

# **Announcement of the competition and rules of the grant competition**

Internal Grant Agency of the Mendel University in Brno for the year 2024  
at the Faculty of Business Economics

In accordance with the relevant regulations<sup>1</sup> of the Mendel University in Brno and the Rules for the Provision of Special-purpose Support for Specific University Research – Guidelines of the Ministry of Education, Youth and Sports of the Czech Republic

**a grant competition of the Internal Grant Agency at the Faculty of Business and Economics of MENDELU for the year 2024 is hereby announced along with the following rules.**

## **Article 1**

### **Basic provision**

- 1) The rules of the grant competition (hereinafter referred to as the “Rules”) regulate in particular the methodological and organizational procedures associated with the grant competition, the conditions for submitting grant applications, the methods and criteria for their evaluation and selection, the conditions for the provision of funds intended for support by an internal university grant for research and development projects addressed students of accredited doctoral and subsequent master’s study programs and academic staff of the Faculty of Business and Economics (hereinafter referred to as “faculty”) within the framework of this grant competition.
- 2) Specification of the time stages related to the grant competition:
  - a) the competition period begins on September 1, 2023, the competition period ends with the deadline for submitting applications on October 31, 2023;
  - b) the results of the grant competition, including the list of financed projects, will be published by December 31 of the year of the announcement of the grant competition;
  - c) the project period starts on January 1 and ends on December 31 of the year of the given project period (one to two-year projects);
  - d) the deadline for the accounting closure of projects is November 30 in the year of completion of the project;
  - e) the deadline for submitting the Final Report of the ending project is by January 10 of the year following the completion of the project;
  - f) the deadline for submitting the interim report of the two-year team project is January 10 of the year following the start of the project;

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<sup>1</sup>Rector's REGULATION 15/2020 "Principles of student grant competition and specific university research at the Mendel University in Brno" and "Rules for the provision of targeted support for specific university research effective from September 30, 2019".

- g) the deadline for submitting the interim report on the solution and utilization of the one-year project is September 10 in the year of the project solution.
- h) the final opposition procedure takes place in the period from January 20 to February 10 in the year following the end of the project;
- i) ongoing opposition proceedings for an ongoing project take place in the period from January 20 to February 10 in the year following the start of the project.

## **Article 2**

### **Types of grant competition projects**

- 1) In accordance with the Rules, project proposals can be submitted, which can take three forms: doctoral projects, team projects and student conference projects.
- 2) **Doctoral project:**
  - a) The proposer of the doctoral project is a doctoral student at the faculty, the guarantor of the project is the student's supervisor.
  - b) The research team of the doctoral project consists of one student of the faculty's doctoral study program and an academic staff in an employment relationship with the faculty (tutor of the given student).
  - c) Doctoral projects are intended for the development of the creative activity of students of doctoral study programs, which is directly related to the processing of their dissertations.
  - d) Doctoral projects are submitted for a period of one year.
  - e) A student of the faculty's doctoral study program can submit a doctoral project if the study condition is met for the entire duration of the project (see article 1, paragraph 2, point c).
  - f) A student of a doctoral study program can be the researcher of at most one doctoral project and at the same time a member of the research team of at most one team project.
- 3) **Team project:**
  - a) The proposer of the team project is an academic, scientific, research or development (hereinafter referred to as academic) staff member with a Ph.D. or higher in the employment relationship with the faculty.
  - b) The research team of the team project consists of students of the faculty's master's or doctoral study programs and at least one academic staff in an employment relationship with the faculty. At the same time, the number of students (master's study programs or doctoral study programs) of the faculty must exceed the number of other members of the research team.
  - c) In the event that a student withdraws during the course of the project, he may be replaced by a new student so that the ratio of students to other members of the solution team is maintained (see Article 2, Paragraph 3, Point b)).

