

# FF UHK Dean's Decree No. 2/2022

## Announcement of the competition for Specific Research Projects Students' Grant Competition at the FF UHK

I am announcing a competition for Specific Research Projects - Students' Grant Competition (SV-SGS) for the year 2022. Only project proposals meeting all the following conditions will be accepted in the competition:

- 1) The Specific research is subject to the Vice-Rector order No. 02/2021: Students 'grant competition of the University of Hradec Kralove for the use of resources of the Specific research since the year 2022.
- 2) The responsible researcher of the Specific research can be a Ph.D. student of a study programme accredited at the FF UHK or a member of academic staff of the FF UHK. If the project researcher is an UHK Ph.D. student, the researcher's supervisor is always a member of the team as well. If the supervisor is an external co-worker of the UHK (who cooperates with the UHK in a different way than being an UHK employee), it is necessary to guarantee an internal economic and organizational supervision during the project solution by the department or institute.
- 3) Other members of the researcher's team can be Ph.D. or MA students studying in the study programmes accredited at the FF UHK or students of educational MA study programmes at the UHK, that are provided by the FF UHK. They can also be other academic, scientific, research or development workers at the FF UHK. In justified cases, also Ph.D. or MA students of the study programmes accredited at other parts of the UHK or academic, scientific, research or development workers of other parts of the UHK can be part of the researcher's team.
- 4) The number of Ph.D. or MA students in the researcher's team must exceed or equal the number of other members of the researcher's team.
- 5) The projects must have solely scientific research character with obligatory output in

accordance with the Annex No. 4 Assessment Methodology of the Research Organizations and Evaluation of the Programmes of Targeted Support of Research, Development and Innovations - Definition of the types of outputs (see: <https://1url.cz/kzPY7>):

- a) peer-reviewed professional articles in professional journals Jimp, Jsa Jost or proceedings in Scopus and WoS, preferably those with impact factor. Projects promising at least one Jimp or Jsc output are preferred;
- b) peer-reviewed monographies complying with the criteria for the result type B or monography chapters corresponding to the result type C;
- c) organization of student scientific conferences;
- d) it is possible to realize other types of defined results, however within such a project must always be realized at least one of the result types mentioned in the points 5a and 5b.

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 of Specific research, complying with the Dean's Decree No. 3/2019.

It is recommended to dedicated publication outputs exclusively to the relevant Specific research project. The eventual cases with dedication to any other kind of funding must be treated individually and discussed in advance with the Vice-Dean for Science and Research.

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 realised in the calendar year 2022 in terms of accounting.
- 7) Only projects with the budget that exceeds or is equal to the sum of 50 000 CZK can be accepted. An exception is represented by projects of student scientific conferences for which no lower limit is specified.
- 8) The duration of the solution of the project is at least 1 year (12 calendar months). The Dean of the FF UHK can recommend support also for multiannual projects with maximum duration of 3 years. In case of presenting a multiannual project it is obligatory to present the final output in the second, respectively third year of the project solution. The finance provided for the individual years of the multiannual project must be fully accounted for in each year of the project realization.
- 9) To accept the project, it is necessary to fill in the application form with the following information: basic data about the project researcher, name of the project, annotation, specification of the researcher's team, grant requirement, detailed structure of the required costs, itinerary, specification of the project topic and its goals, planned results, planned publication outputs inserted in the OBD database linked with the Result Information Register. The registered projects will first be checked for formal accuracy at the Department of Science and Research of the FF UHK. The projects that will not comply with the formal criteria will be returned to the applicant for revision. It must be finished within 3 working days since the day it was returned for revision. The projects complying with the criteria of formal correctness will

be given to the evaluation committee and peer reviewers for their considerations with relation to the scientific contribution of the project. The peer-reviewers will elaborate their considerations to the individual projects and will present them to the examining committee a week before its meeting as latest. The peer-reviewers' considerations will have a character of recommendation for the examining committee. According to the article IV., par. e) of the Vice-Rector order No. 02/2021 the commission will present a proposal for financing the chosen projects to the Dean of the FF UHK.

