



## **Tender documentation for grant application**

### **Internal Grant Agency FFWS CULS in Prague**

## **ANNOUNCEMENT OF COMPETITION CATEGORY A AND B FOR THE YEAR 2019**

### **Competition schedule:**

<b>Announcement of competition IGA FFWS 2019:</b>	<b>30 November 2018</b>
<b>Submission of project proposals:</b>	<b>15 January 2019</b>
<b>Announcement of results:</b>	<b>15 March 2019</b>
<b>Project period:</b>	<b>2 years (1 April 2019 - 31 December 2020)</b>

### **Competition structure**

The IGA FFWS 2019 competition will run in two categories: category A projects (research team consists of a full-time doctoral programme student and a FFWS employee as a project guarantor) and category B projects (research team consists of a minimum of 3 full-time FFWS doctoral programme students, or a group of a minimum of 3 full-time FFWS doctoral programme students and a FFWS employee who does not work at FFWS longer than 2 years and, simultaneously, his/her previous main employment was outside the Czech Republic; a part of the project application is also a project guarantor, who supervises the project). A researcher who participates in an IGA FFWS 2018 project of category A or B with the end of the project on 31 December 2019 cannot participate in the competition. Each applicant may be a member of only one team applying for an IGA FFWS 2019 project of category B and an applicant of only one IGA FFWS project of category A.

Both category A and B competitions will have one round.

Applicants send a completed application to the IGA FFWS committee to: [iga@fld.czu.cz](mailto:iga@fld.czu.cz) and submit one copy signed by the main researcher and the guarantor of the project to the FFWS CULS Office for Science and Research. Subsequently, the IGA Commission will assess the quality of the project.

## **Category A**

<b>Application submission deadline:</b>	<b>15 January 2019</b>
<b>Announcement of results:</b>	<b>15 March 2019</b>
<b>Project period:</b>	<b>2 years (1 April 2019 - 31 December 2020)</b>

Category A projects are announced as one-round projects. Only a full-time FFWS doctoral programme student can apply for it. The application is processed **outside** the ga.czu.cz application.

### **What should be clear from the application and how it is submitted**

The proposer shows that he/she is familiar with the subject and is capable of fulfilling the grant project successfully. The project's practicality and uniqueness, as well as possible use of its results, should be justified in the application. The research objective and means of achieving it are clear from the application. The application itself consists of a project description, which the researcher submits in PDF format, and a summary table of costs in an XLS format. The researcher submits both files electronically to [iga@fld.czu.cz](mailto:iga@fld.czu.cz). He/she also submits a printed copy of the application with signatures of the main researcher and the guarantor of the project to FFWS Office for Science and Research. The category A project applicant cannot be a researcher or a co-researcher of a two-year IGA FFWS 2018 project which continues in 2019.

### **PROJECT DESCRIPTION**

A 'Project description' must be submitted in PDF format and consists of the following parts:

- Project title
- Project period
- Summary
- Analysis of the current state of the researched topic
- Project objectives
- Conceptual approaches and methodology
- List of references
- Research schedule
- Benefits of the project and planned outputs and presentation of results
- Information on the researcher's plans to go on a research stay abroad
- Follow-ups on other projects in the Czech Republic or abroad
- Budget / financial balance sheet with justification
- Research team members (researcher, guarantor)
- Professional CV of the researcher (including published work)

**The maximum length of an application is 6 pages of A4 format, font size 11 and line spacing 1 (Times New Roman) or larger, including a brief structured CV of the researcher.**

## **Project title**

The project title must be clear and concise and must correspond to the project professional content. The applicant states the full name of the main researcher, the year of study, the department, the name of the guarantor.

## **Project period**

The project lasts for 2 years. In the case of termination of a full-time doctoral programme studies the project researcher is obliged to submit a final report including the project calculation, no later than by the date of application submission for the dissertation defence. The period for a project is from 1 April 2019 to 31 December 2020, with the precondition of using the eligible costs by 31 October 2019, or 31 October 2020. If the main researcher interrupts or terminates the studies, he/she is obliged to submit a final report including the project calculation, no later than by the date of application submission for interruption or termination of studies.

## **Current state of the researched topic**

This chapter is intended to define the issues within the chosen topic. It briefly introduces what has been published so far about the subject and, conversely, what findings are not yet known. The proposer also informs about the direction of the current research and the main current issues which are being researched. The cardinal question of the proposed project is incorporated in this context. Each claim must be supported by references to the relevant scientific literature (especially foreign).

