

IGA/A GC Application Guide

Call No. 02_19_073 Improving the Quality of Internal Grant Schemes at Higher Education Institutions

(supplementary and explanatory information on the IGA/A GC Rules)

1 Team Composition (“Co-researchers“ InSIS Tab)

The composition and size of the research team specified in the application corresponds to the project objectives, the expected scope and the volume of work. The research team consists **only** of Ph.D. students enrolled in doctoral studies at VSE.

The Ph.D. student must be a student of the doctoral study programme for the entire period of the implementation of the student project. However, the student grant competition application can also be submitted by a student who is still a Master's student. However, the grant may be awarded to such a student after he/she has officially become a Ph.D. student, i.e. after enrolment in a doctoral study programme.

The involvement of Bachelor's and Master's students may only be marginal, e.g. as support in data collection. Therefore, Bachelor's and Master's students **are not** "researchers" in the project.

Mentors **are not** part of the research team, but their duty is to provide project researchers with professional and methodological support, which may be even intensive. The list of mentors, their capacity and their CVs are to be specified in the Co-researchers section under the "Mentors" tab. One mentor can mentor more than one project if they have enough time and capacity to adequately provide support to the guided researchers.

The expertise and previous publishing and creative activities of the proposer, researchers as well as mentors should reflect the focus and objectives of the project. The previous publishing and creative activities of the proposer, researchers as well as mentors should also correspond to the level of expected publication outputs of the project.

2 Project Proposal (“Application“ InSIS Tab)

2.1 Budget

The required funds should correspond to key outputs and individual activities in the project, neither overestimated nor underestimated in any of the budget items. The budget should sufficiently be justified, including justification of sub-amounts budgeted for each item, meeting all the project rules and respecting the recommendations below listed for drawing up the budget.



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Planning workload capacity and labour costs of the research team

When planning the budget, both the principal researcher and other researchers must determine their workload capacity, i.e. the level of involvement of individual researchers, which is expressed in terms of FTE. For the purposes of the calculation, the student's workload capacity corresponding to 0.1 FTE is set at 16 hours per month.

In accordance with the OP RDE rules, the workload capacity must be planned as follows:

- Principal researcher0.5 FTE (compulsory)
- Other researchers between 0.1 FTE and 0.5 FTE (the workload capacity of other researchers can be adjusted during the project; however, all limitations set by the call and successive documentation must be observed and such adjustment shall not result in increasing the student grant budget)

The maximum of the total workload capacity of Ph.D. students in employment relationships or with work agreements outside employment relationship (DPP – agreements to complete a job, DPČ - agreements to perform work) must not exceed 1.2 FTE at VSE in the given month. The assessed workload capacity also includes the work (workload capacity) of the researcher in the student project.

Budgeting

The budget is drawn up on the basis of the so-called unit cost. The unit represents the cost of one month of the student project, where:

- The unit cost corresponding to the workload capacity of 0.1 FTE/ per month of one student project researcher is **CZK 7,986**.
 - In the case of a greater degree of work involvement, the amount is multiplied proportionally, e.g. CZK 39,930 per month and per researcher whose workload capacity corresponds to 0.5 FTE.
 - In the case of team grants, the unit consists of the sum of workload capacities of all research team members (e.g. 2 persons at 0.5 FTE each per 1 month = 1 FTE per month = CZK 79,860) - see Table 1.
- The amount that must be used to cover **the labour costs of the doctoral researcher** is **CZK 4,667** for a workload capacity corresponding to 0.1 FTE / month and will be paid monthly in the form of scholarships on the basis of a prepared and approved Activity Report.
- The amount that the researcher can use to cover **other expenditures**, i.e. remaining costs associated with the student project implementation is **CZK 3,319** (CZK 7,986 – CZK 4,667 = CZK 3,319) for the workload capacity corresponding to 0.1 FTE / month / one researcher; it is proportionally increased at a higher degree of involvement - see Table 1.



