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## **PART ONE INTRODUCTORY PROVISIONS**

### **Article 1**

#### **Public funding support provided to specific university research**

(1) Public funding support intended for specific university research purposes (hereinafter referred to as "SUR") is provided to Tomas Bata University in Zlín (hereinafter referred to as "TBU") for the relevant calendar year in compliance with the Act No. 130/2002, Coll. on the Support of Research, Experimental Development and Innovations, as amended, and in compliance with the Rules for Provision of Public Funding Support to Specific University Research issued by the Ministry of Education, Youth and Sports in accordance with the mentioned Act.

(2) The distribution algorithm for the allocated financial resources is described in the Budget of TBU for the relevant calendar year.

## **PART TWO**

### **Article 2**

#### **Internal Grant Agency**

(1) The student grant competition is organized by the Internal Grant Agency (hereinafter referred to as "IGA"). The Internal Grant Agency Board (hereinafter referred to as "IGA Board") is established as the professional, governing and executive body in charge of the implementation of the IGA. Moreover, an Evaluation Commission is established at the relevant component part or organizational unit (hereinafter referred to as "Evaluation Commission") which has been allocated

support from the TBU Budget for the relevant year, with this support intended for the purposes of specific university research (hereinafter referred to as “organizational unit”).

(2) Basic tasks to be done by the IGA Board:

- a) Organize the IGA implementation;
- b) Organize the internal grant competition, register project applications and student scientific conferences, propose the internal grants to be awarded and submit this proposal to the TBU Rector including the final assessment of the grants, register the results of implemented projects (including the results of review procedures);
- c) Control activity with respect to the rules set out by the SUR provider;
- d) Deal with complaints;
- e) Reallocate the financial resources returned during the implementation of projects.

(3) The Board is chaired by TBU Vice-Rector for Research, Development and Creative Activities; Vice-Deans or employees authorized by the senior executive of the relevant organizational unit to be in charge of administration of IGA projects are usually members of the Board.

(4) The Assistant to TBU Vice-Rector for Research, Development and Creative Activities is in charge of administrative issues concerning the IGA and the IGA Board.

(5) The meetings of the IGA Board are closed to the public. The proposers are enabled to get acquainted with information on the assessment of their projects upon request (without the reviewers' names).

(6) Evaluation Commission

The Evaluation Commission at the relevant organizational unit is chaired by the member nominated to the IGA Board to represent the relevant organizational unit. Members of the Evaluation Commission shall be appointed by the senior executive of the relevant organizational unit.

(7) Basic tasks to be done by the Evaluation Commission:

- a) Collect applications and organize the expert assessment of project applications, draw up ranking lists thereof, and submit the documents to the IGA Board;
- b) Modify the amounts of the financial support required, allocate financial resources in project proposals, and that also during the implementation of projects;
- c) Check the implementation of projects at the relevant organizational unit;
- d) Assess the fulfilment of aims of projects in implementation, assess the effectiveness of use of financial resources and the number of outputs, and submit the results to the IGA Board.

## **PART THREE**

### **Article 3**

#### **Student project**

(1) Within the student grant competition, funding is provided to projects implemented within specific university research carried out by students in doctoral programmes (hereinafter referred to as “DP”) or Master’s programmes (hereinafter referred to as “MP”) and directly related to their education.

(2) The implementation period of student projects (hereinafter referred to as “SP”) is 1 to 3 years. As regards the financial aspect, all projects must be completed before the end of the relevant calendar year. The project receives funding after it has been approved to be implemented during one calendar year. As regards the following years, the project receives funding for its implementation depending on the assessment of the interim report of the project for the previous year by the Evaluation Commission and by the IGA Board. The application for provision of funding for the following years of implementation of projects running over several years is to be submitted to the Rector through the IGA Board.

(3) The proposer, i.e. the person who submits a project proposal, is a PhD student (student in a doctoral programme) in the full-time or part-time mode of study, or an academic (only in case of projects prepared by Master’s students). After the project in question has been accepted, the proposer becomes the Project Investigator.

