



## CALL FOR SUBMITTING GRANT APPLICATIONS IN 2025



*The Internal Grant Agency of the FEM CZU in Prague (IGA FEM) is established and carries out its activities under the Rules of Providing Support for Specific University Research according to the Act on Support for Research and Development (Act No. 130/2002 Coll., on the support of research and development from public resources and amendments to certain related acts).*

## I. Announcement of the Internal Grant Agency FEM CZU in Prague competition for 2025

1. Based on the valid Statute and rules of the Internal Grant Agency FEM CZU in Prague, the Committee launches a student grant competition and opens the reception of applications for financial support of the research project with the start of the research usually in March of the following year.
2. This call complements and specifies the Statute and Rules of the Internal Grant Agency FEM CZU in Prague (hereinafter referred to as the IGA Statute) and is a binding document for the implementation of financial support. Each applicant is obliged to become familiar with both the above-mentioned Statute of the IGA, as well as this call, the instructions for filling out the grant application and the wording of the contract concluded with the researchers of the supported projects. The mentioned documentation is available on the website of the faculty in the Science and Research section.
3. **Submitted applications that do not meet the criteria set by the documents listed in point I. 2 will be excluded from the competition and will not be evaluated by the IGA FEM Committee.**

## II. Categories of Supported Projects

### **One-year projects supporting student research plans and study visits abroad (category A)**

The main goal of this type of project is to support innovative student research projects and, where appropriate, a related study visit abroad.

**Main researcher:** DSP student, the research team must include at least two DSP students. At least one of the students must be in the first or the second year of their study.

**Budget:** A maximum of CZK 200,000 (+20% of other operating costs)

**Implementation Period:** April 1, 2025, to March 31, 2026, the allocated funds must be used by 31.12.2025

**Interim Report:** January 15, 2026

**Final Report:** April 15, 2026

**Minimum outputs:** at least one publication belonging to the  $J_{imp}$  category classified Q1 – Q3 (according to AIS). In each article, at least one DPS student researcher must be listed in the first or second position.

## III. Research team structure

1. The IGA grant competition is intended to support student science projects. Each student and academic staff member may participate in the grant competition in a given academic year within the framework of a maximum of two projects, with a maximum of one of them being the main (responsible) researcher of the project (hereinafter referred to as researcher). This condition does not apply to academic staff in the role of advisors.

2. Applications can also be submitted by students and academic staff who, in 2025, research IGA FEM projects supported in the previous year, whose interim or final report has been approved without reservations.
3. **The lead researcher can be a student of a doctoral study programme (DSP) in a full-time or combined form of study (for category A2 projects). Other members** of the research team (co-researchers) can be students of a doctoral or master's study programme or academic staff of the faculty.
4. **For projects where the lead researcher is a doctoral study programme (DSP) student**, the supervisor must be a member of the research team and act as the project guarantor. The guarantor is responsible for the successful implementation of the project and the effective use of allocated funds in accordance with the financial regulations of CZU Prague. The project guarantor is counted among the academic staff members of the research team. If a master's student is a member of the team, their thesis supervisor must also be a member of the team.
5. **The number of students in doctoral or master's study programmes must be greater than or equal to the number of other members of the research team.**
6. Students may serve as researchers or co-researchers of a student project only for the standard duration of their studies. The planned completion of a category A2 project must therefore precede the date on which the student completes the standard duration of their DSP studies. Master's students may participate as co-researchers of a project within the scope and timeline of their thesis work, as specified in the IGA Statute. In all cases, the condition that the project duration is a minimum of 12 months must be met.
7. If any member of the proposed team was previously the lead researcher of an IGA project that was evaluated by the committee as *unapproved* or *approved with reservations* (where the reservations were not resolved, e.g., failure to publish outputs), it is not possible to submit a project in their name (they cannot participate as the lead researcher). For category B projects, they may not be part of the research team at all.

