

# Student Grant Competition for Doctoral Students "Igráček UHK"

This document determines the rules of the student grant competition of the University of Hradec Králové through which support is provided from the project Development of the Internal Grant Agency of the University of Hradec Králové, reg. No. CZ.02.2.69/0.0/0.0/19\_073/0016949, submitted within the Operational Programme Research, Development and Education – Call No. 02\_19\_073 to increase the quality of internal grant schemes at higher education institutions, priority axis 2 of the Operational Programme.

## Article 1

### Direction and Aim of the Competition

The aim of the student grant competition for doctoral students at the University of Hradec Králové – "Igráček UHK" (hereinafter the Competition) is to support **basic research** of Ph.D. students in the early stage of their scientific career. The aim of the student grant implementation is to increase skills of **Ph.D. students** required for their future professional career in research and development. By means of student grants, Ph.D. students will be given an opportunity to implement their own research, thus developing mainly their transversal skills (project management, communication, team cooperation, problem solving, organization, team leadership, time management, etc.).

## Article 2

### Student Grant Competition Bodies

#### IGA manager

- 1) The IGA Manager is the Rectorate employee.

- 2) He/she is the contact person and the manager in relation to the IGA Application supplier.
- 3) He/she is the main coordinator and contact person of the competition.
- 4) He/she raises awareness of the competition. He/she is in charge of PR and promotion. He/she administers the student grant competition site at the UHK website.
- 5) He/she, together with the Faculty Consultant, performs the formal check of applications submitted.
- 6) He/she communicates with external evaluators.
- 7) He/she prepares supporting documents for the IGA Committee agenda.
- 8) He/she prepares the Decision on a Student Grant Granting.
- 9) He/she approves electronically the Interim Activity Reports.
- 10) He/she approves electronically requests for a non-substantial student grant amendment.
- 11) He/she archives the originals of all student grant documents (Decision of a Student Grant Award, Final Activity Report, Contract, Decision of Bursary Award, Internship Report, Certificate ...).
- 12) He/she provides methodological support to the faculty consultants. He/she trains the faculty consultants.

#### **IGA Faculty Consultant**

- 1) He/she is a part of one of four UHK faculties; he/she provides for the below given activities on behalf of the respective faculty.
- 2) He/she informs and trains potential applicants for the student grant.
- 3) He/she provides consulting activity at the application preparation, at the project implementation (in particular in terms of financial management and internships abroad), and at project amendments.
- 4) He/she performs official checks of accepted applications in cooperation with the IGA Manager.

#### **IGA Committee**

- 1) The IGA Committee is the Rector's advisory body with respect to the competition.

- 2) The IGA Committee term of office is till 30.6.2023.
- 3) The Rector appoints and removes the Committee Chair and appoints and removes the individual members. The number of the IGA Committee members is determined by the Rector.
- 4) The IGA Committee consists of representatives of the following areas: Natural Sciences, Medical and Health Sciences, Social Sciences, and Humanities and Art. In case of need, the number of representatives in the Committee can be increased subsequently the Rector.
- 5) The IGA Committee meeting is convened and chaired by its Chair; the Chair can authorize another Committee member to chair the meeting.
- 6) Minutes of the IGA Committee are taken by the IGA Manager.
- 7) The IGA Committee has a quorum if the absolute majority of its members are present. A resolution is adopted if the absolute majority of present members approve it.
- 8) The IGA Committee can also vote by correspondence. In case of such voting, the Chair sends the draft resolution in the given matter and all relevant documents to all members and determines the deadline for answering. The individual members send their answer "I agree", "I do not agree", "I abstain from voting" to the Chair by the given deadline. Answers delivered after the specified deadline are taken out. In order to adopt a resolution, the absolute majority of all members of the IGA Committee must say "I agree". The Chair announces the result of the voting to the members in the same way in which the voting was performed. Minutes are taken about the course and result of the voting by correspondence.
- 9) The IGA Committee:
  - a) evaluates projects and decides projects to be recommended for financing
  - b) discusses and approves applications for substantial amendments
  - c) approves the Final Reports on activity and after the grant is terminated, the IGA Committee evaluates the success of the grant implementation and confirms its successful completion in the Final Report.

