**Annexes:**

1. Criteria for project evaluation
2. Grant project proposal outline (required content)
3. Outline of the interim annual report of the grant project, Contract No. xx (required content)
4. Outline of the final report of the grant project, Contract No. xx (required content)

**Annex 1**

# Criteria for Project Evaluation

1. Projects whose principal investigator or co-investigators from among the students will be Ph.D. students enrolled at the PřF UHK will be favoured.
2. Quality of performance of obligations in SR projects in previous years. The delivery of planned outputs in specific research projects in previous years will be evaluated for all members of the research team (both in the proposed project and in projects from previous years), as well as the discipline in meeting the timetable for the final accounts in previous years. In particular, projects ***will not be*** supported where the research team includes academicians or students who were members of SR research teams in previous years and where ***none*** ***of the*** outputs promised in the project proposal have yet been followed up.
3. Proportionality of the required financial costs in relation to the number and quality of planned outputs.
4. Involvement of students in publishing activities. Students must be co-authors of all publications planned in the project.

**Annex 2**

# 2023 Specific Research Project Proposal

**Project title:**

**Specification of the research team:**

Principal investigator: (an academic, scientific, research or development worker of the PřF UHK, or a Ph.D. student of the PřF UHK; if the principal investigator is a Ph.D. student, his/her supervisor from the PřF UHK is always a member of the research team)

Students of doctoral studies at the UHK (year of commencement and planned completion of studies):

Master's students at the UHK (year of Master’s or follow-up Master’s studies and their field of study):

Other researchers:

**Annotation** (10 lines):

**Total amount of subsidy requested (for the entire project period):**

**Objectives and benefits of the project:**

**Brief description of the problem to be solved, including methodology and timetable** (max. 2 pages):

**Controllable solution results:**

Please indicate any outputs to be produced as a result of the project.

Indicate **exactly the journal in which** you plan to publish. If you plan to present at a conference leading to a publication, then provide all the specific details about the conference (i.e. the expected type of publication output – just the proceedings or also a WoS or SCOPUS journal).

**ATTENTION! All outputs:**

1. Must be entered in OBD (personal bibliographic database), showing **Specific Research** asthe form of funding (in the description, indicate also the contract number SV XXXX/ 2023)
2. Must state in the Acknowledgement section that they were created with the specific research financial support (e.g., the Acknowledgement will state *The author is grateful to Specific Research PřF UHK XXXX/2023 for the financial support.*)

Each specific research proposal will include Table 1**.**

**Table 1 Summary of the planned outputs of the project**.

For outputs on WOS with a non-zero AIS and on SCOPUS with a non-zero SJR, enter in parentheses the predicted quartile of the journal according to AIS or SJR.

|  |  |
| --- | --- |
| **Output type** | **Planned number / quartile** according to AIS or SJR |
| Article, Review, Letter (WoS database according to **AIS**) \* |  |
| Article, Review, Letter (Scopus database according to **SJR**) \*\* |  |
| B (peer-reviewed book)[[1]](#footnote-1)\*\*\* |  |
| C (chapter in a peer-reviewed book)\*\*\* |  |
| D (article in WoS, Scopus proceedings) |  |
| P (patent) |  |
| Number of defended dissertations |  |
| Number of defended Master’s theses |  |
| **Number of all results** |  |

**Detailed budget of expected expenditures:**

**a) Material consumption** (item according to IS Magion No. **501**):

Material costs (expenditure on acquisition of small tangible fixed assets – purchase price up to 80 thousand CZK incl. VAT, office supplies, other materials) and their brief justification

|  |  |  |  |
| --- | --- | --- | --- |
| **Material costs**  **(tender within the dynamic purchasing system)** | **Brief justification for purchase** | **Exact specification** | **Price including VAT (CZK)** |
|  |  |  |  |
| **Consumption costs**  **(consumer and office supplies)** | **Brief justification for purchase** | **Price including VAT (CZK)** | |
|  |  |  | |

**(b) Travel expenses** (item according to IS Magion No **512**):

Staff travel and a brief justification;

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employee’s title, name and surname** | **Accommodation (approx. CZK)** | **Travel costs (approx. CZK)** | **Meals (approx. CZK)** | **Total (CZK)** | **(Name, place and date)** |
|  |  |  |  |  |  |

**c) Other services** (IS Magion item No **518**):

Costs or expenses for services and a brief justification (services cannot include agreements to perform work, agreements to complete a job), conference fees

|  |  |  |
| --- | --- | --- |
| **Type of service** | **Brief justification of the service** | **Price including VAT (CZK)** |
|  |  |  |

**d) Wage costs** (item according to IS Magion No **521**):

Personnel costs and a brief justification

|  |  |  |  |
| --- | --- | --- | --- |
| **Title, name and surname** | **Reward (CZK)** | **Justification** | **Total (CZK)** |
|  |  |  |  |

