Appendix 2 to Rector's Directive SR/20/2020

<u>Recommended structure of the description of an IGA project</u>

<u>1. Presentation of the implementation of the project</u>

In the section "Presentation of the Project" describe the basic principles of the implementation of your project submitted within specific university research and give reasons for the project's <u>originality in comparison to the current state of the art in the relevant field.</u> From this section, the reviewers of the project must learn about the main feature of the project and about the main characteristics of the actual implementation of the project. In this section you must convince the reviewers that the proposed manner of implementation is correct and that the project is original and will be implemented on a professional level. Furthermore, please give a description of facts which you consider important and which you want to include in the project proposal. Describe possible ways of dealing with the issue of your project proposal. Describe how similar issues have been dealt with in the Czech Republic and abroad according to your knowledge. Give a list of the sources consulted.

Recommended number of pages: 2-4 pages of printed text

<u>2. Framework of the project</u>

The framework of the project is the method used for the elaboration of a basic and well-arranged description of the project and for the extent thereof which defines the key elements of the project (the description includes the mission of the project, plan of the project, project implementation aims and stages, and results of the project implementation). The framework of the project is supposed to include a general description and to be easy to understand, as it provides a basis for the primary decision about what will happen with the project in future.

The framework of the project **must be able to answer the following questions**:

- What is supposed to be achieved – done within the project
- Why is the project implemented
- How is the project implemented
- When will the project tasks be implemented
- What are the critical prerequisites for the implementation
- What are the indicators for the achievement of the aims – expected results

The following structured overview includes instructions on how to answer the above-mentioned questions:

2.1 Purpose of the project

Please describe the purpose and the aims of your project to be fulfilled through the implementation of this project. The purpose of the project will be achieved through the

application of concrete results achieved through this project supported by other results or activities, and that in particular after the termination of this project.

2.1.1 Usefulness and topical relevance of the project

Please give the reasons why it is necessary to implement precisely your project and in the specified period of time. Describe whether and how your project reacts to the current and expected future economic and social needs and problems (e.g. to an increase in the economic performance, demographic development, etc.). Give the reasons why your project should receive funding from public resources.

Recommended number of pages: A half page of printed text

2.1.2 Possible application of results

Please describe the possible application of results of the project or another possible use of the results. Include also such possibilities which you do not intend to use but which are, nevertheless, real. Describe the method you have planned to use (including the procedure) for the application of the results of the project (expected use of the results).

Recommended number of pages: Max. a half page of printed text

2.1.3 Critical prerequisites for achieving the purpose of the project

The critical prerequisites for achieving the purpose of the project specify the prerequisites/requirements which must be fulfilled in order to achieve the above-mentioned purpose of the project. Describe or indicate what type of other projects and activities must also be carried out (and who will be in charge of doing so) and which aims must be fulfilled so that the above-mentioned purpose of your project can be achieved together with another project. Describe how you want to proceed in order to reduce any risks to the completion of the project.

Please describe also those critical prerequisites which you cannot influence or ensure or which are not under your control.

Recommended number of pages: One paragraph of printed text (a quarter page of text)

2.2. Aims of the project

2.2.1 Aims and results of the project

2.2.1.1 Aims of the project
The aim of the project is an exact description of what you want to achieve through the implementation of your project. The aim of the project becomes then the specific obligation for the project. The concrete results of the project and the manner in which the results are submitted and prepared must correspond to the set and defined aim of the project.

2.2.1.2 Defining your project aims
The definition of the project aim describes the contractual obligation for the project. Please formulate clearly and explicitly what is expected to be achieved through the implementation of your project and which knowledge/results will be obtained through the project implementation.

Thus, the definition of the project aim gives a response to the following basic questions:
1. What?
2. Until when?

2.2.1.3 Results of the project

a) Specify the expected results of the project. 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.

b) Specify which results of the project guarantee that the aim of the project will be achieved (e.g. number and type of publications – see the *Note* below).

Note:
1. A result is interpreted as an output which can be assessed in accordance with the currently valid Methodology issued by the Research, Development and Innovation Council of the Government.

2. The content of this chapter shall help specialists - project reviewers/experts - to assess among others the expected benefits of the assumed results of the project (i.e. assessment as to whether the expected benefits are appropriate, assessment of the outputs of the project implementation and of the probability that the expected results will be achieved).

Recommended number of pages: 1 – 2 pages of printed text

3. Methodology for the implementation

Please describe the approach, the methods and procedures which you have chosen and which you will use during the implementation of this project submitted to the programme of specific university research. This methodology is supposed to serve as a methodological instruction on the implementation, in particular for the project and implementation team, and will be assessed by specialists – project reviewers/experts.

This section of the project proposal is supposed to help you to understand the matter-of-fact way of dealing with the issue. We recommend structuring the description of methods according to the relevant implementation stages.

Recommended number of pages: 1 to 2 pages of printed text

4. Funding of the project

Please describe in detail and give reasons for particular items requested for funding of the project.

5. Competences and experience of the project proposer

Please describe the results achieved by the project proposers up to the present and their experience with the implementation of previous IGA projects, and/or other projects.