## Article 3

### General Conditions of the Competition

- 1) The applicant and all other members of the research team must be Ph.D. students of the University of Hradec Králové on the day of the application submission and for the whole period of the project implementation. The applicant, i.e. the principal investigator, may only be a 2<sup>nd</sup>- or 3<sup>rd</sup>-year Ph.D. student. Other investigators may involve 1<sup>st</sup>-3<sup>rd</sup>-year Ph.D. students.
- 2) The maximum number of research team members is **5 doctoral students** (including the principal investigator).
- 3) One student may be an investigator (principal or additional investigator) of only one student grant for which an application is submitted.
- 4) Each student project must have not only a research team but also a mentor.
- 5) Two mentors can participate in a project solving a multidisciplinary project. The principal investigator must justify this fact properly in the application.
- 6) The student grant may not be granted for a topic identical to the topic of the doctoral thesis of the principal investigator or other members of the research team. This fact is confirmed by both the principal investigator and other investigators by a declaration sent together with the application via the Internal Grant Agency application (hereinafter the IGA Application). Investigators may use the grant results/outputs (i.e., for example, results of measurements) in their doctoral thesis. However, no doctoral thesis as a whole may be the grant output. Compliance with this condition is declared in the Decision on a Student Grant Granting.
- 7) The project duration is **12 months**. The project implementation shall start on 14 April 2022. The projects must be completed by 31 March 2023.
- 8) Applications will be assessed and selected for support through an all-university competition organized in the following scientific areas:
  - Natural Sciences
  - Medical and Health Sciences
  - Social Sciences
  - Humanities and Art

- 9) Before the investigator of a new partial project starts implementing the partial project, he/she gets a “Decision on a Student Grant Granting” which includes a formalized reading of rules and obligations valid for projects solving at the UHK.
- 10) The individual members of the research team may start working on the given student grant after the decision specified in Article 9 above is issued and after the individual members’ employment contracts are made and/or after a licence agreement on rights to results arising from the given student grant is made in cases when the research team members will be provided a bursary during the grant solving.
- 11) No student grant which combines funding from a purpose-designed support for a specific higher education research may be supported within this competition.
- 12) The publication outputs must show a reference to the respective student grant supported from the Operational Programme Development of the Internal Grant Agency of the University of Hradec Králové, reg. No. CZ.02.2.69/0.0/0.0/19\_073/0016949, and the allocated registration number of the student grant.

## **Article 4**

### **Student Grant Research Team**

- 1) The research teams consists of:
  - a) a **principal investigator**: a 2<sup>nd</sup>- or 3<sup>rd</sup> year Ph.D. student who applies for a team student grant in his/her own name and who is responsible for the research team coordination and leading and for implementation of the student grant outputs;
  - b) **other investigators**: one or more Ph.D. students (involving the 1<sup>st</sup>-year students as well) who participate in the team student grant solving led by the principal investigator. The **maximum number** of other investigators of one student grant is **4**.
- 2) The principal investigator should apply equal opportunities principles when creating a research team.