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Table 1 – Examples of the amount of the unit cost

Workload capacity	Total amount / month	Total amount / 12 months	Total amount / 24 months	Labour costs of researchers / month	Labour costs of researchers / 12 months	Labour costs of researchers / 24 months	Other expenditures / month	Overhead costs 5 % / month	Other expenditures / 12 months	Overhead costs 5 % / 12 months	Other expenditures / 24 months	Overhead costs 5 % / 24 months
0.1	7,986.00	95,832.00	191,664.00	4,667.00	56,004.00	112,008.00	3,319.00	399.30	39,828.00	4,791.60	79,656.00	9,583.20
0.2	15,972.00	191,664.00	383,328.00	9,334.00	112,008.00	224,016.00	6,638.00	798.60	79,656.00	9,583.20	159,312.00	19,166.40
0.3	23,958.00	287,496.00	574,992.00	14,001.00	168,012.00	336,024.00	9,957.00	1,197.90	119,484.00	14,374.80	238,968.00	28,749.60
0.4	31,944.00	383,328.00	766,656.00	18,668.00	224,016.00	448,032.00	13,276.00	1,597.20	159,312.00	19,166.40	318,624.00	38,332.80
0.5	39,930.00	479,160.00	958,320.00	23,335.00	280,020.00	560,040.00	16,595.00	1,996.50	199,140.00	23,958.00	398,280.00	47,916.00
0.6	47,916.00	574,992.00	1,149,984.00	28,002.00	336,024.00	672,048.00	19,914.00	2,395.80	238,968.00	28,749.60	477,936.00	57,499.20
0.7	55,902.00	670,824.00	1,341,648.00	32,669.00	392,028.00	784,056.00	23,233.00	2,795.10	278,796.00	33,541.20	557,592.00	67,082.40
0.8	63,888.00	766,656.00	1,533,312.00	37,336.00	448,032.00	896,064.00	26,552.00	3,194.40	318,624.00	38,332.80	637,248.00	76,665.60
0.9	71,874.00	862,488.00	1,724,976.00	42,003.00	504,036.00	1,008,072.00	29,871.00	3,593.70	358,452.00	43,124.40	716,904.00	86,248.80

To be included in **other expenditures**:

- labour costs of the mentor
- other direct expenses related to the implementation of the student project, e.g. material, low-value equipment, software, specialised literature, travel expenses, external education; costs associated with Bachelor's and Master's degree students, costs associated with the organisation and administration of student grants, overhead costs in the amount of 5% of the project value (see Table 1).

Travel costs include transport costs, costs associated with accommodation, public transport expenses, meals, conference fees in the case of conferences. Further, it is possible to reimburse visas and travel insurance. The funds must be used economically. In the case of foreign conferences, active participation is expected, it is possible to cover costs associated with the period between maximally one day before the conference and one day after the conference. Depending on the destination, the cost of high-quality foreign conferences can be expected to be between CZK 15,000 and CZK 55,000. Please note that particularly in the case of conferences, costs must relate to conferences held during the project duration, i.e. it is not permissible to fund a conference to which a paper is submitted during the project but the conference will take place after the project completion.

Regarding the cost of software, it is necessary to find out whether a full-fledged alternative is available at VSE or already exists at VSE. As regards foreign monographs, we recommend respecting the limit of CZK 10,000 per year, the same applies to low-value material. As far as paid access to non-public databases is concerned, it is necessary to justify this and find out whether they are already available at VSE.

A guide to budget preparation and an illustrative example of a budget prepared for a research team consisting of three members (the principal researcher at 0.5 FTE and two other researchers at 2x 0.2 FTE) is shown in Table 2 and Table 3.



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Table 2 – Guide to budget preparation

