

FACULTY OF ENVIRONMENTAL SCIENCES
OF THE CZECHUNIVERSITY OF LIFE SCIENCES PRAGUE



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Documentation for Call 2019

Prague
2018

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General information

The following documentation serves for preparation and submission of grant proposals and is created in accordance with the valid Statutes of Internal Grant Agency of FES (hereafter "IGA Statutes"). This documentation specifies the requirements for **IGA Call 2019**.

It is possible to submit proposals for projects with subject of research in the Czech Republic as well as abroad. In accordance with IGA Statutes IGA call for proposals is divided into two categories in 2019. More precisely following categories exist:

- Aimed student projects
- Complex student projects

Individual categories have their individual rules defined. Situations and matter of facts not specified in this document should obey IGA Statutes and higher directives (e.g. Rules for the Provision of Targeted Support to Specific University Research (MEYS), Act. No. 111/1998 Coll., The Higher Education Act, as amended, and internal regulations and documents of FES and CULS Prague).

Total funds allocated for 2019 will first be reduced to claims arising from IGA 2017 and IGA 2018 calls for proposals and in delegated competence from CIGA call for proposals. The remaining amount will be divided by 50:50 ratio within each category, where:

- The first part of the allocated funds will be used to support projects from the category of "IGA 2019 Aimed student projects".
- The second part of the allocated funds will be used to support projects from the category of "IGA 2019 Complex student projects".

1. Aimed student projects

1.1 Project participants

Doctoral student or academic employee (hereafter "scholar") can be the main researcher. Scholars must meet the following criteria: age up to 35 years, initiated doctoral study or successful dissertation defence maximally three years before opening of this call for proposals. Other participants may be students enrolled in master or doctoral study or scholars and researchers. If a doctoral student is a main researcher, then student's supervisor is always co-researcher. In case the project involves the use of FES laboratories, relevant specialized scientific laboratory technician may become a member of the research team. Number of students must be always equal or higher than number of other participants within the research team.

Supervisor and co-supervisor (so called supervisor – specialist) of doctoral student can be member of all teams of his or her doctoral students. Similar exception is valid for academic staff overseeing operation of laboratories such as heads of laboratories and specialized technical staff, therefore they may be participants of multiple research projects. Following is valid for all other participants in this call: each student or scholar can be researcher or co-researcher in a single project proposal only in each category of projects.

1.2 Duration of project

Projects are proposed for 1-3 year long period. Recommended combinations of projects during a PhD study can be found in appendices "Calendar of Obligations" and "Recommended combinations of IGA projects". Depending on the quality of project proposal, multi-year project may be supported for whole period or for one or two years. Continuation of multi-year projects is not claimable and it is conditional upon (i) availability of enough funds for specific research in the institutional budget (ii) permission of the head of the department and permission from IGA Commission, in which both approve the undergoing work on project based on results of their control focused on fulfilling of all obligations and economical use of available funds. 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.

Head of department or project guarantor may ask main researcher to recapitulate the current situation of the project at any time. In the case of a 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. Mentioned proposals are submitted to the IGA Commission.

1.3 Financial support

The maximum amount which can be requested **for a single project per calendar year is 400 000 CZK**. This is maximum possible funding and it is anticipated that especially team projects may reach this sum. Wages of scholars and associated costs (including salary deductions) must be less than 40% of costs of all wages and salaries of the whole project. **Financial support awarded for a given year cannot be transferred to the next year. It is recommended to propose no higher financial requirements for the second and third year than for the first one.** If a higher budget for the second and third year of the project is absolutely necessary, then it must be justified.

Allocated funds can be drawn from the date of allocation (usually in April) until the end of October. If expenses in total amount higher than 5 000 CZK will be drawn in November within a single project, then it is considered as a not allowed drawing of funds and relevant department will be charged 5 000 CZK for each such a project. In specific situations it can be allowed to draw certain funds also in November (e.g. pre-planned payment of the registration fee for the conference happening in November). However, it has to be pre-negotiated and approved by the Head of Dean's Office no later than on August 31st. Drawing of funds outside the specified period (especially for projects requiring winter aspect of monitoring, etc.) is possible under specific agreements of supervisor with the Head of Dean's Office. IGA Commission must be informed about any arrangements concerning the late drawing of funds (other than in the period April – October) in a written form.

