

## Announcement of the Grant Competition for 2023 Specific Research Projects

1. The PŘF UHK Dean announces a student grant competition for specific research projects for the year 2021.
2. The competition shall be governed by the **"Vice-Rector's Instruction No. 04/2022"** and other legal provisions as specified in Article II of this Instruction.
3. The text of the competition announcement will be published on the PŘF UHK official notice board and on the Faculty website.
4. Competition schedule:
  - a) Deadline for submission of projects: from **09 Jan 2023 to 10 Feb 2023 by 11:00**
  - b) Deadline for announcing the ranking of projects: no later **than by 28 Feb 2023**
  - c) Announcement of funded projects: after the allocation of funds from the Ministry of Education to the UHK and their allocation to individual faculties
  - d) Requests for changes to the budget structure: no later **than by 31 October 2023**
  - e) Closure of economic formalities: no later than by **21 November 2023**
  - f) Deadline for submission of annual reports: no later than by **9 January 2024**
  - g) Deadline for the opposition proceedings: no later **than by 31 January 2024**
  - h) Deadline for submission of final reports: by **30 Nov 2024** (for one-year projects)  
by **31 May 2025** (for two-year projects)  
by **31 May 2026** (for three-year projects)
5. Composition of the evaluation committee:

The Vice-Dean for Science, Research and Creative Activities and the other five members will be appointed by the Dean on the proposal of the heads of the departments **until 31 January 2023** (each department will be represented by one member).
6. How to submit projects (applications) to the competition:

Applicants shall prepare a grant project proposal according to the outline attached to this Decree. They shall submit the processed proposal in writing (one copy signed by the grant project principal investigator) to the PŘF Dean's Office, the Science and Research Officer and electronically (by e-mail to [inesa.kotaskova@uhk.cz](mailto:inesa.kotaskova@uhk.cz)) no later than by **11:00 a.m. on 11 February 2023**. **Proposals received later will not be included in the competition.**

7. Project proposal requirements:

- a) The project must be exclusively **of a scientific and/or research nature**, with clearly defined research objective(s) that are achievable in the years for which the project is submitted. The project must result in at least one publication in the Web of Science (WoS) database with a non-zero Article Influence Score (AIS).
  - b) Students must be co-authors of all publication outputs planned in the project application. A publication that is not co-authored by a student involved in the project will not be recognized as a project output.
  - c) In exceptional and well justified cases, multi-year projects (for maximum three years) may be supported. The funding allocated for each year must be drawn and may not be carried over to subsequent years. An interim report must be drawn every year of the project.
  - d) An academic, scientific, research or development worker of the PŘF UHK or a PŘF UHK Ph.D. student enrolled at the PŘF UHK may submit a **maximum of 1 project as a principal investigator**.
  - e) The project must **involve students enrolled in the given academic year in doctoral or Master's degree programmes** at the UHK who are studying one of the PŘF UHK programmes (a nominal list of students is a mandatory part of the project proposal). The **number of students in the research team may not be less than the number of academicians in the team. At least one of the students must be enrolled at the UHK for the entire duration of the project.** In the case of projects where a Ph.D. student is the principal investigator, his/her supervisor, who will also be the financial principal, must be the member of the project team.
  - f) The **project budget must be clearly structured** (see attached table), with each expenditure described and justified. No funds related to the participation of an academician or researcher in a conference can be planned in the project (i.e., for students this is possible).
8. The interim annual report, prepared in accordance with Article VI, paragraph 6 of the above-mentioned Directive of the UHK Vice-Rector, shall be submitted by the grant project principal investigators in writing (signed by the grant project principal investigator) to the Science and Research Officer at the PŘF UHK Dean's Office and electronically (by e-mail to inesa.kotaskova@uhk.cz) no later than by 9 January 2024 (deadline for submission of annual reports). A template for the structure of the interim annual report is attached to this decision.
9. No later than by the deadline specified in point 4, each project principal investigator must submit a final project report based on the interim annual report (interim annual reports in the case of multiannual projects), updating the project outputs. The draft final report is attached to this Decision.