- d) Team projects are mainly intended for the support and education of master's degree students in creative activities.
  - e) Team projects are submitted for a period of one or two years.
  - f) An academic staff member cannot be the proposer of more than one team project within one grant competition.
- 4) **Student conferences:**
- a) The proposer and solver of the project in the student conference category can be an academic staff in an employment relationship with the faculty.
  - b) Other members of the research team may be students of the faculty's doctoral or follow-up master's study programs and academic, scientific, research or development staff of the faculty.
- 5) The areas and topics of doctoral and team projects must be in accordance with the programs and fields of study accredited at the faculty.

### **Article 3**

#### **Funding of the project**

- 1) Only non-investment funds are allocated for project solutions. Eligible costs cannot include the costs of normal department equipment.
- 2) All financial requirements must be stated in the grant application and justified according to individual items, while the proposal must show their expediency and adequacy and must be directly related to the solution of the given project.
- 3) Eligible project costs are:
  - a) Material costs, i.e.
    - operating costs directly related to the solution of the project (e.g. material, professional monographs, small tangible and intangible assets provided that the purchased property is registered in the property of the Department and its use is properly justified);
    - service costs (e.g. costs associated with language proofreading, translations, printing costs);
    - travel costs (i.e. reimbursement of travel expenses of the implementation team during domestic or foreign trips). Travel costs are also associated with costs related to active participation in conferences.
  - b) Scholarships for students to support the creative activity of members of the research team.
  - c) Personal costs in the form of remuneration for the proposer and other academic staff involved in the solution of the team project.
- 4) Use of funds for doctoral projects:
  - a) Students may request:

- payment of material costs according to Article 3, paragraph 3, point a) directly related to the implementation of the project, provided that the individual items and the purpose of their use are specified;
  - scholarship for a student, the maximum amount of which can reach 100,000 CZK per calendar year.
- b) Ineligible costs of the doctoral project are all material and personal costs intended for workers other than the proposer (student of the doctoral study program).
- 5) Use of team project funds:
- a) The principal researcher or the project proponent may request:
- payment of material costs according to Article 3, paragraph 3, point a) directly related to the implementation of the project, provided that the individual items and the purpose of their use are specified. Furthermore, for travel costs and costs related to participation in the conference, it is possible to request reimbursement for the researcher as well, provided that it is a domestic conference with the active participation of a student member of the research team;
  - payment of personal expenses in the form of a reward for the project proponent and other academic staff involved in the project solution for successful team management, while the share of personal expenses including insurance premiums may not exceed 20% of the total amount of personal expenses (including scholarships) in the project;
  - scholarship, which is intended for student members of the research team. The scholarship for one team project student can reach a maximum amount of 50,000 CZK per calendar year<sup>2</sup>, regardless of whether the student is a master's or doctoral student.
- 6) Use of student conference project funds:
- a) Eligible student conference costs include:
- personal costs or expenses (salary costs, social and health insurance contributions) including scholarships for students of doctoral and subsequent master's programs;
  - other operating costs or expenses directly related to the implementation of the conference;
  - costs or expenses for services.
- b) Eligible costs of student conference projects cannot include the costs of normal department equipment and travel costs of academic, scientific, research or development staff of the faculty.
- 7) Project support can amount to a maximum of 3,000,000 CZK for one calendar year, while it is recommended to submit projects with a request for grant funds in the range of 50,000 to 300,000 CZK for doctoral projects and 100,000 to 500,000 CZK for team projects.

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<sup>2</sup>If during the course of the project, for example, the student's activities on the project are terminated or the student's performance is above standard, the scholarships can be redistributed (increased, reduced), but always only within the total amount for scholarships in the project budget. For these purposes, the project manager submits an application to the IGA Faculty Council.

- 8) The IGA Council reserves the right to reduce the financial resources of selected projects before starting work on the project in the phase of assessment and selection of supported applications.

