

Announcement of a Grant Competition for Specific Research Projects for 2026 and Its Rules

Art. 1

Announcement, Focus and Objective of the Competition

1. The Dean of the Faculty of Science UHK announces a student grant competition for specific research projects for the year 2026.
2. The objective of the student grant competition is to support research carried out by students in accredited doctoral and follow-up master's study programmes that is directly linked to their education. Through the implementation of student grants, students gain the opportunity to conduct their own research activities, through which they will primarily develop transversal skills such as project management, communication, teamwork, problem solving, organization, time management, etc.
3. The competition is governed by the directive "Vice-Rector's Instruction No. 08/2025" and other legal regulations specified in Arts. I and II of this instruction.

Art. 2

General Conditions of the Competition

1. Applicants shall prepare the grant project proposal according to the outline annexed to this Decision, in Czech or English. The completed proposal shall be submitted to the Dean's Office of the Faculty of Science to the officer for science and research once in hard copy (signed by the principal investigator of the grant project) and also electronically (by e-mail to katerina.rybakova@uhk.cz). **Proposals submitted after the deadline specified in Art. 3(1) of this Decision shall not be included in the competition.**
2. The project must have an exclusively **scientific-research character** in the fields of biology, physics, chemistry, computer science, mathematics, or the didactics of these fields, with clearly defined research objective(s) achievable within the project duration. The project output must include at least one publication indexed in the Web of Science (WoS) database with a non-zero Article Influence Score (AIS). This requirement does not apply to Standard Projects whose principal investigator is a doctoral student enrolled in a didactically oriented study programme; in such cases, the project output must include at least one peer-reviewed article indexed in the WoS or Scopus databases.
3. The principal investigator of the project shall be a doctoral student enrolled at the Faculty of Science UHK or an academic staff member of the Faculty of Science UHK. If the principal investigator is a doctoral student, their supervisor shall always be a member of the research

team, provided that the supervisor is an academic staff member of the Faculty of Science UHK.

4. Other members of the research team shall be doctoral students or follow-up master's students enrolled at the Faculty of Science UHK, or academic, scientific, research and development staff of the Faculty of Science UHK. The number of students in the research team must be greater than or equal to the number of other team members.
5. An eligible project output is only such a publication output that has a student member of the research team as a co-author and is not simultaneously dedicated to another internal grant project of the Faculty of Science UHK (e.g., another specific research project at the Faculty of Science UHK, or a grant under the "Preparation of Excellent Projects at the Faculty of Science UHK" competition).
6. All project outputs must be entered into the OBD database with a link to RIV (funding S – specific research, including the project number and year of award). All outputs must include (usually in the Acknowledgement section) the following dedication: "The author(s) is/are grateful to the project of Specific Research Faculty of Science UHK 21XX/2026 for the financial support."
7. The duration of the project is set at **12 months, from 1 April 2026 to 31 March 2027**.
8. The structure of the project application is defined in Annex No. 1 to this Decision.

Art. 3

Time Schedule

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| 1. Submission of project applications: | from 5 January 2026 to 30 January 2026 by 11:00 a.m. |
| 2. Announcement of funded projects: | after the allocation of financial resources from the Ministry of Education, Youth and Sports to UHK and their distribution among faculties, but no earlier than 16 March 2026. |
| 3. Project implementation: | 1 April 2026 – 31 March 2027 |
| 4. Requests for changes in the budget structure: | no later than 30 October 2026. |
| 5. Deadline for spending all financial resources: | no later than 20 November 2026. |
| 6. Deadline for submission of annual reports: | no later than 8 January 2027. |
| 7. Deadline for submission of final reports: | no later than 29 October 2027. |
| 8. Deadline for the peer-review procedure: | no later than 31 December 2027. |