- 3) The principal investigator of a student grant may be replaced during the student grant implementation by another actual member of the research team only under the condition the project topic is not changed.
- 4) **The principal investigators** will report work capacity corresponding to **0.5 of the full-time work load** every month. **Other investigators** will report monthly work capacity assigned to them in the project (ranging from **0.1 to 0.5 of the full-time work load**). The sum of work capacities of all members of the research team must be specified in whole tenths.
- 5) The application must be filed for a team project. In addition to the principal investigator who will report monthly work capacity corresponding to 0.5 of the full-time work load, the monthly work capacity reported by at least one of the other investigators must correspond to at least 0.3 of the full-time work load.
- 6) The work load of other investigators can be adjusted during the student grant; however, all limitations specified in this Rector's Decree must be complied with (i.e., the work load must range from 0.1 to 0.5 of the full-time working hours; the student grant budget cannot be increased by the adjustment).
- 7) The application must specify the expected participation of the individual research team members; the principal investigator must participate for the whole period of the project implementation. Participation of other investigators in the project can be shorter if justified but must be specified in whole months in the project proposal.
- 8) Participation of students who will make an employment contract for the project solving with the respective faculty will be specified by their respective work load; participation of students who will be solving the project out of employment (within their bursary) will be specified as the respective part of their time capacity.
- 9) The overall amount of the work capacity of the individual investigators at the UHK (sum of all parallel employment contracts, agreements to complete a job, agreements to perform work, and planned work capacity within the project) may not exceed 1.2.

## Article 5

### Mentor

- 1) A mentor is a **researcher or academician**. The mentor provides professional and methodological support to the grant investigators. If there is one mentor, he/she must be a UHK employee.
- 2) The minimum qualification of a mentor(s) include successful completion of a doctoral study programme or an adequate qualification.
- 3) The mentor is nominated by the individual project investigator. The mentor expresses his/her consent with accepting the mentor's role via the IGA Application.
- 4) The mentor's participation in a student grant solving is obligatory.
- 5) The mentor is neither the investigator nor the project head. The mentor neither evaluates the project.
- 6) The mentor approves payments within the implemented projects.
- 7) An external specialist may be the second mentor (on the basis of an agreement to complete a job/agreement to perform work) in a multidisciplinary project with two mentors.
- 8) **In the stage of application drawing**, the mentor participates in determination of the project topic and research aim (scientific hypothesis), procedures to reach the aim and expected outputs. The mentor fills in data about him-/herself in the project proposal in the IGA Application.
- 9) **In the stage of project solving**, the mentor provides methodological and professional support and helps to plan the individual steps of the project solving. He/she confirms the monthly reports of all members of the research team in the IGA Application.
- 10) **After the project is completed**, the mentor adds, in the IGA Application, his/her evaluation of the project implementation in the Final Report elaborated by the investigators (summary of mentored activities and evaluation of the project implementation, acquired knowledge and outputs, recommendation for each investigator's future research activity). The mentor signs the final version of the printed Final Report.

## Article 6

### Obligatory Outputs

- 1) **Interim activity report (Activity Report)** elaborated by each investigator for each month of the student grant implementation via the IGA Application by the 15<sup>th</sup> day of each of the subsequent months at the latest (this duty is applied to the last month of the project implementation as well).
  - a) The Report is filed by the investigator in an electronic form, approved by the mentor electronically and subsequently by the IGA Manager. All is done via the IGA Application.
  - b) The Activity Report includes activities implemented in the given month, the amount of the investigator's work capacity expressed in terms of the work load, evaluation of the progress of work on outputs, plan of activities for the next period, summary of activities of other investigators (only in the Activity Report filed by the principal investigator). If relevant, internship reports and attestations/certificates of education completed are attached to the Activity Report. The original of the internship report and the original/officially authenticated copy of the attestation/certificate must be handed over to the IGA Manager.
- 2) **Final Activity Report (Final Report)** filed by each principal investigator via the IGA Application at the end of the student grant implementation (which means that only one Final Report is filed in team grants).
  - a) The Final Report is submitted by the investigator in both electronic and printed form and is approved by the IGA Committee.
  - b) The investigator signs the final version of the Final Report and ensures that the other actual team members and the mentor(s) sign it. The investigator hands over the signed Final Report to the IGA Manager within one month from the completion of the project.
  - c) The Final Report includes a summary of the grant implementation, the achieved outputs, activities of other investigators (in case of team grants) and fulfilment of the educational aims specified in the application for a student grant; for example, in form of a reflection.
  - d) In the Final Report, the mentor summarizes the mentored activities including the evaluation of the project implementation, acquired knowledge

and outputs, and recommendation for the student's other/future research activity.

