

Dean's Regulation No. 28/2021

Definition of the Internal Grant Agency and Grant Rules

Faculty of Environmental Sciences, CZU Prague

PART ONE

The Dean's Regulation defines the requirements for the preparation and submission of grant applications. Within the grant call it is possible to submit projects carried out in the Czech Republic or abroad.

Facts and situations not covered in this document are governed by higher regulations (e.g., Rules for providing targeted support for specific university research (MEYS), Act No. 111/1998 Coll., On Higher Education Institutions, as amended, internal regulations and documents of CZU Prague and FES).

Basic Provisions

Article 1

Mission and Objectives of the Internal Grant Agency of FES

The mission of the Internal Grant Agency of FES (hereafter IGA FES) is to support the development of the scientific and research activities of FES PhD and master's degree students.

The objectives of IGA FES are in particular to:

1. Support financially the scientific and research activities in particular of students in FES PhD and master's degree programmes.
2. Provide students with partial financial support in writing dissertations and master's degree theses on topics falling within FES's research areas.
3. Support the preparation of research projects with student participation for which it will be possible to request further financial support from external resources.

Article 2

IGA FES Grant Call

1. Support for students' scientific and research activities is administered through IGA FES call for grant proposal.
2. IGA FES bodies administer the calls for grant proposals.
3. Support of students' scientific and research activities by IGA FES does not substitute for the supervisors' (or co-supervisors') responsibility to provide appropriate financial means for PhD students' scientific and research activities.

PART TWO
Composition and Function of IGA FES Bodies

Article 3
IGA FES Bodies

IGA FES bodies comprise the following:

1. FES Vice Dean for Science and Research (hereafter the Vice Dean for S&R).
2. IGA FES Commission of FES.
3. Chairperson of the IGA FES Commission.
4. Secretary of the Dean's Office of FES.
5. FES Academic Senate (hereafter FES AS).

Article 4
Vice Dean for S&R

1. The Vice Dean proposes to the Dean of FES the composition of the IGA FES Commission and its Chairperson.
2. The Vice Dean consults on IGA FES matters with the Chairperson of the IGA FES Commission when necessary.
3. The Vice Dean may participate in IGA FES Commission meetings.
4. In cooperation with the Chairperson of the IGA FES Commission, the Vice Dean formulates and submits changes in the IGA FES.

Article 5
Chairperson of the IGA FES Commission

1. At the suggestion of the Vice Dean for S&R, the Dean of FES names and recalls the Chairperson from among the members of the IGA FES Commission.
2. The Chairperson represents the grant agency and acts in its name in all matters.
3. The Chairperson submits the Report on Grant Agency Activities and Grant Proposal Progress to FES Administration and to the FES Academic Senate.
4. The Chairperson regularly informs the Vice Dean for S&R on the work of the IGA FES Commission.

Article 6
Secretary of the Dean's Office

1. The Secretary of the Dean's Office suggests to FES Administration the amount of funds to be targeted for support of specific university research through IGA FES.
2. The Secretary of the Dean's Office contributes to grant proposal decisions, especially in preparation of documents specifying the implementation of particular calls.

Article 7
FES AS

FES AS is a controlling body of IGA FES which:

1. Approves the IGA FES Statutes.
2. Approves the amount of financial support for IGA FES proposed by FES Administration.
3. Provides counsel on the Report on Funds Distribution and Grant Proposal Progress.

Article 8
Membership in the IGA FES Commission

1. At the suggestion of the Vice Dean for S&R, the Dean of FES names and recalls members of the IGA FES Commission.
2. The IGA FES Commission consists of representatives from FES departments. Each department is represented by one member.
3. Membership in the IGA FES Commission is incompatible with the function of Dean, Vice Dean, or Secretary of the Dean's Office.
4. The term of office for membership in the IGA FES Commission is four years.
5. Membership in the IGA FES Commission terminates with:
 - a. The end of the term of office.
 - b. Recall of a member of the IGA FES Commission.
 - c. A written request to terminate membership submitted by a member of the IGA FES Commission to the Vice Dean for S&R.

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Article 9
IGA FES Commission Tasks and Activities

The IGA FES Commission in particular:

1. Prepares and announces calls for grant proposal.
2. Suggests to the Dean of FES and the Vice Dean for S&R the allocation of grants according to the results of the peer review.
3. Ensures publishing the outcomes of calls for grant proposals and evaluation of results from project implementation.
4. Evaluates the final reports of the financed projects.
5. Proposes to the Dean the application of a penalty for unfulfilled project outputs.

