



Provozně ekonomická
fakulta

INSTRUCTIONS FOR COMPLETING GRANT APPLICATIONS IN CATEGORY A FOR 2025



The Internal Grant Agency of the FEM ČZU 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. Submission of Grant Applications for Financial Support under IGA PEF

Project proposals will be accepted from February 17, 2025, in electronic form via the [IGA PEF](#) application. The deadline for submitting applications is February 27, 2025, at 11:59 PM

II. Completing the Application in the IGA System

IGA PEF accepts applications for financial support of research projects via an [online application](#). In case of technical issues with processing the application, please contact the Information Services Center (Ing. Jan Prokop – prokop@pef.czu.cz).

The application should clearly demonstrate that the applicant is familiar with the given topic and is qualified to carry out the project. The thematic focus of the project must align with the objective(s) of IGA PEF, as outlined in the IGA Statute. The application form itself consists of the following sections.

Title Page

- Automatically generated and serves to verify basic information and the project status.

Basic Information

- Project Title
- Keywords
- Project Essence: In the form of an annotation, this section outlines the purpose of the research project, including its theoretical and methodological focus. The description of the project's essence must clearly indicate what the research team aims to observe, how and why the project will be carried out, and what the expected contributions of the project will be for both theory and practice. *(Limit: 500 characters, including spaces)*
- Project Start and End Dates: The project implementation period begins on April 1, 2025, and ends on March 31, 2026.

NOTE - the number of characters to be entered in the IGA application includes spaces and line breaks. The number of characters in MS Word and IGA PEF is therefore not completely identical for the above reason.

Overview of the current state of the researched issue (limit: 10,000 characters including spaces)

State the **basic theoretical premises** of the research through an overview of **the current state of knowledge**. This overview should show what the team's planned research is based on, what it builds on, and what gaps in the current state of knowledge are to be addressed. The overview is written as a literature review, respecting a uniform citation standard, and it also includes a list of sources used (it is desirable to cite from J_{imp} or J_{sc} category journals).

Objectives of planned research (limit: 2000 characters including spaces)

The goal of the team's planned research activity should be clearly and objectively defined. Goals can be divided according to level into **general objectives** and (several) **specific (partial) objectives**. In this section of the application, it is permissible to express project objectives through bullet points. However, these should not be used to keep the formulation of the objectives only briefly outlined, but on the contrary, serve to accurately capture the purpose of the project (therefore the meaning of

the support). **The proposed objectives (both general and specific) must be in accordance with the proposed duration of the project research, the volume of required funds and the benefits for theory, practice and qualification work of the members of the research collective.**

Research methodology (limit: 5,000 characters including spaces)

This part is intended to clearly show the procedures by which the project will be carried out or procedures that will lead to the achievement of the stated objectives. From this explanation, it should be clear **what kind of research will be carried out, the method of its creation and the individual steps leading to the achievement of the set objectives**. In this section, also list "**Research and/or technical uncertainty**", i.e. any possible research or technical reasons why the project may not achieve the stated objectives and expected results. In this section, it is also possible (if it is relevant from the point of view of the project) to provide information about the technical and software equipment that will be used for the research project.

It is recommended to use specialized FEM laboratories for solving IGA projects.

Schedule (limit: 1 000 characters including spaces)

Following the methodology of the research, indicate the **work schedule** during the research period. The individual stages of the project research have to be objectively linked and have to correspond to the proposed type of research. The individual stages must be strictly followed during the project research.

Research team

Select the composition of the research team in accordance with the instructions provided in the IGA Statute and the Call. The research team must include at least two DSP students, and at least one of the DSP students must be in the first or second year.

Only a DSP student can hold the role of the **lead researcher** (hereinafter referred to as the researcher). In the appropriate tab, fill in the roles of individual team members (limit: 4,000 characters including spaces), which will show the reason for the team member's participation in the project and the scope of their involvement in the project. Also, for the entire team, list the 5 most significant publications achieved in the last five years, regardless of whether they are publications by a single team member or spread across multiple team members.

If one of the members of the planned team was the lead researcher of a previous IGA project which was evaluated by the committee as unapproved or approved with a reservation and the reservation was not removed (e.g. non-publication of outputs), it is not possible to submit the project in their name (they can't participate in the competition as the lead researcher).

Planned budget

Budget values are entered in units of CZK.

