

UHK Connect Internal Competition – Short Projects for Networking, Mobility and Establishing Cooperation

Article I

Purpose and Subject

- 1) This instruction sets out the framework rules for the **UHK Connect Internal Competition – Short Projects for Networking, Mobility and Establishing Cooperation** (hereinafter referred to as the “*UHK Connect Competition*”), focused on short-term mobility and networking activities supporting the establishment or expansion of cooperation, expert consultations, participation in conferences and the commencement of work on a joint output (article, study and/or project).
- 2) The instruction sets out in particular:
 - a) Organisational arrangements and scope;
 - b) Documentation and information sources;
 - c) Eligible applicants;
 - d) Definition of terms;
 - e) Basic parameters of the grant;
 - f) Assessment and decision;
 - g) Records, project closure and consequences of non-compliance;
 - h) Effectiveness and duration of the framework.

Article II

Organisational Arrangements and Scope

- 1) The UHK Connect Competition is managed by the Vice-Rector for Science, Research and Knowledge Transfer.
- 2) Methodological support and administration of the UHK Connect Competition (but not of individual projects) is provided by the Science and Knowledge Transfer Office (hereinafter “*SKTO*”).

- 3) This instruction is binding on all constituent parts of the UHK and applies to eligible applicants and recipients of the grant under the UHK Connect Competition.

Article III

Documentation and Information Sources

- 1) Information and documentation relating to the UHK Connect Competition are published on the UHK website in the section *Internal University-wide Projects* (hereinafter referred to as the “*Website*”).
- 2) The specific conditions for each round of the UHK Connect Competition are always set out in **the call for applications** published on the Website in accordance with Article III (1).
- 3) Applications, mandatory attachments and reports shall be submitted electronically, in the manner and within the deadlines specified in the call for proposals.

Article IV

Eligible Applicants

- 1) The following may apply for funding:
 - a) UHK academic staff – junior/early-career researchers (up to 7 years after obtaining a PhD)¹;
 - b) Students on a UHK doctoral programme.
- 2) In the case of a student not employed by the UHK, the grant providing is subject to making an agreement to complete a job or other contractual relationship with the UHK.

Article V

Definition of Terms

- 1) **Mobility/networking activity:** a short, targeted activity (mobility, consultation, working meeting, conference, workshop, training, etc.) aimed at demonstrably establishing or developing professional cooperation.

¹ This period may be extended by the duration of maternity and parental leave, long-term illness (lasting longer than 90 days), caring for a sick family member (longer than 90 days), preparation for a postgraduate professional examination, and military service.

- 2) **Outcome of cooperation:** a verifiable result of the activity (e.g., a draft article, a project concept outline, a Letter of Intent/Memorandum of Understanding, minutes of a consultation with agreed points, a draft research design, a plan for follow-up mobility/a follow-up project, etc.).

Article VI

Basic Parameters of the Grant

- 1) The allocation, amount of the grant and duration are set out in the call for proposals.
- 2) The funds will be received by the relevant unit.
- 3) Costs must be purposeful, reasonable and verifiable, linked to the implementation of the principal investigator's project and in accordance with the UHK's internal rules.
- 4) Eligible costs and rules for drawing down funds are set out in the call for proposals.
- 5) The competition is not intended for formal travel without professional impact; the project must lead to genuine contact, cooperation or a professional output.
- 6) The principal investigator is responsible for the substantive implementation of the project and for submitting the final report in the required quality, manner and within the deadline specified in the call for proposals; they are responsible for the financial aspects of the project, in particular for the eligibility of costs.
- 7) In the case of a doctoral student, the supervisor is responsible for the financial aspects of the project, in particular for the eligibility of costs.

Article VII

Evaluation and Decision-Making

- 1) The evaluation and decision-making process is subject to the UHK's rules on the prevention and resolution of conflicts of interest.
- 2) The method of evaluation and decision-making is set out in the call for proposals.

Article VIII

Records, Termination and Consequences of Non-Compliance

- 1) Records of applications, decisions, final reports and related documents are kept in accordance with the UHK's internal rules.
- 2) A project is concluded upon submission of a final report of the required quality, in the manner and within the deadline specified in the call for proposals, and upon provision of at least one output of the collaboration as specified in the call for proposals.
- 3) A project is considered unsuccessful in particular if the principal investigator fails to submit a final report of the required quality, or if the activity is not carried out or no output of the collaboration is provided. The consequences are set out in the call for proposals. The application of consequences must be proportionate and justified.

Article IX

Entry into Force and Duration of the Framework

- 1) This instruction shall enter into force on the date of signature.
- 2) This instruction is issued as a permanent framework for the UHK Connect Competition and shall apply to all calls for proposals under the UHK Connect Competition announced after the date of entry into force, until it is amended or repealed.

In Hradec Králové on 13 March 2026.

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