



Provozně ekonomická
fakulta

GUIDELINES FOR COMPLETING CATEGORY B GRANT APPLICATIONS IN 2023



The Internal Grant Agency of the Faculty of Economics and Management CZU Prague (IGA FEM) is established and carries out its activities under the [Rules of Providing Support for Specific University Research](#) according to the Act on Support for Research and Development ([Act No. 130/2002 Coll., on the support of research and development from public resources and amendments to certain related acts](#)).

I. Submitting grant applications for IGA PEF financial support

Project proposals are accepted from **January 9, 2023**, in electronic form via the IGA web application at <https://iga.pef.czu.cz>. **The deadline for applications is February 16, 2023, at 11:59 p.m.**

II. Completing the application in the IGA system

IGA PEF accepts applications for financial support of research projects through the [Internet application](#). In case of technical difficulties with the processing of the application, please contact the Information Support Centre.
(Ing. Jan Prokop).

It should be clear from the application that the applicant is familiar with the given issue and is capable of promptly carrying out the project research. The substantive focus of the project must correspond to the goal (or multiple goals of the IGA PEF) contained in the IGA Statute. The application form itself contains the following sections:

Title page

- It is filled out automatically and is used to check basic data and the project status.

Basic information

- Name of the project
- Keywords
- The essence of research excellence: in the form of annotation, it informs about the purpose of the research project and its theoretical and methodological focus. It must be clear from the essence description *what* the research team wants to follow, *how* and *why* the project will be researched, and what are the expected benefits of the project for theory and practice (limit: 500 characters, including spaces)
- Start and end of the project: the project starts on 1/4/2023 and ends on 31/12/2025

Research Topic (limit: 1,000 characters)

Justification of the importance of the topic for research at FEM, its scientific and social potential in the short and long term. Only complex and innovative topics will be accepted. Category A is designated for researching partial research questions. The chosen research topic should be based on the existing successful research activity of the research team in the given area, and the focus of the DSP students, and it should have the potential to present FEM as a significant research organization in the given field. The chosen research topic should correspond to at least one priority area of FEM research (recommendation), FORDs: 1.2 Computer and information sciences, 4.5 Other agricultural sciences, 5.2 Economics and Business or 5.4 Sociology.

Overview of the current state of the researched issue (limit: 10,000 characters including spaces)

State the **basic theoretical premises** of the research through an overview of **the current state of knowledge**. This overview should show what the team's planned research is based on, what it builds on, and what gaps in the current state of knowledge are to be addressed. The overview is written as a literature review, respecting a uniform citation standard, and it also includes a list of sources used (it is desirable to cite from J_{imp} or J_{sc} category journals).

Objectives of planned research (limit: 2000 characters including spaces)

The goal of the team's planned research activity should be clearly and objectively defined. Goals can be divided according to level into a **general objective** and (several) **specific (partial) objectives**. In this section of the application, it is permissible to express project objectives through bullet points. However, these should not be used to keep the formulation of the objectives only briefly outlined, but on the contrary, serve to accurately capture the purpose of the project (therefore the meaning of the support).

Research methodology and schedule (limit: 5,000 characters including spaces)

This part is intended to clearly show the procedures by which the project will be carried out or procedures that will lead to the achievement of the stated objectives. From this explanation, it should be clear **what kind of research will be carried out, the method of its creation and the individual steps leading to the achievement of the set objectives**. In this section, also list **"Research and/or technical uncertainty"**, i.e. any possible research or technical reasons why the project may not achieve the stated objectives and expected results. In this section, it is also possible (if it is relevant from the point of view of the project) to provide information about the technical and software equipment that will be used for the research project.

Based on the objectives and methodology of the project research, prepare a research schedule in the form of a Gantt diagram and insert it in PDF format as an attachment. State work time schedule in a breakdown according to the planned sub-tasks leading to the achievement of the set project goal(s).

The "Partial Objectives Report" will be part of the interim and final reports. It is recommended that at least two partial objectives are planned for each year of the research.

Research team

This type of project is aimed at supporting excellent research teams, i.e. the quality of the composition of the research team is a key condition for the assignment of the project. The admission condition is that the number of DSP or Master's degree students must be greater than or equal to the number of other members of the research team.

Choose the composition of the research team from the list of academic staff and students according to the guidelines and rules.