**e) Statutory insurance** (item according to IS Magion No. **524**):

Health, social security and accident insurance = 34.42% of wages and remunerations, agreements to perform work, agreements to complete a job

|  |  |  |
| --- | --- | --- |
| **Title, name and surname** | **Deductions from remunerations 34.42% (CZK)** | **Total (CZK)** |
|  |  |  |

**f) Other costs** (IS Magion entry No **549**):

In particular the **scholarships** and their brief justification (list of students with details - student ID number, field of study, year and bank account). The amount of the scholarship should reflect the difficulty of the student's work (both from the professional point of view and in terms of time), or cover part of the necessary travel costs. Furthermore, insurance, etc.

**Scholarship for students for their work on the project**

Scholarships for work on the project can only be awarded to full-time students. For Ph.D. students, the maximum amount is 8 thousand CZK and for Master students is 2 thousand CZK.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Student’s title, name and surname** | **Student’s number** | **Type of study (Mgr./Ph.D.) / year of study** | **Field of study** | **Bank connection** | **Scholarship (CZK)** |
|  |  |  |  |  |  |

**Student Travel Grants**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Student’s title, name and surname** | **Conference fee (approx. CZK)** | **Accommodation (approx. CZK)** | **Travel costs (approx. CZK)** | **Meals (approx. CZK)** | **Total (CZK)** | **Planned conference (title, place and date)** |
|  |  |  |  |  |  |  |

**Explanatory note to points (d) and (f):**

*Salaries (including compulsory contributions) of the staff working on the project must be less than 25% of the total personnel costs of the project and scholarships must account for more than 75% of the personnel costs.*

Each specific research proposal will include Table 2.

**Table 2 Disbursement plan in CZK**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Magion item** | **Item** | **Plan CZK year 1** | **Plan CZK year 2** | **Plan CZK year 3** |
| Number of members of the research team drawing salary funds |  |  |  |
| Number of students drawing salary funds |  |  |  |
| 501 | Material consumption |  |  |  |
| 512 | Travel |  |  |  |
| 518 | Other services |  |  |  |
| 521 | Wage costs |  |  |  |
| 524 | Statutory insurance |  |  |  |
| 549 | Other costs (scholarships) |  |  |  |
|  |  |  |  |  |
|  | **Total costs for that year** |  |  |  |
|  | **Total costs for all years** |  | | |

Date: Principal investigator’s signature:

**Annex 3**

# Interim Annual Report of the Specific Research Project Order No. ....... /2023

**Project title:**

**Specification of the research team**

**Principal Investigator:**

**Students of doctoral studies at the UHK:**

**Master's students at the PřF UHK:**

**Other researchers:**

**Total amount of the subsidy allocated:**

**Brief description of the project process** (max. 2 pages).

**Meeting the objectives and the contribution of the project:**

**Meeting auditable solution outcomes:**

Please indicate only the outputs resulting from this project. Please also indicate whether the publications were actually entered into OBD (personal bibliographic database) with a link to RIV.

**Table 1 Summary of project outputs**

For outputs on WOS with a non-zero AIS and on SCOPUS with a non-zero SJR, enter in parentheses the quartile of the journal according to AIS or SJR.

|  |  |  |  |
| --- | --- | --- | --- |
| **Output type** | **Plan** | **Reality** | **Note** |
| Article, Review, Letter (WoS database according to **AIS**) \* |  |  |  |
| Article, Review, Letter (Scopus database according to **SJR**) \*\* |  |  |  |
| B (peer-reviewed book)[[2]](#footnote-2)\*\*\* |  |  |  |
| C (chapter in a peer-reviewed book)\*\*\* |  |  |  |
| D (article in WoS, Scopus) |  |  |  |
| P (patent) |  |  |  |
| Number of defended dissertations |  |  |  |
| Number of defended diploma theses |  |  |  |
| **Number of results** |  |  |  |

**Result of budget drawing:**

**a) Material consumption** (item according to IS Magion No. **501**):

|  |  |  |  |
| --- | --- | --- | --- |
| **Material costs**  **(tender within the dynamic purchasing system)** | **Brief justification for purchase** | **Exact specification** | **Price including VAT (CZK)** |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Consumption costs**  **(consumer and office supplies)** | **Brief justification for purchase** | **Price including VAT (CZK)** |
|  |  |  |

**(b) Travel expenses** (item according to IS Magion No **512**):

Staff travel and a brief justification

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employee’s title, name and surname** | **Accommodation (approx. CZK)** | **Travel costs (approx. CZK)** | **Meals (approx. CZK)** | **Total (CZK)** | **(Name, place and date)** |
|  |  |  |  |  |  |