Article 10
IGA FES Commission Session Rules

1. A quorum of the IGA FES Commission is constituted if a majority of the members is present.
2. In case of a tie in voting, the Chairperson casts the deciding vote.
3. Online voting is also considered valid.

PART THREE
IGA Calls for Grant Proposals

Article 11
IGA Project Investigators

1. Students in FES PhD study programmes and FES academic employees can be IGA grant proposers and therefore project investigators in the financed projects. Academic staff must meet the following criteria: age under 35 years, initiated the PhD study or a successful PhD defence no later than 3 years before the announcement of the grant call.
2. The remaining members of an investigator team may be comprised of academic, scientific, and research employees and students of FES PhD and master's degree study programmes. If the project includes the use of the FES laboratories, the relevant laboratory worker (researcher) may be part of the team.
3. In the case of a student project whose main investigator is a PhD student, the supervisor is always a member of the research team.
4. The number of students in an investigating team must be the same as or higher than the number of the remaining members of the investigating team.
5. Students in master's degree study programmes can join a project as co-investigators only in the extent of investigating their master's degree theses. A student documents the topic of the master's degree thesis by attaching a copy of its assignment to the grant proposal.
6. Students may be investigators in a student project only for the regular duration of their studies.
7. A student can be included within a call for grant proposals as researcher or member of the research team in only a single grant application. A supervisor or a consultant (so-called supervisor - specialist) of a PhD student can be a member of the research team in the projects of all his / her PhD students. Analogous exception is also valid for employees primarily responsible for running the FES's laboratories. These are laboratory heads and technicians who can be part of a research team for several projects.

Article 12
Submitter's Obligations and Project Supervisor's Role

1. Applicant who is submitting grant proposal as a main researcher is called "submitter". Submitter is obliged to fulfil all requirements set by legislation, IGA Statutes, this document, and internal regulations of FES and CZU Prague. The following points highlight the main duties:
 - The grant proposal must honour the generally accepted ethics of scientific work.
 - The submitter is required to know and enlist all authorizations and permissions¹ which may be necessary for the realization of the project in accordance with the valid legislation of the Czech Republic (and / or country where the project will be realized). Submitter has to prove acquisition of all necessary authorizations and permissions. If permission cannot be reasonably demonstrated at the moment of submission of the grant proposal, it is necessary to describe in detail whole process of its acquisition into the grant application.
 - Topic of the proposal must be closely linked to the researcher's topic of dissertation. In the case of team projects the topic must be linked with topics of all dissertations (eventually diploma theses) of all student team members. Master's degree students must add "Diploma Thesis Assignment" as obligatory appendix to the application.

¹ E.g. wildlife management, hazardous substances management, UAV usage, or research in protected areas.

- Investments can be included in the project only if they are related to the topic of the IGA project and comply with the long-term research plan of the FŽP
- Team project must be approved by all Ph.D. students' supervisors.
- Other duties of submitter may be set by the head of department.

Failure to meet any of these obligations may result in the disqualification of a grant application or in application of penalties.

1. If the main researcher is a student in a PhD study programme, his or her supervisor is always a member of the investigating team and always the project supervisor.

2. By signing the grant proposal, the project supervisor agrees with its submission.

3. If a project is financed, the project supervisor together with the head of the department guarantee successful project implementation and expedient handling of the assigned funds in accordance with the internal regulations of CZU Prague and in accordance with the detailed rules defined in each call for grant proposals.

Article 13

Implementation Period and Support Amount

1. The implementation period for IGA projects is 12 to 24 months. Recommendations on the choice of the length of the submitted project and recommended combination of two projects during PhD study are given by the Methodical Guidelines for Completing Grant Applications. The grant is usually used from May 1.

2. The maximum amount of support for one project per calendar year is CZK 700 000. This is the maximum possible request, which is expected to be achieved mostly by team projects. The financial support allocated for a given year cannot be transferred to the next year of the ongoing project. It is recommended not to submit higher financial demands for the second year of the project. If a higher budget for the second year of the project is necessary, this must be justified.

3. Continuation of two-year projects is not claimable, and it is conditional upon (i) availability of funds for specific research in the institutional budget (ii) permission of the head of the department and permission of IGA Commission, based on inspection of responsible approach to research and budget. Permission of the head of the department is submitted to IGA Commission Chairperson in written form in the period of IR submission (end of January). Checks of projects on the departmental level follow instructions of the head of department. The head of department or project supervisor may ask the main researcher to recapitulate the current situation of the project at any time. In the case of reasonable doubt about the efficiency or performance they may submit a proposal to temporarily suspend or lower scholarships or a proposal to terminate the project. The abovementioned proposals are submitted to the IGA Commission.