Underlying assumptions			
Budget item	Amount in CZK	Notes	
Total workload capacity	0.9	Assumption: Principal researcher - 0.5 FTE 2 other researchers - 2x 0.2 FTE Total workload capacity = 0.9 FTE	
Project duration in months	12	Assumption of a one-year grant	
Total project value	CZK 862,488	CZK 7,986 x total capacity of 0.9 x 12 months = CZK 862,488	The value of the unit is CZK 7,986 for the workload capacity corresponding to 0.1 FTE / month / one researcher
Grant budget			
Budget item	Amount in CZK	Notes	
Scholarships of research team members (<i>Ph.D. students</i>)	CZK 504,036	CZK 4,667 x total capacity of 0.9 x 12 months = CZK 504,036 These are the labour costs of the research team members. The research team consists only of Ph.D. students in doctoral studies at VSE. The payment of the labour costs of Ph.D. students is in the form of scholarships. The amount of this budget item can be changed only in connection with the change in the workload capacity of other researchers.	Labour costs of the Ph.D. student are CZK 4,667 for the workload capacity corresponding to 0.1 FTE / month / one researcher
Scholarships others (<i>Bachelor's and Master's students</i>)	CZK 358,452	These are the labour costs of Bachelor's and Master's students, if involved. The rate of the Bachelor's and Master's student is set at CZK 150 / hour. The payment of the labour costs of Bachelor's and Master's students is in the form of scholarships.	Other expenditures are CZK 3,319 for the workload capacity corresponding to 0.1 FTE / month / one researcher (CZK 862,488 – CZK 504 036 = CZK 358 452) In the project proposal, the aggregate amount of other expenditures must be broken down, and the budget narrative must be included in the notes
Wages of mentors (<i>in the case of VSE mentors</i>)		These are the labour costs of the mentor(s), at a rate of CZK 500 / hour. As part of their activity, the mentor does not specify the workload capacity, but the number of hours. If the mentor is "permanent" (working in their main job at VSE), their costs are reimbursed in the form of remuneration within their main employment relationship. In this case, the cost will be shown under "wages of mentors."	
Agreement outside employment (DPP) - mentors (<i>in the case of external mentors</i>)		The number of hours of external mentors will be specified in the application but their remuneration will be paid on the basis of their agreements outside employment. In this case, the cost will be shown under "agreement outside employment (DPP) - mentors".	
Insurance		These are social and health insurance contributions in the amount of 33.8% of wages of mentors and of remuneration of mentors on the basis of agreements outside employment. It is calculated automatically in the budget. Neither the employee nor the employer pays contributions of the earnings in the amount up to CZK 10,000 per month under agreement to complete a job. If the insurance item within the agreement to complete a job is not exhausted, it is possible to use these funds in other items of other expenditures.	
Travel costs		Ph.D. students with a workload capacity corresponding to 0.3 FTE and above must carry out at least one educational / research activity abroad during the duration of the student grant project. The total cost of these activities needs to be considered when preparing the grant application.	
Other project costs		The budgeting item of other project costs may also include: - Labour costs with the exception of mentors (e.g. labour costs of consultants and administrative support including social and health insurance) - Purchase of material, purchase of specialised literature - Acquisition of low-value equipment or SW - Purchase of services	
University overhead costs		Overhead costs in the amount of 5 % of the project value (see Table 1, it is calculated automatically in the budget).	



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Table 3 - Illustrative example of budget preparation

No.	Indicator	Request 2021 [thous. CZK]	Request 2022 [thous. CZK]
Neinvestiční prostředky			
1.	Scholarships of research team members *	504.036	0.000
2.	Scholarships others *	15.000	0.000
3.	Travel costs	217.778	0.000
4.	Other project costs	2.270	0.000
5.	Total	739.084	0.000
Mzdové prostředky			
6.	Wages of mentors *	50.000	0.000
7.	Insurance (33,8%)	16.900	0.000
8.	Agreements outside employment (DPP, DPČ) – mentors *	10.000	0.000
9.	Insurance (33,8% - this applies to agreements outside employment)	3.380	0.000
10.	Adjustment of paid insurance **	0.000	0.000
11.	Total	819.364	0.000
Automaticky k celkovým nákladům			
12.	Overhead costs (5%)	43.124	0.000
13.	Total	862.488	0.000

2.2 Project Scope

Objectives and expected benefits of the project

1. The project objectives should correspond to current trends in the field and develop knowledge especially at international level. Based on a good overview of unresolved issues and challenges, conflicting findings, identified trends, etc., interesting research questions are set that are likely to arouse interest of the professional community. The project should address important little addressed issues in the field of project submission, or the project should use new scientific methods to address issues in the field. Furthermore, benefits and added value of the submitted research project should be convincingly justified, especially from the scientific and academic point of view, but also from the point of view of the practical use of results.
2. In this section of the proposed application, researchers must state the educational goals of all individual researchers, including planned foreign travel. All Ph.D. students with a workload capacity of 0.3 FTE and above are required to carry out at least one educational / research activity abroad during the student grant. Students must consider this obligation already in the grant application. The research / educational activity abroad means, for example, internship, conference participation, summer school, research stay. No specific maximum length of stay abroad is specified for the researcher, the student can even repeatedly go abroad even for a longer period when carrying out the project. The amount of financial costs associated with travel must be planned in accordance with the amount of the unit cost (see Table 1, Table 2). The provision of travel allowances when travelling on domestic as well as foreign official duty must be in accordance with the Rector's Directive - Travel Allowances (SR 2/2007) <https://www.vse.cz/predpisy/cestovni-nahrady/>
3. All research team members will also include topics of their dissertations.