Note: In the case of multi-year projects it is allowed to submit proposal for changes to the next year of the project, this proposal must be a part of the interim report. Proposal for changes contains changes to the budget and team's members (eventually to factual part of the project) 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. doctoral student who graduated is replaced by a new student), eventually changes to factual part of the project. Proposal for changes have to follow requirements set by other rules about maximum number of scholars and maximum salary costs.

1.4 Minimum required outcomes of an IGA project and related penalties

Minimum required outcomes are determined by the **number of RIV points**. Number of required RIV points **depends on the amount of allocated funds**, namely **0.1 points per 1 thousand CZK**, i.e. 10 points per 100 thousand. **Only points of the First Pillar of VaVal Methodology will be recognized**. Publications must acknowledge the IGA project. RIV points per individual researchers are calculated according to valid methodology of FES, the points for the project then summing the points of the individual participants of the project. Points attributable to an supervisor or co-supervisor (supervisor – specialist) are recognized only if at least one student is the author or co-author of that certain publication.¹

If an supervisor or co-supervisor participates in multiple projects from which they formed a joint publication, their points are then distributed among these IGA projects. Distribution of these points depends on agreement of researchers of these projects and will be documented in reports submitted to the Department of Science and Research.² Authors with foreign affiliations are not included in the authors' collective for the purpose of calculating the point value of the publication (valid for authors without a contractual relationship with FES).

¹Publications of supervisor or co-supervisor are not recognized as a fulfilled outcomes if they were published with another team although they were acknowledged to IGA.

² E.g. two doctoral students have one supervisor and submit two separate projects. Co-supervisor of one of a doctoral student is also a member of the project team of another doctoral student who has a different supervisor. A joint publication of these three projects is created. Researchers of all three projects are obliged to agree on the division of points associated to advisers and co-supervisor.

Points for the certain year of the project must be gained according to the Calendar of Obligations which is available in Annex No. 1. Number of points gained must be reported by a main researcher in a prescribed form. **In the case of unfulfilled outcomes relevant faculty department returns up to 40% of the financial support awarded** for a year which is a subject to evaluation, and the project is not funded in the next year(s). In justified cases, e.g. if the reviewing process of submitted manuscript takes more than half a year³, main researcher may prepare a written request to postpone the date of evaluation. Similarly, if an article is being written for high-quality journal (e.g. one of the top ten percent Jimp journals in the field), main researcher may request to postpone the date of submission in writing. These cases will be dealt with individually by the IGA Commission and by the Faculty Management.

1.5 Department's qualification round of project's evaluation

All proposals must be evaluated within department before a formal submission of a grant application can be done. The main purpose of the preliminary round is to prevent the submission of a grant application, which would have a poor quality. It is also sort of protection against penalties for departments, which are now significantly responsible for submitted proposals. Form of this qualification round is set by the head of department (dates and deadlines, guarantor's responsibility within this round, form of presentation of proposed teams and projects). Project proposals may not be submitted without the approval of the head of department. Head of department submits list of supported proposals to the Chairperson of the IGA Commission and through this act head of department formally agrees with applications of listed proposals.

1.6 Application form for proposals – deadline and way of applying

Applications must be submitted electronically and in printed form. Electronic applications must be submitted through the portal <http://ga.czu.cz> under IGA 2019. An identical printed copy shall be handed over to the Department of Science and Research of FES. This printed copy must bear the original signatures of all researchers. Signature of the guarantor (the student's official supervisor) is essential for all doctoral students and it must be included with a printed copy of the application.

