

FACULTY OF ENVIRONMENTAL SCIENCES
CZECH UNIVERSITY OF LIFE SCIENCES PRAGUE



METHODOLOGICAL GUIDELINES FOR COMPLETING
THE GRANT APPLICATIONS 2022
INTERNAL GRANT AGENCY

FACULTY OF ENVIRONMENTAL SCIENCES
CZU PRAGUE

Prague
2021

What should be obvious from your application

Submitter (team) proves:

- his/her abilities to successfully accomplish the proposed project and that he/she has theoretical knowledge of the relevant scientific area. The submitter makes objectives for research and ways in which to achieve them clear and that proposal has realistic outcomes. Proposal includes reasoning why this approach is unique and efficient altogether with evaluation of publication potential.
- ability to estimate the most economical budget of the project and ability to justify it,
- is aware of objective causes that could lead to failure of the project
- ability to meet all requirements and objectives through accomplishment of any previous projects (IGA, external grants) and through publications (this applies mainly to advanced PhD students and scholars).

The extent and structure of an application

The online application form must be fully filled out and all appendices must be attached. The submitter may add other relevant appendices, if needed. The proposal should be brief, clear and to-the-point, and coherent. Before writing a grant application, log in to the IGA webpage and look at the given extend of individual chapters. It is not necessary to use the maximum extent. Avoid irrelevant information, unnecessary long text, and being too wordy. Bear in mind that brief and factual grant proposals are most appreciated by the reviewers. When your proposal is ready, try to shorten each section without decreasing the comprehensiveness of your text. Please do not include any pictures in your application, the webpage is not adapted for that.

1 Basic information

Name of the project

State name of the project. Limited to 256 characters (including spaces).

Key words

State the key words. Limited to 256 characters (including spaces).

Annotation

Briefly explain your project, its main objectives, the ways of achieving them, and the main benefits. Limited to 2000 characters (including spaces).

2 Project description

Overview of the state-of-art

This chapter is a short literature review that should demonstrate the applicant's theoretical knowledge. It should contain different observations and results that have been already published and are relevant to the chosen topic. Main project questions and objectives must be introduced within the review. All arguments need to be associated with relevant scientific literature (articles in journals with IF). Limited to 15000 characters (including spaces).

Project objectives

The objectives of the project are clearly defined, preferably in the form of key points. Objectives are achievable with respect to the length of the project, the amount of funds, and with respect to the applied methodology (attainability of objectives is an important part evaluated within the review of the grant proposal). It is recommended to define the main (general) objective and several particular objectives. It is appropriate to formulate basic hypotheses and assumptions (mainly for projects that are of experimental nature, preferably on all topics). Limited to 3500characters (including spaces).

Methodology and project schedule

The methodology chapter is intended to provide information about the procedures that will achieve specified objectives. Often it is suitable to divide it into data collection and data processing methods. If necessary, brief and factual description of the study site can be included. Methods which are already known (published) should be described briefly but in a way that makes their basics comprehensible without studying the references. References to scientific literature (articles, no textbooks and the like) are a necessity. However, for projects where verification of methodology is an important part of the output or results, a new methodological approach must be described in detail. When a journal you aim for requires statistical analysis of data, then the proposal must contain a description (design) of the relevant experiment and method of results assessment. The mere indication of the use of programmes such as Canoco, Statistica, R, ArcGIS, without outlining the procedure, does not indicate comprehensive understanding of the topic. Refer to the use of GIS and GIT tools in a similar manner. The procedures described in this chapter may be modified during the project realization slightly. However, the submitter demonstrates that the way of achieving all results reflects a clear vision at the time of applying and does not refer to general terms only.

The project schedule should be provided in the form of a table that will specify which type of work and what objective will be realized in which months. Team projects should specify the work of each team member in all particular periods. Deadlines specified in Calendar of Obligations are obligatory for the schedule of all projects. Specify the way of fulfilling an obligation related to a certain deadline (e.g. specify the journal where your article will be submitted, when you expect the acceptance of your article and in which journal). Limited to 15000 characters (including spaces).