4. The proportion of personnel costs or expenses (including scholarships) associated with the participation of PhD or master's students as researchers or other members of the research team in the project in the total personnel costs or expenses (including scholarships) borne by eligible student project costs must amount to more than 75%. The remuneration of employees (less than 25%) also includes mandatory contributions (social and health insurance).

Article 14
Use of Support and Budget Inspection

1. The total funds allocated to IGA FZP projects in a given year will first be reduced by claims arising from previous IGA FZP grant calls.
2. The funds allocated by IGA FES should be used for the researchers' scientific and research work in particular. The responsibility for the use of funding falls primarily on the main researcher, then on the project supervisor and on the persons appointed according to the relevant internal regulations of the CZU Prague. The proposed amount of budget items must be respected, transfers not exceeding CZK 5 000 or 20% of the item are allowed, i.e. the amount in the source or target item must not change by more than 20% or by more than CZK 5 000. (At least one of these conditions must apply). For fixed assets, the budget cannot be increased, and funds cannot be transferred between investment and non-investment funds. Authorizations for major transfers should be made in writing to the IGA Commission by September 30 of the given year at the latest. In the application, it is necessary to state the initial status, the required status and the justification (to be sent by email to the IGA Commission Chair).
3. The using of all allocated funds must be tied to the participation of students in PhD or master's degree study programmes as investigators or co-investigators of the projects.
4. Allocated funds can be used from the date of allocation until the end of October. Using of funds outside the specified period is possible under specific agreements of supervisor with the Secretary of Dean's Office.

Note: In the case of two-year projects, it is allowed to submit a proposal for changes to the next year of the project, this proposal must be a part of the interim report. The proposal for changes contains changes to the budget and team members for next year. Raising of budget is not possible, financial support can be the same or lower than in the original proposal for relevant year. Change of internal structure of a budget reflects changes in the research team (e.g., PhD student who graduated is replaced by a new student). Proposals for changes have to follow requirements set by other rules about the maximum number of scholars and maximum salary costs.

5. The Inspection day is scheduled for June 30 of each year of duration of the project. Using of funds from the budget is checked by the relevant department by the date of the Inspection day. Seminars may be part of the Inspection Day if department considers that as appropriate; within such a seminar project participants summarize the state of their project and using of allocated funds. If the state of the project is not justified or there is a discrepancy (higher than 10%, overusing is possible) in the level of the real using and the level specified in the project proposal, then the head of department (or in accordance with the project supervisor's suggestion) may notify the IGA Commission Chair and request the initiation of an IGA Commission meeting. The meeting may result in a proposal for reduction of scholarships.

Article 15
Minimum required outcomes, Project Completion Audit, and Penalties

1. The investigators must submit an Interim and a Final Report on Project Implementation containing in particular the outputs achieved and a management report.
2. The object of the Final Report's peer review is primarily to inspect the fulfilment of the project outputs defined in the project proposal and to audit the management of the allocated funds. The minimum required outcomes are determined according to the volume of allocated funds as follows: One-year (or two-year) projects up to the total budget of CZK 300,000 including at least one publication in Q2 according to AIS. One-year (or two-year) projects over CZK 300 000 at least one publication in Q1 according to AIS (or two publications in Q2 according to AIS). If the project budget includes fees for open access journals, the publications must be published in Q1 (according to AIS), even if the project budget is lower than CZK 300 000.

3. Each publication must be dedicated to the given IGA FES project and affiliated to the FES according to the valid Dean's Regulation. Outputs that do not meet this requirement will not be recognized as a project output.

4. Publications are considered only if the author or co-author of the publication is a student project researcher. Publications for the given year of project implementation must be fulfilled at the latest according to the obligatory schedule specified in Annex 1 Calendar of Obligations of the Grant Call. In justified cases, e.g. if the review procedure for the submitted manuscript lasts more than half a year², the main researcher of the project may ask in writing to postpone the evaluation date. Similarly, if an article is being prepared for a high-quality magazine (e.g. a magazine falling under D1 according to AIS), the main researcher may request a postponement of the publication deadline compared to the mandatory one. These cases will be dealt with individually by the IGA FES Commission and the Vice-Dean for S&R.

5. The Dean may, at the suggestion of the IGA FES Commission, impose a penalty for not fulfilling the project outputs or not maintaining financial discipline. The sanctions are imposed on the researcher's department and can reach up to 40% of the allocated funds per year under evaluation and the project is not funded for the next year.

