

Specification and Requirements Related to the Internal Grant Competition

Support of Quality at TBU in Zlín (IGA-K)

Article 1

General provisions

- 1) Projects submitted to the competition entitled “Support of Quality at TBU in Zlín” (hereinafter referred to as “IGA-K”) contribute to the support of educational, R&D and creative and other activities carried out at TBU and aimed at fulfilling the strategic aims of TBU.
- 2) The grant funds provided within the internal IGA-K competition may be used to finance only such activities specified in the application for the provision of funding for the implementation of the given project for which no other public funding has been provided by the relevant budgetary section of the Ministry of Education, Youth and Sports, or other financial resources from the state budget, from the budgets of self-governing territorial units, from state funds, from funds of self-governing territorial units or from the National Fund, or budgetary resources or structural or other European Union funds, or other funds from abroad provided in compliance with international treaties, with legal acts of the European Communities, with legal acts of another member country of the European Union or financial resources intended for the fulfilment of public sector administration tasks, or other public funds.
- 3) The competition shall be announced by the Rector of TBU. The fields of enquiry of the Call will be defined in the Announcement.
- 4) Project applications and results of implementation of projects accepted for funding (final reports on the project implementation) shall be assessed and recommended for approval by a committee appointed by the Rector. In the event that a Call is financially supported by an external entity, a representative of the external provider shall be a member of the Committee. The decision to accept a project proposal for funding shall be made by the Rector of TBU on the basis of a recommendation given by the Committee.
- 5) The Vice-Rector for Internal and External Relations has been given the task to provide for the organization of the IGA-K competition.
- 6) Those TBU component parts where the relevant project will be implemented shall be responsible for organizational issues and administration of projects accepted for funding.
- 7) The submission of project proposals shall adhere to the Rector’s Directive SR/23/2020 “Submission and Administration of Projects”.
- 8) Each project proposal must include a Statutory Declaration and Authorization by the Rector for the Project Investigator issued in accordance with the SR/13/2020.

Article 2

Project proposals and assessment thereof

- 1) The project proposer is the Head of the relevant component part of TBU or an employee authorized by the Head. The Statutory Declaration mentioned above shall be used to authorize the employee.

- 2) The project application shall have the following mandatory structure:
- Name of project proposer or of co-proposers where applicable, i.e. if the project is submitted by multiple component parts of TBU.
 - Title of the project
 - Name of the component part (Faculty) and of the constituent part (department)
 - Description of the project
 - Statement of reasons related to the fulfilment of the aims of the IGA-K competition
 - Presentation of the research team, including the supported persons
 - Expected funding to be allocated to the project and statement of the specific reasons for the funding requested; the project cost breakdown shall include all types of co-funding from own resources of the relevant component part.

The project must comprise the following annexes:

- Statutory Declaration issued in accordance with the SR 13/2020
- The request for the assessment of research data by the TBU Ethics Committee in the event that the project research deals particularly with a human being as the human subject of personal data processing. Formalities connected with the request are specified in the Rules of Procedure of the TBU Ethics Committee.

Within the internal grant competition, only eligible costs can be reimbursed, namely:

- Personnel costs/expenses including scholarships
- Operating costs or expenses related to services
- Additional costs/expenses

Additional requirements may be set out in the Announcement of a specific competition.

- 3) Any type of co-funding of the project from own resources shall be the responsibility of the component part where the project is implemented.
- 4) Applications with formal deficiencies shall be disqualified before the assessment.
- 5) Projects are submitted electronically (except for the Statutory Declaration) via the OBD system, namely via the IGA module.
- 6) The criteria used for the assessment of project applications are the following (max. 20 points per criterion):
 - Relevance to key topics listed in the Announcement and topicality of the project
 - Expected benefit of the project results
 - Quality of the preparation of the project proposal, concept and methodology
 - Time schedule of the project implementation must be adequate
 - Financial resources required must be adequate and substantiated

The IGA-K Committee shall draw up a ranking list of project applications recommended for funding based on the assessment provided. Projects shall be accepted for funding depending on their rank until the set limit is reached. The IGA-K Committee is entitled to request the provision of additional information or a modification of the project proposal.

Article 3
Changes during the project implementation stage

- 1) Requests concerning changes planned to be made during the project implementation stage shall be submitted by the project investigator through the Chairperson of the IGA-K Committee to the Rector, and that in the following cases:
 - Premature termination of the project implementation
 - Changes in the total amount of personnel costs and scholarships
 - Substantial change in the structure of project funding in other cost items (exceeding 20% of the amount allocated to the given item of the project budget)
 - Change in the total cost of the project exceeding 5 % of the funding allocated
 - Return of financial resources
 - Change in the person of the project investigator
 - Other cases having a direct impact on the successful implementation of the project

Article 4
Assessment of the project results

- 1) The results of the implementation of each project accepted for funding by the IGA-K shall be assessed by the Committee as regards both professional and financial aspects, and that on the basis of the Final Activity Report summarizing the results achieved and their contribution to the development of TBU and to the development of the region with regard to the aims set out. The Final Activity Report shall be submitted to the Chairperson of the IGA-K Committee in accordance with the requirements set out in the Call for the submission of projects.
- 2) An extract made from the SAP information system for financial management and reporting on the management of the financial resources allocated is also a mandatory annex to the Final Activity Report. The Final Activity Report must truly reflect the accounting information related to the project, providing reasons for the expenses connected with the project and listed in the Final Activity Report.
- 3) Projects are assessed by the IGA-K Committee as follows: Approved, Approved with Reservations, Unsatisfactory. The IGA-K Committee shall inform the Rector of TBU and the principal investigator of the project about the results of the assessment of the project.

Article 5
Final provision

Information on the projects accepted for funding will be posted on the TBU website in the following structure: Project investigator - project title - approved project costs.