Art. 4

Evaluation Committee

1. The Evaluation Committee is an advisory body to the Dean in matters concerning the competition and consists of nine members. Its term of office runs from 9 February 2026 to 31 December 2027.
2. The Chair of the Evaluation Committee is the Vice-Dean for Creative Activities. In the event of a change in this position during the term of office, the Chair of the Committee shall also change accordingly.
3. Four additional members of the Committee are appointed and dismissed by the Dean upon the proposal of the heads of departments of the Faculty of Science. The heads of departments shall propose a member of the Evaluation Committee to the Dean by 16 January 2026.
4. The remaining four members appointed by the Dean are external rapporteurs (not employed at the Faculty of Science UHK on a full-time basis). Typically, the first and second rapporteurs oversee the fields of biology and chemistry, the third covers mathematics, physics, and informatics, and the fourth specializes in the didactics of mathematics, informatics, and natural sciences.
5. Meetings of the Evaluation Committee are convened and chaired by its Chair. Minutes of the meetings are prepared by the officer for science and research of the Faculty of Science.
6. The Evaluation Committee is quorate if a majority of its members are present. A resolution is adopted if supported by a majority of the members present.
7. The Evaluation Committee may also deliberate using remote communication tools or vote by correspondence. Minutes shall be taken of the course and results of correspondence voting.
8. The Evaluation Committee:
 - a) evaluates projects and decides on the proposal of projects recommended for funding,
 - b) approves substantial change requests,
 - c) approves the annual and final project reports and assesses the success of project implementation.

Art. 5

Types of Grant Projects and Allocation of Financial Resources

1. A total of 2.5% of the allocated financial resources shall be used for the organization of the grant competition, in particular for the personnel costs of external members of the Evaluation Committee and of project reviewers.
2. Applications may be submitted for:
 - a) Excellent Doctoral Student Projects,
 - b) Standard Projects.

3. The amount proposed for Excellent Doctoral Student Projects should generally fall within the range of 35%–48% of the allocated financial resources.

Art. 6

Excellent Doctoral Student Projects

1. The members of the project team shall be doctoral students of the Faculty of Science, UHK, or, where applicable, students enrolled in follow-up master's degree programmes at the Faculty of Science, UHK, who must be students of the Faculty of Science, UHK on the date of submission of the application and throughout the entire period of project implementation, and the applicant's (the principal investigator's) supervisor, provided that the supervisor is an employee of the Faculty of Science, UHK. If the supervisor is an external person, another academic or research staff member of the Faculty of Science, UHK must be a member of the project team, typically the applicant's consultant or the supervisor of another doctoral student within the project team, hereinafter referred to as the mentor.
2. The grant applicant may only be a student in the 2nd or 3rd year of postgraduate study; over the entire duration of their postgraduate studies at the Faculty of Science, UHK, they may obtain a maximum of one Excellent Doctoral Project. A student in the 1st–3rd year of postgraduate study or a student enrolled in a follow-up master's degree programme may participate as a member of the project team.
3. The maximum number of members of the project team shall be five students (including the principal investigator) and one mentor.
4. Each student of the Faculty of Science, UHK may, in a given year, act as the principal investigator or as a member of the team of only one Excellent Doctoral Project. The principal investigator and team members with a workload of 0.4 FTE or higher may not receive a stipend from a Standard Project in the given year (with the exception of stipends supporting the quality of presentation of results and fieldwork).
5. The principal investigator of an Excellent Doctoral Project may be replaced during the project implementation only for very serious reasons (e.g. long-term illness, interruption or termination of studies), and solely by another existing member of the project team, subject to approval by the Evaluation Committee.
6. The principal investigator shall be involved in the project with a workload corresponding to 0.5 FTE. The workload of the other investigators shall range from 0.1 to 0.5 FTE, while the total workload of all students must not exceed 1.5 FTE. The project must be team-based; therefore, at least one team member other than the responsible principal investigator must be involved in the project with a workload of at least 0.3 FTE.
7. Students with a workload corresponding to 0.3 FTE or higher are required, within the first eight months of project implementation, to complete at least one research or educational activity abroad (excluding Slovakia), preferably active participation in a scientific conference (poster or oral presentation), or alternatively a research stay or a summer school.

8. The monthly amount of the stipend paid in addition to the doctoral stipend to members of the project team in the period 04–12/2026 shall be set at CZK 1,200 per workload corresponding to 0.1 FTE (i.e. for example CZK 6,000 per month for the principal investigator).
9. The maximum amount of financial support for one Excellent Doctoral Project is CZK 600,000.