## **Project objectives**

Project objectives are factually and clearly defined (preferably in the form of bullet points). They must be realistic, i.e. achievable with regard to the project period, volume of funds, as well as the used methodology. The rate of achieving objectives is an important criterion when assessing the project's final report. Objectives and hypotheses defined here should be in accordance with the level of knowledge within the topic. The project objectives do not have to be completely identical with the objectives of the proposer's dissertation; however, they should relate to it. A dissertation is planned for a longer period of time (minimum three years), and therefore there is more time to achieve the set goals. The dissertation objectives may be (but are not compulsory) stated in the project proposal, however; the specific objectives of the proposed project must be clearly marked.

## **Conceptual approaches and methodology**

This chapter describes the location of the project and by what approaches the set goals will be achieved. It is usually divided into subsections of the target location description, data collection and data processing.

The proposer informs about how the base data for the project will be acquired, as well as about their anticipated volume (field survey is not an essential part of the project). The chapter should describe data collection methods (design). It also states the technical equipment and software used in the project. Individual methodological approaches must be accompanied by references to relevant literature. Conversely, in projects where testing a new methodology is a significant part of the outputs, the new methodological approach must be described in detail.

### **List of references**

This chapter serves to acknowledge the literature used and quoted in the text of the proposal. The list of references must correspond precisely to the references in the text. All publications acknowledged here must have a reference in the text, none should be missing. The publications are listed alphabetically by the first author's surname. The style of quotation is not strictly determined; however, the general rules must be respected. All sources stated here must be retrievable as described.

### **Research schedule**

In this chapter, it is necessary to specify the planned work schedule throughout the project.

### **Benefits of the project and planned outputs**

A brief description of the expected benefit of the project within the field is described here. In particular, the expected results of the project and the way the project outputs will be published must be stated in this chapter (scientific articles, certified methodologies, utility models, etc.). The volume of results stated here must not be lower than it is required by the tender documentation of IGA FFWS for the project in the given research category (significant impact on the assessment of the final report).

### **Minimum required outputs for category A projects**

Adequate planned outputs of the category A project are considered to be at least one publication in a journal assessed in the first or second quartile according to AIS. The project researcher must be at least in the third place of the team of authors. The schedule of these publications is binding for the team researcher and in the case of failure in this obligation the IGA committee will suggest to the Dean that the department budget would be curtailed for 2020, or 2021 by 15% of the funds allocated to the IGA project. If a researcher of a category A project is simultaneously a main researcher or a co-researcher of a category B project (or is applying for it), an adequate planned output of the category A project is considered to be at least one publication in a journal assessed in the first quartile according to AIS and the project researcher must be at least in the third place of the team of authors.

In published results, researcher team members must always state affiliation to their workplace, i.e. FFWS CULS in Prague.

The valid form of affiliation in the English version is as follows: Czech University of Life Sciences Prague, Faculty of Forestry and Wood Sciences, Kamýcká 129, Praha 6 - Suchbát, 165 00, Czech Republic.

Each of the outputs of the IGA project that the researcher uses as a result of the project can be dedicated to only one IGA FFWS project. Dedication to external grants does not apply in this case.

### **Follow-ups on other projects in the Czech Republic**

In this chapter, the proposer states mandatorily whether he/she had worked on a project in the past within IGA FFWS and CIGA CULS. If so, then he/she states the title of the previous project, its outputs, and the way the current proposal follows it up. He/she also states an overview of thematically related projects in which the proposer is or was involved. This part of a project proposal is a declaration (signed by the researcher and the Head of Department) that there is not a project of the same focus at the Department. If the applicant is simultaneously a researcher of IGA FFWS 2017 or IGA FFWS 2018 projects which will be finished by 31 March 2019, he/she will state expected project results and their processing status.

### **Budget or financial balance sheet with justification**

The financial means required by the proposer are detailed here. A part of the financial balance sheet is a summary table of required funds in the form shown in the following table, which a researcher submits also in XLS format.

*Table 1: Binding table of required funds (must be a part of the budget)*

<b>Required financial means, in thousand CZK</b>	<b>2019</b>	<b>2020</b>
<b>Material means</b>		
Operating costs (material, tangible and intangible assets)		
Services		
Scholarships		
Travel fees (paid in the form of scholarships)		
<b>Means total</b>		

## Financial limits of category A

Maximum amount of total project costs: 150,000 CZK/year.

