

# FF UHK Dean's Decree No. 2/2020

## Announcement of a competition for Specific Research projects – Student Grant Competition at FF UHK

I announce a competition for Specific Research projects - a Student Grant Competition (SV-SGS) for the year 2020. Only projects meeting all the following conditions will be accepted in the competition:

1. Specific Research is governed by the Bursar's Directive No. 1/2019: Student Grant Competition of the University of Hradec Králové for the utilization of the means of specific research starting with the year 2020.
2. A responsible researcher of the Specific Research can be a student of a doctoral study programme accredited at FF UHK or an academic worker of FF UHK. If the researcher is a doctoral student of UHK, the researcher's supervisor from UHK is always a member of the research team.
3. Other members of the research team can be students of doctoral or master's study programmes accredited at FF UHK or students of pedagogical master's study programmes of UHK, which FF UHK provides. They can be other academic, scientific, research or development workers of FF UHK as well.
4. The number of students of doctoral or master's study programmes in the research team must exceed or equal the number of other members of the research team.
5. Projects must be of exclusively scientific-research nature with an obligatory output corresponding to the definition according to the Attachment No. 4 of the Methodology of the Research Organisations Evaluation and the Evaluation of Programmes of the Goal-Directed Support of Research, Development and Innovations. Definitions of kinds of outcomes:
  - a) reviewed expert articles in professional journals  $J_{imp}$ ,  $J_{sc}$ ,  $J_{ost}$  or anthologies in Scopus and WoS, preferably with an impact factor, whereas projects with the promise of at least one output  $J_{imp}$  or  $J_{sc}$  will be preferred;
  - b) reviewed monographies complying with the criteria for the B kind of outcome or chapters in monographies corresponding to the C kind of outcome;
  - c) organization of student scientific conferences;

d) also other kinds of defined outcomes can be realized, yet within such a project at least one of the kinds of outcomes stated in the points 5a or 5b must always be realized too.

Publication outputs as well as student scientific conferences established in connection with the solution of projects must be presented by the researchers and the members of the research teams in the OBD database linked with the Result Information Register exclusively in the name of FF UHK. Publication outputs must be supplied with the affiliation to FF UHK and dedication to the relevant project, complying with the Dean's Decree No. 3/2019. The execution of publication outputs of a project is subject to the inspection of the committee. In case of the non-performance of publication commitments from previous projects, the evaluation committee can refuse to finance the submitted project proposals of the researcher.

6. It is possible to register only projects to be realized in the calendar year 2020 in terms of accounting.
7. The duration of the grant project solution is at least 1 year (12 calendar months). The Dean of FF UHK can support multi-year projects too (no more than three years long). In the case of submitting and accepting a multi-year project, it is an obligation to submit the final output in the second, or – as the case may be – in the third year of the project solution. The finances allocated for the individual years of a multi-year project must be fully accounted for in each year of the solution.
8. As a condition for the acceptance of a project, an application must be completed. This application form includes the following data: basic facts about the researcher, the name of the project, annotation, specification of the research team, grant requirement, detailed structure of the required costs, time schedule of the solution, specification of the topic of the project and the solution objectives, planned outcomes and planned publication outputs inserted into the OBD database linked with the Result Information Register.

Registered projects will be checked for formal correctness. Projects failing to be formally correct will be returned to the proposer for revision. The proposer is obliged to remove the flaws within three working days. Consequently, the projects will be presented to the evaluation committee and to the corresponding department for their expert opinions regarding the scientific merit of the project. The relevant department will elaborate assessments on the individual projects, recommend a ranking according to their quality and present them to the evaluation committee a week prior to its session at the latest. The expert opinion of the department will be of recommending nature for the committee. According to the Article IV., Paragraph e) of the Bursar's Directive No. 1/2019, the committee will present a proposal for the financing of selected projects to the Dean of FF UHK.

9. Allocated financial means can be drawn exclusively for reimbursement of the eligible costs of grant projects. The eligible costs of the grant project solution are the following:
  - a) personal costs or expenditures, including scholarships for research, development and innovations according to the Universities Act,
  - b) costs or expenditures on the acquisition of material as well as non-material possessions,
  - c) other running costs or expenditures,
  - d) costs or expenditures on services,
  - e) additional costs or expenditures in accordance with the relevant governing act of UHK,
  - f) travel costs, standardly in the total amount of the costs of public transport. The costs of other form of transport can be claimed in well-justified cases only.