- a) Students in DP or in MP, members of academic staff or researchers working at TBU are members of the implementation team. Each SP has a project guarantor who is a member of the academic staff/researcher at TBU and is responsible for the professional as well as the financial aspect of the project in question. In case of projects implemented by students of MP, where the proposer is a member of academic staff or a researcher, this shall become the project guarantor at the same time.
- b) The guarantor of the SP must stop an unsuccessful project implementation and inform the Evaluation Commission of the relevant organizational unit without delay. If the guarantor fails to do so, the provision given in Article 6, Clause 6 of this Directive shall be applicable to the guarantor. The Evaluation Commission of the relevant organizational unit shall inform the IGA Board about this fact and propose the manner of use of the remaining financial resources.
- c) The following results are considered a successful implementation of the project: Publication of project results assessable in compliance with the Methodology issued by the Research, Development and Innovation Council valid at the time of project submission, and also creative outputs included in the Registry of Artistic Outputs (RAO). The results must be published within 1 year of the termination of the project implementation. Confirmation of the acceptance of the output for publication/implementation is considered a fulfilled requirement. It is the project guarantor who shall be responsible for the fulfilment of the requirement; if the requirement is not fulfilled, the Dean/Director of the relevant component part and the guarantor of the relevant DP shall be informed about this fact. The IGA board of the relevant Faculty is in charge of controlling whether the results with postponed assessment have been achieved. The author of the result must be at least one student who participated in the project implementation. The affiliation of the organizational

unit where the project is implemented and the connection to the IGA project funding must be added. The Project Investigator must successfully complete the project implementation no later than by the date on which he/she completed his/her last year of studies in a MP or on which he/she defended his/her doctoral thesis.

(4) Time schedule of the student grant competition:

- a) The call for submission of SP is to be issued by the TBU Rector annually, usually before 1 October of the calendar year preceding the year in which the competition is held.
- b) Applications for SP grants shall be submitted at the organizational units (to the office in charge of the implementation of the IGA at the respective organizational unit) within 45 calendar days of the announcement of the call for submission of SP. After the applications have been assessed at the organizational unit, the Evaluation Commission of the organizational unit shall take a decision and propose the SP to be funded. The Evaluation Commission is entitled to request that the proposer submits additional documents related to his/her project proposal during the assessment process. The list of all projects (i.e. those proposed to be funded and to be rejected) is to be submitted by the Evaluation Commission to the IGA Board within 20 calendar days of the day when the submission deadline for proposals of SP expires. The IGA Board shall submit the project proposals for approval to the Rector of TBU, usually within 14 calendar days.

#### **Article 4**

#### **Grant applications, assessment and approval thereof**

(1) Each proposer can submit only one SP application in the given year, and that provided that:

- a) The project proposed is not included in a project implemented by the proposer and funded by an external provider, and the proposer is not a co-investigator or a member of the implementation team of such a project. This condition does not apply to strategic projects defined in the Strategic Plan of TBU and in the Updates thereof;
- b) The project implementation team has a maximum of 50 persons;
- c) The number of doctoral students or Master's students in the project implementation team must be at least equal to the number of the other members in the team;
- d) The project proposed is at the same time not implemented within supplementary or commissioned activities;
- e) The proposer is a member of the implementation team of no more than one different project submitted to the IGA;
- f) None of the projects submitted by the proposer and funded by the IGA during the previous three years were assessed as unsatisfactory.

(2) Submission of applications

- a) Applications must be submitted through the OBD (Personal Bibliographic Database) system. All required spaces in the application form must be completed.
- b) Grant applications must be submitted to the Evaluation Commission within the deadline set, according to the time schedule prepared before the launch of the internal grant competition.
- c) The grant application must include the following information:
  - ca) Name of the project proposer, names of co-proposers (if available)

cb) Project title

cc) Expected financial support to be provided to the project and substantiation of the support required

cd) short annotation

The following appendices must be attached to the project:

ce) Name of the guarantor and his/her opinion – to be completed in case of SP submitted by students

cf) CV of the proposer (in the Europass format) including an overview of previous R&D and creative activities

cg) Description of the project according to the structure given in Appendix 2 to this Directive

ch) Statutory declaration and authorization for Project Investigators approved by the Dean of the Faculty/Director of the component part and the Faculty secretary/financial manager of the component part;

ci) Request for the assessment of project research data by the TBU Ethics Committee in the event that the project research concerns mainly an individual as a human data subject. Formal requirements of the request shall be specified in the Rules of Procedure of the TBU Ethics Committee.

