

Student Grant Competition of the University of Hradec Králové for the Use of Specific Research Funds in 2026

Article I

General rules for the use of government grants for specific research

According to Section 3(2)(c) of Act No. 130/2002 Sb., on the support of research, experimental development and innovation from public funds and on amendments to certain related acts (hereinafter referred to as the “Act”), as amended, specific higher education research means research carried out by students in the course of accredited doctoral or Master's degree programmes, directly related to their education.

Article II

Compliance with Ministry of Education materials

The UHK announces a student grant competition for the use of specific research funds in 2026 (hereinafter referred to as the “*Grant Competition*”). This Grant Competition is in accordance with the Act and the materials of the Ministry of Education, Youth and Sports published on the website:

www.msmt.cz/vyzkum-a-vyvoj/specificky-vysokoskolsky-vyzkum

Fully respects these documents and specifies them further in accordance with the internal conditions of the UHK.

Article III

Use of government grants for specific research at the UHK

- 1) The Vice-Rector for Science and Creative Activities decides on the distribution of the government grant among the faculties based on performance in research, experimental development and innovation (R&D&I). The Dean of the relevant faculty decides on the allocation of the grant to individual researchers at the faculties based on the results of the student grant competition of the relevant faculty.

- 2) Deans of faculties announce a student grant competition at their faculty, set the deadline for the competition, establish an evaluation committee, set the date for announcing the results of the competition, and set the deadline for submitting final reports and the review process. They are responsible for the conduct of the student grant competition in accordance with the instructions of the Vice-Rector, the law, the materials of the Ministry of Education, Youth and Sports, and the conditions of the decision on the allocation of government grant at their faculty. They are responsible for the utilisation of the grant allocated to the faculty for specific research by the end of the calendar year.
- 3) The maximum amount of support for a student grant project for one calendar year is CZK 3,000,000 if the researcher is a doctoral student, or CZK 5,000,000 if the researcher is an academic staff member of the UHK.
- 4) Deans may set the minimum and maximum amount of funding for a single grant project and other specific conditions for the competition at their faculty.

Article IV

Faculty Evaluation Committees

- 1) To ensure the organisational aspects of the student grant competition, an evaluation committee with a minimum of five members, appointed by the Dean of the faculty, will be established and announced at each faculty.
- 2) The composition of the evaluation committee will be published in the form of an Addendum to the Principles of the Faculty Student Grant Competition valid at the time of the announcement of the competition, according to which the selection procedure for members of the evaluation committee for the given calendar year is carried out.

The evaluation committee has the following responsibilities:

- a) Checking the formal requirements of grant project proposals in the prescribed structure;
- b) Evaluating grant project proposals on the substance (qualifications of the research team members, suitability of the topic, professional level, definition of objectives, concept, specified results, appropriateness of the timetable, appropriateness of financial requirements);
- c) Appointing at least one reviewer for each grant project. The reviewer may not be a member of the grant research team and may not be involved in the preparation of the grant project;
- d) Establishing the principles for the preparation of reviews of grant project proposals and the method of evaluating grant project proposals;

- e) Submitting the prepared proposal for the award of grants to the Dean of the faculty;
- f) Checking the submission of reports on the implementation of grant projects;
- g) Conducting a review of reports on the implementation of grant projects.

Article V

Conditions for the implementation of a grant project

- 1) The principal investigator of a grant project is either a student of a doctoral study programme at the UHK or an academic staff member of the UHK. In the case of a grant project whose principal investigator is a student of a doctoral study programme at the UHK, the principal investigator's supervisor from the UHK is always a member of the research team.
- 2) Other members of the research team include students of a doctoral or Master's study programme at the UHK or academic, scientific, research or development staff at the UHK.
- 3) The number of doctoral or Master's programme students in the research team is greater than or equal to the number of other members of the research team.
- 4) The research team may have a maximum of 50 members.
- 5) The duration of the grant project is at least 1 year (12 calendar months). The Dean of the faculty may also support multi-year projects (maximum three years), in which case:
 - a) The funds allocated for each year must be fully accounted for in each year of the project (may not be transferred to subsequent years);
 - b) Each year of the project will be concluded with the submission of an interim report under the same conditions as set out in these guidelines for final reports, and the final year of the project with the submission of a final report;
 - c) If changes in the conditions for the provision of the grant do not allow the project to be financed as planned in subsequent years, the financing will be handled by the faculty.
- 6) Obligations of the grant recipient:
 - a) Proper implementation of the accepted grant project within the approved budget, compliance with the specified conditions for the implementation, settlement and accounting of approved operations, economical, purposeful and efficient use of the funds provided (as the person in charge

of the project contract), preparation of a final report after completion of the grant project which will be published, and participation in the final review process; if the researcher is a student of a doctoral study programme at the UHK, the senior employee of the relevant UHK workplace is the person in charge of the project;

