



RECTOR'S METHODOLOGICAL INSTRUCTION

8/2023

Tender Documentation for Internal Research Projects of Category C—Return

Intended for:	Faculties and university institution	Ref. No.:	UM/3881/2023-1	dated:	13. 3. 2023
Regulation Owner:	Vice-Rector for Research and Innovation				
Regulation Drafter:	Research and Development (R&D)				
Regulation Approver:	Rector	Approved on:			24. 3. 2023
Number of pages: 4	Number of attachments: 0	Valid from:			27. 3. 2023
		Effective from:			1. 4. 2023
		Invalidated on:			

Record of revisions

Date of revision	Conclusion of the revision	Revised by	Date of next revision

Record of changes

Number	Article	Description of the change	Approved by, on

List of related regulations

Name of the regulation	Place of the reference	Referenced parts
Rector's Guideline No. 4/2023, Grant Agency of Gregor Johann Mendel of Mendel University in Brno		

Preamble

This Rector's Methodological Instruction specifies in detail the individual calls for projects of the Grant Agency of Gregor Johann Mendel of Mendel University in Brno (hereinafter referred to as "the Agency"), **in category C—Return**. The administration of project proposals is carried out in the Project and Contract Register system (hereinafter referred to as the "PCR System"). The support provider is Mendel University in Brno (hereinafter referred to as the "University").

Article 1 Basic provisions

- (1) These internal University projects are governed by the Rector's Guideline No. 4/2023, Grant Agency of Gregor Johann Mendel of Mendel University in Brno.
- (2) The support is intended for university employees engaged in research. For the purpose of this document, the member of staff involved in research is an academic employee pursuant to Section 70 of Act No. 111/1998 Coll., on Higher Education and on Amendment to Other Acts (the Higher Education Act), as amended, or a non-academic employee involved in research activity who works more than 20 hours per week at the University.
- (3) The Return Grant is intended for initiative-taking members of University staff who are or have been on maternity or parental leave and are caring for a child under the age of six (until the compulsory schooling starts). If the employee has only been on parental leave, a minimum of one year's parental leave is required.
- (4) Proposals and projects in category C are evaluated by the MENDELU Research Board's Internal Research Advisory Panel (hereinafter referred to as the "MRB Panel"), which consists of University experts appointed by the deans and the University Institute Director; the members of the MRB Panel are appointed based on the submitted proposals and removed from their office by the Vice-Rector for Research and Innovation in consultation with the Rector.

Article 2 Objective of the grant support in category C

- (1) The main aim of the Return Grant is to enable scientists to return to a full-fledged scientific career at the University, to support their further development and achieve outstanding scientific results in the long term.
- (2) One of the conditions for a successful scientific career is the harmonisation of work and family life, especially during the period when workers care for children under the age of 6. Therefore, the support includes reimbursement of costs related to providing care for children under the age of 6, per the following conditions.
- (3) The support for the successful applicant includes the assignment of an individual talent manager under the care of the Human Resources Management Department, who will support the researcher in professional and personal development.
- (4) The project duration is one year.

Article 3 Method of financing

- (1) The maximum amount of support for one project is CZK 200,000 for one year.
- (2) Eligible costs include:
 - a) Childcare services provided by a children's group pursuant to Act No. 247/2014 Coll., on the provision of childcare in children's groups and on amendments to related acts, as amended;
 - b) Childcare services provided by a private kindergarten established under Act No. 561/2004 Coll., on pre-school, primary, secondary, higher vocational and other education (Educational Act), as amended;

- c) Childcare services are provided based on the regulated trade "Childcare for children up to three years of age in day-care" according to Act No.455/1991 Coll., on trades (Trades Act), as amended, which includes private nurseries for children under 3 years of age and individual childcare;
 - d) Childcare services provided by a private babysitter or agency based on free trades for the provision of childcare according to the Trades Act, sector of activity No. 72, "Provision of services for the family and household" and/or sector of activity No. 79 "Extracurricular education and activities, organisation of courses, training, including tutoring activities";
 - e) Non-commercial childcare services in family and parent centres, civic associations, or children's playrooms, etc., provided on the basis of generally binding regulations;
 - f) The cost of an individual talent-manager assigned by the care of Human Resources Management Department.
- (3) Funding is available for the cost of caring for 1 or more children of the age 6 years old or younger.
- (4) Ineligible costs include:
- a) Investments;
 - b) Personnel costs, in particular, remuneration, agreements to perform a job and contracts for work activity of persons involved in the research or administrative activities required for the project;
 - c) Consumables;
 - d) Small tangible and intangible assets;
 - e) Services other than those referred to in Paragraph 2;
 - f) Domestic and foreign travel costs, including travel to conferences or workshops without own contribution, external international internships, scientific shadowing, consultancy, or mentoring programmes;
 - g) Publication costs and costs of applying the result in scientific journals;
 - h) Research costs.
- (5) The maximum amount of support for an individual talent manager in the form of a contract for work activity is CZK 30,000 per year.
- (6) The economic and administrative background of the projects is identical to those of the department, which also bears the project common operating costs. The expert and administrative coordination of the project is the responsibility of the Return Grant holder.
- (7) Based on the proposal of the Council, the Rector shall decide on the early termination of the project and discontinuation of its funding.

Article 4

Application for support

- (1) List of required application documents:
- a) Completed application form signed by the proposer;
 - b) CV of the proposer;
 - c) Statutory declarations stating the amount of time worked;
 - d) Accompanying document for the project proposal;
 - e) Detailed description of the planned/supported work output: grant application, publication, or other activity referred to in Paragraph 2.
- (2) Eligible activities for which a worker may apply for support include:
- a) Internship abroad;
 - b) Preparation and participation in a conference abroad;

- c) Preparation of a publication;
 - d) Work on both scientific and non-scientific projects;
 - e) Dissertation preparation;
 - f) Habilitation preparation.
- (3) The project proposal, including the required documents, is entered into the PCR System within the competition period specified in a separate Rector's Order on the Competition Announcement for a given year.
- (4) One copy of the project proposal, signed by the applicant, including all required attachments, shall be submitted to the Research and Development (R&D) within the competition period.

Article 5 **Evaluation criteria for project selection**

- (1) The main evaluation criteria include:
- a) The type and time intensity of the work activity to which the support relates, i.e. an eligible activity under Article 4(2);
 - b) The total financial cost that the applicant requests to be reimbursed.
- (2) Projects are evaluated by the MRB Panel and Council members or by Council-appointed evaluators.
- (3) The Council may assess the adequacy of the financial requirements and, if necessary, may propose a reduction in the project budget.

Article 6 **Final project evaluation**

- (1) The projects being solved are evaluated within final evaluation procedures.
- (2) The Council evaluates completed projects based on final reports and evaluators' reports, similar to the evaluation of project applications. Completed projects are graded A to D, wherein A represents an excellent project, B represents a project that achieved the intended outcomes, C represents a project that met the outcomes with reservations, and D represents a failed project. The C-grade and D-grade exclude the principal investigator from further Agency competitions for two years and four years, respectively.

Article 7 **Final provisions**

This Rector's Methodological Instruction shall enter into force on the date of its promulgation and shall take effect on the fifth day after its entry into force.

Prof. Dr. Ing. Jan Mareš
Rector