

# FF UHK Dean's Decree No. 16/2024

## Internal Grant Competition – International Research Teams

### 1. Conditions of Internal Grant Competition - International Research Teams

The aim of the internal grant competition is to stimulate and foster further development and the international dimension of science and research at the FF UHK with a focus on producing internationally excellent scientific outputs and increasing the probability of obtaining international grant projects. FF UHK academics/researchers or groups of academics/researchers formed at the FF UHK may apply for support for the research activities of an international scientific team (hereinafter referred to as IRT). A precondition for the grant award is a promising joint research project with a realistic publishing plan aimed at outputs in reputable international journals or publishing houses, (the selection committee will consider the IRT members' previous scientific achievements, including grant projects). An application for support for the IRT's research activity may be submitted for at least one year and a maximum of two years. An IRT must consist of at least 2 and a maximum of 4 researchers, while at least one IRT member must be an internal FF UHK employee and at least half of the IRT must be represented by foreign researchers.

The maximum grant amount per year is CZK 1 million (including all compulsory levies). A grant may only be applied for in order to cover the following items:

- Funds for (a) travel expenses (covering travel expenses to conferences or workshops held abroad) and (b) services or other personal costs (covering translations, foreign language proofreading of publication outputs, and possibly also other justified services absolutely necessary for the successful implementation of the project), representing a maximum of 70 % of the total grant requested;<sup>1</sup>
- IRT members' personal costs (including mandatory levies) must amount to at least 30 % and maximally to 100 % of the total grant requested (depending on the requested amount of travel and/or service expenses); a maximum of CZK 240,000 per year (corresponding to a gross salary of CZK 26,500 per month)<sup>2</sup> may be applied for per person.

During the duration of the project, in justified cases, funds up to a maximum of 5 % of the total project costs may be transferred between the items "Travel expenses" and "Services or other personal costs". The item "Personal costs" (including mandatory levies) cannot be changed. Any unspent funds beyond this limit cannot be claimed.

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<sup>1</sup> The proportional distribution of the requested funds within the 30-percent limit among the items (a) and (b) is at the applicant's discretion. It is also possible not to request a grant for these items and to only apply for support covering the IRT members' personal costs.

<sup>2</sup> In the case of FF UHK academic or research staff, the personal costs shall be provided in the form of regular bonuses; in the case of external foreign researchers, personnel costs will be reimbursed in the form of a contract of work or monthly, in the form of salary.

An application for an internal grant must include:

- A completed application form signed by the project *applicant* (being an internal FF UHK employee, including foreign academics and researchers at the FF UHK); the application must further specify the *Project Principal Investigator* (being either the actual applicant or another member of the IRT serving as the scientific project guarantor) and all other members of the IRT<sup>3</sup>;
- A document (letter or e-mail) containing (each) foreign researcher's consent to participate in the project;
- A brief academic CV of all IRT members (max. 3 pages per IRT member), including a list of their most important (a) research grants and (b) publications over the past 5 years;
- For external members of IRT research teams, it is also necessary to submit a copy of the university diploma as a proof of education, a completed personnel questionnaire of the UHK employee and a scanned passport (only for external foreign members of IRT);
- The IRT's research project description (max. 5 pages), drawn up in English language and containing:
  - Specification and rationale for the IRT research focus (what, why and how should be investigated): research objectives, open questions/issues, methods (max. 3 pages);
  - An explanation of how the project is supposed to contribute to the internationally competitive research in the given field;
  - Explanation of the composition of the IRT with respect to the research focus, international ambitions of the project and the researchers' competences and previous collaboration;
  - Planned international publication outputs: type, number, target journals, publishing houses etc. (max. 1 page). It is expected that the publication outputs will target impacted international journals in the top (or second) quartile of the WoS (based on IF in the relevant subject category) or in the top decile of the Scopus database (based on SJR in the relevant subject category - see Scimago journal rank), or on a renowned international publishing house (in case of foreign monographs or chapters in foreign monographs; a list of prestigious publishers, see the Dean's Decree 22/2022, Annex D). In the first year of work on the project, one output according to the above classification is a minimum, in the 2nd year of the work on the project at least 2 publication outputs are expected according to the above classification.
- Commitment to the preparation and future submission of strict science grants (preferred on an international level or in the framework of the Czech grant platform but with a significant level of internationalization) with external funding, including project aim specification.<sup>4</sup>

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<sup>3</sup> A PhD degree is generally required as a minimum for the IRT members. In exceptional and justified cases, a student of a doctoral study program with extraordinary research performance may also be a member of the team.

<sup>4</sup> The grant beneficiary shall be the FF UHK, and the research team shall include, apart from at least one domestic worker also at least one foreign participant, both being members of the IRT. External providers: GA CR grants (Standard, Junior, EXPRO grant competitions); international grants within GA CR (for instance Lead Agency); TA CR grants; international providers: ERC, Marie Curie, Templeton, etc. As far as the applicants consider other external providers, it is recommended to consult with the Department of Science and Research (petra.korbelova@uhk.cz).

Applications are submitted in printed and electronic form to the Department of Science and Research - Mgr. Petra Korbelová (petra.korbelova@uhk.cz).

**Application deadline: 01. 12. 2024.**

## **2. Affiliation, dedication and rewards for publication outputs generated within projects of the International Research Teams**

In the case of publications or other outputs created within the framework of IRT projects, all Czech members of their research teams are obliged to state exclusively the affiliation to the FF UHK. For foreign members of the IRT teams, double affiliation is also allowed (FF UHK + max. one other foreign institution). Publication outputs created within the IRT projects must be dedicated to the IRT project scheme. In terms of remuneration or publishing activities, they will be seen as results created within the activities of internal researchers. The amount of the remuneration is, therefore, governed by Article IV of the Dean's Decree 22/2022.

Mgr. Jan Prouza, Ph.D.  
Dean

### Attachments

Attachment 1 – The Application Form IRT 2024

Attachment 2 – Personal questionnaire for foreign citizens named “Personal questionnaire”

Attachment 3 – Personal questionnaire for Czech citizens named “Osobní dotazník”