



Faculty of Economics
and Management

GUIDELINES FOR COMPLETING CATEGORY B 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** in electronic form 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 research excellence: 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 on 1 April, 2021 and ends on 31 December, 2023.

Research Topic (limit: 1,000 characters)

Justify the importance of the topic for the research at FEM, its scientific and social potential in the short and long term. The chosen research topic should be based on existing successful research activities, focus of doctoral students and should have the potential to present FEM as a major research organization in the field.

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

Provide **the basic theoretical background** of the research project via an overview of **the current state of knowledge**. This summary should show what the project is based on, what it builds on and what the shortcomings of the current situation are to be addressed by the project. The summary is written in the form of a literature review, respecting the citation standard and includes a list of used sources (it is desirable to quote from category J_{imp} or J_{sc} 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 to **a general objective** and (several) **specific (partial) objectives**. It is acceptable to express the project objectives using a bulleted list in this part of 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).

Design methodology and time schedule (limit: 3,000 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 created 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).

Following the goal and methodology of the project design, prepare a research time schedule in the form of a Gantt chart and insert it in PDF format as an attachment. State the work schedule broken down according to the planned sub-tasks leading to the achievement of the set project goal(s).

A "report on the solution of the sub-task" will be part of the interim and final reports. It is recommended that at least two sub-tasks be planned for each year of the solution.

Research team

This type of project is focused on supporting teams of excellent research, i.e. the quality of the composition of the research team is a key condition for the assignment of the project. The condition for admission is that the number of students of the DSP or master's study program must be greater than or equal to the number of other members of the research team.

Choose the composition of the research team from the list of academic staff and students according to the instructions and rules.

In the commentary (limit: 6,000 characters including spaces) characterize the research team, focusing mainly on the characteristics of the main researcher, the results that the research team has achieved so far and the role of team members.

The role of the main researcher (hereinafter referred to as the researcher) can be held only by an academic staff member, who, based on his / her current research activities, is expected to successfully coordinate the research team and ensure a sufficient number of quality outputs. Mention his publishing activity (articles, citations, RIV publication register points, *h*-index, etc.) and other significant outputs for the last 5 years.

The most significant outputs of the research team for the last 5 years with a focus on the research topic, at the same time these are the starting points for the subsequent solution. The required and at the same time subsequently evaluated outputs are:

- Publications *Jimp.*, *Jsc*
- Other RIV publication register outputs - methodologies, patents, conferences,... see Definition of types of results approved by Government Resolution No. 107 of 8 February 2017
<http://www.vyzkum.cz/FrontClanek.aspx?idsekce=799796&ad=1&attid=799806>
- Amount of funds obtained - contract research, projects
- Involvement of new doctoral students
- Defense of final doctoral theses
- Involvement of post-doctoral students (counted within three years after the final defense)
- Cooperation with practice
- International cooperation

- FEM presentations - professional and news articles, invited lectures, presentations in the media,...
- Presentations at foreign conferences
- Recognition by the scientific community - membership in internat. organizations, etc.
- Research facilities - specific research equipment, facilities, laboratories,...
- Impact on teaching

Additionally, list the key roles of individual members of the research team.

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). If this concerns a project with the beginning of the research in 2017 and earlier, they cannot even be a member of the research team.

Planned outputs (limit 5,000 characters including spaces)

In this type of project it is possible to apply a wide range of outputs. It is assumed that some teams will focus on high quality publication outputs and others on contract research (of course with the required minimum number of publications), while others will be a combination. The Teams will be evaluated every year according to the achieved outputs and funds will be allocated for the next year of the research on the basis of this evaluation.

Indicate the planned outputs for the first year of the research and the whole period of the research project (3 years).

The required and subsequently evaluated outputs are listed on this page above (in the section "The most significant outputs of the research team").

The minimum output is at least three publications belonging to the J_{sc} or J_{imp} category, of which at least two publications must be the J_{imp} category. Articles in the J_{sc} category must have a non-zero SJR (SCImago Journal Rank), articles in the J_{imp} category must have a non-zero impact factor. The minimum outputs cannot include articles in journals published by the Czech University of Life Sciences in Prague. The publication must be thematically and content-related to the research project.

The IGA Committee recommends that IGA researchers avoid publication not only in journals that are 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.

III. Dedication of outputs

Dedication is necessary to recognize the output of a given project. There may be exceptions in some cases with outputs where dedication is not completely common, e.g. in international cooperation; in such cases, a connection needs to be demonstrated, e.g. by drawing on the budget, or in another appropriate way. However, it is an essential condition for all RIV publication register outputs.

