

**THE COLLECTION OF DECISIONS AND PROVISIONS
OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE**

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**The provision of the Rector specifying the Principles of the Grant Agency
of the University of South Bohemia in České Budějovice for projects starting in 2022**

The purpose of the Grant Agency of the University of South Bohemia (hereinafter referred to as GA USB) is to support high quality research by students of the Doctor's and Master's study programmes at the University of South Bohemia in České Budějovice (hereinafter referred to as USB). GA USB allocates resources drawn from a fund for specific higher education research to individual parts of USB for grant projects within two programmes in five field sections.

These Principles govern the implementation of projects starting in 2022 until their termination.

I. Grant agency of USB

1. GA USB annually announces a competition for grant projects in these five field sections:

(a) **natural sciences** (mathematics, informatics, physics, chemistry, bio-ecological and environmental fields, experimental biology and biomedicine),

(b) **agriculture and fisheries,**

(c) **social sciences and economics** (economics, pedagogy, didactics, sociology and social work, psychology, health and social studies, etc.),

(d) **humanities and languages** (philosophy, theology, history, linguistics, arts, the history of literature, etc.),

(e) **technical-application** (no field specification)

2. The functioning of GA USB is ensured by the Board of GA USB. The Board of GA USB is an advisory body of the Rector of USB. Its members are nominated and called out by the Rector. It comprises the vice-rector of USB for science and research (the chair of the Board of GA USB), the bursar of USB, the chairs of field boards of GA USB, and the secretary of GA USB.

3. GA USB comprises five field boards (hereinafter referred to as FB) for individual field sections: FB for natural sciences, FB for agriculture and fisheries, FB for social sciences and economics, FB for humanities and languages and FB for technical applications. Their members are nominated and called out by the Rector largely from candidates proposed by parts of USB. Members of an FB elect the chair of that FB from their midst. The Rector, a vice-rector, a dean, and a vice-dean may not be members of an FB. The length of the term of office of any member of an FB is four years. If both the relevant faculty and nominee agree, it is possible to be a member of an FB in two consequent terms of office on the condition that a member of an FB may serve as a chair of the FB for four years only, i.e. one term of office. If the date of

termination of the term of office falls within the GA USB grant evaluation period (October – February), the length of the term of office is to be modified in such a manner that the termination of the term of office takes place after the termination of the evaluation period.

4. The administration of GA USB is provided by the Department for Science and Research of the Rectorate of USB.

II. Programs of GA USB

GA USB announces grant competition for two programmes: team grant projects and individual grant projects. Within the programme of individual grant projects, GA USB announces two subprogrammes: independent and combined individual grant projects.

For the purposes of GA JU, the standard period of study is understood as the study period determined individually for each study program and stated in the description of each study program in IS STAG, **plus 1 year**. This standard study period includes time spent in previous unfinished studied Doctor's study programs.

A. Team grant projects

1. Team grant projects focus on the support and coordination of scientific activity within Doctor's study programmes and the recruitment of promising students of the Follow-up master's study programmes (or those in their last two years of their five-year Master's study programmes) to research work.
2. Team grant projects applications may not be submitted to the technical-application section.
3. The leader of a team grant project is a member of the academic staff of USB who is a supervisor of at least one Doctor's student participating in the project (or in some exceptions a supervisor of a Master's thesis of one of the participating Master's students). The other members of the project team are Master's and Doctor's students at USB in their standard study period or academic, scientific, or research and development employees of USB. The number of Doctor's or Master's students is not to be lower than the number of other team members. The team comprises at least five full-time students not exceeding their standard period of study. Part-time Doctor's (not Master's) students may, in justified cases, become members of the team. These students may be granted a scholarship allocated to cover travel costs within the project only. A necessary condition for the inclusion of part-time Doctor's students is the participation of at least five full-time students in their standard period of study throughout the whole project duration. The maximum number of grant team members is 50.
4. List of changes to the overall number of team members or number of students in the team must be included and thoroughly explained in the interim and final reports. Any change in the team must be carried out in accordance with the Principles of GA USB. Resources allocated for student scholarships to support students' research, development and innovation activities are not to be transferred to any other item of the project's budget.