10. The criteria for the evaluation of proposals for 2023 Specific Research Projects are annexed to this Decision. In particular, account will be taken of the quality of the planned outputs, the appropriateness of the financial costs in relation to the planned results and the quality of the fulfilment of the SR commitments in previous years.
11. Project evaluation. The projects will be evaluated in the reviewing procedure mainly according to the degree of fulfilment of the planned outputs (grade A – the output plan has been fulfilled; grade B – the output plan has been fulfilled partially; grade C – the project does not end with even one output according to point 7 of this Decision) and also according to the discipline in observing the deadline schedule.

This Decision shall enter into force and effect on the date of signature.

Hradec Králové, 5 January 2023.

Ass. Prof. RNDr. Jan Kříž, Ph.D.

Dean

**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)

## 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.

## 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** as the 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 PŕF 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) ***	
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	
<b>Number of all results</b>	

**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

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\* Mandatory output.

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

\*\*\* Only renowned publishers Elsevier, Springer, Bentham, etc.

<b>Material costs (tender within the dynamic purchasing system)</b>	<b>Brief justification for purchase</b>	<b>Exact specification</b>	<b>Price including VAT (CZK)</b>
<b>Consumption costs (consumer and office supplies)</b>	<b>Brief justification for purchase</b>	<b>Price including VAT (CZK)</b>	

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

Staff travel and a brief justification;

<b>Employee's title, name and surname</b>	<b>Accommodation (approx. CZK)</b>	<b>Travel costs (approx. CZK)</b>	<b>Meals (approx. CZK)</b>	<b>Total (CZK)</b>	<b>(Name, place and date)</b>

**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

<b>Type of service</b>	<b>Brief justification of the service</b>	<b>Price including VAT (CZK)</b>

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

Personnel costs and a brief justification

<b>Title, name and surname</b>	<b>Reward (CZK)</b>	<b>Justification</b>	<b>Total (CZK)</b>

**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

<b>Title, name and surname</b>	<b>Deductions from remunerations 34.42% (CZK)</b>	<b>Total (CZK)</b>



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**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	Conferen ce fee (approx. CZK)	Accomm odation (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)			
	<b>Total costs for that year</b>			
	<b>Total costs for all years</b>			

Date:

Principal investigator's signature:

## **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) ***			
C (chapter in a peer-reviewed book) ***			
D (article in WoS, Scopus)			
P (patent)			
Number of defended dissertations			
Number of defended diploma theses			
<b>Number of results</b>			

### 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)

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\* Mandatory output.

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

\*\*\* Only renowned publishers Elsevier, Springer, Bentham, etc.

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

Staff travel and a brief justification

Employee's title, name and surname	Accommod ation (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**

	Item	Plan CZK	Request for change	Reality	Note
<b>Magion item</b>	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)				
*					
	<b>Total cost</b>				

**Attach to the report:**

a) OBD extract – outputs supported by this project;

\* If necessary, add additional rows with items according to IS Magion.

- b) The profit and loss account from the Magion economic information system – subsidy settlement.

Date:

Principal investigator's signature:

## 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 PrF 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.



<b>Output type</b>	<b>Plan</b>	<b>Reality</b>	<b>Note</b>
Article, Review, Letter (WoS database according to <b>AIS</b> ) *			
Article, Review, Letter (Scopus database according to <b>SJR</b> ) **			
B (peer-reviewed book)***			
C (chapter in a peer-reviewed book)***			
D (article in WoS, Scopus)			
P (patent)			
Number of defended dissertations			
Number of defended diploma theses			
<b>Number of results</b>			

**Attach to the message:**

a) OBD extract - outputs supported by this project.

Date:

Principal investigator's signature:

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\* Mandatory output.

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

\*\*\* Only renowned publishers Elsevier, Springer, Bentham, etc.