



CALL FOR SUBMITTING GRANT APPLICATIONS IN 2022



The Internal Grant Agency of Faculty of Economics and Management ČZU Prague (IGA FEM) is based on and carries out its activities in accordance with the Rules of Providing Support for Specific University Research pursuant to the Act on Support for Research and Development (Act No. 130/2002 Coll., on support of research and development from public resources and amendments to certain related acts).

I. Announcement of FEM CULS in Prague Internal Grant Agency competition for 2022

1. Based on the valid Statute and rules of the Internal Grant Agency FEM CULS in Prague, the Committee launches a student grant competition and opens the receipt of applications for financial support for research projects, usually beginning in March of the following year.
2. This call complements and specifies the Statute and Rules of the Internal Grant Agency FEM CULS in Prague (hereinafter referred to as the IGA Statute) and is a binding document for the implementation of financial support. Each applicant for support is obliged to familiarize themselves with both the stated IGA Statute and this call, the instructions for filling out the grant application and the wording of the contract concluded with the researchers of supported projects. The mentioned documentation is available on the faculty's website in the Science and Research section.
3. Applications submitted which do not meet the conditions set out in the documents referred to in point 1.2 will be excluded from the competition and will not be evaluated by the IGA FEM Committee.

II. Categories of supported projects

In the competition for 2022, two categories of projects (A, B) are supported according to the total length of the research and the method of allocating funds.

A. One-year projects to support student research plans and study visits abroad

The main goal of this type of project is to support innovative student research plans and possibly a related study stay abroad. The relevant goal is also to create a knowledge base for the preparation of a category B project (three-year project).

Main researcher: Student in the doctoral studies program (DSP)

Budget: maximum CZK 150,000 (+20% additional operating costs)

Research period: 1 April, 2022 to 31 March, 2023, the allocated funds must be used up by 30 November, 2022

Interim report: 15 January, 2023

Final report: 15 April, 2023

Minimum outputs: At least one publication belonging to category J_{sc} with a non-zero SJR (SCImago Journal Rank), or J_{imp} (with a non-zero impact factor) where the principal investigator of the project will be listed in the collective authors in the first position for journals in the Scopus database and in the first or second position for journals in the WoS database.

B. Three-year projects to support research excellence of teams of students and academics

The main goal of this type of project is the long-term support of teams of excellent research and the creation of a basis for researching complex topics with scientific and social potential in the FEM priority Fields of Research and Development (FORDs).

Main researcher: academic staff

Budget: for the 1st year of research a fixed sum of CZK 500,000

for the 2nd and 3rd year, the initial amount is CZK 500,000, with the proviso that, based on the fulfillment of planned activities and outputs in the previous year, its amount will be assessed by the IGA Committee with the possibility of adjustment in the range of up to +/- 40%.

Research period: 1 April, 2022 to 31 December, 2024

Interim reports: 15 January, 2023 and 15 January, 2024

Final report: 15 January, 2025

Minimum outputs: at least three publications belonging to category J_{sc} or $J_{imp.}$, of which at least two publications must be of category $J_{imp.}$. Articles in J_{sc} category must have a non-zero SJR (SCImago Journal Rank), articles in $J_{imp.}$ category must have a non-zero impact factor. At least one of these outputs must be ranked at least Q2 by AIS in the relevant Fields of Research and Development. The minimum outputs cannot include articles in journals published by the Czech University of Life Sciences in Prague. The publication must be thematically and substantively related to the research project. Co-authors of at least the minimum outputs must be doctoral studies students. The minimum publications must be published in journals that also (although perhaps not exclusively) belong to at least one of the FEM priority research areas, FORDs: 1.2 Computer and information sciences, 4.5 Other agricultural sciences, 5.2 Economics and Business or 5.4 Sociology.

III. Composition of research teams

1. The IGA grant competition is designed to support student research projects. Each student and academic staff member may participate in the grant competition in a given academic year in a maximum of two projects, while a maximum of one of them may be in the role of main (responsible) researcher of the project (hereinafter only the researcher). This condition does not apply to academic staff in the role of advisors.
2. Applications can also be submitted by students and academics who in 2022 are working on IGA FEM research projects supported in the previous year, whose interim or final report was approved without reservations.
3. The **researcher** of the project can be a DSP student in full- or part-time form of study (for category A projects) or an academic staff member of the faculty (for category B projects). **Other members** of the research team (co-researchers) may be DSP or master's degree students or academic staff of the faculty.
4. For projects where the researcher is a DSP student, a member of the research team must also be their advisor, who is also the project guarantor (responsible for successful project implementation and efficient management of allocated funds in accordance with CULS in Prague Financial Regulations). The project guarantor is counted among the academic staff participating in the research team. If the team member is a master's degree student, the team leader must be the supervisor of his diploma thesis.
5. **The number of students in a DSP or master's study program must be greater than or**

equal to the number of other members of the research team.

