

MENDEL UNIVERSITY OF AGRICULTURE AND FORESTRY IN BRNO

Brno 4 11. 2009
Ref. No.: 2873/2009 - 981

Intended for: deans, vice-rectors, bursar

Rector's decision No. 19/2009

Principles for the student grant competition for supporting projects of specific university research at MENDELU in Brno

*Full wording after the incorporation of:
Addendum 1 (ref.no. 3027/2009-981)*

Ref. No. 1 Basic Provisions

1. The principles of the student grant competition for the support of projects within specific university research (hereinafter the principles) at Mendel University in Brno (hereinafter MENDELU) adjust the general procedures associated with MENDELU's student grant competition, the conditions for the submission of grant applications, the methods and criteria for their evaluation and selection, the conditions for the provision of financial resources intended for support for R&D projects investigated by students of Master's and Doctoral degree programmes and academic staff of MENDELU within this grant competition.
2. The student grant competition involves the following entities:
 - a) proposer: the person who will be responsible for the investigation of the project; if the project is approved for support by an internal grant, the proposer becomes the project's investigator.
 - b) the investigator is a doctoral student or academic researcher,
 - c) advisor: if the investigator is a doctoral student, the advisor is a person employed at MENDELU who will always be part of the investigator team
 - d) investigator team: employees whose task will be to carry out the approved project, whereas the number of Master's and Doctoral degree programme students in the investigator team is equal to or greater than the number of other members in the team.
3. Definition of terms within the grant competition:
 - a) Student grant competition: this is a publicly announced competition for financial support provided for the investigation of grant projects of specific university research based on specified conditions and in line with MENDELU's research policies.
 - b) Announcement of the student grant competition: the student grant competition is announced by the Internal Grant Agency (hereinafter IGA) of individual faculties / the university institute in compliance with the principles of the student grant competition for the support of projects of specific university research at MENDELU issued by the rector of MENDELU on 4 11. 2009 under ref. no. 2873/2009-981.
 - c) Grant project: a project within which the investigator explains how and under which conditions they will contribute to the goals of the announced grant competition.
 - d) Support: financial resources allocated for the investigation of the grant project.
 - e) Competition period: this is the period between the announcement of the grant competition and the deadline for submission of grant applications.
 - f) Grant application: a set of documents containing information necessary to assess the quality of a grant project, the eligibility of expenses, the skills and capabilities of the proposer and their collaborators in the context of the project.
 - g) Evaluation period: this is the period between the end of the competition period and the date of announcement of the results.
 - h) Grant proceedings: the procedure from the submission of the proposal of the grant project and

the announcement of the results of the grant competition.

- i) Rules: the rules of the IGA of individual faculties / university institute, as announced by the IGA council of the faculty / university institute. The rules cannot in any way contradict the rules for the provision of support for specific university research as per the act on Support of Research and Development by MEYS and/or these principles. The dean (and/or the director of the university institute) is responsible for ensuring that the rules of the faculties (the institute) comply with the above requirement.
- j) Contract: based on a proposal of the IGA council of the given faculty / university institute, a contract is concluded between the project investigator and the dean / director of the university institute. By signing the contract, the investigator commits to use the financial resources in compliance with the rules of the MEYS, these principles, the rules of the faculty / (university) institute and the contract. No part of the contract may contradict the information and data provided in the grant application that led to the awarding of the grant.