**c) Other services** (IS Magion item No **518**):

Costs or expenses of the services and a brief justification for them

|  |  |  |
| --- | --- | --- |
| **Type of service** | **Brief justification of the service** | **Price including VAT (CZK)** |
|  |  |  |

**d) Wage costs** (item according to IS Magion No **521**):

|  |  |  |  |
| --- | --- | --- | --- |
| **Title, name and surname** | **Reward (CZK)** | **Justification** | **Total (CZK)** |
|  |  |  |  |

**e) Statutory insurance** (item according to IS Magion No. **524**):

|  |  |  |
| --- | --- | --- |
| **Title, name and surname** | **Deductions from remunerations 34.52 % (CZK)** | **Total (CZK)** |
|  |  |  |

**f) Other costs** (IS Magion entry No **549**):

In particular the **scholarships** and their brief justification

**Scholarship for students for their work on the project**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Student’s title, name and surname** | **Student’s number** | **Type of study (Mgr./Ph.D.) / year of study** | **Field of study** | **Bank connection** | **Scholarship (CZK)** |
|  |  |  |  |  |  |

**Student Travel Grants**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Student’s title, name and surname** | **Conference fee (approx. CZK)** | **Accommodation (approx. CZK)** | **Travel costs (approx. CZK)** | **Meals (approx. CZK)** | **Total (CZK)** | **Planned conference (name, place and date)** |
|  |  |  |  |  |  |  |

**g) Other items** (specify numbers according to IS Magion):

Other items and brief justification

Report the result of the use of funds in a single summary table 2.

**Table 2 Disbursement in CZK**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Magion item** | **Item** | **Plan CZK** | **Request for change** | **Reality** | **Note** |
| Number of members of the research team drawing salary funds |  |  |  |  |
| Number of students drawing salary funds |  |  |  |  |
| 501 | Material consumption |  |  |  |  |
| 512 | Travel |  |  |  |  |
| 518 | Other services |  |  |  |  |
| 521 | Wage costs |  |  |  |  |
| 524 | Statutory insurance |  |  |  |  |
| 549 | Other costs (scholarships) |  |  |  |  |
| [[3]](#footnote-3) |  |  |  |  |  |
|  |  |  |  |  |  |
|  | **Total cost** |  |  |  |  |

**Attach to the report:**

1. OBD extract – outputs supported by this project;
2. The profit and loss account from the Magion economic information system – subsidy settlement.

Date: Principal investigator’s signature:

**Annex 4**

# Final Report of the Specific Research Project Order No. ...... / 2023

**Project title:**

**Specification of the research team:**

Principal Investigator:

Students of doctoral studies at the UHK:

Master's students at the PřF UHK:

Other researchers:

**Total amount of the subsidy allocated:**

Project start date:

Date of the project completion:

**Brief description of the project process** (max. 2 pages).

**Meeting the objectives and the contribution of the project:**

**Meeting auditable solution outcomes:**

Please indicate only the outputs resulting from this project. Please also indicate whether the publications were actually entered into OBD (personal bibliographic database) with a link to RIV.

**Table 1 Summary of project outputs**

For outputs on WOS with a non-zero AIS and on SCOPUS with a non-zero SJR, enter in parentheses the quartile of the journal according to AIS/SJR.

|  |  |  |  |
| --- | --- | --- | --- |
| **Output type** | **Plan** | **Reality** | **Note** |
| Article, Review, Letter (WoS database according to **AIS**) \* |  |  |  |
| Article, Review, Letter (Scopus database according to **SJR**) \*\* |  |  |  |
| B (peer-reviewed book)[[4]](#footnote-4)\*\*\* |  |  |  |
| C (chapter in a peer-reviewed book)\*\*\* |  |  |  |
| D (article in WoS, Scopus) |  |  |  |
| P (patent) |  |  |  |
| Number of defended dissertations |  |  |  |
| Number of defended diploma theses |  |  |  |
| **Number of results** |  |  |  |

**Attach to the message:**

1. OBD extract - outputs supported by this project.

Date: Principal investigator’s signature:

1. \* Mandatory output.

   \*\* It only applies to journals from the social sciences and humanities.

   \*\*\* Only renowned publishers Elsevier, Springer, Bentham, etc. [↑](#footnote-ref-1)
2. \* Mandatory output.

   \*\* It only applies to journals from the social sciences and humanities.

   \*\*\* Only renowned publishers Elsevier, Springer, Bentham, etc. [↑](#footnote-ref-2)
3. If necessary, add additional rows with items according to IS Magion. [↑](#footnote-ref-3)
4. \* Mandatory output.

   \*\* It only applies to journals from the social sciences and humanities.

   \*\*\* Only renowned publishers Elsevier, Springer, Bentham, etc. [↑](#footnote-ref-4)