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PART ONE INTRODUCTORY PROVISIONS

Article 1 General part

- 1) The internal grant competition entitled Junior Grants of TBU in Zlín (hereinafter referred to as “competition”) is funded by the Operational Programme “Research, Development and Education” (hereinafter referred to as “OP RDE”) by means of the project “Junior Grants of TBU in Zlín”, Reg. No. CZ.02.2.69/0.0/0.0/19_073/0016941 (hereinafter referred to as “TBU JUNG project”).
- 2) The grant funds provided within the implementation of a project funded by the OP RDE may be used to finance only such activities specified in the application for the provision of funding for the implementation of the given student project (hereinafter referred to as “project”) for which no other public funding has been provided by the relevant budgetary section of the Ministry of Education, Youth and Sports, or other financial resources from the state budget, from the budgets of self-governing territorial units, from state funds, from funds of self-governing territorial units and from the National Fund, or budgetary resources or structural or other European Union funds (other than the TBU JUNG project referred to in Clause 1 above), or other funds from abroad provided in compliance with international treaties, with legal acts of the European Communities, with legal acts of another member country of the European Union or financial resources intended for the fulfilment of public sector administration tasks, or other public funds.

Article 2 Competition specifications

- 1) The competition is intended solely for doctoral students (hereinafter referred to as “PhD students”) enrolled at Tomas Bata University in Zlín (hereinafter referred to as “TBU”).
- 2) The project application will be assessed and selected to receive funding by means of the competition held at the institutional level.



- 3) Student projects which have fulfilled the formal and contentual requirements set in this Directive shall receive funding within the competition. Project applications submitted to the competition within the given call for submission must have characteristics of a research project.
- 4) The topic of the project must not be identical to the topic of a doctoral thesis, i.e. the topic must not be identically defined. Nevertheless, it may be a related topic or a coherent topic, dealing with the examined issue in more detail or taking into account a different perspective of the given issue. The fulfilment of this requirement shall be evidenced in the form of a statutory declaration submitted upon the submission of the project application and signed by the principal investigator, mentor, and by the Director/Head of the relevant component part.
- 5) The topic of the project must not be identical to the topic of another project currently implemented by members of the research team within the competition organized by the IGA.

Article 3 Composition of research teams

- 1) Research teams must be composed exclusively of several members and comprise one appointed principal investigator and 2 to 4 other project investigators. The principal investigator and other project investigators must be PhD students throughout the entire implementation period of the project.
- 2) Research teams must be interfaculty teams, i.e. at least one of other project investigators must be enrolled as a PhD student at a TBU component part other than the component part which the principal investigator of the project is enrolled at.
- 3) Each project must have at least one mentor, i.e. a researcher or an academic holding the academic degree of Ph.D. as a minimum qualification, who provides professional and methodological support to project investigators. A single project can have multiple mentors, with the number of mentors limited by the number of project investigators.
- 4) During the implementation of the project, the principal investigator must participate in at least one educational/research activity abroad (e.g. internship, summer school, research fellowship, active participation in a conference). The duration of this activity abroad is not determined. In the event that this activity takes place in a country where the mother tongue is understandable (e.g. Slovakia for Czech citizens), at least a part of the activity must take place in a foreign language (e.g. presentation of a conference paper).
- 5) The mandatory workload of the principal investigator corresponds to 0.5/month (= 20 hours/week).
- 6) The mandatory workload of other project investigators corresponds to 0.2/month (= 8 hours/week).
- 7) A student may be the principal investigator/one of other project investigators of only a single project funded through this competition.
- 8) Personnel expenses of the members of the research team shall be paid in the form of scholarship or of remuneration based on a labour-law relation.

Article 4

Duration of project implementation within the competition

- 1) The projects must have a duration of 24 months, with the commencement date on 1 February 2021 and the completion date on 31 January 2023.