- e) After the grant is terminated, the IGA Committee evaluates the success of the grant implementation and confirms its successful completion in the Final Report.

**3) Educational/research activity abroad** of all students with work capacity corresponding to 0.3 of the full-time work load and more.

- a) During the student grant implementation, students must pass at least one educational/research activity abroad (for example, an internship, summer school, research stay, active participation in a conference) in the minimum aggregate duration of 10 days per the given research team member (except for the day of arrival and day of departure).
  - b) Foreign internships can be passed both in EU and non-EU countries.
  - c) Foreign internships are proved by the investigators by an **Internship Report**. If the overall duration of the internship is covered by several internships, the Internship Report is drawn on each internship.
  - d) If the educational/research activity is implemented in a country where the student's native language is generally understandable (e.g., in Slovakia), at least a part of the activity must be implemented in a foreign language (e.g., presentation of a contribution, text of a paper).
- 4) In case of a project belonging to the FORD category 1 and 3 (Natural Sciences, Medical and Health Sciences) according to Frascati R&D classification (2015), the obligatory minimum output must be an **IMPACT-quality** research paper in an impacted journal registered in the **Web of Science** (at least an article accepted for review). In case of a project falling within the Social Sciences and Humanities and Art (FORD 5 and 6), the obligatory minimum output must be an article in an impacted journal registered in the Web of Science OR an article in a Scopus-indexed journal (at least an article accepted for review) OR 1/5 of a book (chapter in a specialist book consisting of at least 20 pages, accepted for review at least, issued by a publishing house listed on the list of prestigious publishing houses published as a document related to this Rector's Decree).
- 5) If the student grant fails to meet all outputs defined in advance (i.e. both the minimum outputs determined above and outputs determined beyond the

minimum obligatory outputs), the unit costs of all investigators for the last month of the grant implementation will be considered ineligible.

## **Article 7**

### **Eligible Costs**

- 1) Support within a student grant may be provided for activities specified in the application only. The below defined costs only are considered eligible.

#### **Personnel costs**

- a) Research team personnel costs, including the obligatory statutory payments, if any, paid by the employer on behalf of the employee
- b) Bursaries for students in accordance with the UHK Scholarship and Bursary Rules

#### **Mentor's remuneration**

- a) The amount of remuneration is CZK 50,000 (in total for both mentors).
- b) The sum will be paid to the mentor(s) in form of extraordinary remuneration or remuneration within an agreement to complete a job (if he/she is an extern) in two payments. The first part of the remuneration will be paid after all investigators having work capacity corresponding to at least 0.3 of the full-time work load terminate the obligatory educational/research activity abroad and prove the activity in the obligatory Activity Report. The second part of the remuneration will be paid at the end of the project after the Final Report is approved by the IGA Committee.
- c) The mentor may not be paid in form of remuneration within his/her main employment paid from another project from the Operational Programme "Research, Development and Education".

#### **Equipment cost**

- a) **Cost of material** includes material consumption (e.g., office supplies, laboratory material, minor tangible property – books, journals, etc.)
- b) **Travel costs** include all expenses related to business trips in accordance with sections 173 to 181 of Act. No. 262/2006 Sb., the Labour Code, as amended, up to the amount determined or allowed by the said Act