#### **Article 4** **Project application form**

- 1) Project application is submitted in electronic form and one written copy during the competition period to the IGA Faculty Office (hereinafter referred to as the "Office"). The application can be generated directly in the "Project and Contract Register" system, hereinafter referred to as EPZ (verso3.mendelu.cz) after submitting the project. A binding attachment of the IGA FBE project application is the Justification of the project proposal. This document is available directly in the EPZ system (verso3.mendelu.cz).
- 2) The project application must contain all basic information about the content of the project proposal, the proponents and a detailed justification of the estimated costs of the project solution. Project applications, including attachments, are submitted in Czech, Slovak or English language.
- 3) For two-year team projects, the project application contains a breakdown of the expected costs and results of the project according to the individual years of the project solution. The proposer will justify the justification of the length of the two-year project solution by specifying the partial phases and partial results of the project solution, which will be shown in a Gantt diagram.
- 4) The project application must contain the following in the binding attachment Justification of the project proposal:
  - a) the current state of the problem solved, including the literature used, the goal of the solution and the methodology of the project, and the continuity and synergy of the project. Within the framework of the last mentioned point Continuity and synergy of the project, the researcher of the doctoral project will state how the solution of the project is related to his dissertation and how the project will help to develop his dissertation; the team project leader will indicate how the content of the project is related to the programs or disciplines accredited at the faculty and what the scientific research basis of the project will consist of;
  - b) characteristics of the expected results of the project solution specified in the **table** with the specific number of expected published results in individual types, including the thematic focus and expected content of the result, in particular the number of articles in a journal indexed by the WoS database with a non-zero impact factor (Jimp), the number of articles in a journal indexed by the Scopus database (Jsc), the number of articles in a journal indexed by the ERIH database (Jost), the number of articles in a journal listed in the list of peer-reviewed journals (Jrec), software (R) and the number

- of articles in a collection indexed by the WoS database (D). Failure to specify the number of specific project results is considered a formal deficiency, and in such a case the project application is excluded from the competition by the IGA Council before further evaluation;
- c) a brief description of the individual members of the research team, which includes: the student's name and surname, the student's year and program or field of study, a description of the student's involvement in the department's activities so far and a description of the student's expected involvement in the project solution;
- 5) A binding condition for the solution of the doctoral project is an active presentation of the solved problem documented by the program at at least one scientific conference and at least one publication of an original scientific work of the Jimp or Jsc type, always with a reference to funding from IGA FBE MENDELU resources;
  - 6) A binding condition for solving a team project is the presentation of the solved problem at the PEFnet conference (presentation at other scientific conferences is possible) and at least one scientific publication (see specifications in point b) with reference to funding from IGA FBE MENDELU sources.
  - 7) A binding part of the justification of the project proposal is a statement that the proposed issue is not the content of the solution of an already financed external or internal grant. In the event that it is an extended solution to this issue, it must be explicitly stated in what the above standard of this proposal consists of. The declaration is signed by the project proponent.
  - 8) The grant application for the doctoral project is signed by the proposer (student of the doctoral study program), the guarantor of the doctoral project (supervisor of the given student) and the head of the department of the proposer respectively the supervisor (head of the relevant department). The grant application for the team project, as well as the student conference project, is signed by the proposer (academic staff member) and the head of the proposer's department (head of the relevant department).

## **Article 5**

### **Evaluation of the grant application**

- 1) A project application with formal deficiencies is excluded from the competition by the IGA Council before further evaluation. Formal deficiencies are understood as failure to meet the conditions of the tender documentation.
- 2) The project application included in the selection procedure is assessed by the IGA Council, which has two opinions of opponents (for preview in the IGA Office) available for each application, who assess the content of the application based on:
  - a) the scientific value of the project proposal (the relevance and originality of the project proposal, the social importance of the issue, the basic aspects of the proposed solution, i.e. the clarity of the concept, the adequacy of the methodology, the

- appropriate definition of the solution's objectives, the difficulty and the reality of the solution are assessed). In the case of team projects, the pedagogical contribution of the project to the development of the creative abilities of the students in the solving team is also evaluated;
- b) financial requirements, especially with regard to their expediency and adequacy to the content of the solution and the expected results of the project;
  - c) the competence of the solving team, in particular the assessment of professional prerequisites.
- 3) Based on the point evaluation, the IGA Council will compile the order of applications for doctoral projects, the order of applications for team projects and the order of applications for projects in the student conference category. Subsequently, taking into account the available budget allocated for the IGA FBE MENDELU for the given year, it will draft a list of applications that it will recommend for the award of an internal grant.
  - 4) The final acceptance of the project and the awarding of the internal grant by the Dean is realized by the conclusion of the Contract for the internal grant project (hereinafter referred to as the "Contract") and the provision of special funds for its support.