Of which the travel costs (paid in the form of scholarships) may be a maximum of 80,000 CZK/year, and personal costs (scholarship for the doctoral study programme student) a maximum of 60,000 CZK/year. The travel costs may also include a stay abroad, which should last at least one month and should be focused on scientific research abroad connected to the project.

As eligible costs can only be considered costs recognized in the period of 1 April to 30 November. It means that it is necessary to use the allocated money by 31 October. Funds cannot be moved between years.

The budget also includes a detailed verbal justification of the individual items. The content and meaning of individual items required to solve the task must be clear from the budget and justification. Similarly, it is necessary to justify for example the amount and type of devices and aids, in the case of services to state for example the types of analyses that will be processed externally, the approximate number of samples as well as proposed analyses. As for travel costs, it is necessary to include the expected range and schedule of the trips (in the case of using one's own car the calculation of fuel costs is based on the current bursar directive on travel expenses); for foreign travel it is necessary to indicate where, why and for how long the trip is planned. Services do not include other people's help, unless it is invoiced contractor work.

## Research team members

All members of the research team are listed here. A research team consists of a full-time doctoral student (researcher) and a FFWS employee as a project guarantor. The Faculty employee (a member of academic staff) is responsible for the project and supervises its accountability and quality, including financial discipline.

## Professional CV of the proposer and the most important published work

The CV is factual and structured, presented by the researcher (it is not required for the guarantor) and include the following information in particular:

- Name and surname (**category A projects: the main researcher's current year of doctoral studies**)
- Personal details – address, contact email and phone number
- Education – date and place of secondary and university (doctoral) education. It should also include the Bachelor's thesis / Master's thesis / Dissertation topic
- Other knowledge – foreign languages, passing special courses, etc.
- Employment and work experience – including student stays
- Publications – overview of published works.

A student who is a researcher or co-researcher of a two-year project in 2019 assigned in 2018 within the IGA FFWS 2018 competition cannot apply for a project.

**An application in PDF format is submitted via e-mail to: [iga@fld.czu.cz](mailto:iga@fld.czu.cz). Simultaneously, one copy of the application signed by the main researcher and the guarantor of the project must be submitted to the FFWS CULS Office for Science and Research by 15 January 2019 12 pm.**

## **Category B**

<b>Submission of project proposals:</b>	<b>15 January 2019</b>
<b>Announcement of results:</b>	<b>15 March 2019</b>
<b>Project period:</b>	<b>2 years (1 April 2019 - 31 December 2020)</b>

Category B projects are announced as one-round projects. A group of a minimum of 3 full-time FFWS doctoral programme students, or a group of a minimum of 3 full-time FFWS doctoral programme students and a FFWS employee who does not work at FFWS longer than 2 years and, simultaneously, his/her previous main employment was outside the Czech Republic can apply for it. A part of the project application is also a project guarantor, who supervises the project. The application is processed **outside** the ga.czu.cz application.

### **What should be clear from the application and how it is submitted**

The proposer shows that he/she is familiar with the subject and is capable of fulfilling the grant project successfully. The project's practicality and uniqueness, as well as possible use of its results, should be justified in the application. The research objective and means of achieving it are clear from the application. The application itself consists of a project description, which the researcher submits in PDF format, and a summary table of costs in an XLS format. The researcher submits both files electronically to [iga@fd.czu.cz](mailto:iga@fd.czu.cz). He/she also submits a printed copy of the application with signatures of the main researcher and the guarantor of the project to FFWS Office for Science and Research.

### **PROJECT DESCRIPTION**

A 'Project description' must be submitted in PDF format and consists of the following parts:

- Project title
- Duration of the project
- Summary
- Analysis of the current state of the researched topic
- Project objectives
- Conceptual approaches and methodology
- List of references
- Research schedule
- Benefits of the project and planned outputs and presentation of results
- Information on the researcher's plans to go on a research stay abroad
- Follow-ups on other projects in the Czech Republic or abroad
- Budget / financial balance sheet with justification
- Research team members (researcher, guarantor)
- Professional CV of the researcher (including published work)

**The maximum length of an application for category B projects is 10 pages of A4 format, font size 11 and line spacing 1 (Times New Roman) or larger, including a brief structured CV of the main researcher and other researchers.**

### **Project title**

The project title must be clear and concise and must correspond to the project professional content. The applicant states the full name of the main researcher and co-researchers, their year of study, department and the name of the guarantor.