Art. 7

Standard Projects

1. The proposer of a project (who shall become the principal investigator if the grant is awarded) may be a doctoral student enrolled at the Faculty of Science, UHK, who at the time of project submission is in the 1st to 3rd year of study (in the case of part-time study, in the 1st to 4th year of study), or an academic staff member of the Faculty of Science, UHK. Each doctoral student proposer may submit a maximum of one project. If the supervisor of the doctoral student proposer is an external person, another academic or research staff member of the Faculty of Science, UHK must be a member of the project team, typically the applicant's consultant or the supervisor of another doctoral student within the project team. At least one of the student members of the project team must be a student of the Faculty of Science, UHK, throughout the entire period of project implementation. At least one of the students must, at the time of project submission, be a doctoral student in the 1st to 3rd year of study at the Faculty of Science, UHK (or a doctoral student enrolled in part-time study in the 1st to 4th year of study at the Faculty of Science, UHK), or a first-year master's degree student at the Faculty of Science, UHK.
2. The maximum number of members of the project team (including the responsible principal investigator) shall be six.
3. The maximum total amount of the stipend is set at CZK 13,500 for doctoral students and CZK 9,000 for students enrolled in follow-up master's degree programmes, for the entire duration of the project.
4. It is not permitted to plan personnel costs for employees of the Faculty of Science, UHK who are not simultaneously students. If they are also students, the maximum stipend amount pursuant to paragraph 3 shall apply.
5. The maximum amount of the requested project funding is set at CZK 250,000.

Art. 8

Eligible Costs

1. Grant support may be provided only for activities defined in the application, and only the costs specified below shall be considered eligible. Each cost item must be clearly specified and duly justified.

2. **Stipends** for students in accordance with the Scholarship and Bursary Rules of the University of Hradec Králové, corresponding to Art. 6(8) or Art. 7(3) of this Decision.
3. **Personnel costs** of project team members other than students are not eligible costs.
4. **Material costs** directly related to project implementation, including the consumption of materials (office or laboratory supplies) and the acquisition of small tangible assets with an acquisition cost of up to CZK 80,000 incl. VAT.
5. **A stipend** to support the quality of presentation of results and fieldwork, through which students are reimbursed for travel costs related to project implementation (e.g. active participation in a conference or field research). Students may apply for an advance payment to cover these costs.
6. **Travel costs of academic and research staff.** Such travel costs may be used only to cover domestic travel in which students also participate and during which (e.g. field) research related to the project is carried out. Covering the costs of participation of academic and research staff who are not students in conferences is not an eligible cost.
7. **Costs of other services and intangible costs** include operating and maintenance costs of assets used in project implementation and the acquisition of small intangible assets. Other services may also include costs related to the publication of project results and conference fees.
8. Costs may be recognized only for the period of the year 2026.
9. The authorizing officer for financial operations shall be the project investigator if the investigator is an academic staff member of the Faculty of Science, UHK. If the investigator is a doctoral student, the authorizing officer for financial operations shall be the head of the workplace at which the mentor is employed (in the case of Standard Projects, the supervisor of the responsible principal investigator).

Art. 9

Evaluation of Submitted Applications and the Project Selection Procedure

1. The application evaluation process is carried out in three stages: formal evaluation, evaluation of the success of the implementation of previous specific research projects by the principal investigator, and substantive evaluation.
2. **The formal evaluation** of the application is conducted by the Faculty of Science research administration officer and consists of:
 - a) an assessment of whether the application contains all required parts in accordance with Annex 1 to this Decision, including the defined project outputs;
 - b) a check of compliance with the financial limits set by this Decision;
 - c) a check of whether the composition of the project team complies with this Decision.
3. In the event of formal deficiencies, the proposer shall be invited to remedy them within a period of five working days. If the deficiencies are not remedied within this period, the application shall be excluded from the competition.