Eligible costs for the implementation of research projects are:

- Material resources
 - Operating costs *
 - Services
 - Travel expenses
- Personal expenses
 - Researcher and co-researcher wages (reward for participating academic employees**)

- Scholarships (reward for participating DSP students in both the full-time and combined form of study)
- *Social and health insurance, including increases for vacation reimbursement (see example)*

* Operating costs

Eligible research project costs may also include expenses that naturally arise during the project research, but it is difficult to quantify and justify how much they are a part of the project costs and how much they are a part of the research site costs (typically office and computing equipment). In each project, these *other operating costs* make up 20% of the total direct costs, i.e. the total of the Material resources (before including other operating costs) and Personal expenses sections. Within the framework of other operating costs, only those costs that are connected to the given project are eligible. Other operating costs include, for example, office supplies, toners, and computer equipment, which will be used by members of the research team, at their workplace. **The purchase of resources that fall under other operating costs cannot be duplicated and included under the material costs unless they are directly related to the research project.**

** Rewards for academic employees

Wages for the academic staff can be paid in the form of an Agreement to complete a job, or in the form of a bonus. Both forms of payment take place according to CZU rules (forms, approval process). There is no maximum work limit for IGA FEM research projects. However, when paying remuneration in the form of an Agreement to complete a job, it must be ensured that the resulting workload does not affect the employee's total workload, monitored (limited) in other projects. The limit for the payment of wages from IGA funds in the form of an Agreement is a maximum of CZK 10,000 per month. When paying the salaries of academic staff in the form of *reward*, it is necessary to take into account the employer's social and health insurance and vacation reimbursement. The reward for the research project can be awarded to the academic staff member in August at the latest so that it can be paid in the September payment term. Reward proposals entered later will not be accepted (reason: so that the project receives the full vacation increment by the end of the calendar year and the projects can be closed at full cost).

Example: *We plan to pay the academic employee remuneration in the amount of CZK 10,000 gross. For this, employer contributions of 34.22% of the gross salary (24.8% social insurance, 9% health insurance, 0.42% accident insurance) and approx. 17% reserve for all these items for vacation reimbursement must be taken into account. Therefore, an amount of CZK 11,700 ($= 10 * 1.17$) should be put in the point "Researcher and co-researcher wages" and an amount of CZK 4,004 ($= 11.7 * 0.3422$) in the point "Social and health insurance". When paying during the course of the research project, a proposal for giving a reward of CZK 10,000 is submitted.*

Budget justification (limit: 2000 characters including spaces)

The structure and the way in which the team plans to use the funds should be described in detail so that the importance of individual parts of the budget used for the project is obvious. The proposal for the use of allocated funds must **correspond in terms of time and factuality** to the procedure of the research project! Conspicuous inconsistency of the mentioned parts can be taken as a serious deficiency of the application during its evaluation by the Committee.

The acquisition of technical equipment (namely personal computers and laptops, etc.) that does not directly and objectively correspond with the research project will not be considered as necessary material resources - with the above-mentioned consequence in the evaluation of the application. Other operating costs are earmarked for the purchase of office supplies and, for example, computer technology.

Students of both the full-time and combined forms of study in doctoral study programmes in the role of researchers or co-researchers can receive a **personal reward in the form of scholarships** for their work in the given research team. The amount of the scholarship must correspond to the time commitment to the project (and this must be precisely quantified in the research project proposal). The hourly rate of a DSP student is expected to start at 200 CZK. The amount of the reward must correspond to the time involved in the project (and this must be precisely quantified in the research project proposal).

An integral part of the budget justification is an **overview of the distribution of personal costs among individual team members**. According to the general rules, the share of personal costs (including scholarships) associated with the participation of doctoral or master's degree students as researchers or other members of the research team in the student research project, in the total personal expenses (including scholarships), paid within the eligible costs of the student project, **is more than 75% (i.e. the amount allocated to scholarships must be more than 75% (not equal to 75%) of the total personal costs)**. In the event of a violation of this condition, the project will be eliminated for formal reasons and will not proceed to substantive evaluation by the IGA Committee.

Travel expenses of students are paid (in accounting) through special scholarships. **However, in the budget, the planned travel expenses must be calculated in the "travel expenses" box.** Academic staff can draw travel allowances according to the applicable regulations of the CZU.

Budget drawing schedule

The budget drawing schedule is used to control the management of the subsidy. It is attached to the Contract of provision and use of funds, and has to be adhered to during the research. It is presented in the form of a two-column table. The first column of the table shows the date (for each year of the research, the spending is shown as of 30 June, 30 September and 30 November), and the second column shows the number of expenses used by the given date (**cumulative amount in thousands of CZK**).

Project benefits (limit: 4000 characters including spaces)

This section of the application should describe how the project contributes to the advancement of knowledge in the relevant field. It is essential to state how the project is innovative (*what new theories/approaches it presents or what new technologies and procedures it uses; how the proposed goals and planned outputs are innovative*) for the theory of the field and for practice. Furthermore, the benefits of elaboration on the qualification works of the researcher and/or co-researchers should be mentioned.

Publications and planned outputs of the project

An overview of the planned outputs of the project is an important part of the application. **The total of these outputs cannot be less than the minimum required results for the relevant category of projects, see IGA Statute.**

Articles in J_{imp} journals are the most desirable results of the research project. Other supported results are processed research project applications submitted to competitions of external grant agencies and the involvement of subsequent master's degree students in the project's research activities, which will result in the student's entry into the FEM doctoral study programme. The amount of planned outputs fundamentally affects the effectiveness of drawing financial resources and the point evaluation of the project.

