

# THE COLLECTION OF DECISIONS AND PROVISIONS OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE

*Number: 359*

*Date: August 1, 2017*

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## **The provision of the Rector regarding the announcement of the principles of the Grant Agency of the University of South Bohemia in České Budějovice.**

The purpose of the Grant Agency of the University of South Bohemia (hereinafter referred to as GA USB) is to support high quality research by students of the Doctor's and Master's study programmes at the University of South Bohemia in České Budějovice (hereinafter referred to as USB). GA USB allocates resources drawn from a fund for specific higher education research to individual parts of USB for grant projects within two programmes in five study field sections.

### **I. The manner and form of the selection proceedings for student's projects at USB**

1. The commencement of each new round of selection proceedings is announced annually by a provision of the Rector specifying conditions for the upcoming round.
2. The time frame of projects is 1 to 3 years.
3. The application for the grant project is to be submitted by a full-time Doctor's student not exceeding their standard period of study or a member of the academic staff. Other members of the project team are to be full-time Doctor's or Master's students of USB not exceeding the standard period of study or academic, scientific, research and development staff of USB. If the applicant for a student's project is a Doctor's student, their supervisor is also to be a member of the team. The number of Doctor's or Master's students is not to be lower than the number of other team members. The person submitting the application is considered to be the project's team leader and is fully responsible for the grant project including a preliminary check under special regulations<sup>1</sup>. If the team leader is a student, the responsibility for the preliminary check is transferred to the supervisor. If the grant project whose team leader is a student is approved, it is assumed that the team leader remains a full-time student not exceeding the standard period of study for the duration of the project.
4. Grant project applications not containing complete data or otherwise formally insufficient, or submitted after the set date, will not be included in the proceedings.
5. Grant project applications are to be submitted no later than the set date at the Department for Science and Research of the Rectorate of USB only via science and research staff of a part of the USB and are also to be uploaded in electronic form onto the web application at <https://gaju.jcu.cz/>.

6. Final and interim reports of grants lasting more than one year must be submitted by 25 January of the following year at the Department for Science and Research of the Rectorate of USB. Final reports of one year grants must be submitted by 10 February of the following year at the Department for Science and Research of the Rectorate of USB. All reports must be submitted only via science and research staff of a part of the USB and are also to be uploaded in electronic form onto the web application at <https://gaju.jcu.cz/>.

## **II. Programmes of the Grant Agency of USB**

GA USB announces grant proceedings for two programmes: team grant projects and individual grant projects.

### **A. Team grant projects**

1. Team grant projects focus on the support and coordination of scientific activity within Doctor's study programmes and the recruitment of promising students of the subsequent Master's study programme (or those in their last two years of their five-year Master's study programmes) to research work.
2. The leader of a team grant project is a member of the academic staff of USB who is a supervisor (or in some exceptions a supervisor of a Master's thesis) of at least one student participating in the project. The number of Doctor's or Master's students is not to be lower than the number of other team members. The team comprises at least five full-time students not exceeding their standard period of study. From 1 August 2013 onwards, part-time Doctor's (not Master's) students may, in justified cases, become members of the team. These students may be granted a scholarship allocated to cover travel costs within the project only. A necessary condition for the inclusion of a part-time Doctor's students is the participation of at least 5 full-time students throughout the whole period of the project. The maximum number of students on one project is to be 35.
3. If a student ends their participation in the grant team, a new student of the relevant study programme not exceeding their standard period of study may be accepted for that position, upon whom the planned costs (including scholarships) may be used. It is necessary to include and explain this change in the final or interim report. List of changes to the overall number of team members or number of students in the team must be included and thoroughly explained in the interim and final reports. Any change in the team must be carried out in accordance with regulations of GA USB. Resources allocated for student scholarships to support students' research, development and innovation activities are not to be transferred to any other item of the project's budget.
4. The team grant project may also include the organization of a student scientific conference, which is, however, to be included in the grant application. The costs of such a student scientific conference may not exceed 10% of the total annual budget of the grant project.
5. In the event of the grant resources being used for the funding of a project team member's participation at a scientific conference, active participation is required (poster, lecture, etc.).
6. The duration of the grant project is three calendar years.
7. The grant for a team project for one calendar year may not exceed CZK 3 000 000.
8. Any member of the team may participate in only one team project. The student involved in the grant team may be an investigator or co-investigator of the individual grant project.