Associated projects

Mainly all previous IGA FES projects that have been accomplished by any of team members (specify year of the project, the project title, main researcher) are listed in this chapter. Links with external grants and activities of leading research groups of FES may be mentioned as well. Limited to 3000 characters (including spaces).

Literature and information sources

State the literature used in the grant proposal. The list of references must exactly match the references in the text. The form of the list of references must conform to scientific conventions. If you use the less common form of citations, indicate explicitly which (of which scientific journal) convention you have chosen to follow. Limited to 30000 characters (including spaces).

3 Team

Describe the team briefly, mainly with focus on the main researcher. For Ph.D. students, at least the supervisor must be another member of the team. Short CVs of all members of the team (excluding supervisors) must be **attached in a form of a single file**. CV is brief and without comments. Half of the A4 page is the recommended length per team member. The CV of the main researcher has to be at the beginning of the file. The CV contains mainly the following:

- Given name, surname, academic degrees, year of birth
- Education: years of graduations and institutions (high school, university), topic of the thesis
- Title of dissertation (diploma thesis)
- Field of specialization (in relation to the topic of your grant proposal)
- Publications: Especially the most significant publications from last 3 years. If the list of publications is too long (in the case of scholars), write 2 – 4 most significant publications and insert a link to the profile of the researcher (ResearchGate, Mendeley, ResearchID and similar).
- Signature with the consent to the processing of personal data.

4 Budget

In the case of team projects with team members from one department only, a single table should be filled out for the whole team, however, in the next chapter (budget justification) the budget must be described and detailed name-by-name for who uses which sum from the budget. **Only expenses of researchers can be financed, no third party can be financed from IGA FES.**

ATTENTION: *The online form enables to edit first year of the project only, the second year must be described in the text. Also, it shows a general table that does not follow the rules specified here. That form does not check if all the data filled in is correct. Follow the instructions written in this documentation. Prove fulfilment of all rules by written statement in the next chapter “Budget justification”, where you will specify calculations and that you followed all the rules (e.g. percentages).*

First year budget plan

Fill in the budget plan for the first year of the project in the table.

Second year budget plan

The budget plan for the second year of the project must be described in the text. For one year project state “this is one year project”.

Budget justification

This chapter contains a description and details of the project budget. Each item has to be justified and all have to be linked to your research. It is not possible to finance something that is not part of the research activities of your project.

You must define the percentage of the total sum of the budget which will be spent by the date of Inspection day within your budget justification chapter. Inspection day is scheduled for June 30 of each year of duration of your project. Whether the funds from the budget were used by June 30 is checked by relevant department. A seminar may be part of the Inspection day if the department considers that 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 discrepancy (higher than 10%, overusing is possible) in the level of the real using and level specified in the project proposal is found, then the head of department alone or based on supervisor’s suggestion may notify the Chairperson of IGA FES Commission and request initiation of IGA FES Commission meeting. The meeting may result in a proposal for full or partial reduction of scholarships.

It is necessary to justify all items of your budget. For example:

- **wrong**
 - Aerial photographs – 15 000 CZK
 - Field work travel expenses – 12 500 CZK.
- **right** (hypothetical example with fictional prices)
 - *Aerial photographs – 15 000 CZK.* In order to secure successful outcomes, aerial photographs of three different periods are necessary. This data will be used for analysis of landscape change (see methodology). Area of interest is covered by 5-photographs in each period, totalling 15-aerial photographs = 15 000 CZK.
 - *Field work travel expenses – 12 500 CZK.* Field work is necessary for reconnaissance and mapping the current state of the landscape. Trips between localities in the area of interest are necessary and are not feasible by public transport. It is expected that 5-trips to the area of

interest by car will fulfil all goals. Each trip = approximately 500 km (Prague, Znojmo + return trip + driving at the locality), for a total of 2500 km. Rate according to relevant Regulation (amortization, consumption) ...x... CZK/km, that is 12 500 CZK total.