Deadlines:

Electronic online application: Tuesday February 12nd 2019, 23:59

Printed copy handed to Department of Science and Research of FES to Ing. Eva Soulková, Door No. Z 235 (including all signatures): Wednesday February 13rd 2019, 15:00

Department's qualification round of project's evaluation is set by the head of each department. Applications submitted later or incomplete will not be included into this call.

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

1.7 Applicant's duties

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 CULS Prague. Following bullet-points highlight the main duties:

- The grant proposal must honour the generally accepted ethics of scientific work.

³ For this purpose continuing review process – in addition to state „under review“ - may be any provable activity of the author(s), which is leading towards higher quality of publication (repeated submission, processed revision, etc.). From the IGA point of view review process can include refusal of an article in one journal and editions for submission to another journal. It is necessary to describe situation in detail and document it.

- The submitter is required to know and enlist all authorizations and permissions⁴, 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 very linked to the researcher's topic of dissertation. In a case of team projects 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.
- If a doctoral student is a submitter, then his or her official supervisor has to be project's guarantor (obligatory member or research team).
- If a doctoral student is a submitter or a scholar with incomplete doctoral study, he or she are obliged to consult scientific content of a proposal and its formal appearance with supervisor. In a case of establishment of a team all adviser of all participating doctoral students have to agree with team based proposal.
- Other duties of submitter may be set by the head of department – especially in a form of requirements for department's round.

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

1.8 Overlapping of IGA projects

Student can be main researcher or co-researcher in a single project proposal only in each category of projects.

1.9 Evaluation of grant proposals

Grant proposals are evaluated independently by two external reviewers and one internal reviewer (IGA Commission member). Each reviewer may ask additional expert in the relevant field to write expert opinion as a means to guarantee academic objectivity. This opinion is then included into the reviewer's consideration. Proposal's quality is expressed by point score and through a written evaluation. If there is significant difference between evaluations, the IGA Commission Chairperson may request revision of reviews.

- Criteria of reviewing are mainly:
 - Formal appearance of the application.
 - Actuality of the project and researcher's (team's) theoretical knowledge.
 - Methodology and project schedule.
 - Planned/proposed 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.
 - Overall quality of the proposal expressing comprehensive reviewer's opinion about benefits of this project to research (at FES, Czech Republic, whole World...).

⁴ E.g. handling of wildlife, handling of hazardous substances, use of UAVs, or research in sensitive zones of protected areas, etc.

2. Complex student projects

2.1 Project participants

Head of profile team of FES is the main researcher. Doctoral and master students or scholars are co-researchers. In case the project involves the use of FES laboratories, relevant specialized scientific laboratory technician may become a member of the research team. Number of students must be always equal or higher than number of other participants within the research team.

2.2 Duration of project

Complex student projects have a duration of three years.

2.3 Financial support

The maximum amount which can be requested **for a single project per calendar year is 1 000 000 CZK**. This is maximum possible funding. Wages of scholars and associated costs (including salary deductions) must be less than 40% of costs of all wages and salaries of the whole project. Allocated funds can be drawn from the date of allocation (usually in April) until the end of October.

2.4 Minimum required outcomes of an IGA project and related penalties

Minimum required outcomes are identical to outcomes required for Aimed student projects. If minimum required outcomes are not met, potential penalty is charged to the profile team. Penalty is calculated in identical way as it is calculated for Aimed student projects.

2.5 Department's qualification round of project's evaluation

There is no qualification round for Complex student projects.

2.6 Application form for proposals – deadline and way of applying

Applications must be submitted electronically and in printed form. Electronic applications must be submitted through the portal <http://ga.czu.cz> under IGA 2019. An identical printed copy shall be handed over to the Department of Science and Research of FES. This printed copy must bear the original signatures of all researchers.

Deadlines:

Electronic online application: Wednesday March 20th 2019, 23:59

Printed copy handed to Department of Science and Research of FES to Ing. Eva Soulková, Door No. Z 235 (including all signatures): Thursday March 21st 2019, 15:00

2.7 Applicant's duties

Applicant's duties are identical to duties for Aimed student projects.

