

On the basis of the proposal by the Grant Committee of the Prague University of Economics and Business, the Rector laid down the following rules for the IGA/A grant competition:

IGA/A Grant Competition Rules

The IGA/A grant competition (hereinafter referred to as “IGA/A GC”) is a competition in support of projects carried out on the basis of the IGA/A project registered under CZ.02.2.69/0.0/0.0/19_073/0016936 and of Call No. 02_19_073 IMPROVING THE QUALITY OF INTERNAL GRANT SCHEMES AT HIGHER EDUCATION INSTITUTIONS of the Operational Programme Research, Development and Education (OP RDE).

The responsibility for the organisation of IGA/A GC at the Prague University of Economics and Business (hereinafter referred to as “VSE”) lies with the Internal Grant Agency, which also organises the Internal Grant Competition for projects supported by funds for specific university research, subject to compliance with the conditions set out in Call No. 02_19_073.

1. Student Projects Supported within IGA/A GC at VSE

Within IGA/A GC the proposer can apply for support of a student project.

The student grant application must be prepared and submitted in the English language.

The application of a proposed project within IGA/A GC at VSE may only be submitted by a student in a doctoral study programme at VSE (hereinafter referred to as a “Ph.D. student”).

The research team of the student project consists of:

- the principal researcher, i.e. a Ph.D. student who applies for a student grant in his/her own name and who is responsible for coordinating and leading the research team and delivering outputs of the student project;

and

- other researchers, i.e. at least one or more Ph.D. students who under the coordination of the principal researcher participate in the student project. A maximum number of other researchers of one student project is 4 persons.

One student may be involved as researcher (the principal researcher or a co-researcher) of only one student grant funded within IGA/A GC at a given moment.



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The participation of at least one mentor, i.e. a research worker or academic staff member with a minimum academic qualification of CSc., Ph.D., or equivalent, who provides the project researcher(s) with professional and methodological support, is mandatory in the student grant.

The number of mentors per student project is limited by the number of researchers. Each researcher is entitled to have a mentor.

The IGA/A GC student grant may not be awarded for a topic identical to the dissertation topic of the principal researcher or of any other research team members. It is nevertheless possible that Ph.D. students fulfil partial study obligations of their individual study plan (the publishing activity, active participation in the conference, etc.) using IGA/A GS project outputs. However, the output of the project must not be the dissertation as a whole. The fulfilment of this condition is specified in the student grant award agreement. Through the funding of the selected project it is declared by VSE that the project meets this condition.

When setting up the budget as part of the project proposal within IGA/A GC, the proposers are required to comply with the rules set out in the IGA/A project registered under CZ.02.2.69/0.0/0.0/19_073/0016936 and in Call No. 02_19_073 IMPROVING THE QUALITY OF INTERNAL GRANT SCHEMES AT HIGHER EDUCATION INSTITUTIONS, which are elaborated in the IGA/A GC Application Guide, annexed to these rules.

The application is evaluated and approved for funding through IGA/A GC at university level within the specified fields of research (FORD, the Frascati Manual):

A)

- 5. Social sciences (all)
- 1.1 Mathematics
- 1.2 Computer and information science

and

B)

- 2.2 Electrical engineering, electronic engineering, information engineering (HW, SW)
- 2.7 Environmental engineering (Energy and fuels)
- 3.3 Health science
- 4.5 Other agricultural sciences
- 6.1 History and archaeology
- 6.3 Philosophy, ethics, religion
- 6.4 Arts (arts, history of arts, performing arts, music)



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In the case the proposed application is submitted outside the fields of research specified under A), justification is always required.

2. Call for the Grant Competition

On behalf of the Rector, IGA/A GC is annually announced by the Grant Committee of VSE (hereinafter referred to as the “GC”). The IGA/A GC principles are available at the Office for Science and Research (hereinafter referred to as “OSR”) website under - Science & Research Support - Grants – IGA/A Grant Competition.

The call for competition is normally made in September. All dates are specified in the respective IGA/A GC schedule.

