



Faculty of Economics  
and Management

# GUIDELINES FOR COMPLETING CATEGORY A GRANT APPLICATIONS IN 2021



*The Internal Grant Agency of Faculty of Economics and Management CULS Prague (IGA FEM) is based on and carries out its activities in accordance with the Rules of Providing Support for Specific University Research pursuant to the Act on Support for Research and Development (Act No. 130/2002 Coll., on support of research and development from public resources and amendments to certain related acts).*

## I. Submitting grant applications for financial support from IGA FEM

Project proposals are accepted online **from 7 January, 2021** via the web application at <https://iga.pef.czu.cz> **The deadline for submitting applications is 18 February, 2021, 11:59 pm.**

## II. Filling out the application in the IGA system

IGA FEM is accepting applications for the financial support of research projects via the [web application](#). In case of technical difficulties with processing the application, please contact the S&R Department (Ing. Sylvie Kobzev Kotásková).

It should be apparent from the application that the applicant is familiar with the issue and that they are capable of carrying out the research project. The actual focus of the project must correspond with the goal (or more goals of IGA FEM) which are contained in the IGA Statute. The form itself contains the following sections.

### Title page

- It is filled out automatically and is used to check basic data and the project status.

### Basic data

- Project name
- Keywords
- Essence of the proposed project: In the form of annotation, it informs about the purpose of the research project and its theoretical and methodological focus. From the described essence of the proposed project, it must be clear *what* the research team wants to seek, *how* and *why* they will carry out the project and what the expected benefits of the project will be for the theory and practice. (limit: 500 characters including spaces)
- Project start and end: project execution starts 1 April, 2021 and ends 31 March, 2022.

### Summary of the current state of the issue (limit: 5,000 characters including spaces)

Provide **the basic theoretical background** of the research project by summarizing **the current state of knowledge**. This summary should show what the project is based on, what it builds on and which shortcomings of the current situation will be addressed by the project. The summary is written in the form of a literature review, respecting citation standard and including a list of used sources (it is desirable to quote from category J<sub>imp</sub> or J<sub>sc</sub> magazines).

### Project objectives (limit: 2,000 characters including spaces)

The project objective should be clearly and factually defined. Objectives can be divided according to their level into **a general objective** and (several) **specific (partial) objectives**. It is acceptable to express the project objectives using a bulleted list in this part of the application. However, the bulleted list should not be used only to briefly outline the objectives, but rather to accurately capture the project purpose (or the sense of the support). **The proposed objectives (both main and partial) must be in accordance with the proposed duration of the project, the amount of required funds and benefits for the theory, practice and qualification work of the research team members.**

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

This part should clearly show the procedures which will be used to carry out the project, or procedures which will lead to achieving the stated objectives. It should be apparent from this explanation **what kind of research will be carried out, the way it will be done and the individual steps leading to the achievement of the set objectives**. Indicate **“Research and/or technical uncertainty”** in this section, i.e. all possible research or technical reasons why the project might not achieve the set objectives and expected results. In this section, it is also possible to provide information about the technical and software equipment that will be used in the project (if relevant to the project focus).

**Time schedule (limit: 1,000 characters including spaces)**

In relation to the research methodology, provide **the working schedule** during the research period. The individual stages of the project must be factually interconnected and must correspond to the proposed type of research. The individual stages must be strictly observed during the research project. In case the schedule is not adhered to, it is necessary to inform the S&R department in writing (by email) before the date of inspection (always by 30 June, 30 September, 30 November).

**Research team**

Choose the composition of the research team in accordance with the guidelines in the IGA Statute and the Call. The role of the **main researcher** (hereinafter “the researcher”) may be only held by a DSP student. Fill out the roles of individual team members in the relevant tab (limit: 4,000 characters including spaces). The roles will show the reason for the team member's participation in the project and the extent of their involvement in the project. Also, for the whole team, list the top 5 publications achieved in the last five years, regardless of whether they are one team member's publications or multiple team members are authors of these publications.

If one of the members of the planned team was the main 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 cannot participate in the competition as the main researcher).