Lack of justification for required financial resources is a serious flaw and it may cause rejection of the application.

F1. Material assets

F1.1 Operating costs (material, low value assets, etc.) This means consumables (office equipment, chemicals...); scientific literature, terrain equipment, data (datasets ready to use, etc.), software with license valid for more than a year. It is now possible to include the investment category, which must be discussed in advance with the head of the department and approved by the Secretary of the Dean's office. The projects may establish so-called multi-source investments (i.e. one IGA project finances only a share of the total investment). If this investment is not funded for any reason, this fact must not prevent the completion of the IGA project (the team will return this item from the budget).

F1.2 Services – This refers to an outside source that does something for the researcher: e.g. poster printing, translation or language revision, creation of data on request, or analysis in an external laboratory (including all FES laboratories). Publishing costs may be included as well (i.e. selected journal fees for publication of your article or charges for images in colour, etc.). This budget chapter also includes conference registration costs (conference registration costs are paid in the form of extraordinary scholarship, pre-financing is possible from an active project). Also, you can purchase a software package with a short-term licence (up to 1 year), otherwise any purchase of software with a longer licence belongs to operating costs. You can also use resources from this chapter to cover training course costs if it is related to your research activity within the IGA FES project. Specifications:

- **Laboratory work:** Use FES (CZU) laboratories only. If these labs do not offer necessary analysis or work, you can use external labs, but you have to explain why. The applicant must consult the possible use of any FES (CZU) lab with the head of the relevant lab! The applicant must provide a summary of this consultation by written statement (*Analysis will be processed by laboratory XXX – consulted on dd.mm.yyyy. with /full name/.*) Analysis costs will be set according to lab-work pricelists.
- **Use of faculty drones:** If you want to use faculty drones in your project, you must use the services of the Laboratory of GIS and Remote Sensing of FES. Drones are administered by Department of Applied Geoinformatics and Spatial Planning and in accordance with Czech legislation they can be operated exclusively by certified pilots.
- **Trainings and courses:** Training or course must clearly relate to the project and develop the skills and abilities of the applicant in terms of the intended scientific focus. Training course examples: mastering specialized laboratory methods, courses needed to obtain the required certificates, advanced courses in GIS or statistics that are not available at CZU, etc. IGA FES does not cover language courses. The need for specific training or course must be carefully justified.
- **IT equipment:** Acquisition of all electronics (PC, monitors, cameras, GPS navigation, etc.) is subject to central purchases. Their choice and the rough financial requirements for them must be consulted with the IT department prior to submission of grant proposal.
- **Tangible and intangible assets:**
 - The acquisition of tangible and intangible assets can be covered from investment funds.

Tangible fixed assets - from 80 000 CZK and above including VAT

Intangible fixed assets - from 120 000 CZK including VAT

Short-term tangible assets - investments of CZK 3000 and more, including VAT

Short-term intangible assets - from 6 000 CZK including VAT

Only the specific ratio of the cost of its acquisition that corresponds to its intended use for research activity may be included in IGA FES proposal budget. (E.g. if the useful life (specifically depreciation period) of the acquired property is longer than its intended use for research within IGA FES, then a ratio of the cost equal to exceeded period of useful life cannot be included in the eligible costs covered by IGA FES funds.

- Up to a maximum of 20% of the total (non-investment expenses, personal expenses, etc.) expenses of the project may be accounted for as overhead costs. This appropriation is intended for the applicant's workplace and faculty. The method of calculating and accounting for overhead costs is regulated by the directives and decisions of the bursar.