4. Organizational structure of the MENDELU student grant competition

- a) The recipient of support for specific university research is MENDELU. Based on the formula for the distribution of resources, which reflects the formula used by the provider (the Czech Ministry of Education, Youth and Sports – MEYS), these resources will be distributed to the IGAs of individual faculties and the university institute. The conditions for the awarding of financial resources from funding intended for specific research are:
 - Creation of an IGA at the faculty / institute,
 - Publication of rules for the submission of student grant projects at the faculty / institute. The rules must comply with the regulations stipulated under article I 3 par. i) of this decision.
 - A commitment by the faculty / institute to use the provided resources exclusively for coverage of eligible costs of student projects.
 - A commitment by the faculty / institute to use the provided resources for the coverage of eligible costs associated with the organization of scientific conferences for students, but only up to 10 % of the amount of provided support.
 - A commitment by the faculty / institute to use the provided resources for the coverage of eligible costs associated with the organization of the student grant competition including the costs of evaluating and assessing the submitted projects and the evaluation of achieved results, but only up to 2.5 % of the amount of provided support.
 - The rector of MENDELU is authorized to check adherence to the rules for submitting student grant projects at faculties / the institute and, in case of complaints regarding their violation, decides on appeals made against decisions of the dean / director of the institute.
- b) The organizational and performance body of IGA is the IGA council of the faculty / institute, which is headed by the dean / director of the institute and/or their designated vice-dean / deputy director. The rules for assembling the IGA council are specified in the decision of the dean of the appropriate faculty / director of the institute. The IGA council determines the rules for the submission of student grant projects and the criteria for admissibility for projects that fall under the given faculty / institute.
- c) The administrative and organizational element of IGA is the IGA office of the faculty / university institute.
- d) Reviews of grant applications are prepared by the lecturers selected by the IGA council of the faculties / institute.
- e) The specification of the topics and themes for the student grant competition lies in the competences of the IGA council of the faculty / institute and must match MENDELU's research policies.
- f) The final decision on accepting proposals and awarding internal student grants by the faculty's dean (director of the institute) is limited by the financial resources provided to individual IGAs of faculties / the institute for the given calendar year.
- g) Projects investigated by students usually have duration of 1 year, while projects co-investigated by students and academic staff usually last 1 to 3 years.

Art. 2
Financial Policies of MENDELU's Grant Competitions

1. Grant financial resources

- 1.1. Financial support for student projects in a single calendar year cannot exceed CZK 3 000 000.
- 1.2. Support can only be used to cover eligible expenses which are necessary for the investigation of the project. Funding can be used to cover especially non-investment costs. In case of procuring investment, eligible expenses include only a proportional part of the investment cost corresponding to the usage period for the project.
- 1.3. Eligible expenses notably include:
 - a) Personal costs, including stipends for research, development and innovation as per The Higher Education Act, whereas it holds that

A1) the share of personnel costs (including stipends) associated with the participation of Doctoral or Master's degree students in the project as investigators or other members of the investigation team compared to the total personnel costs (including stipends) covered within the scope of eligible expenses of a student project is at least 60 %.

A2) support can be used to cover the costs of a student project carried out at a workplace of a legal entity that differs from the applicant only based on an agreement between the given legal entity and the applicant as per § 81 of Act 111/1998 Coll., the Act on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (The Higher Education Act), and as per Act 473/2004 Coll. that this workplace operates an accredited study programme studied by the respective students who are members of the investigation team.

- b) Costs for the purchase of minor tangible and intangible assets
- c) Additional operating costs.
- d) Service costs.

1.4. Management of provided funding

- a) Use of provided funding (support) beyond the scope of the approved budget is considered a violation of budgetary rules and is a valid reason to stop funding the grant project and/or to impose other sanctions as per Act 218/2000, on Budgetary Rules.
- b) The investigator (or guarantor, for projects investigated by students) is responsible for the financial side of the grant project in terms of its structure as approved by the IGA council of the faculty / institute as well as in terms of adherence to generally binding legal regulations. At the same time, they are responsible to the IGA council of the faculty / institute for the professional side of the project.
- c) All costs exerted on the grant are kept separately for each project, in compliance with the valid code list used at the university.
- d) If changes are made during the investigation of a grant project and these require an urgent change of eligible costs or which lead to the temporary termination of an investigated project (long-term illness, long-term trip abroad, the guarantor of the doctoral project does not recommend a continuation in the project etc.), these facts are immediately provided to the IGA office of the faculty / institute in writing by the investigator along with a proposal for how to resolve the situation. After approval by the dean / director of the institute, the request for a change is provided to the Finance Office of the Rector's Office.
- e) The items purchased from grant resources, including intangible property, are immediately entered into the list of property of the workplace of the grant project – assuming they are subject to property tracking as per accounting regulations.

Ref. No. 3
Grant application

- 1. The grant application is submitted in compliance with the rules of the IGA of the given faculty / institute during the competition period; submissions are made to the IGA office of the faculty / institute.