- c) **Cost of education**
  - d) **Cost of other services and immaterial costs** include the cost of operation, repairs and maintenance of property used at the project solving; acquisition of small intangible property – either purchased or acquired by own activity within the project solution; other services may also include costs related to the publication of results (costs of publishing and editing); conference fees, membership contributions in institutions if the membership is provably necessary or economically efficient for the grant project solving;
  - e) **Overhead costs** amounting at least **20 %** of the overall project budget; the overhead costs must contribute to the project implementation (e.g., cost of administration, infrastructure costs and/or other costs incurred during the project solving). The Applicant does not have to fill in the amount; the application counts it automatically.
- 2) The eligible costs related to the student grant projects will be quantified in form of a **UNIT COST**.
  - 3) **The unit cost corresponding** to the work capacity corresponding to 0.1 of the full-time work load/per month/per one student grant investigator is **CZK 7,986**. If the work capacity is higher, the amount is multiplied accordingly. For example, the investigator whose work capacity corresponds to 0.5 of the full-time work load will get CZK 39,930. In team grants, the unit cost consists of the sum of work capacities of all members of the research team (e.g., 2 persons, both with 0.5 of the full-time work load per 1 month = CZK 79,860).
  - 4) The minimum amount that must be used to cover the investigator's (student's) personnel costs, including all obligatory costs (social and health insurance, Cultural and Social Needs Fund, social fund, etc.) is **CZK 4,700** per the work capacity corresponding to 0.1 of the full-time work load/per month.
  - 5) The maximum amount that can be used by the Applicant to cover other expenses (Mentor's remuneration, Equipment cost) related to the student grant implementation is **CZK 3,286** (per a unit with the work capacity corresponding to 0.1 of the full-time work load/per month/one investigator).

## Article 8

### Application for a Student Grant

- 1) The application must be written and submitted in **English**. The whole project (approval process, interim reports, final report) will be administered in English.
- 2) The application must be submitted fully by means of the IGA Application. The project will be administered in the IGA Application for its whole life cycle.
- 3) The application must be submitted within the following period of time: 13 December 2021 at 9:00 – 21 January 2022 at 16:00. Applications filed after the deadline will be excluded from evaluation automatically.
- 4) The application may not be amended without prior approval. The Applicant is obliged to notify the IGA Manager in writing about all amendments that occurred from the submission of the application till the issue of the **Decision to Award a Student Grant**; the Applicant must do so within 7 calendar days from the day he/she became aware of such amendment. If the amendment could influence the course of the competition (i.e. the amendment concerns those parts of the project that are the subject matter of the project evaluation), the IGA Manager notifies the IGA Committee about such amendment and the Committee decides whether or not it is a reason for taking the project out of the competition and whether or not the project remains in the competition or is taken out. Any substantial amendment of the application, in particular an amendment of the proposer, aims and subject matter of the project are not allowed and will always constitute the reason for taking the project out of the grant competition.
- 5) The Applicant may withdraw from the grant competition at any time; he/she notifies the IGA Manager of it.
- 6) By submitting the application, the Applicant confirms he/she has not accepted and will not accept (during the project implementation) any support from another source for a project with an identical or similar topic.
- 7) The mentor's and all other investigators' declaration of interest to participate in the student grant project implementation forms a part of the application. (They give their consent electronically in the IGA Application. A request for consent is sent to the mentor and the investigators automatically after their e-mail is entered in the application by the Applicant).

- 8) The Applicant must determine the duration of the student grant in whole months; i.e. the student grant always starts on the first day of a calendar month and ends on the last day of a calendar month.
- 9) Application structure:
- a) **Project title**
  - b) **Short project annotation**
  - c) **Research aim of the project** (scientific hypothesis) **and procedures to reach it.** Specification of obligatory educational/research activity abroad for investigators with work capacity exceeding 0.3 of the full-time work load must be included.
  - d) **Project schedule** (project period in months and date of the grant project solving commencement)
  - e) **Basic information about the research team** (name, surname, faculty, study programme, year of study commencement and expected completion, date of birth, work load spent on the project, topic of doctoral thesis)
  - f) **Description of the research team** and evidence of the investigators' and mentor's experience in form of a professional CV including the existing publications. The mentor's/mentors' CV must include, among others, a list of at least 5 most important publications for the last five years. A mentor's CV for a project in Medicine or Natural Science must include the overall number of citations and the WoS H-index. In Humanities and Social Science, numbers of citations found in other databases, e.g., Scopus or ERIH, can be provided. We also recommend to provide the ORCID indicator (including the Applicant's one) and/or the Investigator ID.
  - g) **Summary of educational aims of each of the investigators**
  - h) **Expected project outputs**
  - i) **Scientific area specification** (for research and development classification, see Frascati Manual 2015)
  - j) **Project budget, breakdown of individual items** including their justification
  - k) **Declaration on honour**

