ZÁPADOČESKÁ UNIVERZITA V PLZNI

Vice-Rector for Research and Development

Pilsen 21 December 2020

ZCU 028622/2020

Vice-Rector's Guidelines No. 5P/2020

INTERNAL GRANT PROGRAMME – IDEG

DECLARATIONS AND PRINCIPLES

Article 1

General Provisions

(1) The aim of the "IDEG programme" is the development and training of researchers in the areas of project preparation, implementation, and evaluation (i.e. abilities in the areas of soft skills, including the increase of language competences).

(2) The "IDEG Programme" is announced and financed with the support of the project Improving the Quality of Internal Grant Schemes at the University of West Bohemia in Pilsen (hereinafter referred to as the "UWB") CZ.02.2.69 / 0.0 / 0.0 / 19_073 / 0016931, call No. 02_19_073 entitled "Improving the quality of internal grant schemes at higher educational institutions".

Article 2

Terms & Conditions of the Programme

(1) The proposals for the programme (hereinafter referred to as the "project proposal") are submitted by the proposer exclusively electronically via the project registration information system IS ZČU II available at iszcu.zcu.cz (hereinafter referred to as "IS ZČU II").

(2) Project proposals may be submitted from 1. 1. 2021 to 15. 2. 2021.

(3) Project proposals may be submitted within the framework of one of the following field areas:

a) Natural Sciences,
b) Engineering and Technology,
c) Social Sciences,
d) Humanities and the Arts.

(4) The project proposal is prepared and submitted exclusively in English.

(5) A student of an accredited doctoral study programme is entitled to submit a project proposal during the standard study period. It is not possible to submit a project proposal on behalf of a proposer.

(6) Each project that is being implemented will start on 1.6.2021 and end no later than 31.12.2022.

(7) Under the "IDEG programme", no implementor may participate in the implementation of more than one project at a time, and may not be mentioned in more than one project proposal. However, the participation of implementors in thematically differently focused projects within other project programmes, especially projects of student grant competition or other competitions, is not excluded, provided that the ban on financing one project with more grants will not be violated.

(8) The implementation team consists of:

a) Individual implementor (working capacity 0.5 of normal working hours of a full-time position)
b) Main implementor (working capacity 0.5 of normal working hours of a full-time position) and max. 2 co-implementors (working capacity 0.1 or 0.2 of normal working hours of a full-time position)

(9) The number of total hours within the UWB in implementing the project may reach a maximum of 1.2 times the fund of working hours of a given month for the implementor (individual, main, and co-implementor). This is confirmed by all implementors in the form of a solemn declaration when submitting the project proposal, and every month in the Activity Report, hereinafter referred to as the "Activity Report").

(10) A change of the person of the individual implementor during the implementation of the project is not allowed. The change of the person of the main implementor during the project implementation is possible only from the existing members of the implementation team - co-implementors.

(11) All implementors must be UWB students in doctoral studies for the entire period of their involvement in the project. The participation of any implementor in the team ends on the day on which his/her doctoral study was or is completed or interrupted.

(12) During the implementation of the project, the individual and main implementor must complete educational or research activities abroad in the length of min. 14 calendar days max. 120 calendar days. Research/educational activity means e.g. internship, participation in a conference, summer school, research stay. These activities can be

implemented in the EU and outside the EU. If the educational/research activity is carried out in a country where the student's mother tongue is generally understood (e.g. Slovakia), part of the activity must be carried out in a foreign language (e.g. presentation of the paper, study text).

(13) Each implementation team has its mentor, who provides them with methodological and professional support, and helps with planning the individual steps in the implementation of the project. A mentor is an expert in a given field in the Czech Republic or abroad, with a minimum academic qualification of Ph.D. The mentor is not an implementor, nor a project manager, nor does he/she evaluate the project.

(14) The topic of the project must not be identical with the topic of the dissertation of any of the members of the implementation team. However, the outputs of the project can be used in the dissertation. It will be managed in the form of a solemn declaration of all members of the implementation team.

(15) Each implementor (individual, main, co-implementor) must complete the training "How to prepare a project for an internal grant programme". It is also recommended for them to complete the course "Project Management". Both courses will be implemented within this announced "programme". The date and place of the courses will be published on the website https://igs.zcu.cz/en.