2.8 Overlapping of IGA projects

Student can be main researcher or co-researcher in a single project proposal only in each category of projects.

2.9 Evaluation of grant proposals

Evaluation of grant proposals is primarily based on results of evaluation of FES profile teams. Grant proposals are evaluated independently by two internal reviewers, members of IGA Commission.

3. Instructions for completing grant applications

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 and is able to formulate/set objectives responsibly,
- ability to meet all requirements, outcomes and objectives through accomplishment on any previous projects (IGA, CIGA, external grants) and through publications (this is applicable to applicants in higher years of doctoral study and to scholars only).

3.1 The extent and structure of an application

The electronic 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. Avoid irrelevant information, unnecessary long text and verbal garbage. Try to consider that the shortest and still factual grant proposal will be most appreciated by your reviewer. When your proposal is ready, try to shorten each section without decreasing understandability of your text.

3.2 Annotation

Briefly explain your project, its main objectives, the ways of achieving them, and the main benefits. *Limited to 1024 characters.*

3.3 Authorizations and permissions under applicable legislation

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 whole process of its acquisition into 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.).

3.4 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 this framework. All arguments need to be associated with relevant scientific literature (articles in journals with IF).

3.5 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 main (general) objective and several particular objectives. It is appropriate to define a basic hypotheses and assumptions (particularly for particular objectives of projects that have the nature of an experiment, however if possible then on all topics).

3.6 Methodology

The methodology chapter is intended to provide information about the procedures that will achieve specified objectives. Often it is suitable to divide it into gathering of data and data processing methods. If necessary, brief and factual description of a study site can be included. Methods, which are already known (published) should be described briefly but in a way that makes their basics understandable for reviewer without necessary study of references. References to the scientific literature (articles, no textbooks and the like) are necessity. In contrary, for projects where verification of a methodology is an important part of the output or results, a new methodological approach must be described in detail. When journal you aim for requires statistical analysis of data, then proposal must contain description (design) of relevant experiment and way of assessment of results. The mere indication of the use of programmes such as Canoco, Statistica, R, ArcGIS, without outlining of the procedure, does not indicate comprehensive understanding of problematic. Refer to 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.

3.7 Project's schedule

The project schedule should be provided in the form of 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 scheduled of all projects. Specify particular way of fulfilling obligation related to certain deadline (e.g. specify journal where your article will be submitted by deadline, assumption of acceptance of your article in which journal).

3.8 Project benefits

This section should briefly describe the expected scientific benefits of the project within the discipline or interdisciplinary issues. This chapter is related to chapters "Overview of the state-of-art" and "Planned outcomes" without copying them.

3.9 Planned (anticipated) outcomes

This section should specify what outcomes would be achieved within your research. Reviewers of the grant proposal will assess whether a particular declared outcomes correspond to the minimum outcomes only. Anticipation of higher outcome than the minimum therefore does not lead to better evaluation of grant proposal. (However, you can anticipate higher outcomes than minimal if there is a real possibility of submission of article in a journal promising higher number of RIV points, than it is required.) In other words outcomes that will have been fulfilled are those, which are evaluated, not those, which are promised.

Each outcome must be associated (acknowledged) to the IGA project and affiliation to FES in accordance to the valid Dean's Regulation (see annex No. 1). Outcomes that do not meet these requirements will not be recognized as an outcome of the project.

3.10 Links of the project to other realized or undergoing projects

Mainly all **previous IGA 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 CIGA grants, external grants and activities of leading research groups of FES may be mentioned as well.

3.11 Threats to the project's fulfilment

In this section describe objective reasons why the project could fail. Among the objective reasons include f.e. very unsuitable weather conditions in the main part of the project (it was snowing / was not snowing; it was raining / it did not rain at all etc.), or perhaps significant change in foreign currency exchange rate if you expect to purchase something from abroad or travel, etc. Objective determination of possible threats is part of the project evaluation. If there is no considerable threat to your project, indicate that in your proposal.