## **B. Individual grant projects**

1. Individual grant projects focus on the research activities of individual Doctor's students, as a rule within their work on dissertation theses.
2. The applicant on an individual grant project is to be a full-time Doctor's student (not exceeding their standard period of study). Apart from the applicant, the research team comprises the applicant's supervisor and at most one further full-time Doctor's student (not exceeding their standard period of study) or one student of the subsequent Master's study programme (or one student in the last two years of their five-year Master's study programmes) studying full-time in their standard period of study. In the event of the applicant's supervisor not being an employee of the USB, it is necessary to include the name of the academic, scientific, or research and development employee of the USB who is authorized to act on behalf of the supervisor including the preliminary check according the article I. 3. of this provision. The inclusion of part-time Doctor's or Master's students in individual grant projects is not permitted.
3. The duration of an individual grant project is one or two calendar years. Application for extensions will not be accepted.
4. The grant for a student project for one calendar year may not exceed CZK 200 000.
5. In the event of the grant resources being used for the funding of a project team member's (student's) participation at a scientific conference, active participation is required (poster, lecture, etc.).
6. The maximum monthly sum of the additional scholarship to support students' research, development and innovation activities (hereinafter referred to as "scholarship") for the applicant is CZK 3000 and CZK 2000 for the additional student. This sum does not include the additional scholarship funds allocated to travel costs (see Notes for the grant applications – p. 2 – Form C Par. 1 a, b). The amount of the additional scholarship may be raised or lowered in exceptional cases during the work on the individual grant project by transferring the approved resources between the items of operational costs and additional scholarship. The condition stated in Par. V. 3. is to be met at all times. It is necessary to gain the prior approval of the Board of the GA USB for any planned changes regarding scholarships.
7. Personal costs (salaries and wages) for the supervisor, other personal costs (in Czech OON), supplementary costs (overheads) **are not an allowed budget item of an individual grant project.**
8. One applicant may submit an application for one individual grant only in a given calendar year. The researcher of a two-year grant project may submit an application for a further grant, the commencement of which is to be after the termination of the ongoing two-year project.

## **III. Grant application forms, interim and final reports**

1. Applications for projects may be submitted in any of the accredited Doctor's or Master's study programmes at USB. Projects fall within five field sections:

(a) **natural sciences** (mathematics, information technology, physics, chemistry, bio-ecological and environmental fields, experimental biology and biomedicine),

(b) **agriculture and fisheries,**

(c) **social sciences and economics** (economics, pedagogy, didactics, sociology and social work, psychology, and health and social studies, etc.),

(d) **humanities and languages** (philosophy, theology, history, linguistics, arts, the history of literature, etc.),

(e) **technical applications** (no field specification, for individual grant projects only)

A necessary condition for applying into the technical-application panel is a proved cooperation with an external entity (firm, public administration, etc.). For projects in this panel, an application result (patent, utility model, proven technology, software, certified methodology, prototype, etc.) is expected.

2. The application form for a new individual grant project and forms for interim and final reports for an individual grant project are available in Czech and English on the university web pages <http://www.jcu.cz/veda-a-vyzkum/grantova-agentura-ju> .

3. The application form for a new team grant project and forms for interim and final reports for a team grant project are available in Czech on the university web pages <http://www.jcu.cz/veda-a-vyzkum/grantova-agentura-ju> .

4. The application form for a new grant project (team or individual) is to be submitted in one copy in Czech, Slovak, or English (with the exception of applications for individual grant projects in natural science fields – see Par. III.1.a.). The application form for an individual grant project in natural science fields (see Par. III.1.a.) is to be submitted in English only, for team grants in Czech or English. Grant applications for individual student project submitted in Czech in natural science fields will not be accepted. The filled-in form is also to be uploaded onto the web application **in the pdf format**. The name of the uploaded file is to be the applicant's surname with no diacritics. The application is also to include a recommendation by the Dean of the faculty and a confirmation of the statement of accounts by the treasurer of the relevant part of USB.

5. The applications are to include the objectives and intended research methods of the project together with a detailed statement of accounts. The applications are also to list the scientific competence of the applicant and other team members (publications and other results of scientific activity, other grant activities, etc.)

6. The final and interim reports on the results of the grant project are to include justification of costs drawn from allocated funds, in the event of funding from more than one source a list of costs paid from other sources, a detailed report on the research results and a list of outputs. The final and interim reports are to be submitted in the same language as the grant application in one copy together with the “Vnitropodnikové náklady a výnosy“ balance sheet from iFIS and is also to be uploaded onto a web

application. In all outputs of individual grant projects including publications, it is always necessary to state that they were supported by GA USB. In the outputs of team projects it is not essential to state that they were supported by GA USB.

The information on the attained results is to be added to the “Rejstřík informací o výsledcích” database (RIV) as a result of type S (specific research enabled by the relevant part of USB). The author/co-author of the submitted results is to be a student – a member of the research team. Similar information is also to be included in interim reports for team grant projects lasting more than one year.

#### **IV. The manner of evaluation of applications and interim and final reports**

1. The Board of GA USB is an advisory body of the Rector of USB. Its members are nominated and removed by the Rector. It comprises the vice-rector of USB for science and research (the chair of the Board of GA USB), the bursar of USB, the chairs of field boards of GA USB, and the treasurer of GA USB.

2. GA USB comprises five field boards (hereinafter referred to as FB) for individual field sections: FB for natural sciences, FB for agriculture and fisheries, FB for social sciences and economics, FB for humanities and languages and FB for technical applications. Their members are nominated and removed by the Rector largely from candidates proposed by parts of USB. Members of an FB elect the chair of that FB from their midst. The Rector, a vice-rector, a dean, and a vice-dean may not be members of an FB. The length of the term of office of any member of an FB is four years. If both the relevant faculty and nominee agree, it is possible to be a member of an FB in two consequent terms of office on the condition that a member of an FB may serve as a chair of the FB for four years only, i.e. one term of office. If the termination of the term of office falls within the GA USB grant evaluation period (October – February), the length of the term of office is to be modified in such a manner that the termination of the term of office takes place after the termination of the evaluation period.

