

FACULTY OF ENVIRONMENTAL SCIENCES  
OF THE CZECHUNIVERSITY OF LIFE SCIENCES PRAGUE



STATUTES OF THE INTERNAL GRANT AGENCY  
FACULTY OF ENVIRONMENTAL SCIENCES  
CULS PRAGUE

Prague  
2018

**STATUTES OF THE INTERNAL GRANT AGENCY  
FES CULS PRAGUE  
PART ONE**

**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) is to support development of the scientific and research activities of FES PhD and master's degree students using FES's internal funds.

The objectives of IGA are in particular to:

1. Support financially the scientific and research activities 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.
3. Support especially the preparation of dissertations and master's degree theses on topics falling within FES's research areas.
4. Support doctoral student and post-docs – members of profile teams of FES. Accelerate their scientific development and stabilize planning framework within these teams.
5. 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 Grant Calls**

1. Support for students' scientific and research activities is administered through IGA calls for grant proposals.
2. IGA call is divided into two independent categories:
  - a. Aimed student projects (see IGA objectives 1 to 3).
  - b. Complex student projects (see IGA objectives 1 to 5).
3. IGA bodies administer the calls for grant proposals.
4. Support of students' scientific and research activities by IGA 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 Bodies**

#### **Article 3** **IGA Bodies**

IGA bodies comprise the following:

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

#### **Article 4** **Vice Dean for R&S**

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

#### **Article 5** **Chairperson of the IGA Commission of FES**

1. At the suggestion of the Vice Dean for R&S, the Dean of FES names and recalls the Chairperson from among the members of the IGA 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 R&S on the work of the IGA Commission.

#### **Article 6** **Head of the Dean's Office**

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

**Article 7**  
**FES AS**

FES AS is a controlling body of IGA which:

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

**Article 8**  
**Membership in the IGA Commission**

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

**Article 9**  
**IGA Commission Tasks and Activities**

The IGA Commission in particular:

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

**Article 10**  
**IGA Commission Rules of Conduct**

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

**PART THREE**  
**IGA Calls for Grant Proposals**

**Article 11**  
**IGA Announcement of Calls for Grant Proposals**

1. A call for grant proposals is announced each year, usually between November and February. Other calls may be announced at any time during the calendar year.
2. The period for submitting grant proposals is usually three to five weeks.
3. Grant proposals are submitted electronically through the CULS Information System as well as in a printed form signed by all investigators to the FES Department of R&S.
4. Rules for each call for grant proposals are always defined within its implementation documentation. If the call is divided into "Aimed student projects" and "Complex student projects" categories, each category has its own rules.

**Article 12**  
**IGA Project Investigators**

1. Students in FES doctoral study programmes and FES academic employees can be IGA grant applicants and therefore accountable investigators in the financed projects.
2. The remaining members of an investigator team may be comprised of academic, scientific, and research employees and students of FES doctoral and master's degree study programmes.
3. The number of students in an investigating team must be the same as or greater than the number of the remaining members of the investigating team.
4. 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 submission to the grant proposal.
5. Students may be investigators in a student project only for the regular duration of their studies.
6. A student can be included within a single call for grant proposals as investigator or member of the investigating team in only a single grant application in each category of projects.

### **Article 13**

#### **Project Supervisor's Role**

1. If the principal investigator is a student in a doctoral study programme, his or her supervisor is always a member of the investigating team and always the project supervisor.
2. With the project supervisor's signing of the grant proposal, he or she 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 CULS Prague and in accordance with the detailed rules defined in each call for grant proposals.

### **Article 14**

#### **Implementation Period and Support Amount**

1. The implementation period for IGA projects is 1–3 years, and the maximum implementation period is defined by the IGA Commission within the specific call for grant proposals.
2. The maximum amount of support for one project per calendar year under a given call for grant proposals is defined annually by the IGA Commission within the call for grant proposals, but this may not be more than CZK 1000,000.

### **Article 15**

#### **Use of Support**

1. The funds allocated by IGA FES can only be used for the investigators' scientific and research work.
2. The drawing of all allocated funds must be tied to the participation of students in doctoral or master's degree study programmes as investigators or co-investigators of the projects.

### **Article 16**

#### **Project Completion Audit**

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.
3. The Dean may, at the suggestion of the IGA Commission, impose a penalty for not fulfilling the project outputs or not maintaining financial discipline.

In Prague on 19 December 2018  
Approved by FES AS  
prof. RNDr. Vladimír Bejček, CSc.  
Dean of FES CULS Prague