3.12 Budget

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. If the team members are from more departments, each department must provide its own table. In a case of team projects with team members from one department only, a single table should be filled out for whole team, however in the next chapter (budget justification) 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.

ATTENTION: The electronic form on <http://ga.czu.cz> indicates a general table that does not follow rules specified herein. That form also does not check if all the data filled in is correct. **PLEASE 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 obeyed all rules (e.g. percentages).

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, etc. (amount per item must not exceed 40 000 CZK including VAT, in a case of a software it must not exceed 60 000 CZK including VAT).

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 charges fee for publication of your article or charges images in colour, etc.). This budget chapter also includes conference registration costs (conference registration costs are paid in the form of special scholarship, pre-financing is possible from 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 project.

- **Note: laboratory works:** Use FES (CULS) laboratories only. If these labs do not offer needed analysis or work, you can use external labs, but you have to explain why. Applicant must consult the possible use of any FES (CULS) lab with the head of relevant lab! 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.
- **Note: 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.
- **Note: trainings and courses:** Training or course must clearly relate to the project and develop the skills and abilities of the applicant in terms of an 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 CULS, etc. IGA does not cover language courses with the exception of specialized courses of scientific writing. The need for specific training or course must be particularly justified.

- **Note: IT equipment:** Acquisition of all electronics (PC, monitors, cameras, GPS navigation, etc.) is subject to central purchases. Their choice and the framework financial requirements for them must be consulted with the IT department prior to submission of grant proposal.
- **Note:** tangible and intangible assets:
 - The acquisition of tangible and intangible assets can be covered from capital funds. Only the certain ratio of the cost of its acquisition that corresponds to its intended use for research activity may be included in IGA 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, then a ratio of the cost equal to exceeded period of useful life can not be included in the eligible costs covered by IGA funds.
 - Up to a maximum of 20% of the total (non-investment expenses, personal expenses, etc.) expenses of the project may be accounted as overhead costs. This appropriation is intended for the applicant's workplace and faculty. The method of calculating and accounting of 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" thus exceptional scholarships covering travel expenses do not affect total amount of 30 000 for scholarships.) Travel expenses will be paid every one to three months period in one grouped scholarship.

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

- **Domestic travel expenses:** This includes the cost of travel to the field and active participation in conferences (applied only to costs of transport and accommodation). This should be calculated according to the currently valid legislation and the current CULS Directive on Travel Expenses. ATTENTION – charge extra 25 CZK per day (road tax) whenever a private car is used by an employee (not a student) for a "business trip". Employees and students may use cars with valid "accidental insurance" only! Driver must own valid certificate of driving training (this is not driving license, it is an extra course to be taken – ask secretary of your department). (The condition of use of a car with a valid accidental insurance and owning valid certificate of driving training is also applied for the drawing of travel expenses in the form of special 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 in department's preliminary round (when planning participation in conferences or mobilities to specialised workplaces outside of EU, IGA Commission approval is necessary).
- Foreign travel expenses and expenses related to participation in foreign conferences (registration fees, travel expenses) may be claimed by doctoral students, technicians and specialized laboratory technicians, and young assistant professors (not older than 35 years) only.

F1. TOTAL MATERIAL ASSETS – Calculated automatically

F2. WAGES AND SALARIES

The share of personnel costs or expenses (including scholarships) associated with participation of doctoral 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 60%**. Mandatory deductions (social security and health insurance) are also included in rewards (less than 40%) of scholars.

F2.1 Wages of main researcher and co-researchers

Employee – main researcher (scholar) can't request a reward related to the project.

Wages of a specialized scientific laboratory technician may be paid in a 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.

Wages based on DPP/DPČ and rewards for scholars will be paid in a single pay term: Typically in October in the first year of the multi-year project and in the case of a single-year project. Payment in the second and the third year is possible under condition that all obligations are fulfilled (see appendix Calendar of Obligations). Mentioned fulfilment has to be attested in a form of mandatory appendix to a request for payment of wages and rewards. Request for payment may be submitted whenever conditions are met.