## **Article 6**

### **Interim report**

- 1) Interim reports are implemented according to the implementation in the EPZ system (verso3.mendelu.cz).
- 2) Investigators of doctoral and one-year team projects submit to the Office an Interim Report on the solution and implementation of the project by September 10.
- 3) Project leaders of two-year team projects submit to the Office by January 10 of the year following the year in which the project was launched an Interim Report on the project and a Management Report for the first year of the project.
- 4) The adversarial process assesses the ongoing results of the resolved project on the basis of:
  - a) Interim reports on the project solution;
  - b) Management Report of IGA funds for the relevant year of project implementation.
- 5) A Protocol on ongoing opposition proceedings is drawn up on the progress of the opposition proceedings, which also contains a decision on the continuation or termination of the financing of the project in the following year.
- 6) In the case of a decision to terminate the project solution, the funds come under the authority of the IGA Council, as of March 1 in the year of the opposition proceedings.

- 7) Failure to meet the expected interim results for the first year of the two-year team project solution in the Jimp, Jsc, Jost, Jrec, R and D categories, specified in the Project Background, or approved in the change request, is the reason for the decision of the IGA Council to terminate the project solution. For the purposes of the project's interim external examination process, the result sent to the editorial board of the given journal or the organizing committee of the conference before the ongoing opposition proceedings is considered to be a non-published result.
- 8) In the event that the IGA Council decides to end the project solution, the project solver is eliminated from the grant competition for the immediately following year.
- 9) The IGA Council reserves the right to terminate the two-year team project solution after the first year, taking into account the available IGA FBE MENDELU budget for that year. In this case, the project is considered fulfilled.

## **Article 7**

### **Completion of the grant project**

- 1) The project managers will finish the substantive solution of the doctoral and one-year team projects by December 31 of the year of starting the project (in the case of two-year team projects by December 31 of the year following the year of starting the project) and submit the Final Report and Management Report on the project to the Office by January 10 of the following year. The final reports are implemented according to the implementation in the EPZ system (verso3.mendelu.cz).
- 2) The Office organizes and administratively ensures the adversarial proceedings.
- 3) The adversary proceedings assess the results of the resolved project on the basis of:
  - a) Final reports on project solutions;
  - b) Statement on management of IGA funds;
  - c) possibly requested opponent's opinions.
- 4) A "Protocol on the Final Examination Process" is drawn up on the progress of the opposition proceedings, which also includes the resulting assessment of the project according to the following options:
  - a) fulfilled;
  - b) fulfilled with substantive reservation;
  - c) fulfilled with reservation on management of funds;
  - d) not fulfilled.
- 5) Failure to meet the expected results in the Jimp, Jsc, Jost, Jrec, R and D categories, specified in the "Justification of the project proposal" section, or approved in the change request, is the reason for the "not fulfilled" rating. For the purposes of the final opponent management of the project, the result sent to the editorial board of the given journal or



the organizing committee of the conference at the time of the substantive resolution of the project is considered an “unpublished result”. An article accepted for publication or already published is considered a “published result”. The actual publication of the result will be verified and failure to do so will be taken into account at the next year of the IGA competition.