3. Project Duration

The IGA/A GC project duration is, based on whole months, 12 or 24 months. Grant funds are allocated for that time.

In the case of a two-year project, the principal researcher must submit an Application for Project Continuation for the additional year of the project.

4. Grant Application

The grant application is submitted through an OSR worker administrating IGA/A GC (hereinafter referred to as the “administrator”) via the electronic form in the InSIS information system. At the same time a paper copy of the application is also submitted to the administrator, which must be signed by the principal researcher and must include signed CVs of all members of the proposing team.

The Project Card is part of the grant application and its form is available at the OSR website under IGA/A GC (see <https://science.vse.cz/science-research-support/grant/iga-a-grant-competition/>). The conditions for submitting the grant application and its requirements are set out in the Call for IGA/A GC.

5. Evaluation of Grant Proposals

When evaluating proposed projects, the GC takes into account reviewers’ reports. For each proposed project there are at least 2 reviews, out of which at least one is prepared by an external reviewer (i.e. an expert of the appropriate professional profile and experience who, at the time of evaluating the student project proposal, is not in an employment relationship with the evaluating institution, i.e. with the beneficiary or project partner, or one of its parts, e.g. the faculty).



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The reviewer must not be a research team member, must not participate in the preparation of the evaluated student project proposal, and must not be subject to any conflict of interest.

The responsibility for selecting reviewers lies with the GC, based on proposals by the respective Vice-Deans of the faculties concerned.

The reviewer feeds the report into InSIS.

Criteria for the evaluation of grant proposals by reviewers are published in the document called “Criteria for Evaluating IGA/A GC Student Grant Projects”.

Upon request made by the proposer, the reviewers’ reports within IGA/A GC may be open for inspection.

The final evaluation of projects is made by the GC on the basis of verified reviewers’ reports. The order of projects and the list of projects recommended for funding are approved by the GC on the basis of a vote, with the resolution being adopted if an absolute majority of all present GC members vote for it. Without undue delay, the GC chairman submits to the Rector the minutes of the GC meeting, including the list of projects recommended for funding. If the Rector does not agree with the proposal of projects approved for funding, the proposal together with a justification is referred back for reconsideration by the GC.

The IGA/A GC projects are evaluated in terms of the fulfilment of conditions set out in the IGA/A project registered under CZ.02.2.69/0.0/0.0/19_073/0016936 and in Call No. 02_19_073 IMPROVING THE QUALITY OF INTERNAL GRANT SCHEMES AT HIGHER EDUCATION INSTITUTIONS as well as the scientific value of the project is evaluated at the same time. The project proposal is also evaluated in terms of the contribution to the scientific knowledge, the understanding of the current state of knowledge in the respective field, the quality of methodology, the quality of project management, the level of expected publication outputs, the quality of the team and adequacy of financial requirements. In the proposed project, it is necessary to specify in detail data relating to each year of the project.

The proposer shall be notified by the GC of the result of the evaluation of the student project proposal (approved or not approved for funding) by electronic means. In the case the grant is approved, the notification shall also include information on the funding amount allocated and instructions for its use, or information concerning required adjustments to the project proposal. In the event of a difference between the requested and allocated funds, the principal researcher must adjust the project proposal and its budget in accordance with the instructions by the GC. However, in the case of budget cuts in the project proposal, researcher labour costs may not be reduced below the minimum level.

The results of the evaluation shall be published at the OSR website.



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6. Mandatory Reporting of Monthly Activity of IGA/A GC Project Researchers

For each month of the student project, each researcher prepares a written Activity Report (a template available at the OSR website), which is signed by the researcher and the mentor. Upon its completion, the Activity Report is on a monthly basis submitted to the administrator who approves this report.

Contents of the Activity Report:

- activities carried out for the respective month,
- the researcher's capacity expressed in terms of FTE for the respective month,
- evaluation of work progress concerning outputs,
- activities planned for the following month,
- summary of activities of other researchers (*to be prepared only by the principal researcher*).

