

Announcement of grant competition for specific research projects for the year 2024

Art. 1

Announcement, focus, and goal of the competition

1. The Dean of the PŘF UHK, announces a student grant competition for specific research projects for the year 2024.
2. The aim of the student grant competition is to support research carried out by students in the implementation of accredited doctoral and subsequent master's study programs, which are directly linked to their education. Through the implementation of student grants, students will get the opportunity to conduct their own research, thanks to which they will develop particular cross-cutting skills: project management, communication, teamwork, problem-solving, organization, time management, etc.
3. The competition is governed by the directive "Vice-Rector's Instruction No. 08/2023" and other legal regulations listed in Art. I and II of this instruction.
4. The text of the competition announcement will be published on the official notice board of the PŘF UHK and on the faculty's website.

Art. 2

General conditions of the competition

1. The applicants will prepare the grant project proposal in Czech or English according to the outline attached to this decree. The processed proposal is submitted to the Dean's Office of the PŘF UHK once printed (signed by the researcher responsible for the grant project) and then electronically (by e-mail to katerina.rybakova@uhk.cz). Proposals delivered after the deadline specified in Art. 3. Paragraph 1 of this Dean's Decision will not be included in the competition.
2. The project must have an exclusively scientific-research character in the fields of biology, physics, chemistry, informatics, cybernetics, mathematics, or didactics of these fields, with a clearly defined goal(s) of the research that is feasible at the time of the project solution. The output of the project must be at least one publication output registered in the database:
 - a) Web of Science (WoS) with a non-zero Article Influence Score (AIS) for FORD 1–6,
 - b) Scopus with non-zero SJR for FORD 5 and 6.
3. The project's applicant is a student of the doctoral study program of the PŘF UHK or a member of the academic staff of the PŘF UHK. If the applicant is a doctoral student and the

applicant's supervisor is a member of the academic staff of the PŘF UHK, then this supervisor must always be a research team member.

4. Other research team members are students of doctoral or Master's degree programs at the PŘF UHK or academic, scientific, research, and development staff at the PŘF UHK. The number of students in the solving team is greater than or equal to the number of other members of the solving team.
5. Recognizable output of the project is only such publication output, the co-author of which is a member of the research team from among students, and which is not at the same time dedicated to another internal project of the PŘF UHK (e.g., another project of specific research of the PŘF UHK or a grant in the competition "Preparation of excellent projects of PŘF UHK for year XXXX").
6. The project solution's duration is set for 12 months, from **1 April 2024 to 31 March 2025**.
7. The structure of the project application is given in Annex No. 1 of this Dean's decision.

Art. 3

Competition schedule

1. Period for project applications: **from 15 Jan 2024 to 9 Feb 2024 until 11:00 a.m.**
2. Announcement of funded projects: after allocating financial resources from the Ministry of Education, Youth, and Sports to UHK and distribution to individual faculties, but no earlier than **15 March 2024**.
3. Project solution period: **from 1 Apr 2024 to 31 Mar 2025**
4. Requests for changes in the budget structure: **no later than 31 Oct 2024**
5. Closure of economic formalities: **no later than 21 Nov 2024**
6. Deadline for submission of annual reports: **no later than 10 Jan 2025**
7. Deadline for submission of final reports: **no later than 31 Oct 2025**
8. Deadline for evaluation proceedings: **no later than 31 Dec 2025**

Art. 4

Evaluation committee

1. The evaluation committee is an advisory body to the dean in competition matters and has nine members. Its term of office lasts from 10 Feb 2024 to 31 Dec 2025.
2. The chairman of the evaluation committee is the vice-dean for creative activities. In the event of a change in the position of vice-dean during the evaluation committee's term of office, the chairman of the committee is also changed.

3. The other five members of the commission are appointed and dismissed by the dean at the proposal of the heads of the departments of the PŘF UHK. Heads of departments will propose a member of the evaluation committee to the dean by January 31, 2024.
4. The other three members appointed by the dean are external correspondents (not working at the PŘF UHK, on a full-time basis). One is a correspondent for the field of biology and chemistry, the second for the field of mathematics, physics, and computer science, and the third for the field of didactics of mathematics, computer science, and science subjects.
5. The meeting of the evaluation commission is convened and managed by its chairman. The science and research officer of the PŘF UHK takes the minutes of the evaluation committee meeting.
6. The evaluation committee is competent to reach a resolution if the majority of its members are present. A resolution is adopted if a majority of those present members have voted for it.
7. The evaluation committee can also act using means of remote communication or vote by correspondence. A record is taken of the course and result of the postal vote.
8. Evaluation committee:
 - a) evaluates projects and decides on the proposal of projects recommended for financing,
 - b) discusses and approves substantial requests for change,
 - c) approves the project's annual and final reports and evaluates the project implementation's success.