- 6) Accepted publication results for a doctoral project are only those where the researcher of a specific doctoral project is the first author, i.e. realized results where academic staff are the first author are not accepted. In the case of team projects, an academic staff is accepted as the first author on the condition that students of the faculty’s master’s or doctoral study programs are co-authors of the given publication result.
- 7) In the Final Report on the project solution and the Interim Report on the solution of the two-year team project, the following must be stated:
  - in the case of a published result (citation and reference to the result);
  - in the case of an unpublished result (title of the article and name of the journal to which the article was submitted, including the working paper);
  - in the case of software (name and reference to the result including its documentation);
  - in the case of the conference where the paper was presented (its title and program).
- 8) The principal researcher is also responsible for:
  - a) providing a reference to the solved project with its registration number in a publication or other type of result according to the valid methodology for evaluating the result of research organizations;
  - b) mentioning the reference to the solved project with its registration number in the qualification works that were supported by the project;
  - c) submission of information on achieved results to the register of information on RIV results through the personal bibliographic database (OBD) system via the “Reporting System”.
- 9) In case of evaluation of the project under letter b) and d) according to paragraph 4), the project principal researcher is invited by the IGA Council to settle the obligations of the evaluated project (i.e. to provide evidence of published or at least accepted planned results) by an alternative deadline. If the project principal researcher does not settle the obligations even by the replacement deadline, the researcher, or the guarantor, is excluded from the grant competition for the immediately following year, the same applies in the case of project evaluation under letter c) of paragraph 4). Any financial sanction for failure to meet the expected results even after the corrective deadline determined by the IGA Council is imposed to the department to which the project proponent belongs.

- 10) The IGA Council will submit an evaluation report on the results of the opposition proceedings by February 20 of the year following the calendar year of the provision of support. For multi-year projects that continue into the next year, the Interim Report for the given calendar year will be submitted on the same date.

## **Article 8**

### **Final Provisions**

- 1) Withdrawal of financial resources can only be started after the signed sample of the researcher has been duly submitted to the Economic Department of the Rector's Office of MENDELU. However, it is possible, after agreement with the head of the department, to apply for preliminary drawing from department resources with subsequent rebilling.
- 2) Disposing of project funds outside of the approved budget is a violation of budgetary discipline and is grounds for stopping project financing, or for further sanctions pursuant to Act No. 218/2000 Coll., on budget rules.
- 3) The researcher and guarantor are responsible for the management of project funds in terms of the budget structure approved by the IGA Council and specified in the Agreement. At the same time, he/she is responsible to the IGA Council for the technical aspects of the project.
- 4) All project solution costs are kept separately for each project in accordance with the valid code of the university. In this area, the researcher follows the instructions of the Economic Department of the Rectorate, possibly the secretary of the PEF.
- 5) If, during the course of the project, there are changes that necessarily require a change in appreciable costs, expected outputs, or that lead to the early termination of the project (long-term illness, long-term trip abroad, the guarantor of the doctoral project does not recommend continuing the project, etc.), these facts are the responsibility of the solver notified in writing to the Office in the form of a request with a proposal for their solution, immediately after their occurrence. If the nature of the change requires it, the request for permission to change is forwarded to the Economic Department of the Rectorate after approval by the Dean. The Office accepts requests for changes until November 15 of the given year.
- 6) Change request in the course of the project solution to adjust the composition of the allocated funds for approval to the Grants Council through the IGA Office for changes in items of material costs as specified in Article 3, paragraph 3) point a) up to 50% of the allocated funds.
- 7) Project principal researcher draw grant funds on an ongoing basis. If the use of project funds does not reach at least 50% of the allocated budget by the end of September in the first year of the project solution (for two-year projects, 25% by the end of September in

the first year and 75% in the second year of the project solution), without the solution provider justifying the situation in writing in advance by letter Offices, transfers funds to be used by the faculty for the purpose of supporting students' creative activities.

- 8) The financial side of the project will be closed by the end of November of the last year of the project. If they do not do so without justifying it in writing in advance in a letter to the Office, the funds are transferred to the faculty for the purpose of supporting the students' creative activities.
- 9) The rules of the IGA grant competition and selection procedure at FBE MENDELU come into force on the date of their announcement.

In Brno, September 4, 2023

**doc. Ing. Svatopluk Kapounek, Ph.D., m.p.**

Dean FBE MENDELU

**Ing. Jan Přichystal, Ph.D., m.p.**

Chairman of the IGA Council FBE MENDELU