Example of correct dedication: *This article was created with the support of the Internal Grant Agency (IGA) FEM CULS in Prague, number 20191022 - Shared economy.*

IV. Evaluation of interim and final reports

The interim reports and the final report will be submitted electronically within the deadlines specified in the "Call for Proposals in 2021", and will be presented in the manner set out by the IGA Committee.

Interim and final reports of Category B projects will be evaluated by all members of the IGA Committee.

The achieved quality of the project solution will be assessed on the basis of the "Reports on the solution of partial tasks" and the interim report as well as the final report.

Only realized outputs for a given year will be evaluated; for outputs that are recorded in the application <http://cv.czu.cz> this record will be required.

V. Drawing funds

For the 1st year of the research for all accepted category B projects, the fixed amount of funds is set at CZK 500,000 (including 20% of other operating costs). For the 2nd and 3rd year of the project, the starting amount is CZK 500,000, with the proviso that based on the fulfillment of planned activities and outputs in the previous year, its amount will be assessed by the IGA committee with the possibility of adjustment in the range of up to +/- 40%.

The plan for drawing funds is not stated in the project application, it is in the competence of the main researcher during the research project. Detailed justification for the budget items of actually used funding is reported in the interim and final reports.

The main principles of drawing funds:

Project funds can only be used for eligible (deductible) costs

Adhere to the established ratios between the individual categories of eligible costs

- **Scholarships must be more than 75% and salaries less than 25% of personnel costs**
- **Additional operating costs up to 20% of the total direct costs**

Final status of the contract as of 31 December each year of the research must be CZK 0.00 (final accounting to the department of the main researcher)

Non-deductible expenses

In general, these are all costs that are not related to the research project and contradict the rules for the use of funds of the specific higher education research. These are mainly:

- **Purchase of long-term (formerly investment) assets (over CZK 40,000 incl. VAT)**
- **Purchase of snacks, drinks and food, etc.**
- **Advertising and souvenirs**
- **Purchase of equipment unrelated to the project solution (e.g. electric kettle, etc.)**
- **Personnel and travel expenses of persons not participating in the project**

Eligible expenses within the implementation of research projects are only costs related to the research of the given project in the breakdown:

- Direct costs
 - Operating costs
 - Services
 - Travel costs
 - Personnel costs
 - Scholarships
 - Wages incl. social and health insurance
- Additional operating costs

Operating expenses

These are used to acquire the necessary material and technical equipment for the direct research of the project, also including the acquisition of books, information resources and conference fees (if not part of travel costs). Acquired equipment **must not** fall into fixed assets (over CZK 40,000 incl. VAT).

Services

Payment for services provided by a third party. Typically, these are supporting activities of research activities, e.g. data processing, linguistic proofreading of articles, printing of materials, development of applications, etc.

Travel costs

Payment of domestic and foreign travel of academic staff related to the research project according to the CULS rules (forms, approval process, billing).

Personnel costs

The main principle of drawing personnel costs is that more than 75% of all personnel costs must be paid to the participating students in the form of a scholarship. The salaries of academic staff, including all contributions, must therefore be less than 25% of all personnel costs.

Scholarships can be paid to participating master's and DSP students in full-time and part-time form. Scholarships are paid according to CULS rules (forms, approval process).

Salaries for academic staff can be paid in the form of a Contract of services, or in the form of a reward. Both forms of payment take place according to the CULS rules (forms, approval process).

There is no maximum work limit for IGA FEM research projects; however, when paying remuneration in the form of a Work Agreement, care must be taken to ensure 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 remuneration, it is necessary to

take into account the employer's social and health insurance and holiday reimbursement. The remuneration for the research project can be awarded to the academic staff member in August at the latest, so that it can be paid to him/her in the September pay period. Proposals for remuneration payment 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, employers' 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 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.*

Other operating costs

They may account for a maximum of 20% of the total direct costs.

Example: for a project in the total amount of CZK 500,000, 100% of direct costs are CZK 416,667 and of which 20% of other operating costs are CZK 83,333.

It is used to cover costs related to the research project that cannot be unambiguously assigned, such as office supplies, consumables, toners, telephone charges, computer technology, etc.

VI. Funding check and sanctions

The management of financial resources during the research is in the competence of the main researcher and his home department.

The rationale for effective use will be provided in the interim and final reports. All ineligible costs and incorrectly used funds will be charged to the home department of the main researcher (on the basis of a contract for the allocation of funds).

VII. Support and consultation in solving projects

The aim of category B grant projects is to create conditions for the research of excellent teams with a minimum of administration, however, the appropriate use and reporting of public funds is necessarily. If you have any questions, please do not hesitate to contact the staff of the FEM Science and Research Department or the members of the IGA FEM Committee as soon as possible.

Any ambiguities and problems must be resolved in advance; any retroactive correction of errors is inadmissible.

In Prague on 1 December, 2020

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