**Planned budget**

Eligible costs for the implementation of research projects are:

- Material resources
  - Operating costs\*
  - Services
  - Travel expenses
- Personnel 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 increase in holiday refunds (see example)

**\* Operating costs**

Eligible project costs may also include costs that naturally arise during the research project but are 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 equipment and computer hardware). In each project, these *additional operating costs* make up 20% of the total direct costs i.e. the total of the sections Material resources (before including other operating costs) and Personal expenses. Only the costs associated with the research project are eligible for other operating costs. Other operating costs include e.g. office supplies, toners, or computing equipment that will be used by members of the research team or by their workplace. **Purchases of resources that fall into other operating costs cannot be dublicately included into material resources unless they are directly related to the research project.**

**\*\* Rewards for academic employees**

Academic employees' wages may be paid in the form of a Contract for services or in the form of a reward. Both forms of payment are carried out according to the CULS rules (forms, approval process).

There is no maximum amount of time an employee should be engaged to IGA FEM projects, however, when paying a reward in the form of a Contract of services, it must be ensured that the amount of engagement resulting from the contract does not affect **the total amount of engagement of the employee monitored (limited) in other projects**. The limit for paying wages from the IGA funds in the form of a Contract of services is a maximum of CZK 10,000 per month.

When paying the wages in the form of a reward, a gross wage is presented here plus a reserve to cover the increased holiday refund (see Example). The reward for the research project can be given to the academic employee during the month of August 2021 latest, in order to be paid by the September pay date. Proposals for rewards submitted later will not be accepted (Reason: in order for the project to receive a complete increase for holidays by the end of the calendar year and for the projects to be able to close with full costs).

**Example:** *We are planning to pay an academic employee CZK 10,000 gross. In addition, employer's contributions of 34.22% of the gross wage must be counted on (24.8% social insurance, 9% health insurance, 0.42% accident insurance) and a reserve of about 17% for holiday refund purposes should be added to all these items. Therefore, an amount of CZK 11,700 ( $= 10 * 1.17$ ) should be put in the column "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: 2,000 characters including spaces)**

At this point, the structure and the way in which the funds are to be used should be described in detail, in order to make clear the importance of the different parts of the budget for the task. The proposal of the use of allocated funds must **correspond both time-wise and factually with the procedure** of the research project! The apparent inconsistency of the mentioned parts can be taken as a serious deficiency of the application during its evaluation by the Committee.

**Purchasing technical equipment** (namely personal computers and notebooks, etc.) which does not factually and directly 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 purchasing office supplies and, e.g. computer hardware.

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

**The summary of distribution of personal expenses among individual team members** is an integral part of the justification. According to the general rules, the proportion of personnel expenses (including scholarships) associated with the participation of doctoral or master's degree students as researchers or other research team members in the student research project, in the total personnel expenses (including scholarships), reimbursed as eligible costs of the student project, **represents more than 75% (i.e. the amount allocated to scholarships must be greater than 75% (not equal to 75%) of the total personnel expenses)**. In case of violation of this condition, the project will be rejected for formal reasons and will not proceed to the factual evaluation by the IGA Committee.

Travel expenses of students are paid (in accounting) via special scholarships, however, **the planned travel expenses must be quantified in the "travel expenses" box** in the budget. Academic employees can receive reimbursement for travel according to the valid CULS regulations.

#### Budget spending schedule

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

#### Benefits of the project (limit: 4,000 characters including spaces)

This part of the application should describe how the project contributes to the broadening of knowledge in the relevant field. *It is essential to specify in what way the project is innovative (what new theories/approaches it represents or what new technologies and procedures it uses; in what way the proposed goals and planned output are innovative) for both the theory of the field and for the practice.* Furthermore, the benefits for the elaboration of the qualification works of the researcher and/or co-researchers should be stated.

**Publications and planned output of the project**

The summary of the planned project output is an important part of the application. **The total output cannot be less than the minimum required results for the respective project category, see the IGA Statute.**

Desirable results of the research are articles in the  $J_{imp}$  and  $J_{sc}$  magazines, articles in conference proceedings (exclusively indexed in the Web of Science or the SCOPUS databases) and other selected results of the research. Other supported results are processed applications of research projects submitted to competitions of external grant agencies and involvement of follow-up master's degree students in the research activities of the project which will result in the student's entry into the doctoral study program of FEM. The amount of planned output significantly influences the efficiency of drawing financial resources and the score of the project.

Successful completion\* of a one-year project (of the A Category) is subject to the publication of **at least one article** in a quality scientific journal of the  $J_{imp}$  category with a non-zero impact factor or  $J_{sc}$  with a non-zero SJR (SCImago Journal Rank) where the main researcher of the project will be listed in the first to third place in the mentioned team of authors of the article.

