

Dean's Decree No. 9/2019

Rules of the student grant competition at FIM UHK for the use of specific research funds for 2020

1. The competition is governed by the UHK Vice-Rector's Directive No. 1/2019 and other legal regulations referred to in Article I of this Directive.
2. Schedule of the competition:
 - a) The date of the announcement of the competition: 20 December 2019
 - b) Competition deadline: 20 January 2020
 - c) The date of the announcement of the results of the competition: by 28 February 2020
 - d) Deadline for the submission of annual reports: 11 January 2021
 - e) Deadline for the review process: 29 January 2021
 - f) Deadline for the submission of final reports: 29 October 2021
3. Members of the Evaluation Committee:

The Evaluation Committee will be appointed by the Dean of FIM UHK and its members will be FIM UHK academic staff members with the rank of associate professor or professor who do not participate to a significant extent in the project plans submitted to the current SPEV competition.
4. The competition will be announced on the official board of FIM UHK and further published on the faculty website.
5. The way of submitting projects (applications) to the competition:

Applicants will prepare a proposal for a grant project in the form attached to this Decree. The submitted proposal will be submitted once in writing (signed by the responsible researcher of the grant project) and then electronically (by e-mail to: jitka.nekvindova@uhk.cz) no later than January 20, 2020 (the deadline of the competition) to the secretariat of the grant competition (Mgr. Jitka Nekvindová, room no. 120) or in the Dean's mailbox in the name of Mgr. Jitka Nekvindová.

Project requirements and their solution:

- the minimum required amount of funds for the submitted project is CZK 150,000
- each applicant may submit only one project proposal as the principal investigator
- in the case of the applicant (PhD student), the PhD student supervisor must be a member of the research team (the supervisor counts for the assessment of the quality of the research team only if he/she is in the role of another researcher or team member, not only as a supervisor)
- the required structure of the research team must be maintained throughout the project, i.e. it must have the same or a higher number of students than it is the number of academic staff members
- the project proposal must be signed by the applicant

- the prerequisite for submitting the project is a positive approval by the Head of the Department of FIM UHK or CZAV; each Head can give a maximum of 2 positive approvals
 - The topic of the project must be in accordance with the faculty research directions:
 - o Intelligent Systems and Approaches for Managerial and Other Human Activities Support
 - o Smart Solutions in Ubiquitous Computing
 - o Cognitive Processes and their Advanced ICT Support,
 or support research activities related to one of the study fields accredited at FIM UHK.
 - it is not possible to apply for funds for summer schools, training, etc.
 - the allocated wage and scholarship subsidies can no longer be increased during the year
 - domestic and foreign business trips must be completed by mid-November 2020
 - in case of serious deficiencies, the Vice-Dean for Science and Research of FIM UHK will submit a proposal for solution at the beginning of the academic year to the Dean's Board
 - the acknowledgment of each publication must include the dedication of the SPEV project
 - all project results that are financially supported from the project require the participation of students (from the project team of the SPEV project), i.e., for example, a student is a co-author of the publication or is adequately thanked in the acknowledgment part of the publication for his/her assistance in preparing the materials for the publication.
6. The principal investigators of the funded projects will receive a briefing focused on the administrative side of the project implementation. The briefing will be carried out without undue delay by the Faculty Secretary, Vice-Dean for Development and International Relations and Vice-Dean for Science and Research. Participation will be confirmed by signature.
7. The annual and final reports prepared in accordance with Article VI, especially para. 6 of the above-mentioned UHK Vice-Rector's Directive, shall be submitted by the principal grant project investigator once in writing (signed by the principal investigator) and electronically (e-mail to jitka.nekvindova@uhk.cz) no later than at 11.00 am on 11 January 2021 (deadline for the submission of annual reports) and no later than 29 October 2021 (deadline for the submission of final reports) to the secretariat of the grant competition (Mgr. Jitka Nekvindová, room no. 120). A sample of the structure of the annual and final reports is attached to this Decree.

This Decree shall come into effect on the day of its signature.

Hradci Králové, 20. 12. 2019

prof. RNDr. Josef Hynek, MBA, Ph.D.

Dean

Annexes

1. Application of the Grant Project (syllabus)
2. Final, Annual Report of the Grant Project, Contract No. xx (required content of the report)

Application of the Grant Project (specific research in 2020)

Project title (80 characters)¹:

Project topic²:

Specification of the research team

Principal investigator:

PhD students:

Master's degree students:

Supervisors of PhD students:

Other researchers:

Abstract (10 lines):

Total amount of the requested subsidy/grant (in thousands of CZK): ____ CZK

Detailed budget of the expected expenditure:

1. personal costs ____ CZK
 - a) scholarships ____ CZK and their brief explanation³
 - b) wages ____ CZK and their brief explanation⁴
 - c) social and health insurance ____ CZK⁵
2. conference costs ____ CZK
 - a) conference fees ____ CZK and their brief explanation⁶
 - b) travel expenses ____ CZK and their brief explanation⁷
3. other costs ____ CZK
 - a) costs or expenses for the acquisition of tangible and intangible assets ____ CZK and their brief explanation⁸
 - b) operating costs ____ CZK and their brief explanation
 - c) services (apart from the conference fees) ____ CZK and their brief explanation⁹
 - d) additional costs ____ CZK and their brief explanation

Brief description of the solved issue including the time schedule of the solution (max. 1 page)¹⁰.