d) Applications with technical deficiencies shall be rejected before the assessment procedure begins.

e) Within the internal grant competition, only eligible expenses can be claimed, as defined in § 2 Paragraph 2 Letter 1) of the Act on the Support of Research, Experimental Development and Innovations, namely:

ea) Personnel costs and expenses, incl. scholarships to be awarded in the sphere of R&D and innovations in accordance with the Higher Education Act

eb) Costs and expenses for purchasing movable and immovable property

ec) Costs and expenses for services

ed) Other operating costs and expenses

ee) Additional costs and expenses

f) The funding provided to a project during one calendar year can amount to a maximum of CZK 3,000,000; before 31 May of the relevant year in which the project is implemented, the maximum amount of the financial support provided which can be spent is 60 %.

fa) Personnel expenses

The project funding can be used for the relevant percentage of salaries of those academic employees and researchers who participate in the implementation of the project, and that in accordance with the percentage of their workload included in the implementation of the project, and that if only Master's students are project proposers and members of the implementation team.

The project funding can be used to pay costs for work done outside employment and contracted only in direct relation to the implementation of the project.

fb) Scholarships

Scholarships intended for students who participate in the implementation of the project may be covered from the financial support provided to the project.

The percentage of personnel costs and scholarships connected with the participation of doctoral or Master's students as Project Investigators or other members of the SP

implementation team amounts to more than 75% of the total personnel costs and expenses (including scholarships), covered within eligible expenses related to SP.

fc) Investment expenses

Only that part of the expenses for acquisition of long-term movable and immovable property can be included which corresponds to the use of the equipment in the project. The amount to be used to purchase long-term movable property (property with a purchase price higher than CZK 40,000 and with the expected period of use in service exceeding 1 year) with the expected period of use in service longer than the implementation period of the grant project is calculated using the following formula:  $U(N) = (A/B) \times C \times D$ , where  $U(N)$  represents the eligible expenses, A is the project implementation period, B is the expected period of use in service (the meaning of this term is identical to the term “service life” used in the Act on Income Tax), C is the purchase price of the equipment and D is the proportion of its use for the project implementation. Eligible expenses for long-term movable property with the expected period of use in service equal to the implementation period of the grant project or shorter are calculated using the following formula:  $U(N) = C \times D$ . A similar formula is used to calculate eligible expenses for purchase of long-term immovable property (property with a purchase price higher than CZK 60,000 and with the expected period of use in service exceeding 1 year).

It is not permitted to use the whole amount of the funding provided to the relevant SP only for purchasing equipment (investment).

If investment resources are required for the project implementation, the proposer shall inform the Chairperson of the Evaluation Commission by e-mail, and that when submitting the project proposal. The Chairperson of the Evaluation Commission shall submit a complete list of investment resources required by the whole organizational unit to the IGA Board.

fd) Operating expenses

The operating expenses to be funded from the project are the following: Operating expenses arisen in direct factual and temporal relation to the implementation of the project. Operating expenses may include material expenses, travel expenses, costs for other types of services.

Material expenses include costs for material (e.g. office equipment and laboratory material, low-value movable and immovable property; also costs for technical books and journals, for products developed during the project implementation, for operation and maintenance of property used during the project implementation).

The expenses for services include: Expenses or costs for services used in direct relation to the implementation of the project; these costs include e.g. expenses for counselling or advisory services used in direct relation to the implementation of the project, conference fees (only fees paid for the attendance of students), expenses related to the publication of results.

Travel expenses in the Czech Republic and abroad can only be reimbursed to students; travel expenses cannot be reimbursed to academic employees participating in the implementation of the project. If the student is a member of the implementation team in charge of a SP and, at the same time, an employee of TBU (student employee), and the implementation of the SP is related to his/her job description, the reimbursement of travel expenses shall adhere to the relevant provisions of the Labour Code. If the implementation of the student project is not related to the job

description of these student employees, then they shall travel on behalf of TBU as students. Meal allowance shall not be funded from the resources of the SP.