2. The grant application must include all the basic information about the content of the project proposal, the proposers of the project and expected costs.
3. The grant application is signed by the proposer, the guarantor of the doctoral project, and the head of the appropriate workplace of the proposer (the appropriate head of the institute).
4. The grant application must include a binding annex – the “Declaration that the proposed area for investigation is not part of an already funded external grant”. If the application focuses on an extension of such a funded grant, this must be explicitly listed in the application including an explanation of where the current proposal goes beyond the previous one. The declaration is signed by the proposer and the head of the given institute.

Ref. No. 4

Evaluation of the grant application

1. The evaluation of the grant application, including a decision on whether it meets the formal requirements of the call, is carried out in compliance with the Rules for the submission of student grant projects at faculties / the institute.
2. A grant application that meets all of the prescribed formal requirements is included in the follow-up selection procedure, within which it is evaluated by:
 - a) The IGA council of the faculty / university institute, which will secure two reviews from lecturers for each applications. The lecturers will assess the application based on:
 - aa) the scientific value of the proposed project (assessment focuses on the up-to-dateness and originality of the proposed project, the societal impact of the topic, basic aspects of the proposed solution – a clear concept, adequate methodology, appropriate delimitation of the aims of the project, and how realistic and demanding the project will be),
 - ab) eligibility of the costs, especially in view of their adequacy to the scope of the project,
 - ac) adequacy of the investigator team, especially consisting of an evaluation of professional prerequisites, creative outputs of the investigator team and technical as well as institutional facilities at the workplace.
 - b) The IGA council of the faculty / institute will, based on the provided documentation and in view of the available budget for the year following the year of the grant proceedings, prepare a proposed list of grant applications which the council recommends for funding. This list will then be provided to the dean.

Art. 5

Conclusion of Grant Project

1. Investigators of internal grant projects will conclude the investigation of the project for the specific calendar year by 31 December of the appropriate year, and the final reports for the project will be submitted to the IGA office by 15 January of the next calendar year (for projects running for multiple years, this instead applies to yearly reports covering the previous calendar year). The final evaluation then takes place from 1 to 28 February of the next calendar year.
2. The final evaluation is organized and secured by the IGA offices of the faculty / institute. The final evaluation assesses the results of the grant project based on:
 - a) the final report for the grant project
 - b) an economic statement detailing the use of resources provided by the IGA of the faculty / institute
 - c) received reviews.
3. The final evaluation is documented by a final evaluation protocol.
4. The documentation for the final evaluation and the results of the project, notably the final report for the project, the economic statement detailing the use of resources provided by the IGA of the faculty / institute, reviews from lecturers and a protocol on the final evaluation of the grant project, will be stored at the IGA office of the faculty / institute for a period of 10 years from the end of the project.
5. The IGA council of the faculty / institute will evaluate, at the latest by 10 March of the calendar year following after the calendar year during which funding was provided, the results achieved thanks to

provided support in the manner required by the ministry. The evaluation report will be submitted to the rector by 15 March of the same year. For multi-year projects which do not end in the given year, the rector will instead receive the annual report for the given calendar year. The rector will ensure that the university's evaluation report is published in a manner allowing for remote access.

Art. 6
Request for the provision of funding for the next year

1. MENDELU will deliver a request for the provision of funding to MEYS at the latest by 30 November of the calendar year preceding the year of the intended grant funding, along with a declaration by a statutory representative declaring that the provided resources will be used exclusively to cover

- eligible expenses of student projects,
- eligible expenses associated with the organization of scientific conferences for students, at most up to 10 % of the provided funding, or
- eligible expenses associated with the organization of the student grant competition including the costs of evaluating and assessing the submitted projects and the evaluation of achieved results, at most up to 2.5 % of the amount of provided funding,

Art. 7
Final provisions

1. The principles for the student grant competition for supporting projects of specific university research at MENDELU in Brno enter into validity on the day of their signature by the rector of MENDELU.
2. This decision cancels Decision 9/2007 General rules for the organization of the Internal Grant Agency of MENDELU.

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rector of MENDELU