

Dean's Decree No. 1/2025

Rules of the student grant competition at FIM UHK for the use of specific research funds for 2025

1. The competition is governed by the UHK Vice-Rector's Directive No. 04/2024 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: **10. 1. 2025**
 - b) competition deadline: **31. 1. 2025**
 - c) the date of the announcement of the results of the competition: by **21. 2. 2025**
 - d) deadline for the submission of annual reports: by **6. 1. 2026**
 - e) deadline for the review process: by **23. 1. 2026**
 - f) deadline for the submission of final reports: by **30. 10. 2026**

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 notice 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 principal investigator of the grant project) and then electronically (by e-mail to: jitka.nekvindova@uhk.cz) no later than **January 31, 2025** (the deadline of the competition) to the secretariat of the grant competition or in the Dean's mailbox in the name of Mgr. Jitka Nekvindová.

Project requirements and their solution:

- Project proposal
 - o each applicant may submit only one project proposal as the principal investigator;
 - o the principal investigator of a grant project must be a student enrolled in a doctoral or follow-up master's degree program at FIM UHK;
 - o the project team must always include an academic, scientific, research, or development staff member of FIM UHK;
 - o if the principal investigator is a doctoral student, his/her supervisor from FIM UHK must be a member of the project team (the supervisor is only considered in the

evaluation of the team's quality if also listed as an additional research staff member, not merely as a supervisor);

- throughout the entire duration of the project, the required team structure must be maintained, i.e., the number of doctoral or follow-up master's students must be equal to or greater than the number of other project team members;
- the project proposal must be signed by the applicant;
- if the principal investigator is a follow-up master's student, the submission of the project requires a positive endorsement from the head of the FIM UHK department responsible for the student's degree program; in such a case, the department head may issue a maximum of one positive endorsement;
- if the principal investigator is a doctoral student, a positive endorsement from the head of the organizational unit (FIM UHK department or CBAR) to which the student's supervisor is affiliated is required; in this case, the head may issue a maximum of two positive endorsements.
- the project topic must align with the faculty's research focus or support research activities related to a degree program accredited at FIM UHK.

- Financial conditions

- the minimum required budget for each submitted project is CZK 150,000;
- at least 75% of the project's total personnel costs (wages, statutory deductions, and scholarships) must be allocated to students acting as investigators or team members;
- funding cannot be requested for summer schools, training courses, etc.;
- the allocated funds for wages and scholarships cannot be increased during the year;
- eligible project costs are specified in Article VI of the Vice-Rector's Guidelines.

- Organizational requirements

- domestic and international travel must be completed by mid-November 2025;
- in the case of serious deficiencies, the vice-dean for research and development of FIM UHK will submit a proposal to address them at the beginning of the academic year to the dean's Advisory Board;
- each publication acknowledged as a project output must include a dedication to the SPEV project in the acknowledgements;
- all project outputs funded by the project must involve the participation of students from the project team; for example, in the case of a publication, a student must be listed as a co-author (mentioning him/her in the acknowledgements is not sufficient);
- records of publication results into the OBD database in connection with the RIV must indicate the funding source as "S – specific research", including the project number and the year of award.

6. Principal investigators of funded projects shall undergo an instructional session focused on the administrative aspects of project implementation. This session will be conducted without undue delay by the faculty secretary-treasurer and the vice-dean for research and development. Attendance will be confirmed by signature.

7. Annual and final reports, prepared in accordance with Article VI, particularly paragraph 6 of the Vice-Rector's Guideline No. 04/2024, shall be submitted by the principal investigators of grant projects once in printed form (signed by the principal investigator) to the Secretariat of the Grant Competition, and also electronically via email to the address of the administrator of specific research projects. The deadline for submitting annual reports is **6 January 2026**, and the deadline for submitting final reports is **30 October 2026**. A template for the structure of both the annual and final reports is attached to this decree.

This decree enters into force on the date of signature.

In Hradec Králové, on 21 January 2025

prof. Ing. Mgr. Petra Marešová, Ph.D., MBA
Dean

Appendices

1. Grant Project Proposal (Outline)
2. Final and Annual Report for Grant Project No. xx (required content of the report)

Grant Project Proposal (specific research in 2025)

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 (max. 150 words):

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 justification³
 - b) wages CZK ____ and their brief justification⁴
 - c) social and health insurance CZK ____⁵
2. conference expenses CZK ____
 - a) conference fees CZK ____ and their brief justification⁶
 - b) travel expenses CZK ____ and their brief justification⁷
3. other costs CZK ____
 - a) costs or expenses for the acquisition of tangible and intangible assets CZK ____ and their brief justification⁸
 - b) expenses for Open Access publishing CZK ____
 - c) operating costs CZK ____ and their brief justification
 - d) services (excluding conference fees) CZK ____ and their brief justification⁹
 - e) additional expenses CZK ____ and their brief justification

Brief description of the solved issue including the time schedule of the solution (max. 700 words)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

Provide 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.

In Hradec Králové, on

Signature of the principal investigator

Approval of the Head of the Department of FIM UHK:

In Hradec Králové, on

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.

2. Final and Annual Report for Grant Project No. (specific research in 2025)

Project title (80 characters):

Specification of the research team

Principal investigator:

PhD students:

Master's degree students:

Supervisors of PhD students:

Other researchers:

Specification of the project team at the end of the project and justification of changes:

Principal investigator:

PhD students:

Master's degree students:

Supervisors of PhD students:

Other researchers:

Total amount of allocated grant: CZK ____

Eligible project costs: CZK ____

Overview of actual expenditure:

1. personal costs CZK
 - a) scholarships CZK and their brief justification
 - b) wages CZK and their brief justification
 - c) social and health insurance CZK
 - number of project team members who received remuneration from the eligible project costs, including scholarships, and of those, the number of student team members
 - eligible personnel costs, including personnel costs for students (including scholarships), and their brief justification
2. conference expenses CZK
 - a) conference fees CZK and their brief justification
 - b) travel expenses CZK and their brief justification
3. other costs CZK
 - a) costs or expenses for the acquisition of tangible and intangible assets CZK and their brief justification
 - b) expenses for Open Access publishing CZK
 - c) operating costs CZK and their brief justification

- d) services (excluding conference fees) CZK and their brief justification
- e) additional expenses CZK and their brief justification

Changes in spending compared to the original plan:

Completion of the project aims and project benefits:

Please describe the project's contribution to the studied topic and its benefit to the field.

Verifiable solution results:

In particular, mention the publications resulting from the solution of the project and whether the publications were actually recorded in 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, project number and the year of its award),
- 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, results of applied research, etc.).

Attached to the report:

Record from the OBD database – publication results supported by the project.

Profit and loss statement from the economic information system Magion – grant expenditure report.

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

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

In Hradec Králové, on

Signature of the principal investigator