## Article 9

### Evaluation of Submitted Applications and Way of Project Selection

- 1) The evaluation procedure is performed in two stages: formal evaluation and factual evaluation.
- 2) **The formal evaluation** of an application consists of:
  - a) Assessment whether or not the application contains all prescribed essentials according to Article 8 of this Rules, including the obligatory attachments;
  - b) Assessment of the data trueness and correctness;
  - c) Comparison of the project topic with the topic of doctoral theses of all members of the research team.
- 3) If the project topic equals to the topic of doctoral thesis of any of the investigators, the application will be taken out from the competition.
- 4) In case any other formal deficiencies are found, the proposer will be asked to remedy them within a specified period of time. If the deficiencies are not remedied by the deadline, the application will be taken out from the competition.
- 5) The formal evaluation is performed by the IGA Manager in cooperation with the respective faculty IGA Consultant.

Incorrect and untrue data include, but are not limited to:

- a) The applicant is not a Ph.D. student of the UHK on the day of the application submission (a 2<sup>nd</sup>- and 3<sup>rd</sup>-year student only may apply);
- b) The figures are not specified in the prescribed currency and form (i.e. the unit cost);
- c) Sums of the individual items of recognized costs and items in the individual years do not correspond to the overall sum;
- d) The proposed financing breaches the valid legal regulations;
- e) The proposed overhead costs financing does not correspond to the respective work capacities (loads), or does not respect the dossier provisions;
- f) The form of documents forwarded does not comply with the requirements;

- g) Complete information about other projects solved by the Applicant is missing;
  - h) Bibliographic citations are missing in the cited texts;
  - i) Untrue data are provided.
- 6) All above specified deficiencies found during the formal check can be remedied after a call to supplement the application within max. 5 working days from the call receipt.
  - 7) In the second stage, applications accepted for **factual assessment** are assessed by two **evaluators** at first and then submitted to the **IGA Committee**.
  - 8) The evaluators are selected from the database of external evaluators. If there are not enough external evaluators, one of them can be replaced by an internal evaluator.
  - 9) The evaluators perform their evaluation via the IGA Application within 14 days at the latest from the selected projects confirmation and the IGA Application access details sending by the IGA Manager.
  - 10) The project gets **0-50 points** by each evaluator.
  - 11) The factual assessment by the evaluators consists of the following criteria assessment:
    - a) Quality of the submitted student grant and declared outputs;
    - b) Quality of the research team, especially the proposer and the mentor;
    - c) Scientific importance and topicality of the given topic;
    - d) Feasibility of the student grant aims;
    - e) The concept and methods of solution;
    - f) Appropriateness of financial expenses.
  - 12) Points given by all evaluators are summed up in all project proposals and the proposals proceed to the next stage of evaluation by the IGA Committee appointed by the Rector.
  - 13) Committee members acquaint themselves with the project proposals corresponding to their professional specialization and with both expert opinions.

- 14) At first, the IGA Committee assesses the quality of expert opinions, especially in project proposals with opposing evaluations of the two evaluators (one evaluator recommends the project for financing while the other does not)
- a) If the Committee finds an opinion to be professionally insufficient (and describes and justifies the decision in the minutes of the Committee meeting), it replaces the opinion by a new one elaborated by one of the IGA Committee members.
  - b) If both opinions are found to be professionally insufficient by the Committee (and the Committee describes and justifies the decision in the minutes of the Committee meeting), the opinion will be replaced by new opinions out of which one is elaborated by one of the IGA Committee members and the other one by another external evaluator.
- 15) The IGA Committee assesses further the project proposals from the point of view of their realizability and innovative approach and gives **0-30 points** to the project (0-10 points: the project is realizable but uninnovative; 11-20 points: the project is realizable and innovative; 21-30 points: the project is well realizable and very innovative). The Committee justifies the evaluation.
- 16) The IGA Committee approves the final list of all project proposals according to their final number of points given to the project within the evaluation. The list shows the threshold for the financial support awarding or not awarding.
- 17) The Rector decides the award of finances to the project proposal on the basis of the IGA Committee opinion.
- 18) If the principal investigator refuses the award of the financial means, the IGA Committee can decide that the financial means are given to the next project in line.
- 19) There is no legal entitlement to an award of the project financial support.

