

On the basis of a proposal by the Grant Committee of the Prague University of Economics and Business and in accordance with the Rules for the Provision of Targeted Support for Specific University Research pursuant to the Act on Support for Research, Experimental Development and Innovation, the Rector laid down

## **the Rules of the Internal Grant Competition at the Prague University of Economics and Business**

The Internal Grant Competition (IGC) is a competition in support of specific university research projects carried out by doctoral or master's study programme students and directly linked to their education. At VSE the responsibility for the organisation of IGC lies with the Internal Grant Agency of VSE (IGA).

### **1. Student projects supported within the Internal Grant Competition at VSE**

Within IGC the proposer can apply for support of a faculty, or inter-faculty, student scientific project or for support of a faculty project for the organisation of a student scientific conference held in the Czech Republic (hereinafter referred to as the "project"). The possibility of supporting inter-faculty projects is always regulated in the call for IGC for the relevant year.

The application of a new project within IGC at VSE may be submitted by:

- a) a student of the doctoral study programme at VSE,
- b) a member of academic staff employed at VSE.

If a) applies, the proposer's supervisor is always a member of the research team, acting as project guarantor.

Other research team members are students of a doctoral study programme, students of a master's study programme at VSE, members of academic or R&D staff at VSE.

If the proposer is an academic who is not a VSE doctoral student, the research team must consist of students of a master's or doctoral study programme at VSE. The proposer of a project approved for funding becomes the project's researcher.

The proposer acting as principal researcher may submit only 1 application for a scientific project and 1 application for the organisation of a student scientific conference, and may participate as a member of research teams of other projects (this does not apply to continuing projects). The proposer shall submit an application in the English language.

### **2. Call for the Internal Grant Competition**

On behalf of the Rector, IGC is annually announced by the Grant Committee (GC). The IGC principles are available at the website of the Internal Grant Competition. The call for competition is normally made in October / November. All dates are specified in the respective IGS schedule.

### **3. Project Duration**

The IGC scientific project duration is 12 – 36 months. As regards the organisation of a student scientific conference, the project duration is 12 – 24 months. Project duration means the period from the start of the project to the evaluation of the final report by the Grant Committee. Grant funds shall always be allocated for one calendar year. In case of multiannual projects, the researcher must submit an application for project continuation for each additional year of the project.

### **4. Grant Application**

The grant application is submitted through the faculty grants administrator via the electronic form in the information system. The IGC Project Card is part of the grant application and shall be submitted for approval in InSIS. The conditions for submitting the grant application and its requirements are set out in the Call for the Internal Grant Competition for the respective calendar year.

In case of reapplying for a new IGC project, the proposer is required to provide evidence of publication outputs of the proposer's previous project supported by IGC funds. Failure to provide evidence is considered as a reason to exclude the proposed project.

### **5. Evaluation of Grant Proposals**

Grant proposals are evaluated by the Faculty Grant Council (FGC), or GC (in case of inter-faculty projects), based on reviewers' reports. Each proposed project shall be reviewed by at least two reviewers. The reviewer must not be a member of the research team and must not participate in the preparation of the student project proposal.

The responsibility for selecting reviewers lies with the FGC, or in case of inter-faculty project proposals with GC. The reviewer must hold at least a degree of Ph.D. or CSc.

Recommended criteria for the evaluation of grant proposals by the reviewers are published at the Principles of Internal Grant Competition website. The reviewer feeds the report into the information system.

As regards student science projects and projects for the organisation of a student science conference, the scientific value of the project is a priority. The proposal is evaluated in terms of the expected contribution of the project to the scientific development of the faculty and VSE, the quality of expected publication outputs, the elaboration of the project proposal and the adequacy of financial requirements. In the proposed scientific projects, it is necessary to more precisely specify data relating to the first year of the project, such as the titles and dates of conferences, foreign travel and literature purchase. In case of multiannual projects, the researcher must specify those data in the application for project continuation for the next year of the project.

The FGC, or in case of inter-faculty projects the GC, will also assess the proportionality between the financial requirements (including wage and scholarship entitlements) and the funds held by the faculty, or VSE available for specific research.

Results of the evaluation of grant proposals and proposed funding of projects recommended for approval are submitted by the FGC for the opinion of the GC.

The proposer is required to integrate instructions by the FGC or by the GC into the grant application in the InSIS information system in relation to the changes of the proposed project. Detailed information on the required changes will then be processed in a progress or final report.