Article 3
Project Proposal

(1) The project proposal is submitted only in English and must contain:
- a) the name of the project,
- b) a brief annotation of the project,
- c) assignment to a subject area; and FORD[1],
- d) research objective of the project,
- e) data on the members of the implementation team,
- f) educational goals and topics of dissertations of each implementor,
- g) CVs of all implementors and mentors,
- h) a solemn declaration of each implementor that the topic of the project is not identical with the topic of his/her dissertation,
- i) a solemn declaration of each implementor that the number of total hours within the UWB in implementing the project may reach a maximum of 1.2 times the fund of working hours of a given month,
- j) confirmation about the completion of the course "How to prepare a project for an internal grant programme IDEG".
- k) the budget, including justification;
- l) schedule of project implementation, including foreign internships,
- m) project outputs - see Article 5

[1] Field structure OECD (Frascati manual) – Fields of Research and Development (FORD) – code list of fields.

Article 4

Financial Requirements/Structure of Financial Resources

(1) Funding for the project will be provided by the UWB; departments contribute 5% of their own resources to the financing of project budgets.[2]

(2) The total number of financial resources for the project is multiples of the unit cost of work capacity corresponding to a working capacity 0.1 of normal working hours of a full-time position per month. The value of this unit is CZK 7,986, of which CZK 4,700 is intended for personnel costs (including all compulsory expenses, i.e. expenses for social and health insurance, contributions to the social fund, and statutory wage insurance). From the unit rate, CZK 3,286 is earmarked for other project costs.

(3) Implementors (individual, main, or co-implementors) become recipients of financial resources in the form of a unit of activity. The units of activity express the degree of involvement of the implementors within the student grant.

(4) The members of the implementation team implement the project on the basis of a concluded employment relationship.

(5) Overhead costs of the department amount to 15% of other project costs.

(6) The basic structure of the budget is:

a) personnel costs (wage costs of implementors, including all levies),
b) other costs
   - remuneration for the mentor (including all contributions, a total of CZK 50,000 for the entire period of project implementation, the remuneration will be paid in the last month of the mentor's work on the project[3]);
   - travel costs;
   - training costs;
   - operating costs (material e.g. office or laboratory, minor tangible assets, professional literature);
   - costs of services and minor intangible assets;
   - overhead costs of the department overheads in the amount of 15% of other project costs.

[2] Own funds of public universities - for the purposes of co-financing of projects within the OP VVV - are considered to be revenues of public universities according to § 18 par. 2 let. a), e), g), h) and further sources specified in § 18 par. 6 let. a), b), d) and g) of the Act No. 111/198 Coll., on higher education institutions and on amendments and supplements to some other acts, as amended.

[3] When changing the mentor during the project, the amount of remuneration is proportional to the length of his involvement in the project, i.e. the number of months multiplied by 1/19 of the amount of CZK 50,000.

Article 5

Project Outputs

(1) The project outputs may include:

a) completion of an internship abroad,
b) increase of language competences,
c) increase of managerial/project competencies.

Article 6

Evaluation of Project Proposals

(1) Project proposals are in the first round formally evaluated by an authorized employee of the Research and Development Division (hereinafter referred to as the "VYZ"), and in the case of formal deficiencies, the proposer will be asked to revise the project proposal within the set deadline. If the revision does not take place within the given deadline, the project proposal will be excluded from the programme.

(2) Project proposals accepted for substantive evaluation are evaluated in the 2nd round by two external evaluators. Each evaluator prepares an opinion, and assigns a point evaluation of the project proposal in the range of 0 to 100 points, and depending on the number of points awarded, the project is graded A - D (A: 81-100 points, B: 61-80 points, C: 41-60 points, D: 0-40 points).

Each project proposal is evaluated for:

a) overall quality of the project proposal (0-40 points),
b) a clearly defined research objective of the submitted project proposal (0-30 points),
c) composition of the implementation team within the project proposal (0-20 points),
d) the adequacy of the project proposal budget (0-10 points).

(3) If the project proposal is graded D by both evaluators, it is excluded from further evaluation.

(4) For all other project proposals, the point evaluations of both external evaluators are added up, and proceed to the 3rd round of evaluation.

(5) In the 3rd round, project proposals that have not been excluded are evaluated according to affiliation to FORD by the field evaluation panels appointed by the Vice-Rector for Research and Development (hereinafter referred to as the "PR-V"). Each field evaluation panel has at least two members and a chairman from the given field area.

(6) The members of the field evaluation panel shall become acquainted with the project proposals belonging to their field evaluation panel, and with their two opinions.

(7) The field evaluation panel will evaluate the quality of the processed opinions of project proposals in the 3rd round.

a) If the field evaluation panel finds a professionally insufficient opinion, it shall issue an opinion which will be described and justified in the minutes of the field evaluation panel meeting, and will instruct the selected member of the field evaluation panel to prepare a new opinion.

b) If the subject evaluation panel finds both opinions of the project proposal professionally insufficient (this opinion must again be described and justified in the minutes of the field evaluation panel meeting), it assigns the processing of new opinions, one assigning one of the members of the field evaluation panel for processing, and the other assigning for processing by another evaluator.

c) New opinions of the project proposal shall be prepared in accordance with paragraph 2.

d) If the project proposal is evaluated by two D marks in this way, it is excluded from further evaluation.