- 10) The allocated financial resources can be used solely to pay for the eligible costs of the grant projects. The project researcher is the one who is responsible for effective and efficient fund management. The eligible costs for solution of the grant projects are as follows:
  - a) personal costs or expenses, including scholarships for research, development and innovations in accordance with the Higher Education Act;
  - b) costs or expenses related to acquisition of tangible and intangible assets;
  - c) other operating costs or expenses;
  - d) costs or expenses for services;
  - e) additional costs or expenses in accordance with the given directive of the UHK;
  - f) travel costs corresponding to the standard costs of the public transportation. Costs for other type of transportation can be claimed only in justified cases.
- 11) The part of personal costs or expenses including compulsory payments (including scholarships) related to the participation of Ph.D. or MA students in the project as project researchers or other members of the researcher's team make at least 75 % of the total personal costs or expenses including compulsory payments (including scholarships) paid as eligible costs of the project.

The proposed scholarship for one student can reach the maximum sum of 10 000 CZK depending on the difficulty of the project. The sum of the scholarship must be justified in relation with the extent and difficulty of the student's work on the project. Exceptionally, it is possible to provide a higher scholarship but only in extraordinary and well justified cases. The final sum of the scholarship will be recommended by the committee in relation to the extent and difficulty of the student's work on the project and the amount of the financial resources given to the faculty.

The meal allowance has been set as 85 % of the limit in accordance with the current Ministry of Finance Regulation about Basic Rates of the Foreign Meal Allowance (see <https://www.mfcr.cz/cs/legislativa/legislativni-dokumenty/2021/vyhlaska-c-462-2021-sb-43850>).

- 12) Travel costs can also be included within the project. However, the domestic business trips and business trips abroad must be planned really carefully concerning the situation related to the COVID 19 pandemic. If travel costs are required within the project, it is necessary to present an alternative plan of funds absorption in case that the current situation will not enable travelling in the planned extent.
- 13) 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.

14) The project output (with exception of the students 'conferences) must be in form of publication. Each grant project (one-year or multiannual) must be finished by the final report. In all projects also interim reports must be presented. The project researchers must present the interim and final reports within the deadline set for the given year printed and in electronic form at the Department of Science and Research of the FF UHK. The elaboration of interim and final reports must comply with the same rules according to which they must always include:

- a) description of the composition of the researcher's team;
- b) a description of the fulfillment of the solution objectives;
- c) review of the results inserted into the OBD database (extract from the OBD); in case of manuscripts submitted for printing but were not yet printed, the project researcher will present a confirmation of submitting the text to the peer review of the given journal or monograph;
- d) statement of the grant (income statement from the EIS Magion).

The researchers of annual projects will present their interim report by 6th January 2023 and will terminate the project by the day set in the following year by the final report.

The researchers of multiannual projects present the interim reports every year (the first report for projects accepted in 2022 will be presented by 6th January 2023) and they will conclude the last year of the project by the final report.

Reports on the projects solution will be peer-reviewed internally and subsequently achievement of the objectives will be evaluated. The committee may require the researcher's presence at the peer-review procedure.

15) The applications for the projects shall be submitted at the Department of Science and Research of the FF UHK to the hands of Iveta Prasilova (e-mail: [iveta.prasilova@uhk.cz](mailto:iveta.prasilova@uhk.cz)) in the electronic form in Word and at the same time signed in print form, the files must be named as follows: Surname of the proposer\_application SV\_2022. The deadline for submission is 14th February 2022 2pm.

16) Time schedule of the competition:

- a) time period for the project proposals submission: 14.1.2022 -14. 2. 2022 by 2pm.;
- b) term for announcing the project: by 21st March 2022;
- c) announcement of the financed projects will take place after publication of the allocation of the financial means from the Ministry of Education to the UHK and after their distribution to the individual faculties of the UHK;
- d) documentation for conclusion of the Independent Contractor Agreement: by 3rd of October 2022;
- e) requests for the changes of the budget structure: by 28th October 2022;
- f) conclusion of the economic issues: by 14th November 2022;
- g) deadline for the submission of the final and interim reports of all projects annual and multiannual: by 6th January 2023;
- h) term of the peer-review procedure of the annual and multiannual projects: by 20th February 2023;

17) The evaluation committee will be appointed by the Dean of the FF UHK by 31st of January 2022,

the chairman of the committee being the authorised Vice-Dean.