The proposer shall be notified by the FGC of the result of the evaluation of the grant proposal (a decision on whether or not to approve the grant), or by the GC in case of inter-faculty projects, in writing or by electronic means. In the case the grant is approved, the notification shall also include information on the amount of funds allocated and instructions for their use. In the event of a difference between the requested and allocated funds, the researcher must adjust the project and its budget in accordance with the instructions by the FGC, or by the GC. The results of the evaluation shall be published in a manner which allows remote access.

## **6. Grant Funds Management**

The researcher is responsible for sound and economic financial management of allocated funds.

Funding for the project is provided on the basis of an agreement concluded between the researcher and VSE.

Funds allocated to the project are drawn on the basis of the internal order number, which is assigned by Economic Department. Both faculty and inter-faculty projects will be registered at the faculty of the researcher. Information on the use of funds is provided by the faculty secretary, or faculty grants administrator at the faculty of the researcher.

Funds allocated for the calendar year concerned, including wages and scholarships, must be exhausted during that calendar year. In continuing projects, a maximum of 5 % of the allocated funds may be transferred to a fund for earmarked financial resources. The transfer of funds must comply with the Document Management System (SR 06/2008) regulation.

The allocated funds are recorded under a separate order. The authorising officer and the budget administrator are defined in the Rules on Inspection (SR 07/2008), see VSE regulations.

When drawing funds from budgetary appropriations of material costs, travel costs and cost for other services and nonmaterial costs budget items, the funds may be transferred between these items during each calendar year of the project only after written notification to the responsible person at the faculty (the faculty secretary, or the faculty grants administrator). The option to transfer funds does not apply to budgetary appropriations of wages and scholarships; the request to make this change must be made to the FGC chairman, or in case of inter-faculty projects to the GC chairman. All these changes in drawing, including their justification, must be stated in the progress and final report.

## **7. Application for Continuation of a Multiannual Project**

The application for project continuation is submitted through the faculty grants administrator via the electronic form in the information system. The conditions for submitting the grant application and its requirements are set out in the Call for the Internal Grant Competition for the respective calendar year.

The application for project continuation must include:

- a) a detailed proposal for financing the project in that year,
- b) a progress report on the progress achieved and the objectives achieved, or not achieved if any, set out in the grant application, on any changes to the original proposal (with their justification) and on the disbursement of funds.

The deadline for submitting applications for project continuation is the same as the deadline for submitting applications.

The application is discussed by the FGC. On the basis of the assessment of the progress report, the FGC proposes to approve funding to continue the project, or it proposes to early terminate the project. Results of the evaluation and proposed funding are submitted by the FGC for the opinion of the GC. Applications to continue inter-faculty projects are discussed by the GC. The proposer shall be notified by the FGC of the result of the evaluation of the application for project continuation (a decision on whether or not to approve the grant), or in case of inter-faculty projects by the GC, by electronic means. If the application for project continuation is approved, the notification shall include the amount allocated and instructions for its use. In the event of a difference between the requested and allocated funds, the researcher must adjust the project and its budget in accordance with the instructions by the FGC, or by the GC. The researcher is required to integrate instructions by the FGC or by the GC in relation to the changes of the project into the application for project continuation in InSIS.

## **8. Project Completion**

The final report is submitted through the faculty grants administrator via the electronic form in the information system. The evaluation decisions are taken by the FGC, or in case of inter-faculty projects by the GC, based on the assessment of the achievements of the project specified in the final report. The researchers is required to submit the final report to the FGC, or in case of inter-faculty projects to the GC, by 20 January of the calendar year following the last calendar year of the support. The final report informs about the achieved results of the project and must include:

- the grant project progress and its coherence with the project objective, including the fulfilment of requirements by the FGC and by the GC, if any,
- meeting of project objectives, listing new knowledge and specific usability thereof in theory and practice,
- the justification of drawing of funds, the justification of changes, if any, in drawing as compared with the proposal,
- publication outputs summarising project outcomes (publications, lectures, reports, etc., as well as publications accepted for publication or under review),
- use of technical equipment acquired from grant funds,
- an overview of assets acquired from grant funds.

The final report includes a report on grant funds management for the entire duration of the project. In case of inter-faculty projects, Part c) “Justification of drawing of funds, the

justification of changes, if any, in drawing as compared with the proposal” must show that the funds were spent in accordance with the criteria of inter-faculty projects as stated in the IGC Call in the year the application was submitted.

The final report is submitted through the information system.