**At least this output must be included in each project proposal (IGA FEM Statute and Rules). Dedication of one piece of output (e.g. an article) to more than one project supported by the IGA FEM is inadmissible.**

**Example of correct dedication:** *This article was created with the support of the Internal Grant Agency (IGA) of the CULS FEM Prague, number 20161022 – Competence-based Approach in Organization Management.*

The IGA Committee recommends that IGA grant applicants avoid publication not only in journals explicitly listed as predatory journals, but also in journals whose publishers are listed as untrustworthy publishers (<https://predatoryjournals.com/>). The IGA Committee will follow the current opinion of the FEM management when evaluating the results.

**Commentary on the publication plan (limit: 4,000 characters including spaces)**

At the moment of submitting the application, it is already necessary to have an idea of securing the planned results (in what journals and at what conferences the research results can be published, how to process and secure further planned output). In addition, **the total value of the publication program** should be calculated and reported. The following table summarizes the score of the publication program for the needs of the IGA project applications.

---

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

Publication Categories	Score
J <sub>imp.</sub> – Foreign (Q1 and Q2 in WOS)	50
J <sub>imp.</sub> – Foreign (Q3 and Q4 in WOS)	25
J <sub>imp.</sub> – Domestic + Slovakia	16
J <sub>sc</sub> – Foreign (Q1 and Q2 in Scopus)	24
J <sub>sc</sub> – Foreign (Q3 and Q4 in Scopus)	12
J <sub>sc</sub> – Domestic + Slovakia	8
J <sub>imp</sub> – Emerging Sources Citation Index	6
J <sub>sc</sub> – No SJR assigned	6
Conference paper in Thomson Reuters or Scopus	4
J <sub>ost</sub>	4
<b>Other Rated Results *</b>	
Certified methodology	15
Utility model	15
Software	15
<b>Project applications **</b>	
Horizon Europe (CULS as project coordinator)	40
Horizon Europe (CULS 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:

<http://www.vyzkum.cz/storage/att/2DB911A3086BC7D47A5B5F462DC9F041/Druh%20v%C3%BDsledku.pdf>

**On condition that such results are recognized by the RIV database.**

#### \*\* Project applications

This includes submitting scientific grants, the implementation of which brings funds from external sources to the faculty, such as Horizon Europe, GACR, NAZV, TACR or other scientific projects. In case the project is conducted by a consortium of several partners, the CULS Prague must be the project coordinator, outside Horizon Europe.

An eligible grant project is a project that has been duly and timely submitted to the relevant grant competition at the time of the IGA project solution and is personally linked to the IGA project team. The project must be registered and approved in the DMS application; it must not be disqualified from the competition for formal reasons and must also meet the conditions of acceptability in the factual evaluation. It is documented with an extract from DMS and confirmation of the project evaluation status from the relevant agency (e.g. by attaching a link to the competition results website, by statement from the application for organizing the grant competition, etc.). A grant project may be linked to one IGA project only.

Other types of output are not relevant for IGA Category A project applications.

Evaluation of project efficiency

- Less than CZK 5,000/point - 15 points in project evaluation
- More than 18,000/point – 0 points in project evaluation

*Example:*

*Minimum mandatory output for a one-year project (one J<sub>sc</sub> article = 10 points) with the maximum amount of support (CZK 180,000):  $180,000 / 10 = \text{CZK } 18,000$  per one earned point, i.e. 0 points in the project evaluation, i.e. it is advisable to increase the planned output or reduce the budget.*

**ATTENTION!:**

**When planning the output, it is necessary to realize that the above-mentioned planned output is binding for the research team. This condition is anchored in the grant agreement. If the required outputs are not met, the researchers are exposed to the risk of a ban on activities in the IGA and the department financial compensation for unfulfilled obligations.**

**Checked criteria:**

- **Minimum number of publications according to the IGA Statute**
- **Number of earned points according to the plan in the project (possible substitution of output – in the case of publications it is not possible to substitute only with the J<sub>ost</sub> category and conference contributions)**

The eligibility and adequacy of the overall proposal of the project output will be assessed by opponents who will always take into account the project duration, 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 meet the above conditions, a dedication to the respective project in the article (output) is crucial.

In Prague on 1st December, 2020

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