10. The proportion of personal costs or expenditures along with obligatory payments (including scholarships), connected with the participation of students of the doctoral or master's study programmes as researchers or other members of the research team in the solution of the grant project, in the overall personal costs or expenditures along with the obligatory payments (including scholarships), covered within the eligible project costs, amounts to more than 75 %. This means that the earnings of the UHK employees involved in the project (including payments of taxes as well as health and social insurance) must be lower than 25 % of the total personal project costs and scholarships must constitute at least 75 % of the overall personal costs.

The proposed scholarship for one student can reach the maximum sum of 10.000 CZK, depending on the project difficulty. The height of the proposed scholarship must be accounted for in relation to the extent and difficulty of the student's work within the project. The final sum of the scholarship will be recommended by the committee, regarding the extent and difficulty of the student's work within the project as well as the height of the financial means allocated to the faculty.

The claim for meal allowance has been determined as 85 % of the limit according to the current Ministry of Finance regulation Basic Rates for Foreign Meal Allowance.

11. In the case of the non-dividing of all financial means, the second, or – as the case may be – further rounds of the competition for SV-SGS projects will be announced. The announcement of potential further rounds will include a schedule for the acceptance of projects and their evaluation, binding for the given round. The other conditions of the competition remain unchanged.
12. The project output (with the exception of student conferences) must be in the form of publication. Each (one-year as well as multi-year) grant project must be concluded with a final report. Within all projects, partial reports are to be submitted in the course of solution. The researchers are obliged to submit the final as well as partial reports by the date determined for the specific year at the latest, in the printed as well as electronic form at the Science and Research Department of FF UHK. The elaboration of partial as well as final reports follows the same rules according to which they must always include:
  - a) a description of the constitution of the research team,
  - b) a description of the fulfilment of the solution objectives,
  - c) a summary of outcomes inserted into the OBD database (an OBD statement); in case of manuscripts submitted for printing, yet not printed so far, the researcher will present a confirmation of sending the text to the review proceedings of a given periodical,
  - d) the grant settlement (profit and loss statement from EIS Magion).

Researchers of one-year projects shall submit a partial report by 11<sup>th</sup> January 2021 and they shall complete the project with a final report to the date stated for the following year.

Researchers of multi-year projects shall submit partial reports annually (the first report for projects accepted in the year 2020 will be submitted by 11<sup>th</sup> January 2021) and they shall complete the last year of the project solution with a final report.

Project solution reports will be internally examined and the fulfilment of project objectives will be subsequently evaluated by the committee. The committee can require the researcher's participation in the final external examination proceedings.

13. Project applications shall be submitted at the Science and Research Department of FF UHK in the printed as well as electronic form in the Word format and titled: The Proposer's Surname\_application SV\_2020. The deadline for submission is by 18<sup>th</sup> February 2020 by 2pm.
14. The time schedule of the competition:
- a) period for project submission: from 13. 1. 2020 to 18. 2. 2020 by 2pm;
  - b) deadline for the announcement of the ranking of projects: by 16. 3. 2020;
  - c) the announcement of the financed projects will take place immediately after the publication of the allocation of the financial means from the Ministry of Education, Youth and Sports at UHK and after their distribution to individual faculties;
  - d) materials for the conclusion of Independent Contractor Agreements: by 1. 10. 2020;
  - e) requests for changes in the budget structure: by 30. 10. 2020;
  - f) conclusion of economic requirements: by 22. 11. 2020;
  - g) deadline for the submission of final and partial reports for all one-year as well as multi-year projects: by 11. 1. 2021;
  - h) deadline for external examination proceedings for one-year as well as multi-year projects: by 31. 1. 2021;
15. The evaluation committee will be appointed by the Dean of FF UHK by 31. 1. 2020, the Vice Dean of FF UHK for Science and Research will be authorized to be the chairman of the committee.
16. The announcement of the ranking of the competition will be published by 16. 3. 2020 on the official notice board of FF UHK.

Mgr. Jan Prouza, Ph.D., m. p.  
Dean of FF UHK

**Attachment No. 1:**

Application form

**Attachment No. 2:**

Bursar's Directive No. 1/2019: Student Grant Competition of the University of Hradec Králové for the utilization of the means of the specific research starting with the year 2020

<https://www.uhk.cz/cs/univerzita-hradec-kralove/uhk/uredni-deska/vnitni-predpisy-a-ridici-akty?dir=%2Fridici-akty%2Fprorektori%2Fsmernice-a-pokyny%2F2019>

**Attachment No. 3:**

This grant competition complies with the law and with the materials of the Ministry of Education, Youth and Sports published on its website

<http://www.msmt.cz/vyzkum-a-vyvoj/specificky-vysokoskolsky-vyzkum>