

FF UHK Dean's Decree No. 01/2024

Announcement of the competition for specific research projects – Student Grant Competition at the FF UHK

I am announcing a competition for Specific Research projects – Student Grant Competition (SR-SGC) for the year 2024. The competition is governed by the Vice-Rector's Instruction No. 08/2023 University of Hradec Králové Student Grant Competition for the Use of Specific Research Funds from 2024. Only those projects that meet all of the following conditions will be accepted for the competition:

1. A student of a doctoral study programme accredited at the FF UHK or an academic employee of the FF UHK may be the principal investigator of the Specific Research. In case of a project whose principal investigator is a UHK doctoral student, the principal investigator's supervisor shall always be a member of the research team. If the supervisor is an external collaborator of the UHK (involved at the UHK in another form than as an employee), an internal economic and organisational supervision of the project must be ensured by the department or institute. Each proposer may submit one project proposal only in the position of a principle investigator.
2. Other members of the research team may include students of doctoral or Master's study programmes accredited at the FF UHK or students of the UHK Master's study programmes for future teachers taught by the FF UHK. Other members of the research team may also be other academic, scientific, research or development staff of the FF UHK. In justified cases, the research team may also include students of doctoral or Master's study programmes accredited at other UHK units, or academic, scientific, research or development staff of other UHK units.
3. The number of students of doctoral or Master's study programmes in the research team must be greater than or equal to the number of other members of the research team.
4. The projects must be of scientific and research nature only, with a mandatory output meeting the definition given in Annex 4 of the Methodology for the Evaluation of Research Organisations and Evaluation of Programmes of Special Purpose Support for Research, Development and Innovation: Definition of Types of Results (see <https://1url.cz/kzPY7>):
 - a) Peer-reviewed articles in peer-reviewed journals J_{imp} , J_{scr} , J_{ostr} with preference given to projects with a realistic promise of at least one output in J_{imp} or J_{scr} ;
 - b) Peer-reviewed monographs meeting the criteria for a type B outcome or chapters in monographs corresponding to a type C outcome;
 - c) Organization of student scientific conferences;
 - d) Other types of defined results may also be implemented but at least one of the types of results listed in points 4a or 4b must also be implemented in such a project;

(e) For all planned results listed in points 4a and 4b, at least one of the authors must be a student member of the research team.

Publication outputs and student conferences realized in connection with the projects must be reported by their principal investigators and members of the research teams to the Personal Bibliographic Database (PBD) with a link to the Register of Information about Results (RIR), for the FF UHK exclusively. Publication outputs must have an affiliation to the FF UHK and a dedication to the respective Specific Research Project according to the Dean's Decree No. 3/2019.

It is recommended that the publication outputs be dedicated exclusively to the respective Specific Research Project of the UHK. Potential cases with dedications to other funding sources should be dealt with individually and always discussed with the Vice-Dean for Science and Research in advance.

The fulfilment of the publication outputs of the project is subject to the control of the committee. Failure to meet publication commitments from previous projects may lead to rejection of funding of the submitted project proposals by the evaluation committee.

5. Projects that can be accounted in the calendar year 2024 only can be submitted.
6. Support can only be granted to projects with a budget greater than or equal to CZK 50,000, with the sole exception of student conferences for which there is no lower limit.
7. The funds allocated may be used exclusively to cover the eligible costs of the grant projects. The investigator is responsible for the efficient and effective use of the funds provided. Eligible costs of the grant project are as follows:
 - (a) Personnel costs or expenditures for researchers, technicians and other support staff, including research, development and innovation bursaries according to the Higher Education Act;
 - (b) Costs or expenditures related to the acquisition of tangible and intangible assets;
 - (c) Other operating costs or expenditures, including the cost of materials and supplies that are directly related to the specific activities fulfilling the purpose of the aid and that are accounted individually;
 - (d) Costs or expenditures related to services;
 - (e) Additional costs or expenditures in accordance with the relevant UHK managing act that cannot be attributed clearly to a specific activity defined by the purpose of the funding but without which the purpose of the funding could not be fulfilled (indirect costs or expenditure);
 - (f) Travel expenses.
8. The proportion of personnel costs or expenditures, together with compulsory levies (including bursaries), associated with the participation of doctoral or Master's students as investigators or other members of the research team in the grant project, in the total personnel costs or expenditures, together with the compulsory levies (including bursaries) covered by the eligible project costs must be at least 75%.

Depending on the complexity of the project, the proposed bursary for one student may be up to a maximum of CZK 40,000. The amount of the proposed bursary must be justified in relation to the scope and difficulty of the student's work in the project. Exceptionally, a higher bursary may be awarded but only in exceptional and well justified cases. The final amount of the bursary will be recommended by the committee in relation to the scope and difficulty of the student's work in the project and the amount of funds allocated to the faculty.

9. Travel expenses may also be included in the project. Domestic and international travels can only be funded within the project if at least one student member of the research team participates in it.

However, international and domestic travels must be planned with particular care, taking into account the epidemiological and security situation in the respective region. In case travel expenses are required, an alternative spending plan must also be submitted in the project in case the current situation does not allow for travelling to the given site to the extent planned.

The amount of financial requirements associated with travels within the project must correspond to the prices prevailing at the time and place, and transport costs may be covered up to the level of public transport prices. The use of more expensive forms of transport may be reimbursed in exceptional and well justified cases only. The cost of accommodation must be equivalent to the price of a 3-star hotel on the site. Accommodation can only be reimbursed for members of the research team involved in the trip.