Article 5

Prescribed structure of a project application

- 1) The project application shall have the following structure:
 - a) Title of the project (no abbreviations can be used)
 - b) Fields of enquiry (FORD)
 - c) Surname, name and academic degrees of the principal investigator and of other project investigators
 - d) Name of the component part and the department which the principal investigator and other project investigators are affiliated with
 - e) Mentor/Mentors
 - f) Budget
 - g) Annotation
 - h) Presentation of the project implementation
 - i) Framework of the project (purpose, aims and results)
 - j) Methodology for the implementation of the project
 - k) Funding for the project
 - l) Competences and experience of the project proposer and mentors
 - m) Summary of the educational aims of all individual project investigators
 - n) Substantiation of involvement of particular component parts in the project
 - o) Appendices:
 - a. Undersigned CV of the principal investigator, of other project investigators and mentors (in the Europass format) including a list of previous R&D and creative activities.
 - b. Name and opinion of the supervisor of the principal investigator and of the supervisor/s of other project investigators.
 - c. Statutory Declaration and Authorization by the Rector for the Project Investigator approved by the Dean of the Faculty/Director of the component part and by the Faculty Secretary/financial manager of the component part.
 - d. Statutory declaration stating that the topic of the project is not identical to the topic of a doctoral thesis or to the topic of a project currently implemented by members of the implementation team within the competition organized by the IGA in compliance with Article 2, Clause 4.
 - e. The request for the assessment of research data by the TBU Ethics Committee in the event that the project research deals particularly with a human being as the human subject of personal data processing. Formalities connected with the request are specified in the Rules of Procedure of the TBU Ethics Committee.

Article 6

Submission and evaluation of project applications

- 1) The project application including its appendices shall be submitted in the English language. The entire implementation of the project (outputs etc.) shall also take place in the English language.
- 2) The project application shall be accepted and administered particularly in electronic form through the relevant web interface.

- 3) Basic criteria for the expert assessment of project applications are the following:
 - a. Originality and scientific importance of the project
 - b. Topical relevance and usefulness of the project
 - c. Expected benefit of the project, applicability of results
 - d. Preparation of project proposal and aims of implementation
 - e. Competence and qualification of the implementation team, including mentors
 - f. Conception and methodology, time schedule of work
 - g. Financial resources required must be adequate and substantiated.
 - h. Fulfilment of the concept of interfaculty cooperation

Article 7

TBU JUNG Board and Evaluation Panels

- 1) The TBU JUNG Board is the professional, governing and executive body in charge of the implementation of the competition (hereinafter referred to as “Board”).
- 2) The basic tasks of the Board are the following:
 - a) Management of the competition, preparation of a proposal to be submitted to the Rector and regarding grants to be awarded, registration of the results of implemented projects (including minutes of project review procedures)
 - b) Dealing with and making decisions about complaints
 - c) Making decision about changes made during the project implementation stage
 - d) Adjustment of financial resources in project applications
- 3) The Board is made up of eight members. The Chairperson of the Board is the Vice-Rector for Quality Management, the members of the Board include representatives of each of the six Faculties and a representative of the University Institute, usually Vice-Deans or employees authorized by the Director/Head of the relevant component part.
- 4) Administrative and organizational issues related to the activities of the Board shall be carried out by the employee holding the post of the “Competition Administrator” of the TBU JUNG project. The Competition Administrator is also in charge of administrative and organizational issues related to the activities of the Evaluation Panels and of authors of project reviews.
- 5) Meetings held by the Board are closed to the public.
- 6) Minutes shall be kept of each meeting of the Board; the Board meetings are open to the public. The proposers are enabled to get acquainted with information on the assessment of their project applications in the extent published. Personal data of reviewers who have written the reviews shall not be published.
- 7) Two Evaluation Panels have been set up in order to ensure the organization of the competition:
 - a) Natural Sciences, Engineering and Technology, Agricultural and Veterinary Sciences (composed of representatives of the Faculty of Applied Informatics (FAI), Faculty and Technology (FT), University Institute (UNI), Faculty of Humanities (FHS) and Faculty of Logistics and Crisis Management (FLCM), one person appointed per component part.
 - b) Social Sciences, Humanities and Arts (composed of representatives of the FHS, Faculty of Multimedia Communications (FMC), Faculty of Management and Economics (FaME), FLCM and FAI, one person appointed per component part.
- 8) A member of the Evaluation Panel representing the relevant component part shall be nominated by a

senior executive of the same component part; the appointment of these representatives shall be approved by the Rector. The composition of the Board shall be different than the composition of the Evaluation Panel. The Chairperson of the Panel is elected by the members present at the relevant meeting of the Panel.