5. The team grant project may also include the organization of a student scientific conference, which is, however, to be included in the grant application. The costs of such a student scientific conference may not exceed 10% of the total annual budget of the grant project.
6. In the case grant resources are used for the funding of a project team member's participation at a scientific conference, active participation is required (talk, poster, etc.).
7. The duration of the grant project is from 12 to 35 months.
8. The grant support for a team project for one calendar year may not exceed CZK 3 000 000.
9. Any member of the team may participate in only one team grant project. Any student involved in a team grant project may also be a principal investigator, co-investigator, or a team member of an individual grant project.

B. Individual grant projects

1. Individual grant projects aim to support research activities of individual Doctor's students, as a rule within their work on dissertation theses. Within the programme of individual grant projects, two subprogrammes exist: independent and combined individual grant projects.
2. The applicant on an independent individual grant project is to be a full-time Doctor's student, not exceeding their standard period of study for the whole project duration. Apart from the applicant, the research team comprises the applicant's supervisor and at most one further full-time Doctor's student (not exceeding their standard period of study) or one full-time student of a Follow-up master's study programme (or one full-time student in the last two years of her/his five-year Master's study programme) in her/his standard period of study. In the case the applicant's supervisor not being an employee of USB, it is necessary to include the name of an academic, scientific, or research and development employee of USB who is authorized to act on behalf of the supervisor, including the preliminary check according to Par. III. 3. of this provision.
3. The combined individual grant project is submitted jointly by two full-time Doctor's students (not exceeding their standard period of study), each of which must be from a different faculty. One of these students is the principal investigator of the project and the other its co-investigator. The project is jointly submitted as a single application, but with separate budgets. Apart from the principal investigator and the co-investigator (students), the team consists of their respective supervisors. In the case one (or both) of the supervisors is not an employee of USB, it is necessary to state the name of an academic, scientific, research or development employee of USB who is authorized to act on behalf of the respective supervisor, including the preliminary check according to Par. III. 3. of this provision.
4. The inclusion of part-time Doctor's or Master's students in individual grant projects is not permitted.

5. The duration of an individual grant project is 12 or 23 months. Applications for extensions will not be accepted.
6. The grant support for the independent individual grant project for one calendar year may not exceed CZK 200 000. The grant support for the combined individual grant project for one calendar year may not exceed CZK 300 000, on the condition that both the principal investigator and the co-investigator must each manage at least one third of the total grant amount requested.
7. In the case of the grant resources being used for funding of a participation of a student team member at a scientific conference, active participation is required (talk, poster, etc.).
8. The maximum monthly sum of the additional scholarship to support students' research, development and innovation activities (hereafter referred to as "scholarship") within the subprogramme of combined individual grant projects is CZK 4000 for the principal investigator and CZK 3000 for the co-investigator; within the subprogramme of independent individual grant projects the maximum additional scholarship is CZK 3000 for the applicant and CZK 2000 for an additional student. These amounts do not include the additional scholarship funds allocated to travel costs (see Notes for the grant applications). The amount of the additional scholarship may be raised or lowered in exceptional cases during the work on the individual grant project by transferring the approved resources between the items of operational costs and additional scholarship. The condition stated in Par. VII.4. of this provision has to be met at all times. Any planned changes regarding scholarships require a prior approval by the Board of GA USB.
9. Personal costs (salaries and wages) for the supervisor, other personal costs (in Czech OON), and supplementary costs (overheads) **are not allowed as budget items of an individual grant project.**
10. As principal investigator, one applicant may submit an application for at most one individual grant in a given calendar year. The principal investigator of a two-year grant project may submit an application for a further grant as the principal investigator, provided that the commencement of the latter is after the termination of the ongoing two-year project. A student can be the co- investigator or a team member in at most three individual grants at the same time.