The funding cannot be used to cover costs for any type of language courses.

fe) Additional expenses

Additional (overhead) costs (e.g. administrative costs, expenses for energy use and services); the mentioned costs must not exceed 20% of the total operating expenses.

All financial requirements stated in the application must be sufficiently substantiated.

- g) If changes of the proposer's status occur or if the proposer decides to withdraw his/her application, he/she has to do so without delay during the selection procedure. A withdrawal of the project after the project receives funding is considered as an unsatisfactory implementation, unless the IGA Board decides to make an exception due to serious reasons.

(3) Assessment of grant applications

- a) Basic criteria for the expert assessment of project applications are the following:

aa) Originality and scientific importance of the project

ab) Project topical relevance and prospects

ac) Expected benefit of implementation, applicability of results

ad) Preparation of project proposal and aims of implementation

ae) Competence and qualification of the implementation team, including the assessment of IGA projects previously submitted and implemented by the proposer

af) Conception and methodology

ag) Time schedule of work

ah) Financial resources required must be adequate and substantiated.

- b) A student project submitted to the student grant competition shall be assessed by at least one reviewer who has not participated in the preparation of the student project proposal to be assessed and who is not a member of the implementation team of the assessed student project proposal. Projects shall be assessed in accordance with the methodology set in the OBD system, IGA module.
- c) The reviewers shall be remunerated for their activities in compliance with the conditions set out in the Labour Code and in the Act on the Support of Research and Development. The remuneration shall be paid from the resources intended for the organization of the student grant competition.
- d) The Evaluation Commission shall draw up the project ranking list based on the assessment in the OBD system and submit its proposal to the IGA Board. In case of equality of points, the ranking is to be determined by lot. Projects are funded according to the ranking list until the limit set for projects of the respective organizational unit is reached; in the evaluation period, the maximum amount to be allocated is 90 % of the funding intended for SSC assigned to the relevant organizational unit in the year preceding the year when the SP proposed is implemented.
- e) The IGA Board is entitled to request a supplementation or a modification of the project proposal, with the Chairperson acting on the behalf of the IGA Board.

## **Article 5**

### **Changes during the project implementation stage**

(1) After the TBU Budget for the year of the project implementation has been approved, the Evaluation Commission may propose changes to the budgets of recommended projects depending on the actual amount of funding allocated to SSC.

(2) Changes during the project implementation stage can be applied for by the Project Investigator or by the guarantor. Applications for changes can be submitted to the Evaluation Commission of the relevant organizational unit, which shall forward the application together with the Commission's opinion to the IGA Board. The IGA Board shall forward the application together with the Board's opinion to the Rector, in the following cases no later than 30 September of the relevant calendar year:

- a) Premature termination of the implementation
- b) Change in the total amount of personnel costs/scholarships
- c) Major change in the project's funding structure, namely in other types of expenses (exceeding 20% of the total project budget approved for the given year of implementation)
- d) Change in the total amount of project costs exceeding 5 % of the resources provided
- e) Return of financial resources
- f) Change in the person of the Project Investigator or of the guarantor
- g) Gross infringement of the Rector's Directive 'Rules of Student Grant Competition Held at TBU' in the valid version

Other types of changes, that are not required to be applied for, must be duly substantiated in the interim/final report.

## **Article 6**

### **Assessment of project results**

(1) The results of implementation of each project funded by the IGA shall be assessed under an internal review procedure, and that both from the professional and from the financial point of view, based on the final or on the interim report on the project. The review procedure is organized by the Evaluation Commission. The Commission may seek the opinion of one or more reviewers from among the academic or research staff of the relevant organizational unit, and/or of an expert outside the relevant organizational unit. The Project Investigator shall submit the final or the interim report to the office in charge of the implementation of the IGA at the relevant organizational unit before 31 January of the following calendar year. The Evaluation Commission shall submit the report on the results of the review procedure to the IGA Board before 15 February of the following calendar year. The report shall include a list of assessed projects including the total number and types of outputs of the relevant projects as well as comments and suggestions given by the Evaluation Commission and also other information in accordance with the current requirements of the MEYS, as specified in advance by the Chairperson of the IGA Board.