7. Application for Continuation of a Multiannual Project

The Application for Project Continuation is submitted through the administrator via the electronic form in InSIS. A paper copy of the Application for Project Continuation is submitted to the administrator. The conditions for submitting the Application for Project Continuation and its requirements are set out in the Call for IGA/A GC.

The Application for Project Continuation must include:

- a progress report outlining activities to date, the results achieved, the objectives achieved, or not achieved, if any, listed in the grant application, information on the disbursement of funds, including specification of any changes to the approved proposal (with their justification). All published outputs, outputs in preparation, changes to the proposal in respect to the outputs (if any) must be described and duly justified, including the status of the peer review process; all reportable outputs of own research work (datasets, articles, articles in preparation, etc.) must be sent by email to the administrator.
- also, in the case of any changes to the approved proposal, an updated plan of activities and updated proposal of funding for the second year of the project, which must be duly justified.

The deadline for submitting Applications for Project Continuation is the same as the deadline for submitting applications. The Application for Project Continuation is discussed by the GC. On the basis of the evaluation of this application, the GC proposes to approve funding to continue the project, or it proposes to suspend, or to early terminate the project. The proposer shall be notified by the GC of the result of the evaluation of the Application for Project



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Continuation by electronic means. If the Application for Project Continuation is approved, the notification shall include the funding amount allocated and instructions for its use, or information concerning required adjustments to the project proposal in the second year of the project. In the event of a difference between the requested and allocated funds, the principal researcher must adjust the proposed Application for Project Continuation and the project budget in accordance with the instructions by the GC. However, in the case of budget cuts in the project proposal, researcher labour costs may not be reduced below the minimum level.

8. Project Termination

Upon the completion of the project, a Final Activity Report is prepared consisting of:

a) a report prepared by the principal researcher in compliance with the conditions set out in the IGA/A project registered under CZ.02.2.69/0.0/0.0/19_073/0016936 and in Call No. 02_19_073 (a template available at the OSR website). It is signed by the principal researcher, other co-researchers, the mentor(s) and approved by the respective Vice-Dean of the faculty concerned.

Mentors participate in the preparation of the Final Activity Report by including in the report:

- a summary of mentored activities including evaluation of the project development,
- evaluation of the achieved knowledge and outputs,
- recommendation for further/future research activities of the student.

and

b) an annex prepared in InSIS, which is submitted through the administrator via the electronic form. The annex to the final report informs on the achieved results of the project and must include:

- delivery of project objectives, a list of new knowledge and specific usability thereof in theory and practice,
- the grant project work progress and its coherence with the project objective, including the fulfilment of requirements by the GC, if any,
- the justification of drawing of funds, or the justification of changes to the proposal in drawing of funds,
- clear information on published outputs, if any, and on the submission of publication outputs for the peer review process. Each output must indicate the following information: the title of the article/output, the journal or the publishing house where the paper was submitted, the date of the paper submission, the statuses of the peer review process (submitted, under review, major revision, minor revision, accepted, etc.), in case a paper is rejected in one journal and submitted to another journal, this must also be included. Also, all outputs in preparation must be indicated, including the planned date



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and the target journal where they will be submitted. At the same time, changes (if any) to the approved project must be described and justified.

Both parts are mandatory and must be submitted in paper form to the administrator, including the budget and proof of all reported outputs, both educational (i.e. confirmation on foreign travel, certificates of completion of educational activities) and publication outputs. All publication outputs (published, in the peer review process as well as in preparation - full-text articles) are to be sent by e-mail to the administrator, including confirmation on the submission of articles for the peer review process.

Each student project must result in at least one publication output submitted for the peer review process.

The number and type of publication outputs must correspond to the outputs stated in the grant application. The publication outputs must state that the work was carried out with the financial support of IGA/A GC, indicating the project identification “OP RDE IGA/A, CZ.02.2.69/0.0/0.0/19_073/0016936” and the InSIS project number. The InSIS project number is specified in the agreement (it indicates the number of the project generated in InSIS and the year of the submission of the project proposal) and it is not identical with the internal order number.

The publication outputs must be registered in the VSE publications database.

