

Mandatory Structure of Description of Projects Aimed to Support Scientific and Research Activities in the Field of Social Sciences in the Period from 2021 to 2023

1. Presentation of the project implementation

In the part involving the project presentation, describe the basic principles of the project implementation within higher education research and substantiate the originality of the project compared to the current state of knowledge in the given field. In this part, project reviewers must be able to see what the project is about and what the actual implementation of the project consists in. In this part, you must persuade the project reviewers of the correctness of the proposed implementation method, its originality and professional level. Furthermore, provide a description of the facts which you consider important and which you want to inform about in the project proposal. Describe possible alternative methods which can be applied when dealing with the issue focused on in your project proposal. Describe similar solutions to the same issue known to you in the Czech Republic and abroad. Attach a list of sources consulted.

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

2. Project framework

A project framework is the method used for the elaboration of a basic, well-arranged description of the project and of its scope, which defines the key elements of the project (The description includes the mission of the project, the project plan, project aims and implementation stages and results of the project implementation.). Because of its generality and clarity, the project framework forms the basis for the basic decision on the future fate of the project.

The project framework **must give answers to the following questions:**

- What is to be achieved/done within the implementation of the project,
- why the project is implemented,
- how the project is implemented,
- when project tasks are to be carried out,
- what are the critical prerequisites for the project implementation,
- what are the indicators of achieving the aims – the results expected.

The following breakdown shall be used as a guide to answering the questions:

2.1 Purpose of the project

Describe the project purpose and project aims to whose fulfilment this project will contribute. The purpose of the project will be achieved by applying the specific results achieved through the implementation of this project, with the contribution by other results or activities, and that usually only after the termination of this project.

2.1.1 Usefulness and topical relevance of the project

Give reasons why it is precisely your project that should be implemented and precisely at this time. Describe whether and how your project responds to current and anticipated future economic and societal needs and issues (e.g. to an increased economic performance, demographic development, etc.). Indicate why the project should be funded from public resources.

Recommended number of pages: 1-2 pages of printed text.

2.1.2 Possibilities of application of results

Describe the possibilities of application of the results of the project or another type of use thereof. Describe also such types of applications which you do not plan to use but which are real. Describe the method (including the procedure to be followed) which you plan to use in order to apply the project results (projected use of the results).

Recommended number of pages: No more than half a page of printed text.

2.1.3 Critical prerequisites for achieving the purpose of the project

Critical prerequisites for achieving the purpose of the project indicate what prerequisites/requirements must be met in order to achieve the purpose of the project specified above. Describe or indicate what other projects or activities must also be carried out (and who will ensure the implementation of the required projects/activities) and how their aim will be fulfilled, so that the stated purpose of the project together with this project can be achieved. Describe how you can ensure that any risks of failing to complete the implementation of the project are minimized.

Furthermore, describe those critical prerequisites that you cannot influence, ensure, or which are outside your control.

Recommended length: One paragraph of printed text (1/4 page containing a text).

2.2 Aims and results of the project

2.2.1 Aims of the project

The aim of the project shall exactly describe what you want to accomplish through the implementation of this project. The aim of the project is then a specific commitment of the project. The specific results of the project and the manner in which they are handed over and processed must correspond to the set and defined aim of the project.

2.2.2 Definition of project aim

The definition of the project aim is the expression of the contractual obligation connected with the said project. State clearly and unambiguously what is to be achieved through the implementation of this project and what knowledge/results will be obtained through the implementation of this project. The definition of the project aim shall give answers to the

following basic questions:

1. What?
2. Until when?

2.2.3 Project results

State the expected results of the project. The results stated must be achieved no later than upon the termination of the implementation of the project in question.

3. Project implementation methodology

Here, describe the approach, selected methods and procedures of implementation of the project submitted which you will apply during the implementation of this project. This methodology shall be used as a methodological guideline for the implementation, to be used particularly by the project and research team; the methodology will be assessed by project reviewers/experts.

This part of the project proposal is intended to help you clarify the matter-of-fact way of dealing with the issue. We recommend that you structure the description of the methods according to the individual implementation stages.

Recommended number of pages: 2-3 pages of printed text.

4. Funding allocated to the project

Here, describe and substantiate in detail each item of the funding required for the implementation of the project, and that in the following structure:

Non-investment financial resources (allocated from the Strategic Development Fund)

- Personnel costs
- Direct costs
- Subcontracting

Investment financial resources (Funding requires financial participation by the relevant Faculty/component part.)

5. Competence and experience of the project proposer

Here, describe the results previously achieved by the proposers and their experience with the implementation of development projects implemented in the past, and, if applicable, experience with the implementation of other types of projects.