Art. 5

Types of grant projects and allocation of funds

1. 2.5% of the allocated funds will be used for the organization of the grant competition, especially the personal costs of external members of the evaluation committee and project opponents.
2. In this competition, it is possible to submit an application for the competition for:
 - a) Ph.D. students Excellence Project,
 - b) Standard Projects.
3. The financial amount that the evaluation committee proposes to support Ph.D. students Excellence Project should usually fall within the range of 35% - 48% of the allocated funds.

Art. 6

Ph.D. students Excellence Projects

1. The members of the research team are exclusively doctoral students of the PŘF UHK or students of the subsequent master's study program of the PŘF UHK, who must be students of PŘF UHK on the date of application and throughout the project implementation, and the supervisor of the applicant (principal researcher) of the project, if he is an employee of the PŘF UHK. If the supervisor is an external person, another academic or research worker of the PŘF UHK must be a research team member, usually the applicant's consultant or the

supervisor of another doctoral student from the research team, from now on referred to as a mentor.

2. A main applicant can only be a student in the 2nd or 3rd year of postgraduate studies. During all of his/her postgraduate studies at the PŘF UHK, he/she can be the principal investigator of a maximum of one Ph.D. students Excellence Project. The role of the member of the team can be a student from the 1st to 3rd year of postgraduate study or students in the 1st year of a subsequent master's study.
3. The maximum number of members of the research team is five students (including the principal researcher) and one mentor.
4. Each student of the PŘF UHK can be the principal investigator or a team member of only one Ph.D. students Excellence Project in a given year. The principal investigator cannot draw a scholarship from a standard project in a given year.
5. During the course of the project, it is possible to replace the principal investigator of the Ph.D. students Excellence Project for very serious reasons only with another existing member of the research team after the approval of the evaluation committee.
6. The principal investigator is involved in the project with a working capacity corresponding to 0.5 full-time. The working capacity of other researchers ranges from 0.1 to 0.5 full-time, while the total working capacity of all students must not exceed 1.5 full-time. The project must be a team project, which means that at least one of the other researchers with a working capacity of at least 0.3 full-time must be involved in the project.
7. The mentor is the financial principal for this project, but personal or travel expenses must not be planned for him/her in the budget.
8. Students with a working capacity corresponding to 0.3 full-time or higher must, during the first nine months of the project, complete at least one research or educational stay abroad (outside of Slovakia), preferably active participation in a scientific conference (poster presentation, oral presentation), but also research internship or summer school.
9. The amount of the student stipend paid beyond the scope of the doctoral stipend per month for members of the research team in the period 04-12/2024 is set at the amount of 1,200 CZK per work capacity corresponding to 0.1 full-time (i.e., for example, 6,000 CZK per month for the principal investigator).
10. The maximum amount of financial support for one Ph.D. students Excellence Project is 600,000 CZK.

Art. 7

Standard Projects

1. A doctoral student enrolled at the PŘF UHK, academic, scientific, research, and/or development worker of the PŘF UHK, can submit a maximum of 1 project as the principal investor. In the case of projects in which the main researcher is a doctoral student, his supervisor is the financial investor of the project. At least one of the students - members of the team must be a student of the PŘF UHK for the entire duration of the project.
2. The maximum number of members of the research team (including the principal investor) is 6.

3. The maximum total amount of the doctoral student scholarship is 13,500 CZK, and for students of subsequent master's studies, it is 9,000 CZK for the entire duration of the project.
4. In the project, it is impossible to plan the personal expenses of employees who are not students simultaneously. If they are students simultaneously, the maximum amount of the scholarship applies according to Paragraph 3. It is also not possible to plan travel costs for members of the research team other than students.
5. The maximum amount of requested project support is set at 250,000 CZK.

Art. 8

Eligible expenses

1. Grant support can only be provided for the activities defined in the application; only those costs defined below are **eligible**. Each item must be specified and justified.
2. **Scholarships** for students in accordance with the UHK Scholarship Regulations corresponding to Art. 6, Paragraph 9 or Art. 7 Paragraph 3 of this Dean's Decision.
3. **Personal costs** of the non-student research team are not eligible costs.
4. **Material moods** include consumption of material (office or laboratory) and acquisition of small tangible assets up to the purchase price of 80,000 CZK, including VAT.
5. **Travel expenses** are costs including all expenses for business trips in accordance with applicable legal regulations and UHK standards. For students, it is possible to pay travel expenses in the form of a travel scholarship.
6. **The costs of other services and intangible costs** are the costs of operation, maintenance of assets used in the project's solution, and acquisition of small intangible assets. Other services may include the costs of publishing project results and conference fees.

