

## Principles for Student Grant Competition for 2019

### Contents

1. General Regulations .....	1
2. Financial Support.....	1
3. Project Applications .....	3
4. Evaluation of Applications .....	3
5. Selection of Projects .....	3
6. Financial Management of Projects .....	4
7. Changes In the Course of the Project .....	4
8. Project Conclusion.....	5
9. Deadlines .....	6
10. Provisional and Final Regulations .....	6

### 1. General Regulations

- 1.1 The Principles are based on the Rules for providing special aid for specific academic research according to the Act No. 130/2002 Coll. on the Support of Research and Development from Public Funds and on the amendment to some related acts (the Act on the Support of Research and Development) introduced by subsequent regulations (hereinafter referred to as "Rules"). The Rules determine criteria and the method of granting special aid from public funds for research projects carried out by students in accredited doctoral or master study programmes. The project must be directly related to their education (hereinafter referred to as "Specific Undergraduate Research"). The Rules are published on the web pages of the Ministry of Education, Youth and Sports at <http://www.msmt.cz/vyzkum/specifickyvysokoskolsky-vyzkum>. SGC is organized for each faculty. The faculties can formulate their specific specifications for the Principles set out in this Principles. Faculty principles must correspond with these Principles and must be published on the faculty web.
- 1.2 The goal of the Student Grant Competition (hereinafter referred to as "SGC") is to increase and grant support to scientific research activity of students in doctoral or master study programmes in collaboration with the academic staff; to increase quality and efficiency of scientific, technical and educational work, to develop new, particularly interdisciplinary fields of doctoral and master studies and to promote collaboration in these fields with foreign countries.
- 1.3 The Department of Science and Research (hereinafter referred to as "DSR"), the TUL SGC Committee and each Faculty's SGC committee share responsibility for administration of SGC at TUL.
- 1.4 SGC is announced on 25th November.
- 1.5 The Principles are published on the website of TUL at <http://www.tul.cz/sgs>.

### 2. Financial Support

- 2.1 Financial support is allocated to individual faculties according to the following scheme: the amount of 350,000 CZK will be distributed equally between all faculties. The rest of the aid for specific research provided by the Ministry of Education, Youth and Sports in the given year to the TUL, will be divided according to the formula given in the Rules using the coefficients set by the Ministry of Education, Youth and Sports and published on <http://www.msmt.cz/vyzkum-a-vyvoj/pravidla-pro-poskytovani-ucelove-podpory-na-specificky>.

- 2.2 Financial support can only be used for:

- a) Payment of eligible costs<sup>1)</sup> for student projects which have been selected in the Student Grant Competition
- b) Payment of eligible costs related to organization of Student Scientific Conferences, (up to 10 % of the aid granted)
- c) Payment of eligible costs related to organization of the Student Grant Competition, including costs for evaluation and review of student projects and evaluation of the achieved results, (up to 2.5 % of the aid granted).

### 2.3 Criteria for granting the aid:

- a) The researcher of a student project is a student in a doctoral study programme TUL or a TUL academic who fulfills the condition that at the time of SGC announcement it has not expired 10 years since the award of his or her academic title Ph.D. or its equivalent. This limit does not include periods spent on maternity and parental leave and periods of incapacity for work.
- b) Other members of the research team are students in doctoral or master study programmes or academic, scientific or pedagogic members of staff; if the researcher is a student in a doctoral study programme, the researcher's supervisor must be a member of the research team.
- c) The number of students in a doctoral or master study programme in the research team must be at least equal to the number of other members of the research team.
- d) The duration of the student project is 1 to 3 years.
- e) Financial aid for any student project for one calendar year cannot exceed 1, 000, 000 CZK.
- f) In the eligible costs, there is more than a 60 % share of personnel costs (including scholarships) related to the participation of students in doctoral or master study programmes as researchers or other members of the research team, and of total personnel costs (including scholarships).
- g) The financial aid can be used to cover the costs of the student project which is carried out at a research department other than one at TUL, only in the case of agreement between TUL and herewith department according to the § 81 of the Act No. 111/1998 Coll., Higher Education Act and changes and additions of other laws, as amended by the Act No. 473/2004 Coll. Such a department must be one where an accredited study programme is implemented and in which student - members of the research team take their courses. According to the requirements stated in Article 4, letters c) and f), other members of the research team are also scientific, academic or development members of staff of the given legal entity.