In the commentary (limit: 10,000 characters including spaces), characterize the research team, focus primarily on the characteristics of the main researcher, previously achieved outcomes and results of the research team in the researched area, and the roles of the team members.

The role of the main researcher (hereafter referred to as the researcher) can only be held by an academic staff member who, based on their research activity to date, is expected to successfully coordinate the research team and ensure a sufficient number of high-quality outputs. List their publication activity (articles, citations, RIV points, H index, etc.) and other significant outputs over the last 5 years.

The most significant outputs of the research team to date over the last 5 years, focusing on the research topic, are also the starting points for subsequent research. The required and at the same time subsequently evaluated outputs are:

- Jimp, Jsc publications
- Other RIV outputs - methodologies, patents, conferences,... see Definition of types of results approved by Government Resolution No. 107 as of 8 February 2017
<http://www.vyzkum.cz/FrontClanek.aspx?idsekce=799796&ad=1&attid=799806>
- Amount of obtained funds - contract research, projects

- Involvement of new DSP students
- Defence of final DPS theses
- Involvement of post-doctoral students (counted within three years after the final defence)
- Cooperations with practice
- International cooperations
- FEM presentations - professional and news articles, invited lectures, presentations in the media,...
- Presentations at foreign conferences
- Recognition by the scientific community - membership in international organizations, etc.
- Research facilities - specific research equipment, facilities, laboratories,...
- Impact on teaching

Furthermore, state the key roles of individual members of the research team.

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), it is not possible to submit the project 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.

Planned outputs (limit 5,000 characters including spaces)

In this type of project, it is possible to apply a wide range of outputs. It is assumed that some teams will be focused, for example, on high-quality publication outputs and others, for example, on contract research (of course with the required minimum number of publications). Others will be a combination of both. Each year, the teams will be evaluated according to the outputs achieved, and based on this evaluation, funds will be allocated for the next year of the research.

List the planned outputs for the first year of the research and the entire period of the research project (3 years).

The required and subsequently evaluated outputs are listed above in this document (in the section "The most significant outputs of the research team to date").

The minimum output is at least three publications belonging to the J_{sc} , or J_{imp} category classified Q1 – Q3 (for J_{imp} according to AIS), of which at least two publications must be in the J_{imp} category. The publications must be thematically and content-related to the research project. DSP students must be co-authors of at least the minimal outputs.

The IGA researchers are advised to avoid publishing in journals identified and listed as predatory.

When evaluating the results, the IGA Committee will proceed according to the current opinion of the FEM management.

III. Dedication of outputs

Dedication is necessary for the recognition of the output of the given project, the exception may in some cases be output where dedication is not completely common, e.g. international cooperation. In

such cases, the connection must be proven, e.g. by drawing the budget, or in another appropriate way. However, it is an essential condition for all RIV outputs.

Example of correct dedication:

The results and knowledge included herein have been obtained owing to support from the following institutional grant. Internal grant agency of the Faculty of Economics and Management, Czech University of Life Sciences Prague, grant no. 2023B0020

IV. Evaluation of interim and final reports

Interim reports and the final report will be submitted electronically by the dates specified in the "CALL FOR SUBMITTING GRANT APPLICATIONS IN 2023", and will also be presented in a manner determined by the IGA Committee.

Interim and final reports of category B projects will be evaluated by all members of the IGA Committee.

The achieved quality of the project solution will be assessed based on the "Reports on the solution of partial tasks" and interim and final reports.

Only realized outputs for the given year will be evaluated, for outputs that are recorded in the <http://cv.czu.cz> application, this record will be required.

V. Drawing funds

For the 1st year of the research for all accepted category B projects, the fixed amount of funds is set at CZK 500,000 (including 20% of other operating costs). For the 2nd and 3rd years, the initial amount is CZK 500,000, with the proviso that, based on the fulfilment 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 +/-40%.

The plan for drawing funds is not included in the project application, it is within the competence of the principal researcher during the course of the project. Detailed justification of the budget items of the funds used is given in the interim and final reports.