Art. 9

Evaluation of submitted applications and method of project selection

1. The process of evaluating applications takes place in 3 stages: formal evaluation, evaluation of success in the fulfillment of planned outputs in previous specific research projects by the principal investigator, and substantive evaluation.
2. **The formal evaluation of the application** is carried out by the science and research officer of the PŘF UHK and consists of:
 - a) assessment of whether the application contains all mandatory parts set out in Annex 1 of this Decision, including defined project outputs,
 - b) carrying out a control of compliance with the financial limits given by this Dean's decision,
 - c) carrying out a check of the composition of the solving team and whether it corresponds to this dean's decision.
3. If formal deficiencies are detected, the proponent will be invited to eliminate the deficiencies within five working days. If no corrected version is returned within the given period, the application will be excluded from the competition.

4. The vice-dean for creative activities will submit a report to the committee on the solution of the principal investigator's previously completed specific research projects. If the principal investigator for a completed specific research project in the past:
 - a) did not show a single acceptable output, 50 points will be deducted from the point evaluation (see below).
 - b) significantly failed to fulfill the planned outputs of the project, 10-40 points will be deducted from the point evaluation according to the decision of the evaluation committee.
5. For each application that has passed the formal evaluation, the reporters of the relevant scientific field propose two external evaluators, whose opinions are forwarded to the evaluation committee.
6. Each evaluator assigns 0-50 points to the project. The objective evaluation of the evaluators consists of the assessment of these criteria:
 - a) scientific importance and topicality of the chosen topic (0-10 points);
 - b) assessment of the reality of achieving the declared goals and planned outputs (0-10 points);
 - c) quality of processing of the proposed project (0-5 points);
 - d) quality of the solving team (0-10 points);
 - e) concept and methodology chosen for the solution (0-5 points);
 - f) adequacy of financial costs (0-10 points).
7. For all projects, the point evaluations of both evaluators are added up, after which the evaluations are given to the relevant reporter, who assigns each project 0-30 points in terms of overall feasibility and innovative approach.
8. The evaluation committee will first assess the quality of the processed assessments, especially those project proposals where the point assessment of the two evaluators is in significant contradiction. If the committee finds an opinion to be professionally insufficient, he will replace it with the opinion of another external evaluator.
9. The evaluation committee will deduct the penalty according to Paragraph 4 from the sum of the point evaluations of both evaluators and the reporter.
10. According to the resulting point evaluation, the committee will draw up a separate ranking of Ph.D. students Excellence Project and Standard projects.
11. The committee will recommend for financing such a number of Ph.D. students Excellence Project that the condition from Art. 5, Paragraph 3 of this Dean's Decision is fulfilled.
12. The committee will recommend financing those of the Standard projects entered in the competition, for the implementation of which funds will be allocated. A project applicant whose project is just below fully funded may be offered partial funding so that the entire allocation is used up. If he refuses, the next project applicant in line is approached.
13. The dean will decide on the allocation of funds based on the committee's opinion.

14. There is no legal right to grant financial support for the project proposal.

Art. 10

Changes in the project

1. In the course of the project solution, it is impossible to increase the work capacity assigned to the project, waive the requirement to deliver the output and the realization of the foreign stay, and increase the grant budget.
2. Requests for substantial changes must be made in writing to the science and research officer of the PŘF UHK. The request must include a description and justification of the change.
3. Substantial changes are possible only after their approval by the Evaluation Committee. Substantial changes are understood:
 - a) Changes to project goals, procedures for achieving project goals, and outputs.
 - b) Changes of the principal investigator, but only in serious cases (e.g., long-term illness, termination/interruption of studies).
 - c) Changes in the budget structure exceed 20% of the given item. The amount of scholarships may not be changed during the project.
4. Other changes are considered minor.

Art. 11

Annual and final project reports

1. The annual report prepared by Art. VI., Paragraph 6 of "Vice-Rector's Instruction No. 08/2023" shall be submitted by the principal investor once in writing to the science and research officer of the PŘF UHK signed by the principal investor) and then electronically (by e-mail to the address katerina.rybakova@uhk.cz), no later than January 10, 2025 (the deadline for submitting annual reports). The outline of the annual report is attached to this decision.
2. No later than the deadline specified in Art. 3, Paragraph 7, each responsible principal investigator is obliged to submit the final project report, which will be based on the ongoing annual report, in which the project outputs will be updated. The outline of the final report is attached to this dean's decision.
3. The evaluation committee will carry out the final evaluation of all projects after their completion. In the final opposition procedure, the projects will be evaluated primarily according to the degree of fulfillment of the planned aims, outputs, and also according to discipline in compliance with the accounting closing schedule (grade A – project completed without reservations; grade B – the project is completed only partially, but still satisfactory; grade C – project not completed satisfactorily).

This decision shall enter into force and be effective on the date of signature.

Hradec Králové 15.01.2024

Ass. Prof. Jan Kříž, Ph.D.

Annexes:

1. Grant project proposal outline (required content)
2. Outline of the interim annual report of the grant project contract No. xxxx
3. Outline of the final report of the grant project contract No. xxxx