2.4 If the project researcher is a student, he or she will sign the Agreement to complete a job (hereinafter referred to as "DPP") or the Agreement to perform work (hereinafter referred to as "DPČ") at the beginning of the project process. The forms 4.01 a 4.2 are available by logging on the intranet zaměstnanci – vnitřní normy a formuláře – personální oddělení.

The Agreements have to include:

- job description, which is leading and organizing the SGC project
- a) minimum remuneration, which is 100,- CZK/hour

A scholarship will be also paid to a student - researcher for his or her scientific and research activity for the project.

2.5 Academic, scientific or pedagogic members of staff execute work for SGC as part of their job duties and they are paid in agreement with their working contract and according to the Internal salary regulation of

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<sup>1</sup> Eligible expenses, according to the §2 letter 1 of the Act for Support of Research, are expenses or costs of research, development and innovation that can be used to cover the activities in research, development and innovation or in relation to that, such as:

1. Personal expenses or costs, including scholarship for research, development and innovation according to the Act about universities – Act No. 111/1998 Coll.
2. Costs or expenses for acquisition of tangible or intangible assets
3. Other operating costs for services
4. Expenses or costs for services
5. Additional costs or expenses

the TUL.

### 3. Project Applications

- 3.1 The application form consists of a filled-in OpenOffice XML (.xslm) format, which is sent via an on-line form, the link of which is posted on: <https://www.tul.cz/sgs>. The Application Form is an attachment of these Principles.
- 3.2 Applications will be submitted by January 5 of the calendar year. Applications are accepted by DSR.
- 3.3 Any submitted project application must not be identical with another project that has been or is supported by public funds or within the scope of additional activity.
- 3.4 For a project scheduled for more years, its researcher has to submit a new application every year.
- 3.5 Financial means are divided into non-investment costs (NIV) and investment costs (INV). NIV include personnel costs, operating costs, services and other costs; INV include acquisition of tangible and intangible assets, specified in detail in the Application form – see the attached documents. It is possible to include travel insurance in “Travel costs”. Travel insurance rates are listed in the list of attachments.
- 3.6 All financial requirements in the application form must be sufficiently justified. Applications with errors or submitted after the deadline will be disqualified by the SGC committee.
- 3.7 Application has to contain overhead costs. Amount of overheads is determined by faculty and it is unified for all SGC projects at the faculty.
- 3.8 Each researcher can submit only one application, while he or she can also be a member of another research team, but in no more than 2 other projects.

### 4. Evaluation of Applications

- 4.1 The DSR will ensure that the SGC committee of each faculty will share access to applications submitted continuously.
- 4.2 Each Faculty's dean will appoint the members of the SGC Committee of the faculty. The Faculty's SGC committee has at least 3 members, including a chairman. The Committee decides by voting.
- 4.3 For the applications' evaluation the SGC committee of the faculty will use the following criteria:
  - a) Competence according to point 2.3.a) and qualification of the research team members
  - b) Topicality, scientific significance and professional level of the proposed project
  - c) The level of the project (definition of objectives, concept and outcome)
  - d) The adequacy of the project timetable (schedule)
  - e) The adequacy of financial aid requirements
  - f) resumed outputs of the project
  - g) The quality and excellence of the expected results of the project from the point of view of the evaluation of the Methodology 17+
  - h) For ongoing projects, it shall take into account the progress of the solution and the results of the project for the previous year.
- 4.4 The SGS faculty will evaluate the project applications and determine the order of applications according to the criteria listed above. The Faculty's SGC committee is authorized to adjust the budget of the projects that are proposed for funding.
- 4.5 The Chairman of the SGC faculty committee will forward the list of projects proposed for funding on the relevant form to the DSR.
- 4.6 The DSR will submit a list of projects proposed for financing to the TUL SGC Committee.

### 5. Selection of Projects

- 5.1 The Rector will appoint the members of the TUL SGC committee composed of:

the Chairman: Vice-Rector responsible for scientific and research activities

members: representatives of faculties appointed by deans and the bursar

5.2 The SGC committee of the TUL has to comprise an odd number of members

5.3 The TUL SGC committee will evaluate the applications and then the projects selected for financing will be forwarded to the Rector for approval. The Committee decides by voting.