Main principles of drawing funds:

Project funds can only be used for eligible (deductible) costs

Adhere to the established ratios between the individual categories of eligible costs

- Scholarships must be more than 75% and salaries less than 25% of personnel costs
- Additional operating costs of up to 20% of the total direct costs

Final contract status as of 31.12. each year of the research must be CZK 0.00 (final billing to the main researcher's department)

Non-deductible expenses

In general, these are all costs that are not related to the research of the project and contradict the rules for the use of funds for specific university research. These are mainly:

- **Purchase of long-term (formerly investment) assets (over CZK 80,000 incl. VAT)**
- **Purchase of refreshments, drinks and food, etc.**
- **Promotional and souvenir items**
- **Purchase of equipment that is not related to the research of the project (e.g. kettle, etc.)**
- **Personal and travel expenses of persons not involved in the project**

Eligible expenses within the implementation of research projects are only the expenses related to the research of the given project in the breakdown:

- Direct expenses
 - Operating costs
 - Services
 - Travel expenses
 - Personal expenses
 - Scholarships
 - Wages including social and health insurance
- Other additional operating costs

Operating costs

Expenses used for the acquisition of the necessary material and technical equipment for the direct research of the project, including the acquisition of books, information resources and conference materials (if it is not part of the travel costs). Purchased equipment **must not** be part of fixed assets.

Services

Payments for services provided by a third party. Typically, these are activities supporting research activities, e.g. data processing, language proofreading of articles, the printing of materials, development of applications, etc.

Travel expenses

Reimbursement of domestic and foreign travel of academic staff related to the research of the project according to CZU rules (forms, approval process, invoicing).

Personal expenses

The main principle of drawing personal expenses is that more than 75% of all personal expenses must be paid to the students involved in the form of a scholarship. The wages of academic staff, including all contributions, must therefore be less than 25% of all personal costs.

Scholarships can be paid to participating Masters and DSP students in both full-time and combined forms. Scholarships are paid according to the rules of the CZU (forms, approval process).

Wages for the academic staff can be paid in the form of an Agreement to complete a job, or in the form of a bonus. Both forms of payment take place according to CZU rules (forms, approval process).

There is no maximum work limit for IGA FEM research projects. However, when paying remuneration in the form of an Agreement to complete a job, it must be ensured that the resulting workload does

not affect the employee's total workload, monitored (limited) in other projects. The limit for the payment of wages from IGA funds in the form of an Agreement is a maximum of CZK 10,000 per month.

When paying the salaries of academic staff in the form of reward, it is necessary to take into account the employer's social and health insurance and vacation reimbursement. The reward for the research project can be awarded to the academic staff member in August at the latest so that it can be paid in the September payment term. Reward proposals entered later will not be accepted (reason: so that the project receives the full vacation increment by the end of the calendar year and the projects can be closed at full cost).

Example: We plan to pay the academic employee remuneration in the amount of CZK 10,000 gross. For this, employer contributions of 34.22% of the gross salary (24.8% social insurance, 9% health insurance, 0.42% accident insurance) and approx. 17% reserve for all these items for vacation reimbursement must be taken into account. Therefore, an amount of CZK 11,700 ($= 10 * 1.17$) should be put in the point "Researcher and co-researcher wages" and an amount of CZK 4,004 ($= 11.7 * 0.3422$) in the point "Social and health insurance". When paying during the course of the research project, a proposal for giving a reward of CZK 10,000 is submitted.

Other operating costs

They can make up a maximum of 20% of total direct costs.

Example: for a project in the total amount of CZK 500,000, 100% of direct costs is CZK 416,667 of which 20% of other operating costs is CZK 83,333.

These are used to cover costs related to the research project which cannot be clearly assigned, e.g. office supplies, consumables, toners, telephone charges, computer technology, etc.

VI. Fund drawing check and sanctions

During the course of the research, the management of financial resources is the responsibility of the main researcher and their department.

The rationale for effective use will be provided in interim and final reports. All ineligible costs and incorrectly used funds will be charged to the main researcher's home department (based on the agreement on the allocation of funds).

VII. Support and consultation for research projects

The aim of category B grant projects is to create conditions for research by excellent teams with a minimum of administration, however, adequate drawing and reporting of public financial resources are necessary. In case of any confusion, do not hesitate to contact the staff of the FEM Science and Research Department or the members of the FEM IGA Committee as soon as possible.

Possible ambiguities and problems must be resolved in advance, any retroactive correction of errors is inadmissible.

In Prague on November 22, 2022

On behalf of the IGA FEM Committee
prof. Ing. Luboš Smutka, Ph.D. (Committee Chairman)