Each student scientific project must result in a publication output. As regards projects supporting the organisation of a student scientific conference, the publication output means conference proceedings connected to the particular conference. The IGC project output must be assigned to just one IGC project at a time.

For the purposes of evaluation, the researcher must prepare a list of publication outputs resulting from the project results as required by the FGC. If the researcher is still waiting for acceptance of the promised output or some of the promised outputs for publishing, the FGC may lay down a time limit within which the obligations regarding publication outputs are to be met. If the researcher meets the obligations within the set time limit as well as provides proof thereof, the sanction referred to under Section 10 will not be applied. The publication outputs should correspond to the outputs stated in the grant application. The publication outputs must state that the work was carried out with the financial support of the Internal Grant Agency of VSE, including the project number. The project number is stated in the agreement (it indicates the faculty of the researcher, the number of the project generated in the information system and the year of the submission of the proposed project) and it is not identical with the internal number of the order.

The publication outputs must be registered in the VSE publications database.

The researcher is required to list all the changes during the work on the project including justification of the changes.

The completed project is evaluated by the FGC, or in case of inter-faculty projects by the GC, under the following scale:

a) fulfilled without reservations (in case when all publications corresponding to the commitment are already registered in the VSE publication database),

b) fulfilled with substantive reservations:

- on project objectives achievement,

- on publication outputs (in case when all the publication outputs corresponding to the commitment have not yet been registered in the VSE publication database),

- on the use of materials acquired from grant funds,

c) fulfilled with reservations on grant funds management:

- reservations on the observance of the budget structure,

- on the justification on budgetary means transfers, if any,

d) unfulfilled.

Recommended criteria for the evaluation of completed projects are published at the Internal Grant Competition website.

The results of the evaluation shall be published in a manner which allows remote access.

## **9. The Possibility to Terminate the Grant**

The project may be terminated prematurely due to non-compliance with the conditions set by these rules. The FGC submits a proposal to the GC justifying early termination of faculty projects; proposals justifying early termination of inter-faculty projects are submitted by the GC chairman. Questionable cases are resolved by the FGC, or in case of inter-faculty projects by the GC. The respective faculty is required to discontinue releasing all grant funds allocated to this project until the decision is made by the GC. The decision must be taken without undue delay. The proposal for early termination of the project is submitted by the GC for approval by the Rector.

## **10. General Instructions and Information**

Procedures for submitting grant proposals, progress and final reports, for concluding an agreement, for keeping projects records and procedures for drawing allocated funds are set out in the Administrative Procedures for the Preparation and Implementation of Scientific Research Projects at VŠE (SR 1/2023).

By submitting the application, the researcher and co-researchers agree to the processing of personal data, especially data provided through the InSIS information system. This consent is granted for the period, in which the open competition will take place, and in case of awarding the grant, also for the duration of the project, but in both cases for the period of mandatory archiving of all documents at VSE since the competition end date, or since the end of the project.

The project or its parts must be completed in accordance with the binding deadlines set out in the grant application.

The request for a change in the research team must be addressed to the respective FGC chairman, or in case of inter-faculty projects to the GC chairman. These changes are subject to approval of the FGC chairman, or in case of inter-faculty projects subject to approval of the GC chairman.

In the event that for serious reasons the researcher is not able to continue in the project, the co-researcher fulfilling the IGC conditions becomes the researcher and is required to conclude an agreement for the provision of funds from the IGA budget. If there is no such co-researcher in the research team, the project will be terminated, and the allocated funds will be returned to the provider.

The researcher is required to archive all notifications of changes in a suitable manner for their own use.

The FGC, or the GC is entitled to exclude a grant application of such a proposer, whose project in previous years was evaluated as "fulfilled with substantive reservations", "fulfilled with reservations on grant funds management" or "unfulfilled", from the grant competition. If in the previous years an IGC project of such a proposer was evaluated "unfulfilled", a proposal of an IGC project made by this proposer will be not approved for the duration of 5 years.

Research funds (grants within IGC) may not cover educational events such as study stays, internships, etc. Teaching or administrative activities may not be reimbursed from these funds. Only non-investment costs can be covered by the grant.

When ordering literature from grant funds, the researcher must follow the instructions of the VSE library.

The owner of property acquired from grant funds is VSE pursuant to Section 15 of Act 130/2002 Sb., on the support of research, experimental development and innovation from public funds and on the amendment to some related acts. Within the meaning of Section 16 of Act 130/2002 Sb., on the support of research, experimental development and innovation from public funds and on the amendment to some related acts the rights to project results belong to VSE.

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