Health insurance a social security deductions are 34,42% of all rewards paid to employees those being employed by and 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 (CULS) and limit of 10 000 CZK per month is necessary to keep in mind. If multiple payments of DPP wages would be realized in one month and total amount would exceed 10 000 CZK, then it would be necessary to pay health insurance and social security from it. It is important to plan and keep in mind pay terms.

F2.2. Scholarships

In this section special scholarships for main researcher and co-researchers (for doctoral students only) may be proposed. Special scholarship cannot exceed 95 000 CZK in one calendar year for each doctoral student in total for all positions of all grant categories and calls for proposals. Scholarships for master students may be also proposed, but their overall amount decreases the maximum which can be paid to doctoral students. Distribution of doctoral scholarships and master scholarships is set by main researcher. Do not justify 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 project is active and funds are being drawn in accordance with proposed schedule and rules applied to IGA project. The other option is to receive scholarship in single payment in October (100%) and written statement condition applies equally. Each project chooses payment form independently.

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

- F2. WAGES AND SALARIES – TOTAL** – Calculated automatically. ATTENTION: Online application form does not check if your proposal meets all specified requirements.

Allocated finances can be used for activities linked to the project only and in the 2017 year only. The main researcher is responsible for drawing of funds primarily and guarantor is responsible secondarily. 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 well-justified written request addressed to IGA Commission must be submitted until last of September of a given year. Please specify the original state of the project budget and specify any proposed changes in your request (send requests to keken@fzp.czu.cz).

3.13 Budget justification

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.**

3.14 Control day

You must define percentage of the total sum of the budget which will be spent by the date of Control day within your budget justification chapter. Control day is scheduled to **June 30th** of each year of duration of your project. Drawing of funds from the budget is checked by relevant department to the date of Control day. Seminar may be part of the Control day if department considers that as appropriate; within such a seminar project participants summarize state of their project and drawing of allocated funds. If state of the project is not justified or discrepancy (higher than 10%, overdrawn is possible) of the level of the real drawing and level specified in the project proposal is found, then head of department alone or based on supervisor's suggestion may notify Chairperson of IGA Commission and request initiation of IGA Commission meeting. Meeting may result into a proposal for full or partial reduction of scholarships.

3.15 References and literature

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.

3.16 Curriculum Vitae (appendix)

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 recommended extension per team member. CV of the main researcher has to be on the top position in the file. CV contains mainly following:

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

4. Temporary provisions

Main researchers and co-researchers of multi-year long IGA projects of IGA 2017 and IGA 2018 who will be active researchers also in 2019 year have an option to apply for increase of scholarship in accordance with IGA FES Documentation for Call 2019 (budget chapter – Scholarships). Submitted application will be evaluated by IGA Commission bearing in mind the context of previous years of project implementation. Condition for increase of a scholarship for multi-year projects of IGA 2017 is to accept the increase of minimum outcomes according to IGA FES Documentation for Call 2019. (see changes of conditions between the year 2017 and 2018 from 0,05 RIV point to 0,1 RIV point for each 1 000 CZK of awarded financial support. Above mentioned request shall be submitted in written form until February 15th 2019 to Ing. Eva Soulková, Door No. Z 235 (Department of Research and Science). Request must be also signed by supervisor and head of department. Form is available at the IGA website.

In Prague, December 22nd 2018

Ing. Zdeněk Keken, Ph.D.
IGA Commission Chairperson

Appendix 1: Calendar of Obligations

Calendar of Obligations sets deadlines for duties of funded one-year, two-year and three-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 electronic submissions, which are set to Sunday midnights). Obligations in individual terms vary according to the duration of the project. Project will be evaluated as unfulfilled in the case of failure in any of the listed obligations and sanctions will be applied (unless a significant reason for exemption exists). 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

Yearlong 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 yearlong project is a supplement to successfully solved two-year project. In any case, chaining of yearlong projects throughout the study is not recommended.