III. Manner and form of commencement of grant competition in GA USB

1. The commencement of each new round of grant competition is announced annually by a provision of the Rector specifying conditions for the upcoming round. That provision, among other things, sets deadlines for applications and for submissions of interim and final reports of the supported projects.
2. Grant project applications are to be submitted in paper form no later than the set deadline at the Department for Science and Research of the Rectorate of USB only via science and research staff of a part of USB and are also to be uploaded in electronic form onto the web application at <https://gaju.jcu.cz/>.

3. The application form is submitted by the principal investigator. The principal investigator is fully responsible for the grant project including a preliminary check under special regulations¹. If the team leader is a student, the responsibility for the preliminary check is transferred to the supervisor. If the grant project whose team leader is a student is approved, it is assumed that the team leader remains a full-time student not exceeding the standard period of study for the whole project duration (see Art. II. of this provision). In case of a combined individual grant project the separate budgets of the principal investigator and the co- investigator are parts of the project application; the responsibility for the preliminary check under special regulations¹ for the co- investigator is transferred to the co- investigator's supervisor.
4. Grant project applications not containing complete data or otherwise formally insufficient, or submitted after the set deadline, will not be considered for the competition.
5. The application forms of team grant projects and both types of individual grant projects are available both in Czech and English on the university web pages <https://www.jcu.cz/veda-a-vyzkum/grantova-agentura-ju>

IV. Grant applications

1. Applications for projects may be submitted in any of the accredited Doctor's or Master's study programmes at USB. A necessary condition for applying into the technical-application panel is a written promise of cooperation or proof of cooperation with an external entity (company, public administration, etc.). For projects in this panel, the aim of this type of project is to prepare the student for possible participation in applied projects in the future, to try out the procedural and administrative cooperation with an external entity. While in the case of one-year projects of this type a result is not expected (however, the project must clearly define its application character and the possible result will certainly be positively evaluated by the field panel), in the case of two-year projects the applied result is expected (patent, utility model, proven technology, software, certified methodology, prototype, etc.).
2. The application form for a grant project (team or individual) is to be submitted in one copy in Czech, Slovak, or English language (with the exception of applications for individual grant projects in natural science fields – see Par. I.1.a. of this provision). The applications for an individual grant project in natural science fields (see Par. I.1.a. of this provision) have to be submitted in English only, for team grants in Czech or English. Grant applications for individual student project submitted in natural science fields in languages other than English will not be accepted. An exception is here combined individual grant projects that belong by its character, besides natural sciences, also to other fields - in such case an application in English is not required. The application is also to be uploaded **in the pdf format** onto the web application at <https://gaju.jcu.cz> The name of the uploaded file is to be the applicant's surname with no diacritics. Both the electronic and printed (signed) versions of the grant application must be submitted and be identical.
3. The applications are to include the objectives and intended research methods of the project together with a detailed statement of accounts. In the case of combined individual projects, contributions of the principal investigator and the co-investigator to reach the proposed project aims needs to be justified and

described. The applications also need to list the scientific competence of the applicant and other team members (publications and other results of scientific activity, other grant activities, etc.). The statement of accounts is in the case of combined individual grants worked out separately for the principal investigator and the co-investigator.

4. The application has also to include a recommendation by the Dean of the faculty and a confirmation of the statement of accounts by the treasurer of the relevant part of USB.

V. Interim and final reports

1. The deadlines for submission of interim and final reports are announced annually in the provision of the Rector specifying conditions for the following year of the competition.

2. The interim and final reports on the results of the grant project are to be submitted in paper form not later than the set deadlines at the Department for Science and Research of the Rectorate of USB only via science and research staff of a part of the USB and are also uploaded in electronic form onto the web application at <https://gaju.jcu.cz/>. English and Czech forms for both types of report are available at: <https://www.jcu.cz/veda-a-vyzkum/grantova-agentura-ju>

3. The interim and final reports on the results of the grant project are to include justification of costs drawn from allocated funds, in the event of funding from more than one source a list of costs paid from other sources, a detailed report on the research results and a list of outputs. The interim and final reports are to be submitted in the same language as the grant application in one copy together with the “Vnitropodnikové náklady a výnosy” balance sheet from iFIS and is also to be uploaded onto a web application. In all outputs of individual grant projects including publications, it is always necessary to state that they were supported by GA USB. In the outputs of team projects, it is not essential to state that they were supported by GA USB. For combined individual grant projects only one joint interim or final report is submitted. The report summarises the research work of the principal investigator and the co-investigator; justification of expenses is done separately for each investigator in the joint report.