F1.3 Travel expenses

Travel expenses of students will be reimbursed through the exceptional scholarships only. The amount of scholarship will be determined on the basis of submitted travel orders (=travel expenses form). Travel orders must be submitted to the secretariat of the relevant department which checks completeness and correctness of submitted documents. (*Note:* Travel expenses reimbursed through exceptional scholarships are not associated with the budget chapter "F2.2 Scholarships"). Travel expenses will be paid every one to three months in one grouped scholarship.

Travel expenses of employees are reimbursed through the travel expenses form submitted to the Rectorate of CZU Prague through the relevant department.

- **Domestic travel expenses** include the cost of travel to the field and active participation in conferences (applied only to proven costs of transport and accommodation). This must be calculated according to the currently valid legislation and the current CZU Directive on Travel Expenses. ATTENTION – charge extra 25 CZK per day (road tax) whenever a private car is used by an employee for a business trip. Employees and students may use cars with valid accident insurance only. The driver must hold a valid certificate of driving training to use the travel expenses budget item. (The condition of use of a car with a valid accident insurance and owning valid certificate of driving training is also applied for using of travel expenses in the form of extraordinary scholarships.)
- **Foreign travel expenses** can cover participation at international conferences, expenses of study visits, which cannot be realized with support of Erasmus+ programme, etc. It is very necessary to well-justify expenses and travelling itself (when planning participation in conferences or mobilities to specialised workplaces outside of EU, IGA FES Commission approval is necessary).
- Foreign travel expenses and expenses related to participation in foreign conferences (registration fees, travel expenses) may be claimed by PhD students, technicians and specialized laboratory technicians, and young assistant professors not older than 35 years.

F1. TOTAL MATERIAL ASSETS (Calculated automatically)

F2. WAGES AND SALARIES

The share of personnel costs or expenses (including scholarships) associated with participation of PhD or master's degree students or other members of the research team on the project, in the total personnel costs or expenses /including scholarships/ (which are funded under the eligible costs of the student's project), must be more than

75%. Mandatory deductions (social and health insurance) are also included in rewards for scholars (less than 25%).

F2.1 Wages of main researcher and co-researchers

Employee – main researcher (scholar) cannot request a reward related to the project.

Wages of a specialized scientific laboratory technician may be paid in the form of rewards, Work Assignment Contract (DPP) or Agreement on Work Performed Outside of Employment (DPČ) or by a payment of the proportion of the costs from existing employment contract.

Rewards for scholars will be paid in a single payday: typically in October of the first year. Payment in the second and the third year is possible under condition that all obligations are fulfilled (see appendix Calendar of Obligations). The aforementioned fulfilment has to be attested in the form of mandatory appendix to a request for payment of wages and rewards. Request for payment may be submitted as soon as the conditions are met. Health and social insurance deductions are 34,42% of all rewards paid to employees who are employed on Agreement on Work Performed Outside Employment (DPČ).

Attention: It is necessary to check if there are no other Work Assignment Contracts (DPP). Limit of 300 hours per year exists for each employer (CZU) and limit of 10 000 CZK per month is necessary to keep in mind. If multiple payments of DPP wages are realized in one month and total amount exceeds 10 000 CZK, then it will be necessary to pay health and social insurance from it. It is important to plan and keep in mind paydays.

F2.2. Scholarships

In this section extraordinary scholarships for main researcher and co-researchers (for PhD students only) may be proposed. Extraordinary scholarship cannot exceed 95 000 CZK in one calendar year for each PhD student in total for all positions of all grant proposals. Scholarships for master's students may be also proposed, but their overall amount decreases the maximum which can be paid to PhD students. Distribution of PhD scholarships and master's scholarships is set by the main researcher. Do not justify the requested amount. Scholarships may be paid in stages (20% in April, 40% in the period May to September according to the needs of a PhD student; and 40% in October). Written approval from supervisor and head of the relevant department is necessary for scholarship payment realization. This written statement confirms that the project is active and funds are being drawn in accordance with proposed schedule and rules applied to IGA FES project. The other option is to receive scholarship in single payment in October (100%) and written statement is required as well. Each project chooses the form of payment.