Date	Hour	Day	Description
26. 1. 2020	23:59	Sunday	Submission of the Interim Report (IR) in the electronic system. IR contains report on withdrawal of funds.
27. 1. 2020	15:00	Monday	Submission of the signed printed copy of IR at the Department of Science and Research.
24. 5. 2020	23:59	Sunday	Deadline for submission of articles (manuscripts) to review procedure.*
25. 1. 2021	15:00	Monday	Submission of the Final Report (FR) of the project at the Department of Science and Research. FR contains all details necessary for evaluation of the project (proof of acceptance of outcomes and calculation of awarded number of RIV points).

Calendar of Obligations for two-year projects

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

Date	Hour	Day	Description
26. 1. 2020	23:59	Sunday	Submission of the Interim Report (IR) in the electronic system. IR contains report on withdrawal of funds. If necessary it can include chapter "Proposal and justification of changes for next year".
27. 1. 2020	15:00	Monday	Submission of the signed printed copy of IR at the Department of Science and Research.
24. 5. 2020	23:59	Sunday	Deadline for submission of the first year articles (manuscripts) to review procedure.*
24. 1. 2021	23:59	Sunday	Submission of IR in the electronic system. IR contains (i) report on withdrawal of funds, (ii) proof of acceptance of the first year outcomes and calculation of awarded number of RIV points. Deadline for submission of the second year articles (manuscripts) to review procedure.*
25. 1. 2021	15:00	Monday	Submission of the signed printed copy of IR at the Department of Science and Research.
27. 9. 2021	15:00	Monday	Submission of the Final Report (FR) of the project at the Department of Science and Research. FR contains all details necessary for evaluation of the project (proof of acceptance of outcomes and calculation of awarded number of RIV points for the whole project).

Calendar of Obligations for three-year projects

Three-year projects are recommended to students in the first year of their study, if they have with their supervisor clear idea about research activities for entire duration of the project. Alternatively it can follow up successful initial yearlong project. Successful three-year project can be followed by shortened yearlong project in the last year of study.

Date	Hour	Day	Description
26. 1. 2020	23:59	Sunday	Submission of the Interim Report (IR) in the electronic system. IR contains report on withdrawal of funds. If necessary it can include chapter "Proposal and justification of changes for next year".
27. 1. 2020	15:00	Monday	Submission of the signed printed copy of IR at the Department of Science and Research.
24. 5. 2020	23:59	Sunday	Deadline for submission of the first year articles (manuscripts) to review procedure.*
24. 1. 2021	23:59	Sunday	Submission of IR in the electronic system. IR contains (i) report on withdrawal of funds, (ii) proof of acceptance of the first year outcomes and calculation of awarded number of RIV points. If necessary it can include chapter "Proposal and justification of changes for next year". Deadline for submission of the second year articles (manuscripts) for review procedure.*
25. 1. 2021	15:00	Monday	Submission of the signed printed copy of IR at the Department of Science and Research.
23. 1. 2022	23:59	Sunday	Submission of the Final Report (FR) in the electronic system. FR contains report on withdrawal of funds, (ii) confirmation of acceptance of the second year outcomes and calculation of awarded number of points. Deadline for submission of the third year articles (manuscripts) to review procedure.*
26. 9. 2022	15:00	Monday	Submission of FR at the Department of Science and Research. FR contains all details necessary for evaluation of the project (proof of acceptance of outcomes and calculation of awarded number of RIV points for the whole project).