9. Project Evaluation

The decision on the project evaluation is taken by the GC on the basis of the evaluation of project results listed in the Final Activity Report (see section 8). The principal researcher is required to submit the Final Activity Report in compliance with the IGA/A GC schedule.

The completed project is evaluated by the GC under the following scale:

- a) fulfilled
- b) unfulfilled.

Recommended criteria for the evaluation of completed projects are published at the OSR website.

The project evaluation result is confirmed by the GC in the Final Activity Report.

The project evaluation results shall be published in a manner, which allows remote access.



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10. Possibility to Terminate / Suspend the Grant

During the project, the project may be suspended, i.e. the researcher does not carry out the project in that month, and therefore he/she does not apply any costs, he/she does not submit any activity report.

The request for suspension of the project is submitted by the researcher to the respective Vice-Dean of the faculty concerned who will or will not approve the request. In the case of approval, the researcher shall inform the GC, which shall take note of the suspension. The GC may then decide on the extension of the student grant, thus allowing researchers to use the unused capacity.

The project may prematurely be terminated, or suspended, on grounds of non-compliance with the conditions set by these rules. A proposal justifying early termination, or suspension of such a project is submitted by the respective Vice-Dean of the faculty concerned to the GC chairman. The respective faculty is required to discontinue releasing all grant funds allocated to this project until the decision is made by the GC. The decision must be taken without undue delay.

11. Grant Funds Management

The principal researcher is responsible for sound and economic financial management of allocated funds.

Funding for the project is provided on the basis of an agreement concluded between the principal researcher and VSE.

Funds allocated to the project are recorded under a separate order at the faculty of the principal researcher. Projects are registered under internal order numbers, which are assigned by Economic Department. The authorising officer and the budget administrator are defined in the Rules on Inspection (SR 07/2008), see VSE regulations. Information on the disbursement of funds is provided by the secretary of the faculty concerned, or the administrator.

Funds allocated for the calendar year concerned, including wages and scholarships, must be exhausted during that calendar year. An exception to this is continuous projects, in which it is possible to carry forward unused funds to the next year.

When drawing funds from budgetary appropriations of Other Expenditures, the funds may be transferred between these items during each calendar year of the project only after written notification and subsequent approval by the respective Vice-Dean of the faculty concerned. All these changes in drawing, including their justification, must be stated in the Application for Continuation of the two-year project and in the Final Activity Report (see section 8b).



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12. General Instructions and Information

The principles of the grant process administration are set out in Directive SR 4/2007, Science and Research Policy at VSE, see VSE Regulations.

By submitting the application, the principal researcher and co-researchers agree to the processing of personal data, especially data provided through InSIS. This consent is granted for the period, in which the open competition will take place, and in the case of awarding the grant, also for the duration of the project but in both cases for the period of mandatory archiving of all documents at VSE since the competition end date, or since the project end date.

The project or its parts must be completed in compliance with the binding deadlines set out in the grant application.

In the event that for serious reasons the principal researcher is not able to continue in the project, a co-researcher fulfilling the IGA/A GC conditions becomes the principal researcher. During the project it is permissible to replace the person of the principal researcher of the student project only with another existing member of the research team. The change must be requested by the principal researcher from the respective Vice-Dean of the faculty concerned who approves the change. If there is no such co-researcher in the research team, the project will be terminated.

The principal researcher is required to archive all notifications of changes in a suitable manner for their own use.

IGA/A GC research funds may not cover teaching or administrative activities. Only non-investment costs can be covered by the grant.

When ordering literature from grant funds, the principal researcher must follow the instructions of the VSE library.

The owner of property acquired from grant funds is VSE pursuant to Section 15 of Act 130/2002 Sb., on the support of research, experimental development and innovation from public funds and on the amendment to some related acts. Within the meaning of Section 16 of Act 130/2002 Sb., on the support of research, experimental development and innovation from public funds and on the amendment to some related acts, the rights to project results belong to VSE.

Annex: IGA/A GC Application Guide

Prague, 25 August 2020

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VSE Rector



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