Payment in the second year is possible under condition that all obligations are fulfilled (see appendix Calendar of Obligations). The aforementioned fulfilment has to be attested in the form of mandatory appendix to a request for payment of wages and rewards.

F2. TOTAL WAGES AND SALARIES (Calculated automatically)

ATTENTION: The online application form does not check if your proposal meets all specified requirements.

Comment on the budget

Allocated finances can be used for activities linked to the project only and in the specific year only. The responsibility for using of funds falls primarily to the main researcher, then to the guarantor. Proposed sums of all budget chapters have to be respected – changes are allowed up to 5 000 CZK or 20%, that means in both budget chapters – in donating and in receiving – maximum change of sum in any chapter can be 20% or 5 000 CZK (at least one condition must be applied in every case). If a team would like to propose more significant change, then a well-justified written request addressed to IGA FES Commission must be submitted by September 30 of a given year. Please specify the original state of the project budget and specify any proposed changes in your request (send requests to the IGA chairperson).

5. Project outcomes

Project merits

This section should briefly describe the expected scientific merits of the project within the discipline or interdisciplinary issues. This chapter is related to chapters “Overview of the state-of-art” without copying it. This section should specify what outcomes would be achieved within your research. Reviewers of the grant proposal will assess whether particular declared outcomes correspond to the minimum outcomes only.

Each outcome must include an acknowledgement to the IGA FES project and affiliation to the FES in accordance with the valid Dean’s Regulation No. 04/2018 in this format: Faculty of Environmental Sciences, Czech University of Life Sciences Prague, Kamýcká 129, Praha – Suchdol, 165 00, Czech Republic, or Czechia. Outcomes that do not meet these requirements will not be recognized as an outcome of the project.

6 Appendix

CV, authorizations and permissions under applicable legislation

Short CVs of all members of the team (excluding supervisors) must be **attached in a form of a single file**.

In this chapter you must indicate what type of permissions and authorizations must be obtained. As mentioned above, the submitter is required to know and enlist all authorizations and permissions 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 and attached in a form of appendix, it is necessary to describe in detail the whole process of its acquisition in the grant proposal.

If no permission or authorization is required, declare it in this section of application explicitly, e.g. I declare that no permission is required for work on this project according to legislation of the Czech Republic (USA, Germany, Philippines... wherever the project will be realized.).

Example of affiliation format

The project was supported by IGA Faculty of Environmental Sciences CZU Prague “The effect of population size on variability in multi-scale habitat preferences of the agile frog, *Rana dalmatina* – No. 20184229”.

Faculty of Environmental Sciences, Czech University of Life Sciences Prague, Kamýcká 129, Praha – Suchdol, 165 00, Czech Republic (or Czechia).

Appendix 1: Calendar of Obligations

Calendar of Obligations sets deadlines for duties of funded one-year a 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 PhD student is in the first year of study and does not yet have a clear idea about the longer-term research activities, or, conversely, PhD 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.