4. The Vice-Dean for Creative Activities shall submit to the Committee, at least one week prior to its meeting, a report on the implementation of previous completed specific research projects by the principal investigators. If, in a completed specific research project in the past, the responsible principal investigator:
 - a) failed to report a single eligible output, 50 points shall be deducted from their score (see below);
 - b) significantly failed to meet the planned project outputs, 10–40 points shall be deducted from their score, as decided by the Evaluation Committee.
5. For each application that has passed the formal evaluation, the rapporteurs of the relevant scientific field shall propose two external evaluators, whose reviews shall be submitted to the Evaluation Committee.
6. Each evaluator shall award the project 0–50 points. The substantive evaluation by the evaluators consists of an assessment of the following criteria:
 - a) scientific significance and timeliness of the selected topic (0–10 points);
 - b) feasibility of achieving the declared objectives and planned outputs (0–10 points);
 - c) quality of the preparation of the proposed project (0–5 points);
 - d) quality of the project team (0–10 points);
 - e) concept and methodology chosen for project implementation (0–5 points);
 - f) adequacy of the proposed financial costs (0–10 points).
7. For all projects, the scores awarded by both evaluators shall be summed and then forwarded to the relevant rapporteur, who shall assign each project 0–30 points with regard to overall feasibility and an innovative approach.
8. The Evaluation Committee shall first assess the quality of the submitted reviews, in particular those project proposals where the scores of the two evaluators differ significantly. If any review is found to be professionally inadequate, it shall be replaced by a review from another external evaluator. If there is a risk of delay, the Vice-Dean for Creative Activities may request a third review without the Committee's prior position, and the Committee shall subsequently decide which of the reviews shall be excluded.
9. The Evaluation Committee shall deduct, where applicable, the sanction pursuant to paragraph 4 from the total score awarded by both evaluators and the rapporteur.
10. Based on the final score, the Committee shall compile separate rankings of Excellent Doctoral Projects and Standard Projects.
11. In justified cases (e.g. serious doubts as to whether the implementation of a project might result in a breach of this Decision), the Committee may alter the project ranking determined by the point-based evaluation.
12. From among the Excellent Doctoral Projects, the Committee shall recommend for funding such number of projects as is necessary to meet the condition set out in Art. 5(3) of this Decision.

13. From among the Standard Projects, the Committee shall recommend for funding those for which financial resources have been allocated. The proposer of a project that falls just below the fully funded projects may be offered partial funding so that the entire allocation is exhausted. If the proposer declines, the next project in the ranking shall be approached.
14. The Dean shall decide on the allocation of financial resources on the basis of the Committee's opinion. The Committee's recommendation constitutes the basis for the decision but is not binding.
15. There is no legal entitlement to the award of financial support for a project proposal.

Art. 10

Changes to the Project

1. During the implementation of the project, it is not allowed to increase the working capacity allocated to the project, to waive the requirement for delivering outputs or carrying out an international trip (in the case of Excellent Projects), or to increase the grant budget.
2. Requests for substantial changes must be submitted in writing to the Faculty of Science research administration officer. The request must include a description and justification of the change, as well as information on the exact use of reallocated funds.
3. Substantial changes are only possible after approval by the Evaluation Committee. Substantial changes are understood as:
 - a) Changes in project objectives, procedures to achieve the objectives, and project outputs;
 - b) Changes in the responsible principal investigator, only in serious cases (long-term illness, termination/interruption of studies);
 - c) Changes in the budget structure exceeding 20% of the given item and simultaneously exceeding CZK 5,000. Proposed stipends, except for "stipends to support the quality of results presentation and fieldwork," must not be increased during the project.
4. Other changes are considered non-substantial; these changes are approved by the Vice-Dean for Creative Activities.

Art. 11

Interim Annual and Final Project Report

1. The interim annual report shall be submitted by the principal investigators of the grant projects once in written form to the research administration officer at the Faculty of Science Dean's Office (signed by the principal investigator of the grant project) and additionally electronically (by e-mail to katerina.rybakova@uhk.cz), no later than 8 January 2027 (deadline for submission of annual reports). The outline of the interim annual report is attached to this decision.

2. No later than the date specified in Art. 3(7), each principal investigator is obliged to submit the final project report, which will be based on the interim annual report and will include updated project outputs. The outline of the final report is attached to this decision.
3. A member of the project team from among the students (in case the principal investigator is a PhD student, then the principal investigator) shall present the results of their project at the Faculty of Science UHK conference, which will take place in the spring months of 2027.
4. The final evaluation of the projects will be carried out by the Evaluation Committee after their completion. Projects will be assessed in the final peer review primarily based on the degree of fulfillment of planned objectives and outputs, and also on adherence to the schedule of financial reporting (Grade A – project completed without reservations; Grade B – project partially completed, but still satisfactorily; Grade C – project not satisfactorily completed). The evaluation report is submitted by the Evaluation Committee to the Dean, who confirms its validity with her signature.

This decision comes into force and effect on the date of its signature.

Hradec Králové, 18 December 2025

RNDr. Alena Myslivcová Fučíková, Ph.D.
Dean of the Faculty of Science, UHK

Annexes:

1. Outline of the grant project proposal (required content)
2. Outline of the interim annual report of the grant project, order no. xx
3. Outline of the final report of the grant project, order no. xx