- 9) The Evaluation Panels shall draw up a ranking list of project applications recommended for funding based on the assessment provided within two reviews written by reviewers; one of the reviews shall be written by an external reviewer and one of the reviews shall be written by an internal reviewer. The reviewers are not allowed to participate in the preparation of the project proposal.
- 10) If the two reviews differ significantly as regards the assessment provided, the project application shall be re-assessed by an arbitrator (one of the members of the relevant Evaluation Panel).
- 11) Project reviewers shall be remunerated for their activities. The remuneration shall be paid from the resources intended for the organization of the competition.
- 12) Basic tasks to be done by the Evaluation Panels:
 - a) Expert assessment of project applications, drawing up of ranking lists thereof, and submission of the documents to the Board.
 - b) Check and modification of the amounts of funding required in project applications.
 - c) Assessment of the fulfilment progress and of the final fulfilment of aims and outputs of student projects in implementation, and submission of the results to the Board.

Article 8

Budget including the breakdown of individual cost items

- 1) The budget shall comprise personnel costs and other costs. The maximum possible financial support for a workload corresponding to 0.1/month is CZK 7,986 per investigator. In the case of a higher level of involvement, the amount shall be proportionally increased, e.g. CZK 15,972 per month and investigator whose workload corresponds to 0.2, and CZK 39,930 per month and investigator whose workload corresponds to 0.5. With the maximum possible number of investigators involved in the project (1 principal investigator with a workload corresponding to 0.5 + 4 other investigators with workloads corresponding to 0.2), the maximum possible amount of the project budget (with a project length of 24 months) is CZK 2,491,632.
- 2) In order to cover the personnel costs related to an investigator, the amount of CZK 4,667 shall be spent per investigator with a workload corresponding to 0.1/month, and that in the form of scholarship. For a workload corresponding to 0.2, the amount shall be CZK 9,334, for a workload corresponding to 0.5, the amount shall be CZK 23,335/month.
- 3) Other costs (CZK 3,319 for a workload corresponding to 0.1/month/investigator, or CZK 6,638 for a workload corresponding to 0.2/month/investigator, or CZK 16,595 for a workload corresponding to 0.5/month/investigator) may be used by the grant recipient to cover other costs associated with the implementation of the project:
 - Personnel expenses related to a mentor and equivalent to 0.05-0.1 of the mentor's workload per month. An Amendment to Employment Contract shall be concluded with the mentor.
 - Other direct costs associated with the implementation of the project (e.g. material expenses, low-value equipment, software, technical literature, travel expenses, external education).
 - Costs related to the organization and administration of projects (e.g. overhead costs, costs related to the use of the salary calculation system for the administration of project investigators' salaries, financial management of projects). Overhead costs must not exceed 15% of other expenses.

- 4) It is not permitted to increase the total budget of a student grant after the grant has been approved.