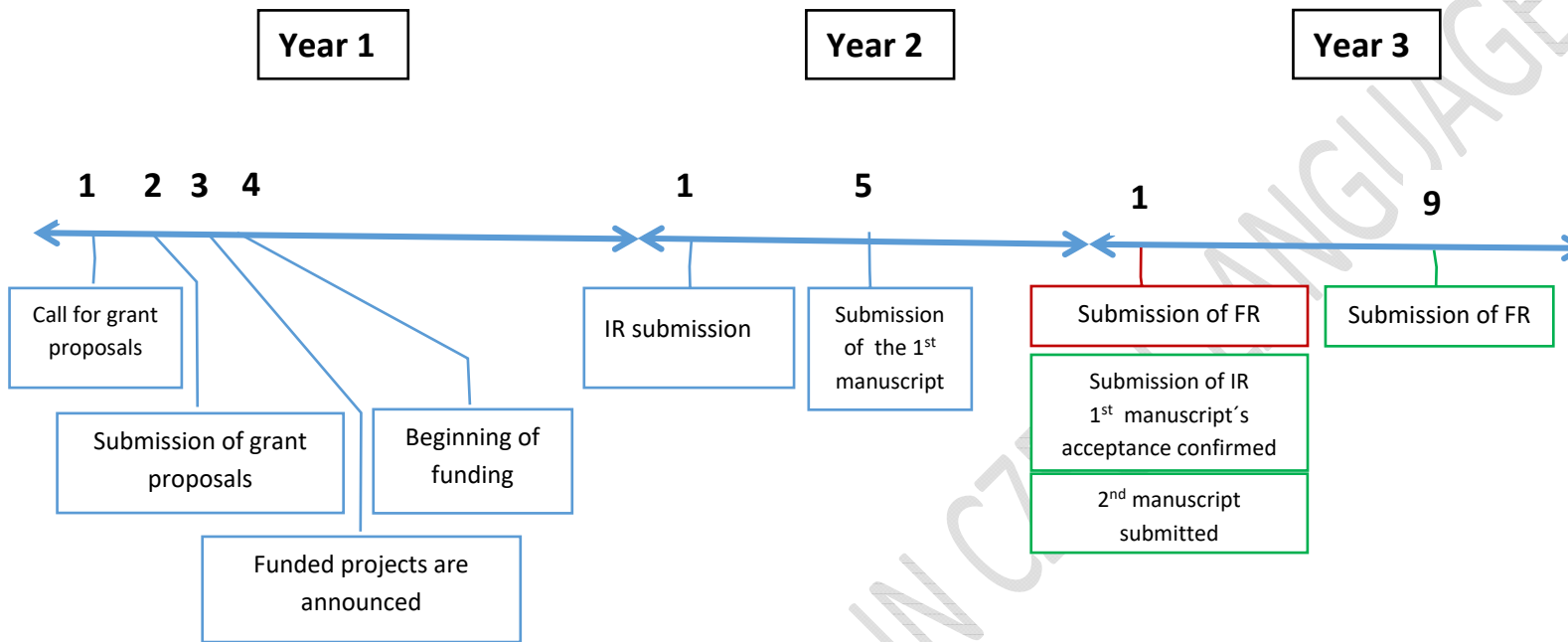
Date	Hour	Day	Description
22. 1. 2023	23:59	Sunday	Submission of the Interim Report (IR) in the online system. IR contains report on withdrawal of funds. If necessary it can include chapter "Proposal and justification of changes for next year".
23. 1. 2023	15:00	Monday	Submission of the signed hard copy 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).

* The control of high-quality manuscripts timely submission is responsibility of the department and is based on instructions given by the head of the department. Submission does not need to be proved in any other way within these deadlines. If the project outcomes are not delivered on time for objective reasons, the course of the

review procedure (timely first submission, work on revisions, etc.) will be presented to the IGA Commission and the IGA FES Bodies. Based on the course of review procedures, the outcomes deadline can be extended, or the department will get a financial penalty according to Dean's Regulation No. 28/2021 Article 15 - Minimum required outcomes, Project Completion Audit, and Penalties.

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Appendix 2: Calendar of Obligations – graphical representation



Legend

All projects

One-year project

Two-year project

FR = Final Report (confirmation of a fulfilment of the project)

IR = Interim Report

Manuscript submitted = article submitted to review procedure

Acceptance confirmed = proof of acceptance of article (article is published or accepted for publication)

Appendix 3: Recommended combinations of IGA FES projects

Recommended combinations of IGA FES projects during four-year long PhD study. ATTENTION: Interruption of study is impossible with an active project!

1 st year of study	2 nd year of study	3 rd year of study	4 th year of study
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Two two-year projects, the second one has to be finished by the end of the 4th year of study.



Basic two-year project complemented by additional one-year project.



Initial one-year project followed by two-year project.



Legend

One-year project



Two-year project



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