## 6. Financial Management of Projects

6.1 The support granted can be used only to cover eligible costs of the student project. Eligible costs or expenses include the costs of research, development and innovation which have been approved by the provider, which are justified and the accounting of which is verifiable.

6.2 The project researcher is responsible for the use and management of the funds granted. According to the Rector's directive on the Internal Control System, he or she is also the transactor of financial operations. The financial means granted for the project are drawn on the basis of its internal project number that has been assigned by the Accounting department.

6.3 The progress in the achievements of the project and drawing of the project funds is under the ongoing monitoring of the SGC faculty committee. In case the progress in the project seriously deviates from its timetable or from its budget allocation plan (budget discipline breach), which are stated in the project application, the SGC Committee faculty is entitled to:

a) Make a change of the project researcher

b) Order the researcher to stop further research steps and to stop further draw on project funds. Unused project means are settled in accordance with 6.6 or 6.7 of these Principles.

6.4 Unspent funds up to 5 % of the total amount assigned, can be transferred to the Fund for special means (FÚUP).

6.5 Each faculty will decide upon their method for the financial settlement of the SGC projects which have overdrawn their own budget.

6.6 Budget surpluses from the projects SGC faculty must be preferentially paid from budget surpluses for other SGC projects at the faculty, and only from other Faculty's own resources.

6.7 Unused funds shall be returned to the provider.

## 7. Changes in the Course of the Project

7.1 Changes in the course of the project may be requested not later than by 1 November of the relevant calendar year.

7.2 The actual amount of overhead costs incurred in a given year can be different from the planned overhead costs included in the project proposal. Actual amount of overhead costs will be accounted at the end of the calendar year; in case that overhead cost is exceeded compared to the planned costs, it will be charged to the amount of the planned costs, otherwise the overhead will be accounted for in full.

Changes in the use of additional (overhead) costs are not required.

7.3 There is no need to request for the changes up to 20 % of the total project amount if it is in compliance with Article 2 of the Principles. It is not allowed to make the transfer between investment and non-investment funding.

7.4 Each application regarding changes in the course of the project is assessed and approved by the Faculty's SGC committee. The application for changes must contain a justification of the requested changes. The request is rejected if it is not feasible in compliance with the Principles and with the conditions of financial support.

7.5 Applications for changes between faculties (financial transfers) and applications for substitutions of researchers are passed to the chairman of the TUL SGC committee. The chairman will forward such an application to the Rector for his approval. These changes will be published on the TUL website.

7.6 All changes introduced in the project process must be included and justified in the Final report.

## 8. Project Conclusion

- 8.1 Each project must be financially completed before 30 November of a given calendar year. Research goals and outputs of each project must be delivered before 31 December of a given calendar year.
- 8.2 The project researcher will prepare a final report in the form in Excel, which will be sent via an on-line form, the link of which is available at: <https://www.tul.cz/sgs>. The Final Report form is attached to this Principles.
- 8.3 The final reports shall be submitted by 10 January of the following year. Final reports are received by DSR.
- 8.4 The DSR will ensure the electronic forms of the Final Report will be shared with the Faculty's SGC committee at the faculties.
- 8.5 The Final report will be evaluated according to the following criteria:
  - a) The Faculty's SGC committee will recommend evaluators for the projects to the dean of the faculty for the purpose of impartial assessment of the Final report. Evaluators must work for departments different from the one of the project researcher; they cannot be members of the research team nor members of the faculty SGC committee.
  - b) Projects with the total amount less than 750, 000 CZK will be assessed by one evaluator. Projects exceeding 750, 000 CZK will be reviewed by two evaluators.
- 8.6 On the basis of the submitted final report, the Faculty's SGS committee will assess whether the project's target has been achieved and whether the use of the allocated funds is in line with the submitted application and completes the project statement in the final report form. The Chairman of the Faculty's SGC commission will transmit analytical accounts statements (VEMAs) of supported projects and verbal evaluations of the student's contribution to the DSR. Verbal evaluation of projects must include:
  - a) data on the type and number of student project results to be submitted to the RIV,
  - b) data on the number of diploma / dissertation theses which were created using financial aid
  - c) examples of excellence in terms of the Methodology M17 + achieved through support,
  - d) data on student scientific conferences held with support.
- 8.7 The DSR office worker will prepare a summary final report for TUL and forward it to the Rector for his approval.
- 8.8 Each project must explicitly state in its documentation and in the project outcomes that it was supported by the financial aid in the framework of the Competition for Support of Projects of Specific Undergraduate Research.
- 8.9 According to the § 15 Act on Support of Research and Development, the TUL department for which assets were acquired from the project, becomes their owner.
- 8.10 The rights to the results from the project are owned by the TUL, according to the § 16 Act on the Support of Research and Development. The researcher is obliged to comply with the Rector's directive No 2/year 2015 On the Protection of Intellectual Property at the Technical University of Liberec and On the Commercialization of the results of science and research, particularly No. 3.1.2.1.
- 8.11 Should the student member of the research team create a result of work (e.g. an article...), he or she has to sign the License contract with the TUL due to the intellectual property protection of the TUL. The License contract form can be found on the website of TUL after logging on the intranet zaměstnanci – vnitřní normy a formuláře – vzory smluv.
- 8.12 The results of the project can be introduced in dissertations or theses in a way which will not endanger the intellectual protection of results.
- 8.13 Before the given deadline, the researcher is obliged to submit the results into the Information System of Research and Development (RIV), according to the Act on the Information System of Research and Development.
- 8.14 Student's scientific conferences for SGC enable presentations and evaluations of research results of

