

# University of Hradec Králové Student Grant Competition for the Use of Specific Research Funds from 2025 onwards

## Article I

### General rules on the use of government grants for specific research

According to Section 3(2)(c) of Act No.130/2002 Sb., on support for research, experimental development and innovation from public funds, and on amendments to certain related acts (hereinafter referred to as the “Act”), as amended, specific university research means research conducted by students in the course of accredited doctoral or Master's study programmes related directly to their education.

## Article II

### Consistency with the materials of the Ministry of Education

The UHK announces the Student Grant Competition for the use of specific research funds in 2025 (hereinafter referred to as the “*Grant Competition*”). The Grant Competition is in accord with the law and the documents of the Ministry of Education, Youth and Sports published on the website:

[www.msmt.cz/vyzkum-a-vyvoj/specificky-vysokoskolsky-vyzkum](http://www.msmt.cz/vyzkum-a-vyvoj/specificky-vysokoskolsky-vyzkum)

Respects these documents fully and defines them more closely in accordance with the internal conditions of the UHK.

## Article III

### Use of government grants for specific research at the UHK

- 1) The distribution of the government grant among the faculties is decided by the Vice-Rector for Science and Creative Activities on the basis of performance in research, experimental development and innovation. The allocation of the grant to individual researchers at the faculties is decided by the Dean of the

respective faculty on the basis of the results of the Student Grant Competition of the respective faculty.

- 2) The Deans of the faculties announce the Student Grant Competition at their faculty, set the deadline for the end of the competition, set up the evaluation committee, set the deadline for announcing the results of the competition, set the deadline for submitting the final reports and for the review procedure. They are responsible for the conduct of the Student Grant Competition in accordance with the Vice-Rector's instruction, the law, the documents of the Ministry of Education and the terms and conditions of the decision on the allocation of state funding to their faculty. They are responsible for drawing their faculty's research grant funding by the end of the calendar year.
- 3) The maximum amount of support for a student grant project for one calendar year is CZK 3,000,000 or CZK 1,000,000 if the researcher is the UHK Master's programme student.
- 4) Deans may set the minimum and maximum amount of funding per one grant project and other specifying conditions of the competition at their faculty.

## **Article IV**

### **Faculty Evaluation Committee**

- 1) An evaluation committee with a minimum of five members, appointed by the Dean of the faculty, will be set up and published at each faculty to organise the Student Grant Competition.
- 2) The composition of the evaluation committee is specified in the faculty's Student Grant Competition Policy valid at the time of the competition announcement and according to which the selection procedure for the members of the evaluation committee for a given calendar year is carried out.

#### **The Committee has the following responsibilities:**

- a) To check the formalities of grant project proposals in the prescribed structure;
- b) To evaluate grant project proposals on their substance (qualification of the members of the research team, suitability of the topic, professional level, definition of objectives, concept, stated results, adequacy of the schedule, adequacy of the financial requirements);
- c) To designate at least one reviewer for each grant project; the reviewer may not be from among the grant investigators and may not participate in the preparation of the grant project;

- d) To establish the principles for the development of opinions on grant project proposals and the method of grant project proposals evaluation;
- e) To submit the grant awarding proposal to the Dean of the faculty;
- f) To check the submission of reports on grant project solutions;
- g) To carry out peer review reports on the grant project solutions.

## **Article V**

### **Conditions of a grant project solution**

- 1) A student of the doctoral or Master's study programme at the UHK shall be the principal investigator of the grant project. An academician, scientist, researcher or developer of the UHK shall always be a member of the research team. If a student of a doctoral study programme is a principal investigator of a grant project, his/her supervisor from the UHK shall always be a member of the research team.
- 2) Other members of the research team include students of doctoral or Master's degree programmes at the UHK or academic, scientific, research or development staff of the UHK.
- 3) The number of doctoral or Master's degree students in the research team shall be greater than or equal to the number of other members of the research team.
- 4) A maximum of 50 people can be part of the research team.
- 5) The duration of the grant project is 1 year (12 calendar months) at least. The Dean of the faculty may also support multi-year projects (up to maximum three years). In such case:
  - a) The funds allocated to each year must be cleared fully in each year of the project (no funding transfer to subsequent years);
  - b) Each year of the project will be concluded with an interim report under the same conditions as set out in these guidelines for final reports. A final report will be submitted in the final year of the project;
  - c) If changes in the grant conditions do not allow the project to be funded as planned in subsequent years, funding will be solved by the faculty.
- 6) Responsibilities of the principal investigator:
  - a) Proper handling of the approved grant project within the approved budget; compliance with the conditions set for the implementation; settlement and accounting of the approved operations; economical, efficient and effective use of the funds provided (the head of the respective UHK worksite shall be the originator of the transaction); preparation of a final report after the

completion of the grant project and participation in the final review procedure;