### **Project period**

The project lasts for 2 years. If one of the team researchers terminates a full-time doctoral programme studies, or interrupts studies, the project researcher is obliged to report it to the Office for Science and Research (in writing and to an email: [iga@fld.czu.cz](mailto:iga@fld.czu.cz), no later than the date of submission of the application for the dissertation defence or the date of the application for the interruption of studies. Simultaneously, the main researcher must propose a student to the IGA committee who will substitute the team member. This can only be a full-time doctoral student who is not a researcher in a different project of the same IGA FFWS 2019 category. If the main researcher interrupts or terminates the studies, the procedure is the same as with the co-researcher. The period for a project is from 1 April 2019 to 31 December 2020, with the precondition of using the eligible costs by 31 October 2019 (first year of the project), or 31 October 2020 (second year of the project).

### **Current state of the researched topic**

This chapter is intended to define the issues within the chosen topic. It briefly introduces what has been published so far about the subject and, conversely, what findings are not yet known. The proposer also informs about the direction of the current research and the main current issues which are being researched. The cardinal question of the proposed project is incorporated in this context. Each claim must be supported by references to the relevant scientific literature (especially foreign).

### **Project objectives**

Project objectives are factually and clearly defined (preferably in the form of bullet points). They must be realistic, i.e. achievable with regard to the project period, volume of funds, as well as the used methodology. The rate of achieving objectives is an important criterion when assessing the project's final report.

## **Conceptual approaches and methodology**

This chapter describes the location of the project and by what approaches the set goals will be achieved. It is usually divided into subsections of the target location description, data collection and data processing.

The proposer informs about how the base data for the project will be acquired, as well as about their anticipated volume (field survey is not an essential part of the project). The chapter should describe data collection methods (design). It also states the technical equipment and software used in the project. Individual methodological approaches must be accompanied by references to relevant literature. Conversely, in projects where testing a new methodology is a significant part of the outputs, the new methodological approach must be described in detail.

## **List of references**

This chapter serves to acknowledge the literature used and quoted in the text of the proposal. The list of references must correspond precisely to the references in the text. All publications acknowledged here must have a reference in the text, none should be missing. The publications are listed alphabetically by the first author's surname. The style of quotation is not strictly determined; however, the general rules must be respected. All sources stated here must be retrievable as described.

## **Research schedule**

In this chapter, it is necessary to specify the planned work schedule throughout the project.

## **Benefits of the project and planned outputs**

A brief description of the expected benefit of the project within the field is described here. In particular, the expected results of the project and the way the project outputs will be published must be stated in this chapter (scientific articles, certified methodologies, utility models, etc.). The volume of results stated here must not be lower than it is required by the tender documentation of IGA FFWS for the project in the given research category (significant impact on the assessment of the final report).

## **Minimum required outputs for category B projects**

Minimum adequate planned outputs of the category B project are considered either:

- One accepted publication in a TOP 10% journal according to AIS methodology; all team members are a part of team of authors and one of them is in the first place of the team of authors
- One accepted publication in a journal assessed in the first quartile according to AIS and simultaneously at least two articles in the second quartile; each research team member must be a co-author of at least one of them.

The schedule of these publications is binding for the team researcher and in the case of failure in this obligation the IGA committee will suggest to the Dean that the department budget would be curtailed for 2020, or 2021 by 15% of the funds allocated to the IGA project.

In published results, researcher team members must always state affiliation to their workplace, i.e. FFWS CULS in Prague.

The valid form of affiliation in the English version is as follows: Czech University of Life Sciences Prague, Faculty of Forestry and Wood Sciences, Kamýcká 129, Praha 6 - Suchbát, 165 00, Czech Republic.

Each of the outputs of the IGA project that the researcher uses as a result of the project can be dedicated to only one IGA FFWS project. Dedication to external grants does not apply in this case.

### **Follow-ups on other projects in the Czech Republic**

In this chapter, the proposer states mandatorily whether he/she had worked on a project in the past within IGA FFWS and CIGA CULS. If so, then he/she states the title of the previous project, its outputs, and the way the current proposal follows it up. He/she also states an overview of thematically related projects in which the proposer is or was involved. This part of a project proposal is a declaration (signed by the researcher and the Head of Department) that there is not a project of the same focus at the Department or is not submitted to IGA FFWS 2019 competition. If the team member is simultaneously a researcher of IGA FFWS 2017 or IGA FFWS 2018 projects which will be finished by 31 March 2019, he/she will state expected project results and their processing status. If a main researcher or a co-researcher is also an applicant of category A IGA FFWS 2019 project, he/she will state this fact as well.