4. The information on the attained results is to be added to the “Rejstřík informací o výsledcích” database (RIV) as a result of type S (specific research enabled by the relevant part of USB). The author/co-author of the submitted results is to be a student – a member of the research team.

VI. Evaluation of grant applications, interim and final reports

1. Grant proposals, interim and final reports of **team grant projects** are evaluated by the relevant FB of GA USB. Team grant proposals are reviewed by at least one reviewer who is not an employee of USB, did not participate in team grant preparation and is not a member of the evaluated team grant proposal. Reviewers are appointed by the FB. In evaluating the submitted projects, the FB take into consideration the results of scientific or research and development activities of the members of the project team already achieved, further the project’s clarity and feasibility, and the appropriateness of requested resources. The expert evaluation may also include a brief written statement by the opponent, covering comments on the

scientific issues, suggested methodology, timetable, budget, etc. The FB will also take into consideration the results of GA USB grant projects undertaken by the applicant in the past, including the assessment of the final reports of previous grants.

2. Grant proposals, interim and final reports of **independent individual grant projects** are evaluated by the relevant FB of GA USB. As a rule, individual grant proposals are reviewed by two opponents (at least one reviewer is required) who are not employees of USB, did not participate in individual grant preparation and are not members of the evaluated individual grant proposal. Opponents are appointed by the FB. In evaluating the submitted projects the FB and opponents take into consideration the topicality and originality of the project, the project's clarity and feasibility, and the appropriateness of requested resources. The expert evaluation may also include a brief written statement by the opponent, covering comments on the scientific issues, suggested methodology, timetable, budget, etc. The FB will also take into consideration the results of GA USB grant projects undertaken by the researcher in the past including assessments of the final reports of previous grants. For the technical-application panel, the commercial potential of the proposed project is another important evaluation criterion (see Par. IV.1. of this provision).

3. Grant proposals, interim and final reports of **combined individual grant projects** are evaluated by the FB of GA USB marked as major in the grant application. The FB can ask for a statement/review of the second FB if the second section field is stated in the application. As a rule, combined individual grant proposals are reviewed by two opponents (at least one reviewer is required and two are required if two fields are indicated in the proposal) who are not employees of USB, did not participate in individual grant preparation and are not members of the evaluated individual grant proposal. Opponents are appointed by the FB. In evaluating the submitted projects the FB and opponents take into consideration the topicality and originality of the project, the project's clarity and feasibility, and the appropriateness of requested resources. They also comment on mutual cooperation of the principal investigator and the co-investigator (additional value of the cooperation) defined in and potentially resulting from the project. The expert evaluation may also include a brief written statement by the opponent, covering comments on the scientific issues, suggested methodology, timetable, budget, etc. The FB will also take into consideration the results of GA USB grant projects undertaken by the researcher in the past including assessments of the final reports of previous grants. For the technical-application panel, the commercial potential of the proposed project is another important evaluation criterion (see Par. IV.1. of this provision).

4. Each FB of GA USB proposes an order of priority for team grant projects and an order of priority for individual grant projects for the allocation of financial resources. These proposals are submitted to the Board of GA USB, which will discuss them and submit their conclusions to the Rector of USB who is to make the final decision.

5. Proceedings regarding the evaluation of projects are confidential.

6. The results of proceedings are made public on the internet pages of USB in Science and Research section and subsequently applicants are informed on the result of the proceedings in electronic form. An appeal against a decision rejecting a GA USB grant may be submitted only in the event of a breach of rules regarding the activity of GA USB. Such cases are dealt with by the Board of GA USB.