(8) The field evaluation panel will further evaluate project proposals in terms of their feasibility and innovative approach, and allocate additional points in the range of 0-60 points.

(9) The field evaluation panel will approve the final list of all project proposals sorted according to the sum of points awarded in the 2nd and 3rd rounds of evaluation.

(10) Minutes shall be taken of the meeting of the field evaluation panel.

(11) The allocation of financial resources to project proposals is decided by the PR-V on the basis of documents from the field evaluation panels.

(12) The authorized employee of VYZ will then make available the final status of the project proposal, opinions, and points to all main implementors in IS ZČU II.

(13) In the event that the main implementor refuses the allocated financial resources within the specified period, the PR-V may decide to allocate financial resources to the next project proposal in the order, which was successfully evaluated in the 3rd round, but was not originally granted financial support due to exhaustion of funds allocated to the IDEG programme.

(14) There is no automatic legal entitlement to financial support for a project proposal.

Article 7
Rights and Obligations of Implementors, Mentor, Departments

(1) After the approval of the project proposal, the proposer becomes the implementor (hereinafter referred to as the “implementor”) and the project proposal by the project that is being implemented (hereinafter referred to as the “project”).

(2) The implementor is obliged to comply with the internal regulations and standards of the UWB, and is responsible for the proper drawing and economical use of the allocated financial resources. The allocated financial resources can be used exclusively in connection with the project that is being implemented.

(3) The main/individual implementor submits the Financial Control Protocol, and is Authorizing Official. The Authorizing Official is responsible for the proper use of the allocated financial resources. Other duties of the Authorizing Official are set out in the Rector's Directive on internal control systems. The budget administrator is a designated employee of the UWB, whose duties are set out in the Rector's Directive on internal control systems.

(4) The number of total hours within the UWB can reach a maximum of 1.2 times the fund of working hours of a given month for the implementor (individual, main, and co-implementor). This is confirmed by all implementors in the form of a solemn declaration in the Activity Report.

(5) During the implementation of the project, the educational goals of all implementors must be maintained.

(6) The property/assets acquired from the financial resources allocated for the implementation of the project is the property of the UWB, the performance of its administration is entrusted to the department where the main implementor is enrolled in the doctoral study programme (hereinafter referred to as the "DSP").

(7) The implementors undertake to:
   a) dispose of intellectual property objects as well as property rights to the results of research and development in accordance with the relevant legal regulations,
   b) apply the rules of publicity of the OP VVV to the grant outputs,
   c) provide, upon request, detailed documents for the drawing of financial resources,
   d) always submit the Activity Report to the mentor via the IS ZČU II by the 5th working day of the following month,
   e) submit the Final Report no later than 30 days after its completion, including the mentor's statement,
   f) in the event of a change in the topic of the dissertation, confirm a new solemn declaration on the difference between the new topic of his/her dissertation, and the topic of the project,
   g) immediately report the termination or interruption of studies to an authorized employee of VYZ.

(8) The mentor undertakes to:
   a) provide methodological and professional support,
   b) assist in planning the individual steps in the implementation of the project,
   c) confirm the Activity Report within 5 working days,
   d) participate in the preparation of the Final Report on the activities of the project that is being implemented from the position of a mentor.

(9) The departments undertake to:
   a) finance 5% of the costs from its own resources,
   b) exercise control over the spending of allocated financial resources,
   c) to create suitable material and spatial conditions for the implementor and appropriate administrative and technical support for the entire duration of the project.

Article 8

Changes in the Project Implementation

(1) During the implementation of the project, it is not possible to:
   a) change the educational goals of the implementors,
   b) reduce the ratio of personnel costs to the total amount of project financial resources,
   c) change the amount of overhead costs,
   d) increase the work capacity per project,
   e) waive the requirement to supply outputs.

(2) After consultation with the mentor, it is possible to change the research objectives, procedures for achieving objectives, and project outputs. The mentor's consent is expressed in his/her agreement with the Activity Report, in which these changes are reflected.

(3) Other changes shall be notified by the main proposer in good time, through the IS ZČU II to the authorized employee of VYZ, who subsequently:

   a) ensures that the change takes place in accordance with the terms of the IDEG programme,
   b) attaches any related written documentation in the IS ZČU II,
   c) duly enters the changes in the register of the projects that are being implemented.