3. The administration of GA USB is provided by the Department for Science and Research of the Rectorate of USB.

4. Grant proposals, interim and final reports of **team grant projects** are evaluated by the relevant FB of GA USB. In evaluating the submitted projects the FB take into consideration the results of scientific or research and development activities of the members of the project team already achieved, further the project's clarity and feasibility, and the appropriateness of requested resources. The expert evaluation may also include a brief written statement by the opponent, covering comments on the scientific issues, suggested methodology, timetable, budget, etc. The FB will also take into consideration the results of GA USB grant projects undertaken by the applicant in the past including the assessment of the final reports of previous grants.

5. Grant proposals, interim and final reports of **individual grant projects** are evaluated by the relevant FB of GA USB. Grant proposals are evaluated with reference to the judgment of as a rule two opponents who are not to be employees of USB. Opponents are appointed by the FB. In evaluating the submitted projects the FB and opponents take into consideration the topicality and originality of the project, the project's clarity and feasibility, and the appropriateness of requested resources. The expert evaluation may also include a brief written statement by the opponent, covering comments on the scientific issues,

suggested methodology, timetable, budget, etc. The FB will also take into consideration the results of GA USB grant projects undertaken by the researcher in the past including assessments of the final reports of previous grants. For the technical-application panel, the commercial potential of the proposed project is another important evaluation criterion.

6. Each FB of GA USB proposes an order of priority for team grant projects and an order of priority for individual grant projects for the allocation of financial resources. These proposals are submitted to the Board of GA USB, which will discuss them and submit their conclusions to the Rector of USB who is to make the final decision.

7. Proceedings regarding the evaluation of projects are confidential.

8. The results of proceedings are made public and subsequently applicants are informed of the result of the proceedings in written or electronic form. An appeal against a decision rejecting a GA USB grant may be submitted only in the event of a breach of rules regarding the activity of GA USB. Such cases are dealt with by the Board of GA USB.

## **V. Funding of the Grant Agency of USB**

GA USB allocates financial resources solely for periods of one calendar year, even in the case of grant projects lasting more than one year (according to Par. II.A.6 and II.B.3). Owing to the fact that USB is allocated funds for specific higher education research solely for one calendar year, the original level of funding cannot be guaranteed for the subsequent years of grant projects lasting more than one year; however, grant projects lasting more than one year will have priority during selection for funding. The Board of GA USB may propose a lowering of requested financial resources for the grant project.

2. The allocated funds may be used exclusively for eligible costs, which are defined in Art. 2, Par. 2 of the Act on the support of research and experimental development and innovation as such costs or expenditure in research, development and innovation that are spent by the receiver on research, development and innovation activities, or in relation thereto, including: (a) personal costs or outgoings, including scholarships for research, development and innovation in accordance with the Act on Higher Education, (b) costs or outgoings for the acquisition of tangible or intangible assets, (c) other operating costs or outgoings, (d) costs or outgoing on services, (e) supplementary costs or outgoings.

3. The share of personal costs or outgoings (including scholarship) connected to the participation of students of Doctor's and Master's study programmes as members of project teams of overall personal costs or outgoings (including scholarships) allocated within the eligible costs of student projects is to be more than 60%.

4. Supplementary costs for team projects (overheads: costs for the operation and maintenance of rooms, costs of administration connected to the project, etc.) may comprise a maximum of 20% of the overall costs of the project.

5. All project leaders are obliged to draw upon the allocated funds appropriately, in accordance with the valid regulations on management and the proposed budget of their project. All outgoings (including scholarships) must be thoroughly documented. Any change in the original plan is to be carried out in accordance with regulations of GA USB and thoroughly explained in the interim and final reports. Any

transfer between budget items (with the exception of scholarships) where the change in item (either increase or decrease) is higher than 50% of the original amount are to be approved by the Board of GA USB in advance. The resources allocated for student scholarships in **team grant projects** are intransferrable to any other budget item of the project (see Par. II.A.3.). During the **individual grant project**, the amount of the additional scholarship may exceptionally be raised or lowered by a transfer of the declared resources between the items of operational costs and additional scholarship. The condition stated in Par. V.3. is to be met at all times. For all planned changes regarding scholarships in team and individual projects it is necessary to gain the approval of the Board of GA USB in advance.

6. The researchers are to announce the amount of unused financial resources to the Economic Department of the Rectorate of USB via the relevant economic departments by 15 December of the respective year at the latest.

## **VI. Final provision**

This provision annuls the provision R 326 from August 3, 2016.

doc. Tomáš Machula, Ph.D., Th.D.  
Rector

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Issued to: deans of faculties,  
vice-deans for science

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<sup>1</sup> Zákon č. 320/2001 Sb., o finanční kontrole ve veřejné správě a o změně některých zákonů (zákon o finanční kontrole); Opatření rektora R 66 z 30.10.2006 k realizaci vnitřního kontrolního systému