- 18) Announcement of the ranking of the competition will be published by 21st March 2022 as the latest at the official board of the FF UHK.

Mgr. Jan Prouza, Ph.D.  
Dean of the FF UHK

Annex No.1:  
Application form

Annex No. 2:  
The order of the Vice-Rector No.02/2021: Students' grant competition of the University of Hradec Kralove for the use of resources of the Specific research since the year 2022  
<https://www.uhk.cz/cs/univerzita-hradec-kralove/uhk/uredni-deska/vnitрни-predpisy-a-ridici-akty-2/ridici-akty/pokyny-prorektoru/2021>

AnnexNo.3  
This grant competition is in accordance with the law and the materials of the Ministry of Education published on the webpage  
<http://www.msmt.cz/vyzkum-a-vyvoj/specificky-vysokoskolsky-vyzkum>

## Application form for a project of Specific Research 2022

### 1) Basic data

<b>Researcher (academic worker or a doctoral student)</b>	
Department of the researcher	
Members of the research team:  <b>Student</b> (Ph.D. or M.A.)  <b>Supervisor of the dissertation thesis</b>  <b>Academic worker</b>	
The researcher's and co-researcher's phone numbers	
The researcher's and co-researcher's e-mail addresses	
The student's (or students') bank account number(s)	
Personal number (STAG)	

<b>Name of the project (Czech)</b>	
<b>Name of the project (English)</b>	

Key words (Czech)	
Key words (English)	
<b>The signatures of the researcher and co-researcher, or – if need be – of the supervisor*</b>	
Date	

\*With my signature I confirm my agreement with the submission of the project, and I make a commitment to submit the planned publication output in compliance with the Dean's Decree No. 2/2022

## **2) Annotation**

**3) Specification of the research team. Concerning both students as well as academic workers, the participation of the individual team members in the outcomes arisen from the Specific Research – Student Grant Competition will be precisely specified and their activity within the research will be described.**

## **4) Required financial means**

Items of eligible costs	Year 2022			
	Planned		Allocated	
	<b>Remuneration</b>	<b>Obligatory payments 34,4%</b> (stated only with regard to rewards)	<b>Remuneration</b>	<b>Obligatory payments 34,4%</b>
<b>The total of personal costs</b>				
Scholarships				
Rewards				
Other personal costs				
<b>The total of material costs</b>				

Expenditures on acquiring material or non-material possessions				
Other running costs				
<b>The total cost of services</b>				
Services				
<b>The total of travel costs</b>				
	student	academic worker	student	academic worker
<b>Foreign travel costs</b>				
Fare (from/to the place of stay)				
Fare in the place of stay				
Meal allowance				
Travel insurance (44 CZK/day Europe, 85 CZK/day other parts of the world)				
Accommodation				
Additional travel costs*				
<b>Domestic travel costs</b>				
Fare				
Meal allowance				
Accommodation				
Additional travel costs*				
<b><i>The total of required financial means</i></b>				

\*e.g. conference fees, museum admissions, libraries, all purchases during the journey

## **5) Justification of the required financial means – individual items of the eligible costs**

<b>Costs</b>	<b>Justification</b> (specify your requirements in detail)
Personal costs	
Material costs	
Services	



Travel costs	
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**6) Time schedule of the project solution**

**7) Specification of the topic of the project**

**8) Planned outcomes**

**9) Planned publication outputs entered in the OBD database linked with the Result Information Register (RIV) for FF UHK<sup>1</sup>**

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<sup>1</sup>Use code designations according to the 17+ Methodology (e.g. B, C, Jimp, Jsc, Jost, etc. see: <https://1url.cz/kzPY7>) to classify the results. Further briefly characterize each result in terms of its focus and state the title or example of the journal, edition, etc., where it will be potentially targeted.