Article 9

Project implementation and termination

- 1) Outputs of the project implementation:
 - a) The progress report, i.e. a Monthly Activity Report, to be prepared by the principal investigator as well as by other investigators, shall be submitted by the 15th day of the following month.
 - b) The Final Activity Report, to be prepared as a single document summarizing the entire project. The Report shall be submitted by the 15th day of the month following after the termination of the project implementation.
 - c) Publication outputs in compliance with the Methodology issued by the Research, Development and Innovation Council valid at the time of project submission. The results must be published within 1 year of the termination of the project implementation. Confirmation of the acceptance of an output for publication is considered a fulfilled requirement:
 - i. Evaluation Panel “Natural Sciences, Engineering and Technology, Agricultural and Veterinary Sciences”: A research paper published in a journal indexed in the WoS database and ranked in the first or second quartile according to the paper’s AIS and/or SJR.
 - ii. Evaluation Panel “Social Sciences, Humanities and Arts”: A research paper published in a journal indexed in the WoS or SCOPUS database and ranked in the first or second quartile according to the paper’s AIS and/or SJR; and/or a creative output included in the Register of Artistic Outputs (RAO) and assessed in the range of AKX - BLY.
- 2) In the course of the implementation of each project, a control of the same project shall be carried out. The Monthly Activity Reports shall be continuously monitored (the formal aspect of the Monthly Activity Report shall be checked and approved by the Competition Administrator, the professional aspect shall be checked and approved by the relevant mentor); twice a year, a presentation of the current state of the implementation of the project and of its outputs and aims shall be held in front of the Evaluation Panel, including a control of the use of financial resources allocated.
- 3) During this progress inspection, projects are assessed by the Evaluation Panel as follows: Approved, Approved with Reservations, Unsatisfactory. The final decision on the projects assessed as “Approved with Reservations” or “Unsatisfactory” shall be discussed by the Board. The Board shall submit a final proposal of the assessment of all projects in implementation to the Rector.
- 4) In the event that the Board confirms the proposal of the Evaluation Panel to assess the project as “Unsatisfactory” due to an insufficient activity of the mentor during the organization of the fulfilment of the scientific aims set for the project or for the project’s financial management, then the mentor in question shall be excluded from participation in all internal grant competition during a period of two years.
- 5) After the project has been terminated and the Final Activity Report has been submitted, a defence of the project results shall be held in front of the Evaluation Panel. During the defence, the project results as well as the use of the financial resources allocated shall be presented. The degree of fulfilment of the project aims as well as the fulfilment of the outputs required shall be assessed.
- 6) During this final inspection, projects are assessed by the Evaluation Panel as follows: Approved, Approved with Reservations, Unsatisfactory. The final decision on the projects assessed as “Approved with Reservations” or “Unsatisfactory” shall be discussed by the Board. The Board shall submit a final proposal of the assessment of all projects in implementation to the Rector.

- 7) In the event that the Board confirms the proposal of the Evaluation Panel to assess a project as “Unsatisfactory” due to an insufficient activity of the mentor during the organization of the fulfilment of the scientific aims set for the project or for the project’s financial management, then the mentor in question shall be excluded from participation in all internal grant competition during a period of two years.
- 8) In case of a failure to fulfil the project outputs, the unit cost related to all investigators for the last month of implementation of the project shall be considered non-eligible. These non-eligible expenses shall be charged to the debit of the component part which the principal investigator is affiliated with.
- 9) In case of a failure to defend the project results caused by an error made by an investigator, the investigator shall not be allowed to participate in the next editions of the competition during a period of no less than two years.

Article 10

Changes during the project implementation stage

- 1) Requests concerning changes planned to be made during the project implementation stage can be submitted by the project investigator or by the mentor through the Competition Administrator to the relevant Evaluation Panel, which shall forward the request together with the Panel’s opinion to the Board, in the following cases:
 - a. Change in the person of the principal project investigator, whereas the person of the principal project investigator may only be substituted for by another current member of the project implementation team.
 - b. Change in the person of another project investigator
 - c. Change in the person of the mentor
 - d. Premature termination of the project implementation
 - e. Return of financial resources
 - f. Major change in the project budget
 - g. Infringement of this Directive
- 2) Other types of changes, that are not required to be applied for, must be duly substantiated in the monthly/final report.

Article 11

Work Breakdown Structure components, definition of the position of a cost centre manager, budget administrator

- 1) Each project will have allocated its own Work Breakdown Structure component.
- 2) The Work Breakdown Structure components shall be allocated in such a manner that each component part is allocated a particular WBS component, in order to enable the monitoring of financial operations at particular component parts within the project.
- 3) In accordance with the Act No. 320/2001 Coll., on Financial Control, rules for the managing control to be carried out during the implementation of the TBU JUNG grant competition shall be set in compliance with the relevant internal regulations, particularly in compliance with the Rector’s Directive – Responsibility of Cost Centre Managers including Project Investigators, and with the Bursar’s Directive – Managing Control – Circulation of Accounting Records.