- b) Entering publication results marked as S-specific research funding, with the project number and year of award (journal, anthology or monograph publication) into the UHK Personal Bibliographic Database (PBD) in connection with the Register of Information on the Results of the Information System for Research, Experimental Development and Innovation (RIR) in accordance with the objectives of the grant project or the application of the material work;
 - c) Respecting the managing acts of the UHK, the law, the materials of the Ministry of Education, Youth and Sports and the conditions of the decision on the allocation of state subsidies.
- 7) The grant project must include: an annotation, specification of the research team, subsidy request, detailed structure of the requested costs, project schedule, verifiable (quantified) project objectives, detailed project topic, planned results, and planned publication outputs in connection with the RIV.

Article VI.

Time and financial requirements of the project

- 1) The share of personnel costs or expenses, together with mandatory contributions (including bursaries), associated with the participation of doctoral or Master's programme students as principal investigators or other members of the research team in the implementation of the grant project, shall amount to at least 75% of the total personnel costs or expenses together with mandatory contributions (including bursaries) covered by the eligible costs of the project.
- 2) The allocated funds may be used exclusively to cover eligible costs (specified in the following point) of grant projects, to cover eligible costs associated with the organisation of student scientific conferences, up to a maximum of 10% of the support provided, and to cover eligible costs associated with the organisation of a student grant competition, including the costs of evaluating and reviewing student projects and assessing the results achieved, up to a maximum of 2.5% of the support provided.

- 3) Eligible costs for grant projects are as follows:
- a) Personnel costs or expenses for research workers, technicians and other support staff, including bursaries for research, development and innovation activities pursuant to Section 91(2)(c) or doctoral bursaries pursuant to Section 91a of the Higher Education Act;
 - b) Costs or expenses for the acquisition of tangible and intangible assets;
 - c) Other operating costs or expenses, including costs of materials and supplies directly related to specific activities fulfilling the purpose of the support and accounted for individually;
 - d) Costs or expenses for services;
 - e) Additional costs or expenses in accordance with the relevant UHK managing act, that cannot be clearly assigned to a specific activity defined by the purpose of the support, but without which it would not be possible to fulfil the purpose of the support (indirect costs or expenses);
 - f) Travel expenses.

When acquiring tangible or intangible assets, only that portion of the acquisition costs corresponding to their expected use for research and development activities may be included in eligible costs.

- 4) The grant project funds must be spent in accordance with the Bursar's communication: *Schedule for the Financial Statements for the Given Accounting Period*.
- 5) The grant project must be completed with a publication result(s) which will be entered into the PBD with a link to the RIR (financing: S-specific research, pursuant to Article 5, paragraph 6, letter b).
- 6) The grant project will be concluded with a final report containing:
 - a) The composition of the research team;
 - b) Fulfilment of the project objectives;
 - c) Results of publication activity in the PBD (copy of entry in the PBD);
 - d) Settlement of the grant (profit and loss account from EIS Magion).
- 7) Reports on the implementation of grant projects will be reviewed internally under the organisational supervision of the evaluation committee and, together with the grant project proposal, will be stored at the faculties for possible inspection of the correct use of the grant.
- 8) Failure to comply with the above conditions or violation of budgetary discipline will be grounds for cancellation of the grant project and further sanctions for the project investigator.

- 9) In case of doubt regarding the structure of eligible expenses, the Vice-Rector for Science and Creative Activities shall decide.

Article VII

Transitional and Final Provisions

- 1) This instruction shall enter into force on the date of its signing and shall take effect on 1 January 2026.

In Hradec Králové on 26. 11. 2025

Assoc. prof. Ing. Hana Tomášková, Ph.D.
*Vice-Rector for Science, Research
and Knowledge transfer*

Intended for: All employees and students of the UHK