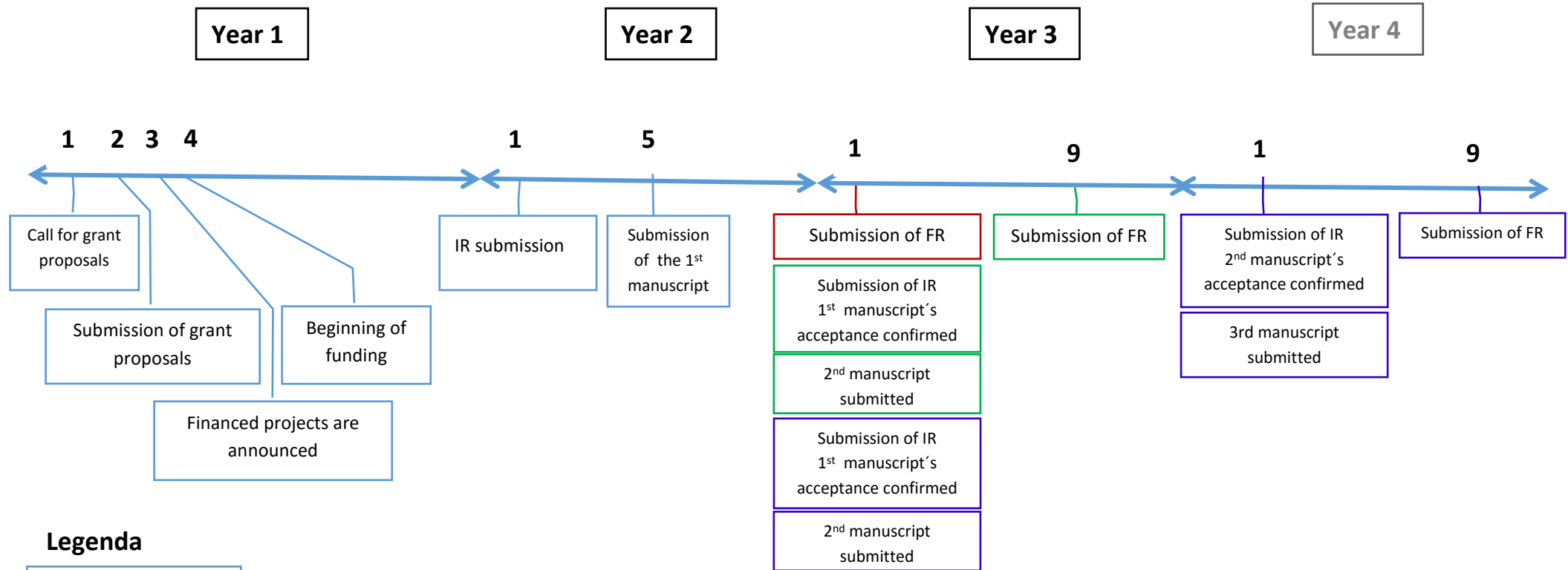
* **Checking of that RIV points are calculated correctly and articles are submitted in time and in required quality is done at each department according to instructions of the head of department.** Other proof of submission of outcomes are not required in these terms. The course of the review process (first submission done in time, urgent work on revisions, etc.) may be required to demonstrate to the IGA Commission and to the faculty management if declared number of points is not achieved on time and main researcher and head of the Department will consider the cause to be objective one only. It can be decided to extend a deadline for proof of awarded number of RIV points or a deadline for a financial penalty of the department under chapter Minimum required outcomes of an IGA project and related penalties on the basis of the submitted course of the review process.

Example of affiliation format

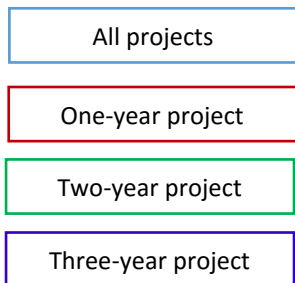
The project was supported by IGA Faculty of Environmental Sciences CULS Prague “The effect of population size on variability in multi-scale habitat preferences of the agile frog, *Rana dalmatina* – No. 20184229”.

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

Appendix 2: Calendar of Obligations – graphical version



Legenda



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 projects

Recommended combinations of IGA projects during four-year long doctoral study. ATTENTION: Interruption of study is incompatible with 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 in time until the end of the 4th year of study.



Basic two-year project complemented by additional yearlong project.



Initial yearlong project followed by two-year project.



Initial yearlong project followed by three-year project which must be finished until the end of the 4th year of study.



Three-year project.



Three-year project followed by yearlong project which must be finished until the end of the 4th year of study.



Legend

Yearlong project  Two-year project  Three-year project 