(4) Any change in the project is made on the basis of an entry in the IS ZČU II records and approval by the Head of Department where the main implementor is registered in the DSP.

(5) Changes in the personnel composition of the project (incl. staffing of mentors) can be implemented to the 1st day of the month. The exception is the termination or interruption of studies during the month.

(6) During the implementation of the project, it is possible to replace the person of the main implementor with another member of the implementation team. If there is only an individual implementor in the project, he/she cannot be replaced, and therefore the project is terminated prematurely - see Article 9.

(7) Upon termination of the activities of co-implementor on the project, it is possible:

   a) to replace him/her with another student who is enrolled in the DSP at the UWB – based on the proposal of the main implementor and after approval by the

department (the proposal for a new additional implementor must include his/her identification and CV),

b) or reduce the overall work capacity of the team accordingly, thereby reducing the project budget for the remaining period, accordingly.

(8) During the implementation of the project, it is possible for serious reasons, and at the request of the main or individual implementor, to change the person of the mentor, after approval by the Head of the Department. The proposal to change the mentor must include the identification of the new mentor and his/her CV.

(9) If necessary, financial resources may be transferred from budget items other than those referred to in Article 8 (1), with the agreement of the authorized employee of VYZ.

Article 9
Premature Termination of the Project

(1) An application for premature termination is submitted through the IS ZČU II by an individual or main implementor, in justified cases, by the Head of the Department or an authorized employee of VYZ.

(2) In the event that the individual implementor cannot implement the project, he/she must submit an application for premature termination.

(3) The PR-V decides on the application. The decision on the application is communicated by the PR-V through the authorized employee of VYZ to the implementor and the head of the implementor's department.

(4) If the PR-V decides on the premature termination of the project, he will also decide on the amount of eligible costs and the allocation of the remaining financial resources. Ineligible costs, the last month of the project implementation, and the difference between the project subsidy for the month of project completion and the funds used, are borne by the implementor's department.

Article 10
Activity Report

(1) The Activity Report is submitted by the implementor, exclusively through the IS ZČU II, in English.

(2) Each implementor is obliged to prepare and submit the Activity Report to the mentor in the IS ZČU II for each month of implementation (including the final one), not later than the 5th working day of the following month.

(3) The report contains:

a) research and educational activities carried out in a given month,

b) evaluation of the progress of work on outputs,
c) plan of activities for the following period,
d) specific outputs realized in the given month, e.g. obtained data, performed measurements, etc.,
e) a summary of the activities of co-implementors (in case of their participation in the project),
f) a statement that the maximum amount of the total workload of the implementor is 1.2 times the fund of working hours of the given month.

(4) After confirmation of the submitted report in the IS ZČU II by the mentor within 5 working days, the report is handed over in the IS ZČU II to the authorized employee of VYZ.

(5) In addition to this, after the end of the project, each individual and main implementor must prepare a Final Report in the IS ZČU II. In the case of a project with more than one implementor, only one Final Report is submitted.

(6) The Final Report contains:

a) activities carried out by all members of the implementation team,
b) outputs and research & educational activities (including foreign ones) carried out by all members of the implementation team,
c) evaluation of the fulfilment of the educational goals of the implementation team,
d) mentor's summary of activities, including assessment of project implementation, acquired knowledge and outputs,
e) mentor's recommendation for further/future professional activity of the implementors.

After approval in the IS ZČU II by the head of the implementor's department, the Final Report is printed from the system and signed by all implementors and mentor and by the Head of the Department, then handed over to the VYZ division within 30 days of the project completion.[4]

[4] Each Final Report will then be evaluated by an evaluation panel, which will focus, in particular, on the fulfilment of the set objectives and the corresponding outputs. Minutes shall be taken of the proceedings of the evaluation panel.

Article 11
Cancellation of the Programme

(1) PR-V may cancel the programme, if:

a) no project proposal has been submitted,

b) no project proposal has advanced to the second round of evaluation,

c) there was a change in circumstances which PR-V could not have foreseen or caused.

(2) VYZ will immediately publish the cancellation of the programme on https://igs.zcu.cz/en.

Article 12
Administrative Support of the Programme

(1) Contact e-mail for the IDEG programme is ideg@rek.zcu.cz.

(2) The support of the programme, is managed by the authorized employee of VYZ, Mgr. Petra Sebastian, e-mail: psebasti@rek.zcu.cz and tel. 377 63 1038.

Article 13
Closing Provisions

(1) These Guidelines shall enter into force on 21 December 2020.

Assoc. Prof. Luděk Hynčík, Ph.D.

Circulation:
- Rector's Board
- Bursar's Board

Managed by: VYZ, 377 63 1038