### **Budget or financial balance sheet with justification**

The financial means required by the proposer are detailed here. A part of the financial balance sheet is a summary table of required funds in the form shown in the following table, which a researcher submits also in XLS format.

*Table 2: Binding table of required funds (must be a part of the budget)*

<b>Required financial means, in thousand CZK</b>	<b>2019</b>	<b>2020</b>
<b>Material means</b>		
Operating costs (material, tangible and intangible assets)		
Services		
Scholarships		
Travel fees (paid in the form of scholarships)		
Travel fees (paid in the form of wage compensation of a FFWS employee)		
Wages (remuneration for project guarantor)		
<b>Means total</b>		

## **Financial limits of category B**

Maximum amount of total project costs: 800,000 CZK/year.

From this amount, travel costs can be a maximum of 250,000 CZK/year (from this amount, max. 50,000 CZK for a FFWS employee who does not work at FFWS longer than 2 years and, simultaneously, his/her previous main employment was outside the Czech Republic). Scholarships as project remunerations for full-time doctoral students can be a maximum of 240,000 CZK. Remunerations for a team member as a FFWS employee who does not work at FFWS longer than 2 years and, simultaneously, his/her previous main employment was outside the Czech Republic, are not an eligible cost. Further on, a project guarantor can be paid a maximum of 15,000 CZK (including health and social insurance) in the form of personal costs.

The travel costs may also include a stay abroad, which should last at least one month and should be focused on scientific research of the researcher/researchers abroad connected to the project.

As eligible costs can only be considered costs recognized in the period of 1 April to 30 November. It means that it is necessary to use the allocated money by 31 October. Funds cannot be moved between years.

The budget also includes a detailed verbal justification of the individual items. The content and meaning of individual items required to solve the task must be clear from the budget and justification. Similarly, it is necessary to justify for example the amount and type of devices and aids, in the case of services to state for example the types of analyses that will be processed externally, the approximate number of samples as well as proposed analyses.

As for travel costs, it is necessary to include the expected range and schedule of the trips (in the case of using one's own car the calculation of fuel costs is based on the current bursar directive on travel expenses); for foreign travel it is necessary to indicate where, why and for how long the trip is planned. Services do not include other people's help, unless it is invoiced contractor work.

## **Research team members**

All members of the research team are listed here. A research team consists of a main researcher (full-time doctoral student) and a minimum of 2 other full-time doctoral students (co-researchers). A team member may also be a FFWS employee who does not work at FFWS longer than 2 years and, simultaneously, his/her previous main employment was outside the Czech Republic; he/she can become a main researcher. In this case, at least 3 full-time doctoral students are co-researchers. A part of the project application is also a project guarantor, who supervises the project.

## **Professional CV of the proposer (main researcher and co-researchers) and the most important published work**

The CV is factual and structured, presented by the researcher and include the following information in particular:

- Name and surname
- Personal details – address, contact email and phone number
- Education – date and place of secondary and university (doctoral) education. It should also include the Bachelor's thesis / Master's thesis / Dissertation topic
- Other knowledge – foreign languages, passing special courses, etc.
- Employment and work experience – including student stays
- Publications – overview of published works.

**An application in PDF format is submitted via e-mail to: [iga@fld.czu.cz](mailto:iga@fld.czu.cz). Simultaneously, one copy of the application signed by the main researcher and the guarantor of the project must be submitted to the FFWS CULS Office for Science and Research by 15 January 2019 12 pm.**

### **Project rules (valid for both A and B categories)**

If the project is accepted for approval, the researcher is obliged to work on the project in accordance with the plan stated in the approved application. Each project will be assigned an account number to which it can charge the project costs according to the valid CULS rules. When paying scholarships, it is necessary to complete the form "Request for a special scholarship" which must be approved by an IGA project guarantor and signed by the Head of the Department. Only then the scholarships will be paid on the due date of paying scholarships.

If the IGA FFWS committee recommends the project for funding and the FFWS Dean approves it for funding, the main project researcher has the following duties:

#### **1. Interim notification of the IGA committee about the project status**

The main project researcher will send the interim notification about the project status to [iga@fld.czu.cz](mailto:iga@fld.czu.cz) by the dates in the table below. It will include a current account statement from the MAGION records and a project report in the given time period, which will include a summary of the status of the scientific project outputs (scientific articles). The scope of this report should not exceed 1 A4 page.

