resources of the project.
4. UCT Prague pledges to support the project for the term of its due implementation by providing the starting institutional support.
5. In case no agreement on the implementation of the project is concluded for whatever reasons on the part of the principal investigator or the faculty before the date set in the project proposal as the planned date of the start of the implementation of the project, the claim to the starting institutional support ceases to exist.
6. During the project implementation, the principal investigator shall submit an ECR, Horizon Europe or GAČR EXPRO or similar type project application, depending on the then current calls.

Article 12

Changes in the Project and Reports on the Implementation of the Project

1. No changes in the objectives of the project set in the project proposal are allowed.
2. The principal investigator can transfer funds between the items of the basic structure of the budget in the amount of up to 20% of the total budget. The principal investigator will justify these transfers in the subsequent report. Transfers exceeding 20% of the total budget must be approved by the Fund's Scientific Committee.
3. In case of grave circumstances arising on the part of the principal investigator, the implementation of the project can be suspended for a necessary period of time through an agreement. The duration of the suspension and conditions for resuming the implementation of the project shall be stipulated in an annex to the agreement on the implementation of the project.

4. The principal investigator shall present a regular interim report on the implementation of the project and an overview of used funds within 15 days after the expiration of 12 calendar months of the implementation of the project. The report shall also include a plan of works and an outline budget for the second year of the implementation of the project.
5. The principal investigator shall present the final report on the implementation of the project and an overview of used funds within 60 days after the end of the project.
6. The interim and final reports shall be evaluated by the Scientific Committee of the Fund; the principal investigator, the Dean of the faculty and the head of the department shall be informed about the results of the evaluation.
7. The Scientific Committee may ask the principal investigator to present an overview of used funds at any time during the implementation of the project.

PART FOUR

Article 13

Transitional Provisions

1. This internal standard fully replaces standard No. A/N/961/1/2021.
2. Projects submitted during the period when standard No. A/N/961/1/2021 was in effect will be governed, for the entire implementation period, by the rules that were in effect and in force at the time when the project was submitted.
3. Projects submitted during the period when standard No. A/N/961/1/2021 was in effect shall be governed by this standard only provided an amendment is concluded to the agreement on the implementation of the project that was concluded between the principal investigator, the faculty and UCT Prague; by signing the amendment all parties to the agreement confirm that they agree with the change to the rules.

PART FIVE

Article 14

Final Provisions

1. The Vice-Rector for Research and Development is responsible for the interpretation, update and inspection of the compliance with the provisions of this standard.
2. This standard was discussed by the Academic Senate of UCT Prague on 7 March 2023.

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Rector