Successful completion* of the one-year project (category A) is subject to the publication of 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.

* The conditions for the completion of the project in the event that the article has been sent for publication, but has not yet been published by the deadline for submission of the final report, are regulated by the IGA Statute.

At a minimum, at least this output must be included in every project proposal (IGA FEM Statute and Rules). Dedication of one output (e.g. article) to more than one project supported by the IGA FEM is inadmissible.

An example of proper correct dedication:

The results and knowledge included herein have been obtained owing to support from the following institutional grant. Internal grant agency of the Faculty of Economics and Management, Czech University of Life Sciences Prague, grant no. 2023A2071

The IGA researchers are advised to avoid publishing in journals identified and listed as predatory. When evaluating the results, the IGA Committee will proceed according to the current opinion of the FEM management.

Commentary on the publication plan (limit: 4000 characters including spaces)

At the moment of submitting the application, you need to have an idea of how to ensure the planned results (in which journals and at which conferences the results of the research can be published, how to process and secure other planned outputs). Furthermore, **the total value of the publication plan** must be calculated and reported. An overview of publication plan scoring of IGA project application needs is presented in the following table.

Publication Categories	Score
Jimp. – 1st quartile in the WoS - AIS category	50
Jimp. – 2nd quartile in the WoS - AIS category	35
Jimp. – 3rd quartile in the WoS - AIS category	25
Jimp. – 4th quartile in the WoS - AIS category	4
JSC – 1st quartile in the Scopus category	25
JSC – 2nd quartile in the Scopus category	15
JSC – 3rd quartile in the Scopus category	8
JSC – 4th quartile in the Scopus category	4
Conference paper in Thomson Reuters	4
Other reviewed outputs	2
Other Rated Results	
Certified methodology	15
Utility model	15
Software	15
Project Applications	
Horizon Europe (CZU as project coordinator)	40
Horizon Europe (CZU as project partner)	15
GACR, TACR, NAZV up to CZK 1 mil.	10
GACR, TACR, NAZV over CZK 1 mil. up to CZK 5 mil.	15
GACR, TACR, NAZV over CZK 5 mil.	20

*** Other Rated Results**

specification: see Definition of result types:

https://vyzkum.gov.cz/storage/att/211C1D689953FFC76688C39CA5FA1999/definice_druhu_vysledku.pdf

The condition is recognition of such results in the RIV database.

**** Project applications**

This includes the submission of scientific grants, the implementation of which brings the faculty financial resources from external sources, such as Horizon Europe, GACR, NAZV, TACR or other scientific projects. If the project is handled by a consortium of several partners, the CZU Prague must be the project coordinator, outside Horizon Europe.

An eligible grant project is considered to be a project that was properly and timely submitted to the relevant grant competition during the IGA project solution period and is personally linked to the IGA project team. The project must be registered and approved in the DMS application, it must not be excluded from the competition for formal reasons, and it also has to meet the conditions of acceptability during the factual evaluation. It is supported by an extract from the DMS and confirmation of the project evaluation status from the relevant agency (e.g. a link to the page with the progress results of the competition, an extract from the application for the organization of the grant competition, etc.). A grant project can be linked to only one IGA project. Other types of outputs are not relevant for IGA category A project applications.

Evaluation of the effectiveness of the project

- less than 3,000 CZK/point - 15 points in the project evaluation
- more than 9,600 CZK/point - 0 points in the project evaluation

Example:

*Minimum mandatory outputs for a one-year project (1 J_{imp} article - Q3 = **25 points**) with the maximum amount of support (CZK 240,000) that is $240,000 : 25 = 9,600$ CZK per point obtained, i.e. 1 point for the project evaluation, i.e. it is advisable to increase the planned outputs or reduce the budget.*

ATTENTION!

When planning the outputs, it is necessary to realize that the above-mentioned planned outputs are binding for the research team. This condition is directly enshrined in the grant agreement. If the required outputs are not met, the researchers are exposed to the risk of being banned from the IGA and face the financial department's compensation for unfulfilled obligations.

Checked criteria:

- 1. Minimum number of publications according to the IGA Statute**
- 2. Number of earned points according to the plan in the project (possible substitution of outputs – in the case of publications it is not possible to substitute only with the Jost category and conference papers)**

The eligibility and adequacy of the overall proposal of the project outputs will be assessed by the opponents, who will always take into account the duration of the project, the allocated funds and the status of the researcher. The corresponding proposed outputs must comply with the valid Methodology for the evaluation of research and development results so that they can be included in the RIV database. In order to fulfil the above-mentioned conditions, dedication to the respective project in the article (output) is crucial.

In Prague on 12th of February 2025

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