Deadlines for project interim reports:

2019	2020
30 June 2019	30 June 2020
30 September 2019	30 September 2020
30 November 2019	30 November 2020

## 2. Submission of the annual interim project report

The main project researcher will send the annual interim project report to [iga@fld.czu.cz](mailto:iga@fld.czu.cz) by 15 January 2020. The researcher demonstrates that he/she has achieved the interim objectives of the project and that the funds from the IGA fund have been spent efficiently and economically. The researcher also informs about the form of publishing the project results.

### Scope and structure of the interim report:

- Project title, the name of the researcher and the name of the guarantor.
- Project procedure, finished tasks and achieved results.
- The project outputs should be clearly stated, with citations of published works and citations of manuscripts, including the information about which journal the manuscript has been sent to or its sending is planned; also, the citations of abstracts and conference contributions will be stated.
- Budget: overview of spending by items and their reasoning

Particular attention should be paid to the **description of the work carried out and the reasoning for drawing of the funds** (especially if the form of spending differs from the financial balance sheet submitted in the project application). The ambiguities in these chapters can significantly negatively affect the evaluation of the final report.

An integral part of each final report is a **complete account statement** that was assigned to the project – the MAGION programme. Based on this, the management of financial resources provided by IGA will be assessed.

Other attachments include articles, manuscripts, conference abstracts, posters which were created on the basis of the project. All co-authors and the title of the journal must be stated. The scope of the attachments is not limited, but the factuality of the communication is perceived as positive in the project evaluation. If the project outputs have not yet been published, the attachment of the final report is a text on whose basis it will be possible to assess the rate of achievement of the objectives and the quality of the work. The text has a structure of a standard scientific article (including the list of cited publications etc.). Other texts which could influence the project evaluation may be attached as well.

## 3. Submission of the final project report

The main project researcher is obliged to submit the final project report by 31 January 2021 in writing to the Office for Science and Research as well as send electronically to [iga@fld.czu.cz](mailto:iga@fld.czu.cz). The researcher demonstrates that he/she has achieved the set objectives of the project and that the funds from the IGA fund have been spent efficiently and economically. The researcher also informs about the form of publishing the project results.

## Scope and structure of the final report:

The final report consists of a text part and attachments. The text part consists of the following sections:

- Project title, the name of the researcher and the name of the guarantor.
- Project procedure, finished tasks and achieved results.
- The project outputs should be clearly stated, with citations of published works and citations of manuscripts, including the information about which journal the manuscript has been sent to or its sending is planned; also, the citations of abstracts and conference contributions will be stated.
- Budget: overview of spending by items and their reasoning

Particular attention should be paid to the **description of the work carried out and the reasoning for drawing of the funds** (especially if the form of spending differs from the financial balance sheet submitted in the project application). The ambiguities in these chapters can significantly negatively affect the evaluation of the final report.

**ATTACHMENTS TO THE PROJECT FINAL REPORT** are essential. An integral part of each final report is a **complete account statement** that was assigned to the project – the MAGION programme. Based on this, the management of financial resources provided by IGA will be assessed.

Other attachments include articles, manuscripts, conference abstracts, posters which were created on the basis of the project. All co-authors and the title of the journal must be stated. The scope of the attachments is not limited, but the factuality of the communication is perceived as positive in the project evaluation. If the project outputs have not yet been published, the attachment of the final report is a text on whose basis it will be possible to assess the rate of achievement of the objectives and the quality of the work. The text has a structure of a standard scientific article (including the list of cited publications etc.). Other texts which could influence the project evaluation may be attached as well.

## CHANGE PROCEDURES

Change procedures take place when it is necessary to move funds between items in the ongoing project. If the movements between items exceed 10% of the total funds, it is necessary to request the IGA committee in writing through the change procedure. The application is submitted in writing to the Office for Science and Research and via email to [jga@fld.czu.cz](mailto:jga@fld.czu.cz). The request within the change procedure includes a description of the transfer of funds between the items and the justification for these movements. It will be approved in the form of a confirmation email.

Prague, 30 November 2018

doc. Ing. Tomáš Kušta, Ph. D.

FFWS CULS Vice-Dean for Science, Research and Doctoral Studies