VII. Funding by Grant Agency of USB

1. GA USB allocates financial resources solely for periods of one calendar year, even in the case of grant projects lasting more than one year (according to Par. II.A.7 and II.B.5). Owing to the fact that USB is allocated funds for specific higher education research solely for one calendar year, the original level of funding cannot be guaranteed for the subsequent years of grant projects lasting more than one year; however, grant projects lasting more than one year will have priority during selection for funding. The Board of GA USB may propose a lowering of requested financial resources for the grant project.

2. Allocation and amount of the financial resources for grant projects in consequent years will be decided by the Board of GA USB. In case the financial subsidy for specific research allocated to USB will not enable to finance grant projects in the amount stated in the project proposals, the change in financing will be decided by the Board of GA USB and the researchers will be informed without delay. The researcher has a right to terminate the project in such a case.3. The allocated funds may be used exclusively for eligible costs, which are defined in Art. 2, Par. 2 of the Act on the support of research and experimental development and innovation (Act No. 130/2002 Coll.) as such costs or expenditure in research, development and innovation that are spent by the receiver on research, development and innovation activities, or in relation thereto, including: (a) personal costs or outgoings, including scholarships for research, development and innovation in accordance with the Act on Higher Education, (b) costs or outgoings for the acquisition of tangible or intangible assets, (c) other operating costs or outgoings, (d) costs or outgoing on services, (e) supplementary costs or outgoings.

4. The share of personal costs or outgoings (including scholarship) related to the participation of students of Doctor's and Master's study programmes as members of project teams of overall personal costs or outgoings (including scholarships) allocated within the eligible costs of student projects is to be at least 75%.

5. Supplementary costs for team projects (overheads: costs for the operation and maintenance of rooms, costs of administration connected to the project, etc.) may comprise a maximum of 20% of the overall costs of the project.

6. All project leaders are obliged to draw upon the allocated funds appropriately, in accordance with the valid regulations on management and the proposed budget of their project. All outgoings (including scholarships) must be thoroughly documented. Any change in the original plan is to be carried out in accordance with regulations of GA USB and thoroughly explained in the interim and final reports. Any transfer between budget items (with the exception of scholarships) where the change in item (either increase or decrease) is higher than 50% of the original amount are to be approved by the Board of GA USB in advance. The resources allocated for student scholarships in **team grant projects** are non-transferrable to any other budget item of the project (see Par. II.A.4.). During the **individual grant project**, the amount of the additional scholarship may exceptionally be raised or lowered by a transfer of the declared resources between the items of operational costs and additional scholarship. The condition

stated in Par. VII.4. of this provision is to be met at all times. For all planned changes regarding scholarships in team and individual projects it is necessary to gain the approval of the Board of GA USB in advance.

7. The researchers are to announce the amount of unused financial resources to the Economic Department of the Rectorate of USB via the relevant economic departments by 15 December of the respective year at the latest.

VIII. Temporary provision

1. Student projects selected by USB in the student grant competition realized in accordance with the rules for the provision of resources drawn from a fund for specific higher education research according to the act on the support of research, experimental development and innovation from public resources and amending certain related acts (the Act on the Promotion of Research, Experimental Development and Innovation), as amended, approved by Government Resolution No. 1021 of 17 August 2009, will be completed according to those rules.

IX. Final provision

1. This provision shall take into effect by the day of its publication.

prof. PhDr. Bohumil Jiroušek, Dr.
Rector

Written by: Vice-rector for research and science, doc. Ing. Luděk Berec, Dr.

Issued to: deans of faculties, vice-deans in charge of science and research of faculties of USB

¹ Act No. 320/2001 Coll., on Financial Control in Public Administration and on the Amendment to some Acts as amended (Act on Financial Control) - Zákon č. 320/2001 Sb., o finanční kontrole ve veřejné správě a o změně některých zákonů (zákon o finanční kontrole)

The Provision of the Rector No. R 66 of 30 October 2006 for the implementation of the internal control system - Opatření rektora R 66 z 30. 10. 2006 k realizaci vnitřního kontrolního systému