The entitlement to meal allowances for students has been set at 85% of the limit according to the current MoF decree Basic 2024 Rates of Foreign Meal Allowances, see <https://www.mfcr.cz/cs/kontrola-a-regulace/legislativa/legislativni-dokumenty/2023/vyhlasaka-c-341-2023-sb-53892>

10. The duration of the grant project is at least 1 year (12 calendar months). The FF UHK Dean may also support multi-year projects (maximum three-year projects). In case of submission and acceptance of a multi-year project, it is obligatory to submit the final output in the second or third year of the project. The funds allocated for each year of the multi-year project must be fully accounted for in each year of the project.
11. The acceptance of the project is conditioned by the completion of the Application Form which contains the following data: basic data about the investigator, project title, annotation, specification of the research team, request for funding, detailed structure of the required costs, time schedule of the solution, specification of the project topic and objectives of the solution, planned results and planned publication outputs entered into PBD in relation to RIR.

Submitted projects will first undergo a formal correctness check at the Science and Research Office of the FF UHK. Projects that do not meet the formal criteria will be returned to the proposer for reworking which must be completed in a maximum of three working days from the date of return for reworking. Projects meeting the formal criteria will then be forwarded to the evaluation committee and reviewers for their comments on the scientific merit of the project. The reviewers will prepare comments on each project and provide them to the evaluation committee one week before the meeting at the latest. The opinions of the reviewers will be of a recommendatory nature to the committee. The committee will evaluate the proposals according to the criteria set out in Article IV, paragraph (b) of the Vice-Rector's Instruction No. 08/2023, i.e., the committee will assess the qualifications of the members of the research team, the suitability of the topic, the level of expertise, the definition of objectives, the concept, the stated results, the adequacy of the schedule and the adequacy of the financial requirements. In the case of identical scores for two or more projects, the committee will also take into account the additional evaluation criterion of the degree of gender balance in the composition of the individual research teams. According to Article IV, paragraph (e) of the Vice-Rector's Instruction No. 08/2023, the committee will submit a proposal for the selected projects funding to the Dean of the FF UHK.

12. Each grant project (one- or multi-year) must be completed with a final report. In all projects, interim reports are submitted during the course of the project. The final and interim reports are to be submitted by the investigators no later than on the date set for the specific year, both in printed and electronic form, to the Science and Research Office of the FF UHK. The preparation of the interim and final reports follows the same rules, according to which they must always include:

- a) The description of the composition of the research team;
- b) The description of the solution objectives achievement;
- c) The overview of the results entered into the PBD (copy of entry in the PBD); for manuscripts submitted to print but not yet printed, the investigator provides a confirmation of the submission of the text for the reviewing procedure of the journal or monograph;
- d) The grant economic outturn account (profit and loss statement from the EIS Magion).

Investigators of one-year projects submit an interim report by 5 January 2025 at the latest and close the project with a final report by the deadline set in the following year.

Multi-year project investigators submit interim reports annually (the first report for projects adopted in 2024 will be submitted by 8 January 2025) and close the last year of the project with a final report.

The project reports will be reviewed internally and the fulfilment of the project objectives will then be evaluated by the committee. The committee may require the participation of the investigator in the final review procedure.

13. Project applications are to be submitted to Mgr. Iveta Prášilová at the Science and Research Office of the FF UHK (e-mail: iveta.prasilova@uhk.cz) in electronic form in Word format and signed in hard copy, and the files must always be named as follows: Investigator's surname_přihláška SV_2024. The deadline for submission is 31 January 2024 by 14:00.
14. Competition schedule:
 - (a) Deadline for submission of projects: from 8 January 2024 till 31 January 2024 at 14:00;
 - (b) Deadline for publication of the project ranking: no later than 15 March 2024 on the FF UHK official board;
 - (c) Announcement of the funded projects will take place after the allocation of the funds from the Ministry of Education, Youth and Sports to the UHK has been published and distributed to the individual faculties;
 - (d) Documents for making the agreements to perform work and agreement to complete a job: no later than 4 October 2024;
 - (e) Requests for changes to the budget structure: no later than 31 October 2024;
 - (f) Deadline for the last trips: 11 November 2024;
 - (g) Closing of economic formalities: by 18 November 2024 at the latest;
 - (h) Deadline for submission of final and interim reports for all one-year and multi-year projects: no later than 8 January 2025;
 - (i) Deadline for the peer review of both one-year and multi-year projects: 21 February 2025 at the latest.
15. The evaluation committee will be appointed by the Dean of the FF UHK by 31 January 2024. The committee will be chaired by the authorised Vice-Dean.
16. In case that not all funds are allocated, a second round of the SR-SGC project competition will be launched. The launch of any further rounds will include a schedule for the receipt and evaluation of projects binding for that round. The other conditions of the competition remain unchanged.

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

Annex 1:

Application form

Annex 2:

Vice-Rector's Instruction No. 08/2023: University of Hradec Králové Student Grant Competition for the Use of Specific Research Funds from 2024

<https://www.uhk.cz/cs/univerzita-hradec-kralove/uhk/uredni-deska/vnitрни-predpisy-a-ridici-akty-2/ridici-akty/pokyny-prorektoru/2023/studentska-grantova-soutez-univerzity-hradec-kralove-na-vyuziti-prostredku-specifického-vyzkumu-od-roku-2024>

Annex 3:

This grant competition is in accordance with the law and the materials of the Ministry of Education, Youth and Sports published on the website

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