

# Science, research, and creative activities projects on the website of the University of Hradec Králové

This Vice-Rector's decree is issued in order to set up the process of approving the inclusion of significant research and creative projects of the University of Hradec Králové (hereinafter referred to as the *UHK*) on the university research website.

## Article I.

### General rules

- 1) The applicant for the publication of her/his project on the UHK website is obliged to follow the process specified further in Article II.
- 2) The Publicity and Communication Department is responsible for the management of the website.

## Article II.

### Description of the approving process

The selection of projects for publishing:

- 1) Throughout the academic year, any academic and scientific staff member may contact the Vice-Dean for Science, Research and Creative Activities of the relevant faculty with a proposal to publish a project on the UHK website, by submitting the completed form "*Proposal to publish a project*", which forms Annex No. 1 of this decree
- 2) If the Vice-Dean for Science, Research and Creative Activities agrees with the publication of the project on the website, she/he informs the official responsible for science at the faculty. The official responsible for science at the faculty sends this information to the investigator of the project and, together with the completed form "*Proposal to publish a project*", also to the Publicity and Communication Department. This is followed by the communication between the project investigator and the Publicity and Communication Department (information content, images, formal adjustments, etc.)

- 3) After the project investigator and the Publicity and Communication Department have clarified all necessary information and documents for the respective project and its publication on the website, the text is submitted for language proofreading.
- 4) After proofreading, the project is published in the relevant categories on the website, and the investigator is invited for a final check.
- 5) The Science and Knowledge Transfer Office conducts a review of published projects on the website according to the Central Register of Projects every 3 months. If a project is not published on the website, the researcher/investigator will be notified of this in a copy to the officer responsible for science at the faculty and the Vice-Dean for Science, Research and Creative Activities of the given faculty.

### **Article III.**

#### **Final Provisions**

This decree becomes valid and effective on the day of signature.

In Hradec Kralove on 15. December 2023

Prof. Ing. Ondřej Krejcar, Ph.D.

**Intended for:** all UHK employees

## Proposal to publish a project

<b>Project title</b>	
<a href="#">Funding source</a>	
<a href="#">Field of research and development (FORD)</a>	
Investigator/s	
Time frame (year from-til)	
Academic affiliation (workplace)	
Affiliation of external collaborating institution	
Keywords	
Text/annotation (all images in separate attached files)	
E-mail	
Phone	
External links (e.g., external website)	
Project outputs (e.g., articles)	
Notes	

## **Explanations for filling out the “Proposal to publish project” form**

- 1) **Project title** – in ENG (also in CZE if relevant)
- 2) **Funding source** – internal (specific research/other), external must be specified (GAČR, TAČR, OP VVV, etc., list of currently registered categories [here](#))
- 3) **Field of research and development** – categorization according to the M17+ converter, available [here](#), Fields of Research and Development (FORD) column only
- 4) **Investigator/s** – including all titles
- 5) **Time frame** – the year of project initiation, expected duration
- 6) **Academic affiliation** – workplace, faculty
- 7) **Affiliation of external collaborating institution** – other workplaces if relevant
- 8) **Keywords** – to facilitate web searches; in CZE and ENG
- 9) **Images** – each project is presented in the list of projects with an image in the header (minimum width 1067 px). Furthermore, it is always more interesting if accompanying images are also presented in the text
  - Attach images as separate documents in sufficient resolution (at least 600 × 800 px)
- 10) **Text/annotation** – at least an abstract, a longer text is also desirable; in ENG (also in CZE if relevant)
- 11) **Contact details** – e-mail, phone
- 12) **Links to external information** – existing external websites
- 13) **Project outputs** – e.g., already created articles within the project; can be added gradually
- 14) **Additional documents** – e.g., tables, presentations; not a condition of the Proposal; saved through [Filesender](#)
- 15) **Additional information required for mandatory project publicity**