#### IV. Submission of Grant Applications for Financial Support under IGA PEF

1. Project proposals will be accepted from February 17, 2025, in electronic form via the IGA web application at the IGA PEF address. The deadline for submission of applications is February 27, 2025, at 23:59. Detailed instructions for completing the application are available in the documents "*Guidelines for Completing Grant Applications for Categories A in 2025.*"

#### V. Project Evaluation Criteria

1. Submitted applications that meet the required formal conditions will be forwarded to the IGA PEF Commission for assessment. The formal compliance check focuses primarily on:
  - a. **Project eligibility** (proportion of doctoral or master's students and academic staff, number of participations of researchers in applications within the given call),
  - b. **Commitment to meet at least the minimum output requirements** (publication outputs) based on

the Statute and rules of the Internal Grant Agency of FEM CZU in Prague,

c. **Adherence to the financial distribution ratio** between doctoral or master's students and academic staff (see *Guidelines for Completing Grant Applications*).

2. Project evaluation will be conducted in accordance with the rules specified in the IGA Statute, with all projects being assessed through a consensus-based evaluation by the IGA Commission. The following criteria have been established for evaluating projects in the IGA 2025 competition:

a. **Eliminatory evaluation criteria:**

- i. The **scientific nature of the project**. Projects that are solely developmental or pedagogical in nature will not be supported.
- iii. If any researcher participates in more than **two projects**, those projects will be excluded from the competition.

b. **Comprehensive evaluation criteria** and their significance, expressed by maximum point scores, are presented in the following tables.

<b>Complex evaluation criteria of category A</b>	<b>Score</b>
Project goal	max. 15 points
Goals and benefits/innovativeness of the project	max. 20 points
Methodical procedure and project schedule	max. 20 points
The research team and roles in the project team	max. 10 points
Publication outputs	max. 15 points
Budget and project effectiveness	max. 20 points
<b>Total</b>	<b>max. 100 points</b>

<b>Complex evaluation criteria of category B</b>	<b>Score</b>
Scientific and Social Potential of the Addressed Topic	max. 20 points
Goals and benefits/innovativeness of the project	max. 15 points
Methodical procedure and project schedule	max. 20 points
The research team and roles in the project team	max. 25 points
Publication outputs	max. 20 points
<b>Total</b>	<b>max. 100 points</b>

3. Based on the evaluation of project proposals, a ranking will be established, according to which funds will be allocated to individual projects until the corresponding share of the total budget is exhausted.

## VI. Project research progress

1. The research of the project must be in accordance with the IGA Statute, this Call and the Agreement on the provision and use of funds from the IGA budget (hereinafter referred to as the Agreement). Without the signing of the Agreement, the research cannot start.
2. The monitoring of research projects is ensured by the Committee in accordance with the IGA Statute in cooperation with the FEM S&R Department. If a project researcher intends to deviate from the original project proposal, they are obliged to request permission for changes in advance from the IGA Committee through the IGA application. In particular, the following are subject to the approval of changes:
  - a. changes in the research team;
  - b. changes resulting from the interruption or termination of studies of the researcher or co-researchers;
  - c. budget changes when moving between sections to a total extent greater than 10% of the total project budget
3. **In case of premature termination of the project, the researcher is obliged to submit the final report of the project within 15 days from the date of termination of the project. Failure to submit this report is considered a serious breach of the researcher's obligations and may be subject to sanctions.**

## VII. Monitoring of research projects

1. The monitoring of research projects is provided by the Committee according to the IGA FEM rules.
2. The researchers of all projects started in 2025 are obliged to submit interim and final reports according to the schedule specified in section II. of this call.
3. Interim and final reports on the solution of research projects, including published outputs, are submitted to the IGA FEM Committee within the set deadlines through the IGA application.
4. Failure to submit an interim or final report is a significant violation of the rules with the penalty of refunding all allocated funds.
5. **The Committee will publish more detailed information on the binding form of interim and final reports at the beginning of December 2025 at the latest.**

In Prague, February 12, 2025

On behalf of the IGA FEM Committee  
doc. Ing. Jan Jarolímek, Ph.D.  
(Committee Chairman)