Verifiable results and objectives, planned results

Include, inter alia, publications or other results to be generated by the project. It is necessary to choose journals, conferences or other applicable results that ensure that publications processed on the basis of the project will be included in RIV. For each publication, give the approximate number of FIM points and the share for the project (in case of division, e.g. with the GACR project, the Excellence project, etc.).

Quality of the research team

Give an overview of the experience of the principal investigator and the research team. This includes, for example, running/participating in major projects (no more than 5) and selecting a maximum of 5 scientific research results over the past 5 years for the research team.

Hradec Králové, date

Signature of the principal investigator

Approval of the Head of the Department of FIM UHK or CZAV:

Hradec Králové, date

Signature of the Head of the Department

Explanations:

¹ The title is given in Czech and English

² Brief description of the project content

³ It is appropriate to define how the scholarship for students will be calculated. It is better to avoid general declarations. ATTENTION, at least 75% for scholarships and personal costs for students against total personal costs

⁴ It is appropriate to declare for what outputs/results /activities what amount will be paid. Specific names are not as important as the reason for remuneration, e.g. role in the team, etc ...

⁵ 34.42% of wages plus 2% per social fund need to be accurately calculated. Thus, 36.42%.

⁶ The sum of finance should correspond to the amount of planned results (articles), both financially and the amount of fees. For example, it is appropriate to indicate the fees (sufficient in EUR) for the sum of the planned conferences/article and also what type of conferences/journals the team will aim at.

⁷ It is reasonable to indicate how many business trips are planned and examples/types of conferences that are ideally planned with explanation for the topic of the project. It is related to the number of articles planned. For example, 3 x business trips with two articles of CZK 30,000 to LNCS conferences.

⁸ The most appropriate form is a clear table with a brief explanation for each item followed by a summary.

⁹ If translations or corrections are required, the quantity should be indicated again (e.g. a number of articles). It should be in line with the planned results. If it is planned to extend the SW license, again explain for how many team members and what result it will include - publications, etc.

¹⁰ Here is the space to indicate, for example, project objectives, methodology, assumptions to the solution such as workplace equipment and knowledge of the research team. Furthermore, the added value – i.e. the project results, which will be quantified in the next point - should be set out. The schedule is easiest to process in a standard way as a Gantt chart. Ideally in the form of a graph or a table. - It should be noted that planned purchases related to the project solution can only be planned until June of the given year. They can hardly support a real project solution later.

Final/Annual Report of the Grant Project, Contract No.
(specific research in 2020)

Project title (80 characters):

Specification of the research team

Principal investigator:

PhD students:

Master's degree students:

Supervisors of PhD students:

Other researchers:

Total amount of the allocated subsidy/grant:

Eligible project costs:

Overview of the expenditure:

1. personal costs CZK
 - a) scholarships CZK and their brief explanation
 - b) wages CZK and their brief explanation
 - c) social and health insurance CZK
 - the number of the project team members who used the wage funds including the scholarships from the eligible project costs and out of which the number of the students of the project team members
 - eligible project costs and out of which personal costs of students (including the scholarships and their brief explanation)
2. conference costs CZK
 - a) conference fees CZK and their brief explanation
 - b) travel expenses CZK and their brief explanation
3. other costs CZK
 - a) costs or expenses for the acquisition of tangible and intangible assets CZK and their brief explanation
 - b) operating costs CZK and their brief explanation
 - c) services (apart from the conference fees) CZK and their brief explanation
 - d) additional costs CZK and their brief explanation

Completion of the project aims and project benefits

Verifiable solution results

In particular, mention the publications resulting from the solution of the project and whether the publications actually entered the OBD database linked to RIV. For publication results, indicate in which database (Scopus or Thomson ISI WOK) the publication will be indexed and how many FIM points you expect to obtain. If the result is the output of several projects, this fact should also be stated and the points divided by the number of projects showing such result.

Publication activity results in OBD

- a) stating the number of results to be submitted as the results of student projects to RIV (N01 Type of financial sources of result S = Specific University Research),
- b) stating the number of dissertation (or diploma) theses that were created with the support of funds for this specific university research,
- c) other examples of excellence achieved with the support of funds for this specific university research (e.g. award-winning papers).

The report shall be accompanied by:

Record from the OBD database - publishing activity results supported by the project.

"Profit and loss statement" from the economic information system Magion - billing of the subsidy.

New results of the project since the submission of the annual report (to be provided only in the case of submission of the final report):

Project end date (to be provided only when submitting the final report):

Hradec Králové, date

Signature of the principle investigator