6. Students can be the researcher/co-researcher of a project only for the standard period of study. Thus the planned completion of a category A project must precede the date on which the student ends their standard period of studies in DSP. **Master's degree students** can participate as co-researchers of a project in the subject and time range of their diploma thesis, see IGA Statute. In any case, the duration of the project must be at least 12 months.
7. If one of the members of the planned team was the main researcher of a previous IGA project which was evaluated by the Committee as unapproved or approved with a reservation and the reservation was not removed (e.g. non-publication of outputs), the project cannot be submitted in their name (they cannot participate in the competition as the main researcher). If this concerns a project with the beginning of the research in 2019 and earlier, they cannot even be a member of the research team.

IV. Submitting grant applications for financial support from IGA FEM

1. Project proposals are accepted online **from 7 January, 2022** in electronic form via the web application at <https://iga.pef.czu.cz> **The deadline for submitting applications is 18 February, 2022, 11:59 pm.** Detailed instructions for filling out the application are available in the documents "Guidelines for filling out grant applications of category A/B in 2022".

V. Project evaluation criteria

1. Applications submitted that meet the necessary formalities will be forwarded to the **IGA FEM Committee** for assessment. The control of formal requirements mainly concerns:
 - a. admissibility of projects (proportion of doctoral or master's degree students and academic staff),
 - b. the obligation to meet at least the minimum requirement of results (publication outputs) based on the Statute and rules of the internal grant agency FEM CULS in Prague,
 - c. compliance with the ratio of distribution of funds between doctoral or master's degree students and academic staff (see Guidelines for filling out grant applications).
2. The evaluation of projects is carried out according to the rules set out in the IGA Statute, with the evaluation of all Category B projects being in the form of a consensual evaluation by the IGA Committee. The following criteria were set for the evaluation of projects in the IGA 2022 competition.
 - a. **Elimination criteria** for evaluation are
 - i. the scientific nature of the project. Projects that are only of a developmental or pedagogical nature will not be supported.
 - ii. for category B projects, the person of the main researcher who will be a prerequisite for the successful completion of the research project.
 - iii. for category B projects, a clear assignment of the project to one (or some) of the research areas given by FORDs: 1.2 Computer and information sciences, 4.5 Other agricultural sciences, 5.2 Economics and Business or 5.4 Sociology.

- b. **Complex evaluation criteria** and their importance expressed by maximum point gain are in the following tables.

Complex evaluation criteria category A	Score
Project focus	max. 15 points
Project objectives and benefits/innovation	max. 20 points
Methodical procedure and project schedule	max. 20 points
Research team and roles in the project team	max. 10 points
Publication outputs	max. 15 points
Project budget and effectiveness	max. 20 points
Total	max. 100 points

Complex evaluation criteria category B	Score
Scientific and social potential of research topic	max. 20 points
Project objectives and benefits/innovation	max. 15 points
Methodical procedure and research schedule	max. 20 points
Research team and roles in the project team	max. 25 points
Planned outputs	max. 20 points
Total	max. 100 points

3. Based on the evaluation of project proposals, an order will be compiled according to which amounts will be allocated to individual projects until the relevant share of the volume of funds among individual project categories is exhausted.

VI. The course of research projects

1. The research of the project must take place in accordance with the IGA Statute, this Call and the Agreement on the provision and use of funds from the IGA budget (hereinafter as the Agreement), without the signing of which the project solution cannot be started.
2. The monitoring of research projects is provided by the Committee according to the IGA Statute in cooperation with the FEM S&R Department. If a project researcher intends to deviate from the original project proposal, they are obliged to apply in advance for permission to make changes to the IGA Committee through the FEM S&R Department. The application must be submitted on the appropriate form. The approval of changes is subject in particular to:
 - a. changes in the research team;
 - b. changes resulting from the interruption or termination of studies of the researcher or co-researchers;
 - c. budget changes when moving between sections to a total extent greater than 10% of the total project budget (category A).
3. In case of premature termination of the project, the researcher is obliged to submit the final report of the project, within 15 days from the date of completion of the project. Failure to

submit this report is considered a serious breach of the researcher's responsibilities and may be subject to sanctions.

VII. Monitoring research projects

1. The monitoring of research projects is provided by the Committee according to the IGA FEM rules (see part V.)
2. The researchers of all projects started in 2022 are obliged to submit interim and final reports according to the schedule specified in point II. of this call.
3. Interim and final reports on the work of research projects, including published outputs, are submitted to the IGA FEM Committee within the set deadlines in electronic form (unless the Committee determines otherwise). If the student who is the researcher of the project completes the study before this date, the final report will be submitted by the date of completion of the study.
4. Failure to submit the interim or final report is a significant violation of the rules with the penalty of returning all allocated funds.
5. Further information on the obligatory format of interim and final reports will be published by the Committee in early December 2022 at the latest.

In Prague, 15 December, 2021

On behalf of the IGA FEM Committee
Ing. Jan Jarolímek, Ph.D.
(Committee Chairman)