

## **FF UHK Dean's Decree No. 1/2019**

### **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 2019. Only projects meeting all the following conditions will be accepted:

1. Specific Research is governed by the Bursar's Directive No. 7/2018: Student grant competitions of the University of Hradec Králové for the utilization of the means of specific research starting with the year 2019.
2. Researchers of the Specific Research can be students of a doctoral study programme accredited at FF UHK or academic, scientific, research or development workers 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.
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 complying with the methodology of the Result Information Register (RIV):
  - a) in professional journals  $J_{imp}$ ,  $J_{scr}$ ,  $J_{neimp}$ ,  $J_{rec}$  or anthologies in WoS, preferably with an impact factor;
  - b) reviewed monographies complying with the criteria of the Board for Research, Development and Innovations or chapters in monographies;
  - c) organization of student scientific conferences.

Publication outputs established in connection with the solution of projects must be presented in the name of FF UHK only. 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 2019 in terms of accounting.

7. The duration of the grant project solution is at least 1 year. The Dean of FF UK 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, 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 a recommending nature for the committee. According to the Article IV., Paragraph e) of the Bursar's Directive No. 7/2018, the committee will present a proposal for the financing of selected projects to the Dean of FF UHK.

9. In the case of non-dividing of all financial means, the second, or 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.
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 of 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 60 %. 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 constitute less than 40 % of the total personal project costs and scholarships must account for more than 60 % 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. The project output must be in the form of publication. The researcher (of a one-year as well as a multi-year project) also submits – along with the publication output (a text in the physical or electronic form) – a confirmation of sending the text to the review proceedings of a given periodical and the annual (partial) report, which apart from the publication output further contains the description of the fulfilment of the solution objectives, an OBD statement and the grant statement. The researcher submits these documents by 9<sup>th</sup> January 2020 to the Science Department of FF UHK for external examination proceedings.  
By 9.1.2020 the researcher of a one-year project will submit the final report, which will extend and up-date the annual (partial) report of the year 2018 with the information about the fully realized publication outputs arisen from the projects.  
By 9.1.2020 the researcher of a multi-year project will submit the final report, which will evaluate particularly the total outputs during the entire duration of the project.
12. Project applications will be accepted by the Science Department of FF UHK in the printed as well as electronic form, in Word format and labelled: Surname of the proposer\_application SV\_2019, by 18. 2. 2019 by 2pm.
13. The time schedule of the competition:
  - a) period for project submission: from 14. 1. 2019 to 18. 2. 2019 by 2pm;
  - b) deadline for the announcement of the ranking of projects: by 15. 3. 2019;
  - c) the announcement of the financed projects will take place immediately after the publication of the allocation of 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. 2019;
  - e) requests for changes in the budget structure: by 31. 10. 2019;
  - f) conclusion of economic requirements: by 24. 11. 2019;
  - g) deadline for the submission of annual (partial) reports of all one-year as well as multi-year projects: by 9. 1. 2020;
  - h) deadline for external examination proceedings for one-year as well as multi-year projects: by 31. 1. 2020;
  - ch) deadline for the submission of final reports of one-year as well as multi-year projects: by 9. 1. 2021.
14. The evaluation committee will be appointed by the Dean of FF UHK by 31. 1. 2019, the Vice Dean will be authorized to be the chairman of the committee.
15. The announcement of the ranking of the competition will be published by 15. 3. 2019 on the official notice board of FF UHK.

Mgr. et Mgr. Pavlína Springerová, Ph.D., m. p.  
Dean of FF UHK

**Attachment No. 1:**

Application form

**Attachment No. 2:**

Bursar's Directive No. 7/2018: Student grant competitions of the University of Hradec Králové for the utilization of the means of the specific research starting with the year 2018

<https://www.uhk.cz/Download/?DocumentID=32316>

**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>



## Application form for a project of Specific Research 2019

### 1) Basic data

<b>Researcher (an 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 (English)</b>	
<b>Name of the project (Czech)</b>	
Key words (English)	

Key words (Czech)	
<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. 1/2019.

## **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 project will be described.**

## **4) Required financial means**

Items of eligible costs	Year 2018			
	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>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	

## **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**