



Provozně ekonomická
fakulta

CALL FOR SUBMITTING GRANT APPLICATIONS IN 2024



The Internal Grant Agency of the FEM CZU in 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. Announcement of the Internal Grant Agency FEM CZU in Prague competition for 2024

1. Based on the valid Statute and rules of the Internal Grant Agency FEM CZU in Prague, the Committee launches a student grant competition and opens the reception of applications for financial support of the research project with the start of the research usually in March of the following year.
2. This call complements and specifies the Statute and Rules of the Internal Grant Agency FEM CZU in Prague (hereinafter referred to as the IGA Statute) and is a binding document for the implementation of financial support. Each applicant is obliged to become familiar with both the above-mentioned Statute of the IGA, as well as this call, the instructions for filling out the grant application and the wording of the contract concluded with the researchers of the supported projects. The mentioned documentation is available on the website of the faculty in the Science and Research section.
3. Submitted applications that do not meet the criteria set by the documents listed in point I. 2 will be excluded from the competition and will not be evaluated by the IGA FEM Committee.

II. Categories of supported projects

In the 2024 competition, only one category – A2 - is supported according to the total length of the research and the method of allocation of funds.

Two-year projects supporting student research plans and study visits abroad (category A2)

The main goal of this type of project is to support innovative student research projects and, where appropriate, a related study visit abroad. A relevant goal is also the creation of a knowledge base for the preparation of a category B project (a three-year project).

Main researcher: DSP student, the research team must include at least two DSP students. At least one of the students must be in the first or the second year of their study.

Budget: A maximum of CZK 150,000 (+20% of other operating costs) for 1 year of project research, i.e. a maximum of CZK 300,000 (+20% of other operating costs).

Research period: 1.4.2024 až 31.12.2025

Interim report: 15.1.2025

Final report: 15.1.2026

Minimum outputs: at least two publications belonging to the J_{sc} , or J_{imp} category classified Q1 – Q3 (for J_{imp} according to AIS), of which at least one publication must be in the J_{imp} category. In each article, at least one DPS student researcher must be listed in the first or second position.

III. Research team structure

1. The IGA grant competition is intended to support student science projects. Each student and academic staff member may participate in the grant competition in a given academic year within the framework of a maximum of two projects, with a maximum of one of them being the main (responsible) researcher of the project (hereinafter referred to as researcher). This condition does not apply to academic staff in the role of advisors.
2. Applications can also be submitted by students and academic staff who, in 2024, research IGA FEM projects supported in the previous year, whose interim or final report has been approved without reservations.
3. **The lead researcher** can be a student of a doctoral study programme (DSP) in a full-time or combined form of study (for category A2 projects). **Other members** of the research team (co-researchers) can be students of a doctoral or master's study programme or academic staff of the faculty.
4. For A2 category projects, the advisor must be a member of the research team and is also the guarantor of the project (responsible for the successful implementation of the project and effective management of the allocated funds following the financial regulations of the CZU in Prague). The project guarantor is counted among the academic staff participating in the research team. If a master's degree student is a member of the team, the supervisor of their thesis must be a member of the research team.
5. **The number of students in the doctoral or master's study programme must be greater than or equal to the number of other members of the research team.**
6. Students can be researchers/co-researchers of a project only for the standard period of study. The planned end of the category A2 project must therefore precede the date when the student ends the standard period of their 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 (according to the IGA Statute). However, the condition that the duration of the project is at least 21 months must be met in any case.
7. If one of the members of the planned team was the lead researcher of an earlier IGA project which was evaluated by the Committee as not approved or approved with reservations and the reservation was not removed (e.g. non-publication of outputs), it is not possible to submit the project on their behalf (they cannot participate in the competition as the lead researcher).

IV. Submitting grant applications for FEM financial support

1. Project proposals are accepted from **January 8, 2024**, in electronic form via the IGA web application at <https://iga.pef.czu.cz>. **The deadline for applications is February 19, 2024, at 23:59.** Detailed instructions for filling in the application are available in the document "Guidelines for filling in grant applications of category A2 in 2024".

V. Project evaluation criteria

1. Submitted applications meeting the necessary formalities will be forwarded to the **IGA FEM Committee** for assessment. The check of formal requirements mainly concerns:
 - a. admissibility of projects (proportion of doctoral or master's study programme students and academic staff, number of researchers participating in applications for the given call),

- b. commitment to meet at least the minimum requirement of results (publication outputs) based on the Statute and rules of the internal grant agency FEM CZU in Prague,
 - c. compliance with the ratio of the distribution of funds between doctoral or master's degree students and academic staff (see Guidelines for filling in 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 established for the evaluation of projects in the IGA 2024 competition:
- a. **Elimination criteria** for A2 evaluation projects are:
 - i. The scientific nature of the project. Projects with only a developmental or pedagogical character will not be supported.
 - ii. If one of the researchers participates in more than 2 projects, these projects will be excluded from the competition.
 - b. **Complex evaluation criteria** and their importance expressed by maximum point gain can be seen in the following table.

Complex evaluation criteria of category A2	Score
Project goal	max. 15 points
Goals and benefits/innovativeness of the project	max. 20 points
Methodical procedure and project schedule	max. 20 points
The research team and roles in the project team	max. 10 points
Publication outputs	max. 15 points
Budget and project effectiveness	max. 20 points
Total	max. 100 points

3. Based on the evaluation of the project proposals, a ranking will be established according to which amounts will be allocated to individual projects until the respective share of the volume of funds is exhausted.

VI. Project research progress

1. The research of the project must be in accordance with the IGA Statute, this Call and the Agreement on the provision and use of funds from the IGA budget (hereinafter referred to as the Agreement). Without the signing of the Agreement, the research cannot start.
2. The monitoring of research projects is ensured by the Committee in accordance with 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 request permission for changes in advance from the IGA Committee through the IGA application. In particular, the following are subject to the approval of changes:
 - 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 A2).
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 termination of the project. Failure to submit this report is considered a serious breach of the researcher's obligations and may be subject to sanctions.

VII. Monitoring of research projects

1. The monitoring of research projects is provided by the Committee according to the IGA FEM rules.
2. The researchers of all projects started in 2024 are obliged to submit interim and final reports according to the schedule specified in section II. of this call.
3. Interim and final reports on the solution of research projects, including published outputs, are submitted to the IGA FEM Committee within the set deadlines through the IGA application.
4. Failure to submit an interim or final report is a significant violation of the rules with the penalty of refunding all allocated funds.
5. The Committee will publish more detailed information on the binding form of interim and final reports at the beginning of December 2024 at the latest.

In Prague, November 21, 2023

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