- b) Entry of publication results marked “*S-Specific Research*”, specifying the project number and the year of award (journal, proceedings or monograph publications) in the UHK Personal Bibliographic Database (PBD) with a link to the Register of Information on Results of the Research, Experimental Development and Innovation Information System (RIR) in accordance with the objectives of the grant project or the application of the work in kind;
  - c) Respecting the UHK managing acts, the law, the materials of the Ministry of Education and the conditions of the decision on the allocation of the government grant.
- 7) The grant project must include an annotation, specification of the research team, request for funding, detailed structure of the required costs, time schedule of the solution, controllable (quantified) objectives of the solution, elaborated topic of the project, planned results, and planned publication outputs with a link to RIR.

## **Article VI**

### **Time and financial requirements of the project**

- 1) The proportion of personal costs or expenses, including compulsory deductions (including bursaries), associated with the participation of doctoral or Master's students as researchers or other members of the research team in the grant project, in the total personnel costs or expenses, including compulsory deductions (including bursaries), paid as eligible costs of the project shall be at least 75%.
- 2) The allocated funds may be used exclusively to cover the eligible costs (specified in the next point) of grant projects, the eligible costs associated with the organisation of student scientific conferences (however, up to a maximum of 10% of the funds provided) and the eligible costs associated with the organisation of Student Grant Competitions, including the costs of evaluating and checking student projects and assessing the results achieved (up to a maximum of 2.5% of the funds provided).
- 3) The eligible costs of the grant project are as follows:
  - a) Personnel costs or expenses for researchers, technicians and other support staff, including bursaries for research, development and innovation in accordance with Act No 111/1998 Sb., on higher education institutions;
  - b) Costs or expenses related to acquisition of tangible and intangible assets;

- c) Other operating costs or expenses, including the cost of materials and supplies that are directly related to the specific activities fulfilling the purpose of the funding and are accounted individually;
- d) Costs or expenses related to services;
- e) Additional costs or expenses 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 expenses);
- f) Travel expenses.

For the acquisition of tangible or intangible assets, only that part of the cost of the assets which corresponds to their expected use for research and development activities may be included in the eligible costs.

- 4) The grant project funding must be drawn in accordance with the Bursar's communication Schedule of Final Accounts Closing for the Given Accounting Period.
- 5) The grant project must be crowned by publication(s) entered in PBD with a link to RIR (S-Specific Research funding as per Article 6, paragraph 6(b)).
- 6) The grant project will be completed with a final report containing:
  - a) The composition of the research team;
  - b) The meeting of the research objectives;
  - c) The results of the publication activity in PBD (copy of entry in PBD);
  - d) The grant settlement (profit and loss account from EIS Magion).
- 7) The reports on the grant projects will be reviewed internally under the organizational supervision of the evaluation committee and will be archived together with the grant project proposal at the faculties for possible control of the correct use of the grant.
- 8) Failure to comply with these conditions or breach of budgetary discipline will result in cancellation of the grant project and further sanctions for the investigator.
- 9) In the event of doubt as to the structure of eligible expenditure, the Vice-Rector for Research and Creative Activities will decide.

## **Article VII**

### **Transitional and final provisions**

- 1) This instruction comes into force on the date of signature and takes effect on 1 January 2025.
- 2) This instruction cancels the obligation to publish reports on the implementation of grant projects on the faculties' websites as laid down in previous managing acts.

In Hradec Králové on 30 November 2024

Assoc. Prof. Ing. Hana Tomášková, Ph.D.  
*Vice-Rector for Science, Research  
and Knowledge transfer*

**Intended for:** All UHK employees and students