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Analysis of the current state of knowledge

The research team should use the most recent sources from prestigious world journals and prestigious conferences in the field to prepare the project. The research team should be very well acquainted with the state of world knowledge, which should be described in the proposed project, in the respective field and should be able to clearly formulate the contribution of the project to world knowledge on the basis thereof.

Project methodology

The research set, data collection methods as well as data analysis methods should in detail be described in the proposed project. They should be fully appropriate for research questions and project objectives.

Submitted projects can work with both primary and secondary data. In the case of obtaining primary data, the research set, from which the data will be obtained, is precisely described, i.e. the specification concerns the element in the data set (a company of a certain size in a certain field, a manager of a defined position, an academic worker, a start-up founder in the Prague region, etc.), the required data set size allowing a subsequent analysis, the planned inclusion criteria, and finally, the way the subjects will be recruited for research collaboration. The risks associated with the rate of return are described and measures eliminating these risks are proposed. If the type of research requires the generalizability of results, the aspects of data set representativeness are described.

As regards research that uses only secondary data (e.g. publicly available or restricted-access databases such as Albertina, Amadeus, Reuters, the Czech Statistical Office, etc.), the data sources to be worked with are clearly described, and it is explained why the particular data are sufficient data to answer the research questions. The availability of the data is verified, or a confirmation by the data owner about the possibility of their use for the purposes of the research project is specified.

Further, both planned methods of data collection (for primary data) and methods of data evaluation are described. Regarding data collection, it is described what specific existing methods will be used (e.g. what verified scales published in good-quality articles) or, what tools the applicant plans to create within the research project, if any. Information on the validity and reliability of the tools used is provided.

The methods that the research team will use to evaluate the obtained data are described (e.g. content analysis, structural models, multiple regression analysis, analysis of variance, meta-analysis, cluster analysis, etc.). The choice of data evaluation methods is justified in relation to the relevant data and research issue, the researchers should mainly use current advanced or innovative methods.

The ethical risks of research should clearly be described and a method to limit the risk is proposed.

Project management: project schedule, involvement of individual researchers and mentors in the project

The project schedule should be fully described and justified, even individual activities should be described and their timing adequately set. The activities listed in the project schedule should be linked to the budget, enabling the achievement of the main project objectives. For two-year projects, it is appropriate to foresee the achievement of the first verifiable outputs already in the first nine months of the project, i.e. before submitting the application for continuation.



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The way of involvement of researchers and mentors should be clear in the proposed project. Researchers and mentors should appropriately be involved in the project according to their professional experience and qualifications. The definition of positions and roles, their allocation to individual activities and allocated capacity should support the achievement of the main project objectives.

Expected project publication outputs

The authorial team should particularly aim at publications in high-quality world peer-reviewed journals (indexed in WoS), written in a world language. The number and the level of quality of research outputs, which the research team aims to achieve, must be evident in the project proposal.

Specific journals, into which the researchers plan to submit their articles, or conferences that they plan to actively participate at, or publishers for the publication of a monograph should be listed. Clear commitments in terms of a deadline for the submission of outputs for peer review process should be indicated, these deadlines will then be monitored. In the project proposal, the commitment in terms of a publication deadline for the particular output is not expected.

Outputs in English-language foreign peer-reviewed journals are especially preferred in the following FORD fields: 1.1. Mathematics, 1.2. Computer and Information Science, 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, 5.x Social Sciences all FORDs, 6.1. History and Archaeology, 6.3. Philosophy, Ethics, Religion, and 6.4 Arts. Ideally, outputs should be targeted to journals above the median of the field according to the Article Influence Score (AIS). Researchers are advised to familiarise themselves with the current Academic Journal Guide ranking at <https://charteredabs.org/academic-journal-guide-2018/>, which can help them identify appropriate journals. As guidance in AIS ranking of the relevant journal, we recommend Journal Citation Reports available via VSE e-resources, where the last known AIS of the relevant journal is available when entering the journal title. Or it is possible to find these data at pcvse.vse.cz through “<https://eso.vse.cz/~sklenak/pcvse/pcvse-casopisy.php>”.

2.3 CVs

Each research team member enters own CV for IGA GC into InSIS, under Science and Research, Writing CVs. As regards external mentors, their CVs are submitted in paper form.



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