

FF UHK Dean´ Decree No. 33/2022

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 2023. The competition is governed by the order of the vice-rector No. 04/2022: Students´ grant competition of the University of Hradec Králové for the use of funding of the specific research since 2023. Only projects that comply with all following conditions will be accepted for the competition:

1. The Specific research is subject to the Vice-Rector order No. 6/2020: Students´ grant competition of the University of Hradec Králové for the use of resources of the Specific research since the year 2023. The responsible solver 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 solver is an UHK Ph.D. student, the solver´s tutor is always a member of the team as well. If the tutor 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 –organizational supervision during the project solution by the department or institute. Each proposer can submit just one project proposal in role of the solver in charge.
2. Other members of the solver´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 solver´s team.
3. The number of Ph.D. or MA students in the solver´s team must exceed or equal the number of other members of the solver´s team.
4. 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 outcomes (viz <https://1url.cz/kzPY7>):

- a) peer-reviewed professional articles in professional journals J_{impr} , J_{scr} , J_{ost} or anthologies in Scopus and WoS, preferably those with impact factor with preference of projects promising at least one J_{imp} or J_{sc} output;
- 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.

The publication outputs and students' conferences realized in relation with solution of the project 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 the FF UHK. The publication outputs must be supplied with affiliation to the UHK and dedication to the specific project according to the Decree of the Dean No. 3/2019.

It's recommended that the publication outputs on behalf of UHK were dedicated solely to the respective Specific research project. It is necessary to solve potential cases with dedications to other sources of financing individually and to discuss them in advance with the Vice-Dean for Science and Research.

The fulfilment of publication outputs of the project is subject to the control of the commission. Non-performance of publication commitments can result in rejection of financing the presented project proposals of the solver by the evaluation committee.

5. It is possible to register only projects to be realized in the calendar year 2023 in terms of accounting.
6. Only projects with the budget that exceeds or is equal to the sum of 50 000 CZK with exception of students' conferences where lower limit is not set.
7. The allocated financial resources can be used solely to pay for the eligible costs of the grant projects. 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.
8. 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 solvers or other members of the solver'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 be 25 000 CZK as maximum depending on the complexity of the project. The sum of the proposed scholarship must be justified in relation to the extent and complexity of the student's work in the project. Exceptionally, it is possible to provide a higher scholarship only in exceptional and well justified cases. The final sum of the scholarship will be recommended by the commission in relation to the extent and complexity of the student's work on the project and sum of the allocated financial means at the faculty.

9. 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.

The sum of the financial requirements related to the trips within the project must correspond with the usual prices in the place and time, whereas the costs for transportation can be reimbursed to the value of the public transportation. Use of more costly forms of transportation can be reimbursed only in very exceptional and well justified cases. The costs for accommodation must correspond to the prices of accommodation in a 3-star hotel in the given location. The accommodation can be paid only for the members of the project team that have joined the trip.

The meal allowance for students 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 for the year 2023, see <https://www.mfcr.cz/cs/legislativa/legislativni-dokumenty/2022/vyhlaska-c-462-2021-sb-49677/>.

10. The duration of the solution of the project is at least 1 year (12 calendar months). The Dean of the FF UHK can also support 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.
11. To accept the project, it is necessary to fill in the application form with the following information: basic data about the project solver, name of the project, annotation, specification of the solver'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 observations with relation to the scientific contribution of the project. The peer-reviewers will elaborate their observations to the individual projects and will present them to the examining committee a

week before its meeting as latest. The peer-reviewers' observations will have a character of recommendation for the examining committee. According to the article IV., par. e) of the Directive of the Vice-Rector No. 04/2022 the committee will present a proposal for financing the chosen projects to the Dean of the FF UHK.

12. Each grant project (one-year or multiannual) must be concluded by the final report. In all projects also interim reports must be presented. The project solvers 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 solver's team;
 - b) description of how to achieve the objectives;
 - c) review of the results inserted into the OBD database (extract from the OBD); in case of manuscripts submitted for printing that were not yet printed, the project solver will present a confirmation of submitting the text to the peer review of the given journal;
 - d) statement of the grant (income statement from the EIS Magion).

The solvers of annual projects will present their interim report by 5th January 2024 and will terminate the project by the day set in the following year by the final report.

The solvers of multiannual project present the interim reports every year (the first report for projects accepted in 2023 will be presented by 5th January 2024) 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 solver's presence at the peer-review procedure.

13. The applications for the projects shall be presented at the Department of Science and Research of the FF UHK to the hands of Iveta Prášilová (e-mail: iveta.prasilova@uhk.cz) in the electronic form in Word and at the same time signed and in PDF, the files must be named as follows: Surname of the proposer application SV_2022. The deadline for submission is 31st January 2023 by 2pm.
14. Time schedule of the competition:
 - a) time period for submission of projects: 2. 1. 2023 - 31. 1. 2023 till 2pm.;
 - b) term of announcement of the ranking of projects: no later than 15 March 2023 on the public board of the FF UHK;
 - 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: no later than 2nd of October 2023;
 - e) applications for the changes of the budget structure: no later than 27th October 2023;

- f) term for the last trips: 13 November 2023.
 - g) conclusion of the economic issues: 20th November 2023;
 - h) deadline for submission of the final and interim reports of all projects annual and multiannual: 5th January 2024;
 - i) the date of the peer-review procedure of the annual and multiannual projects: no later than 20th February 2024.
15. The evaluation committee will be appointed by the Dean of the FF by 31st of January 2023, the chairman of the committee being the authorised vice-dean.
16. If not all funds are divided, the second eventually next round of competition for SV-SGS projects will be announced. Part of the organization of the eventual next rounds will be a schedule for accepting projects and their evaluation, which will be binding for the given round. All other conditions of the competition remain unchanged.

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.04/2022: Students' grant competition of the University of Hradec Kralove for the use of resources of the Specific research since the year 2023

<https://www.uhk.cz/cs/univerzita-hradec-kralove/uhk/uredni-deska/vnitрни-predpisy-a-ridici-akty-2/ridici-akty/pokyny-prorektoru/2022>

Annex No.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>