students in doctoral and master study programmes.

8.15 The Dean of the faculty will decide about organization of such a conference; eligible costs related to its organization are paid from the granted funds, according to the regulation No. 2 of the Principles.

## 9. Deadlines

9.1 Deadlines determined for researchers and TUL Faculties:

- a) Applications shall be submitted via the on-line forms by 5 January of the calendar year.
- b) The Faculty's SGC committee will pass the List of applications proposed for funding to the TUL SGC committee before 7 February of the calendar year.
- c) The Chairman of the TUL SGC committee will pass the list of projects recommended for financing to the Rector for his approval before 10 February of the calendar year.
- d) The Chairman of the Faculty's SGC committee will notify the Chairman of the TUL SGC committee before 30 March of a calendar year on how much of the granted funds will be spent by the faculty on investment and non-investment items.
- e) Each project must be financially completed before 30 November of a given calendar year. Research goals and outputs of each project must be delivered before 31 December of a given calendar year.
- f) Final reports will be submitted via on-line forms before 10 January of the following year.
- g) The Chairman of the Faculty's SGC committee will submit the Form "Information on the Use of Granted Financial Aid for Specific Undergraduate Research" for the faculty and analytical accounts statements (VEMA) for individual projects to the Department of Science and Research before 31 January of the following year
- h) The Chairman of the Faculty's SGC committee will submit the Verbal Evaluation of the Benefits of Student Projects to the Department of Science and Research in the electronic version by 28 February of the following year.
- i) The DSR will prepare a summary final report on SGC projects and submit it to the Rector for his approval by 20 March of the following year.

9.2 Deadlines determined by the Ministry of Education, Youth and Sports:

- a) Before 15 February of a calendar year, TUL will publish the List of projects with granted funds for each calendar year on its web pages
- b) Before 15 April of a given calendar year, TUL will notify the Ministry of how much of the granted funds will be drawn for non-investment and investment costs
- c) Before 30 November of a calendar year, TUL will publish the Principles of Student's Grant Competition for the following year on its web pages
- d) Before 30 November of a calendar year, TUL will submit the Application for financial aid to the Ministry
- e) On its web pages, TUL will publish data on the supported student projects and data on their drawing of financial aid
- f) Before 31 March of the following year, the TUL will publish the evaluation of the results achieved from the granted support on its web pages

## 10. Provisional and Final Regulations

10.1 All documentation related to the projects must be archived for 10 years. The faculty secretary will archive the documents in compliance with the directive on "Filing and Disposition of Documents".

10.2 List of attachments:

- j) Application form
- k) Form for List of submitted projects

l) Final report form

m) Form “Information on the Use of Granted Financial Aid for Specific Undergraduate Research”

n) Travel insurance rates

10.3 Vice-Rector for science, research and international affairs reviews and evaluates compliance with this Directive.

10.4 Vice-Rector for science, research and international affairs and the Legal department are authorized to interpret this directive.

10.5 Hereby the previously used Rector’s directive No. 3/2012 –Principles of SGC of 15th November 2017 is repealed and replaced with the present one.