(2) Each project must have assessable publication or creative outputs in the number and extent corresponding to the budget of the project and to the number of members of the implementation team. The publication outputs must include the affiliation of the organizational unit where the project is implemented as well as information on the work having been carried out with financial

support provided by the IGA as well as the Project Number. The Project Investigator receives the Project Number in a letter concerning the acceptance of the project for funding.

(3) If relevant, publication outputs must be published in conformity with the Rector's Directive "Activities Carried Out by the University Press of Tomas Bata University in Zlín".

(4) The project assessment must include the parameter of effectiveness of the project (calculation instructions are given in Appendix 3). The minimum value of the parameter of effectiveness of the project shall be specified by the relevant organizational unit, taking into consideration the specific features of the relevant organizational unit.

(5) Projects are assessed by the Evaluation Commission as follows: Approved, Approved with Reservations, Unsatisfactory. The final opinion on projects assessed as "Approved with Reservations" or "Unsatisfactory" shall be discussed by the IGA Board. The IGA Board shall submit the final proposal of the assessment of all projects in implementation to the Rector.

(6) In the event that the IGA Board confirms the assessment as "Unsatisfactory" due to an insufficient activity of the guarantor during the organization of the fulfilment of the scientific aims set for the project or for the project's financial management, then the guarantor in question shall be excluded from participation in all IGA projects in the following year.

(7) Publication and creative outputs must be entered in the OBD database (Personal Bibliographic Database) and must be attached to the interim/final report in the full-text version including citation data. The project guarantor is responsible for entering the outputs into the OBD database.

(8) The relevant extract from the SAP economic system regarding the management of financial resources must also be attached to the interim/final report. The final report must faithfully reflect the accounts and must include a substantiation of the listed project costs, and that also in case of additional billing of project costs.

## **PART FOUR**

### **Article 7**

#### **Projects aimed to support cooperation between constituent parts**

(1) From the allocated resources intended for SUR purposes, selected projects implemented by teams from different organizational units of TBU shall be supported within an independent competition.

(2) The Evaluation Commission shall earmark a part of financial resources provided for SUR to the relevant organizational units for funding of projects implemented in cooperation between organizational units of TBU.

(3) The projects implemented in cooperation between organizational units of TBU must fulfil the requirement of effective cooperation between at least two organizational units of TBU. Efficient cooperation refers to a minimum proportion of 20 % of the total eligible expenses of the project.

The requirements regarding projects implemented in cooperation between organizational units of TBU are identical to the requirements regarding SP as specified in the Articles 3 to 6 of this Directive.

## **PART FIVE**

### **Article 8**

#### **Student scientific conference**

- (1) Public funding support intended for SUR purposes can also be used to cover eligible expenses related to the organization of a student scientific conference (hereinafter referred to as “SSC”). Eligible expenses refer to expenses in accordance with the Rules for Provision of Public Funding Support to Specific University Research, as defined in the Act on the Support of Research, Experimental Development and Innovations, as amended.
- (2) Proposals for the organization of a SSC must be submitted on the relevant form via the OBD – Personal Bibliographic Database system.
- (3) Students in DP and MP are active participants in student scientific conferences.
- (4) The senior executive of the relevant organizational unit shall announce the SSC to be held and appoint the supervisor of the conference.
- (5) The relevant organizational unit shall cover the expenses related to the organization of the SSC using the allocated subsidy. The summarized expenses for the SSC held at the relevant organizational unit must not exceed 10% of the public funding support provided.
- (6) Within the SSC, the top presented papers may be selected. The selection of the top papers shall be made by a commission appointed for this purpose by the senior executive of the relevant organizational unit.
- (7) Before 31 January of the following calendar year, the guarantor appointed by the senior executive of the relevant organizational unit shall submit the final report on the SSC held to the IGA Board.

## **PART SIX FINAL PROVISIONS**

- (1) Information on SP to be funded shall be posted on the TBU website in the following structure: Project Investigator – project title – internal grant amount.
- (2) This Directive replaces the Rector’s Directives No. SR/22/2019 and is applicable to projects registered in 2020 and projects to be implemented in 2021 and in the following years.