Article 16

Deadline, form of submission and evaluation of grant applications

1. Applications must be submitted online and in printed form. Online applications must be submitted through the portal <http://iga.fzp.czu.cz> under IGA 2022 call. An identical printed copy shall be handed over to the Science and Research Office of FES. This hard copy must bear the original signatures of all researchers. If the main researcher is a PhD student, the signature of the project supervisor is essential for the hard copy. Deadline for online application submission: Tuesday, February 9, 2021, 23:59. Submitting of hard copy handed to Science and Research Office of FES to Ing. Eva Soulková, Door No. Z 235 (including all signatures): Wednesday, February 9, 2022, 15:00. Applications submitted late or incomplete will not be included into this call.

Attention: Printed copy has to include all appendices. Appendices have to be printed separately since the function "print application" („Tisk žádosti“) does not print them.

² For this purpose, the ongoing review procedure includes all activities of the author leading to a quality publication (repeated submission, processed revision etc.). The manuscript is also considered as „under review“ even when it was rejected in one quality journal and it is improved for submission to another one. It is necessary to describe such a situation in detail.

2. Grant proposals are evaluated by at least one reviewer. The reviewer must not be part of the team and must not participate in the preparation of the project. The reviewer may ask an additional expert in the relevant field to write an expert opinion as means to guarantee academic objectivity. This opinion is then included in the reviewer's consideration. Quality of the proposal is expressed by point score and through a written evaluation. The criteria for reviewing are mainly:

- Formal appearance of the application
- Relevance of the project and researcher's (team's) theoretical knowledge
- Methodology and project schedule
- Expected outcomes
- Budget and its justification
- Actual academic results/outcomes of researcher (or team) – Accomplishment of previous IGA projects, publication activities, fulfilment of other study obligations, etc.

3. Based on the reviewer's opinion and available funds, the IGA Commission will decide on the full financing of the project, financing with a reduced budget, or not-financing. If the project is financed with a reduced budget, the researcher is obliged to submit a decreased budget for approval to the IGA Commission (in the form of a budget change request) before the project starts, but no later than three weeks after the project is awarded.

This regulation becomes valid and effective by its approval by the FZP Academic Senate.

Appendix 1: Calendar of Obligations

Calendar of Obligations sets deadlines for duties of funded one-year and two-year projects. Dates are always set as the end of January, May and September in a custom that deadlines are set to Mondays (except for online submissions, which are set to Sunday midnights). Obligations in individual terms vary according to the duration of the project. All obligations can be met sooner (in advance). Regardless of the terms listed below all obligations must be fulfilled by the date of the submission of application for dissertation defence.

Calendar of Obligations for one-year projects

One-year project should be chosen if a doctoral student is in the first year of study and does not yet have a clear idea about the longer-term research activities, or, conversely, doctoral student is in the third year and one-year project is a supplement to successfully solved two-year project. In any case, chaining of one-year projects throughout the study is not recommended.

| Date | Hour | Day | Description |
|-------------|-------|--------|--|
| 22. 1. 2023 | 23:59 | Sunday | Submission of the Interim Report (IR) in the online system. IR contains report on withdrawal of funds. |
| 23. 1. 2023 | 15:00 | Monday | Submission of the signed printed copy of IR in the S&R Office. |
| 21. 5. 2023 | 23:59 | Sunday | Deadline for submission of articles (manuscripts) to the review procedure. * |
| 22. 1. 2024 | 15:00 | Monday | Submission of the Final Report (FR) of the project in the S&R Office. FR contains all details necessary for evaluation of the project (proof of acceptance of outcomes and calculation of awarded RIV points). |

Calendar of Obligations for two-year projects

Two-year projects are recommended in combination with initial one-year project or with concluding one-year project or in combination with another two-year project.

| Date | Hour | Day | Description |
|-------------|-------|--------|--|
| 22. 1. 2023 | 23:59 | Sunday | Submission of the Interim Report (IR) in the online system. IR contains report on withdrawal of funds. If necessary, it can include chapter "Proposal and justification of changes for next year". |
| 23. 1. 2023 | 15:00 | Monday | Submission of the signed hard copy of IR in the S&R Office. |
| 21. 5. 2023 | 23:59 | Sunday | Deadline for submission of the first year articles (manuscripts) to review procedure. * |
| 21. 1. 2024 | 23:59 | Sunday | Submission of IR in the online system. IR contains (i) report on withdrawal of funds, (ii) proof of acceptance of the first year outcomes. Deadline for submission of the second year articles (manuscripts) to review procedure. * |
| 22. 1. 2024 | 15:00 | Monday | Submission of the signed hard copy of IR in the S&R Office. |
| 23. 9. 2024 | 15:00 | Monday | Submission of the Final Report (FR) in the S&R Office. FR contains all details necessary for evaluation of the project (proof of acceptance of outcomes) |