## **Article 10**

### **Project Amendments**

- 1) During the project period, it is not allowed to:
  - a) Reduce the overhead costs below 20% of the overall project costs;
  - b) Increase the work capacity for the whole project;

- c) Waive the requirement to submit outputs;
  - d) Increase the overall student grant budget;
- 2) During the project solving, both substantial and non-substantial changes (as specified below) can be done in clearly justified cases. Changes must be notified by the principal investigator sufficiently in advance via the Change Application in the IGA Application.
  - 3) The Change Application must include the amendment description and justification and expected date of its coming into effect.
  - 4) Substantial changes are allowed only after their approval by the IGA Committee and under fulfilment of conditions specified in the individual changes. For the purposes hereof, “substantial changes” mean:
    - Amendments of the project research aims, procedures to reach the project aims, and the project outputs. Such changes can be made only after consulting the mentor and his/her approval in form of his/her consent in the IGA Application.
    - Replacement of the principal investigator of a student grant – during the student grant implementation, the principal investigator may be replaced by another actual member of the research team only, under the condition the project topic is not changed. The principal investigator may be replaced less than 4 calendar months before the project completion in serious cases only (long-term disease, termination/interruption of studies etc.). The new investigator must pass an internship on a pro rata basis and must have time for proper completion of the project.
    - Replacement of the mentor.
  - 5) Non-substantial changes are allowed only after their approval by the IGA Manager and under fulfilment of conditions specified in the individual changes. For the purposes hereof, “non-substantial changes” mean:
    - Change of the form of financing the investigator in the project – such change can be done only after it is confirmed officially in the IGA Application (award of bursary, employment contract signing).
    - Replacement of another investigator - if his/her work capacity corresponds to 0.3 of the full-time work load and more, every new investigator must pass an internship in full extent without regard of the duration of such work capacity increase.

- Change of the work load of other investigators – such change is allowed under the condition that all limitations specified in the call and related documents must be complied with (i.e., the work load must range from 0.1 to 0.5 of the full-time working hours; the student grant budget may not be increased by the adjustment).
- Other amendments not defined above as substantial amendments.

## **Article 11**

### **Conflict of Interests**

- 1) Conflict of interest of individuals who participate in the evaluation, approval and decision-making with respect to the individual applications/grants (especially the IGA Committee members, internal and external evaluators) include mainly situations where such individual:
  - a) Is a supervisor of any of the investigators;
  - b) Is a mentor of the given project;
  - c) Has such personal or professional relation to any of the investigators that could influence his/her independence at this project consideration.
- 2) When each individual specified in Article 1 receives applications for evaluation, or at any time later, he/she considers seriously whether or not he/she is in a conflict of interest and whether or not he/she is able to act independently and without bias.
- 3) If he/she comes to the conclusion he/she faces a conflict of interest, he/she must notify the IGA Manager of it immediately. The individual who has declared a conflict of interest in relation with the discussed application, may only provide additional information but may not vote/decide on this matter.

## **Article 12**

### **Final Provisions**

This Rector's Decree becomes valid and enters into effect on the day of its signing.

In Hradec Králové on 9 December 2021

Prof. Ing. Kamil Kuča, Ph.D.  
UHK Rector



EUROPEAN UNION  
European Structural and Investment Funds  
Operational Programme Research,  
Development and Education

