



RECTOR'S DIRECTIVE

14/2020

**Rules and principles of the Student Grant Competition**

<b>Intended for:</b>	<b>Faculties</b>	<b>Ref. No:</b>	<b>28479/2020-953</b>	<b>dated:</b>	<b>10 December 2020</b>
Owner of the regulation:	vice-rector for research and development				
Author of the regulation:	Support for Research, Development and Innovation Office				
Approver of the regulation:	rector			Date of approval:	
Number of pages:	7	Number of annexes:	0	Valid from:	
				Effective from:	
				Revoked on:	

**Record of revisions**

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

**Record of changes**

Number	Article	Description of change	Approved by, date

**List of related regulations**

Title of regulation	Location of reference	Subject of reference

## **Preamble**

This Rector's Directive defines the rules and principles of the Student Grant Competition under the Research, Development and Education Operational Programme (hereinafter only the "Operational Programme") within the Internal Grant Schemes of Mendel University in Brno project (abbreviated to "IGRÁČEK MENDELU"), CZ.02.2.69/0.0/0.0/19\_073/0016670 (hereinafter only the "Student Grant Competition"). The Student Grant Competition supports scientific research activities by students in doctoral study programmes at Mendel University in Brno (hereinafter only the "University") with regard to the specified research and development areas.

## **Article 1 General provisions**

- (1) The Student Grant Competition also means the actual research performed by students in accredited doctoral study programmes or fields supported by the Operational Programme within the Internal Grant Schemes of Mendel University in Brno project, CZ.02.2.69/0.0/0.0/19\_073/0016670.
- (2) The goal of the Student Grant Competition is to support the research projects of students in doctoral study programmes at the University (these projects are hereinafter referred to as "Student Grants").
- (3) The Student Grant Competition is organized at university level, and only in the form of Student Grants for teams.
- (4) The principal investigator and other members of the Student Grant team must be students in accredited doctoral study programmes or disciplines at the University.

## **Article 2 Definition of entities within the Student Grant Competition and definition of terms**

- (1) Provider of the financial support for the Student Grant Competition (hereinafter only the "Provider"): The Ministry of Education, Youth and Sports.
- (2) Applicant for financial support for the Student Grant Competition: the University.
- (3) Beneficiary of financial support for the Student Grant Competition: the University.
- (4) Proposer: the person applying for a Student Grant; after the approval of the grant, the proposer becomes the principal investigator according to par. 5(a).
- (5) Student Grant team:
  - a) principal investigator: a student in a doctoral study programme at the University who submits an application for a team Student Grant in their own name and who is responsible for coordinating and leading the Student Grant team and producing the outputs;
  - b) co-investigators: four students in a doctoral study programme at the University who participate in the investigation of the team Student Grant under the guidance of the principal investigator;
  - c) mentor: a researcher or an academic at the University with a minimum academic qualification of Ph.D. or its equivalent who provides the Student Grant team with expert advice and methodological support.
- (6) Application for a Student Grant: a set of documents containing the information needed to evaluate the quality, the adequacy of the financial requirements, and the capabilities and possibilities of the proposer and the Student Grant team as regards the investigation of the submitted Student Grant.
- (7) Competition Office: the administrative body of the Student Grant Competition, established as a workplace under the Support for Research, Development and Innovation Office (hereinafter only "R&D Office").
- (8) Grant Board: the managing and executive body of the Student Grant Competition, involved in setting up the evaluation process.
- (9) Definition of terms:

- a) Student Grant Competition: a competition to support doctoral team research projects funded through the Operational Programme;
- b) Student Grant: funds provided by the beneficiary for the implementation of a research project by students in a doctoral-type study programme;
- c) Internal Grant Scheme: institutional and organizational support and procedural set-up of the Student Grant Competition;
- d) Announcement of the Student Grant Competition: the Student Grant Competition is announced by the vice-rector under whose competence the Student Grant Competition falls, in accordance with the specifications and the conditions of the Provider.

### Article 3

#### Minimum parameters of the projects and supported research and development areas

- (1) All Student Grants supported from funds from the Student Grant Competition of the Internal Grant Schemes of Mendel University in Brno project must meet the following minimum parameters for Student Grants:
  - a) the investigators (both the principal investigator and the co-investigators) must be students enrolled at the University in an accredited doctoral study programme;
  - b) the obligatory workload of the principle investigator corresponds to 0.5 of the equivalent of a full-time position;
  - c) the workload of the co-investigators is 0.2 of the equivalent of a full-time position;
  - d) the number of co-investigators for a single Student Grant is determined by Article 2(5)(b);
  - e) the period for investigating a Student Grant is 24 months;
  - f) a student may only be the principal investigator or a co-investigator of a single Student Grant at a time;
  - g) it is not possible to award a Student Grant from funds of the Operational Programme to a project with a topic identical to the topic of the dissertation of the principal investigator or any of the co-investigators; compliance with this condition is declared by the beneficiary in the decision on the award of the Student Grant or in a similar document with the same purpose;
  - h) the application for a Student Grant must include the specific workload of the individual students expressed as the equivalent of full-time positions, a description of the Student Grant team, and evidence of the experience and interests of its members and the mentor, for example in the form of a signed curriculum vitae or a letter of intent;
  - i) the application for a Student Grant must include all summaries of the educational objectives of each member of the Student Grant team;
  - j) the issuing of a regular monthly activity report;
  - k) the issuing of a final report on the activities of the Student Grant team, which must include an evaluation of the activities relating to the investigation of the Student Grant;
  - l) educational research activities within the project must be performed mainly in the EU, and outside the EU only in extraordinary cases.
- (2) The research and development areas included in the Student Grant Competition are as follows:
  - a) natural sciences,
  - b) engineering and technology,
  - c) agricultural and veterinary sciences,
  - d) social sciences,
  - e) humanities and arts.

#### **Article 4 Organizational provisions**

- (1) The organization of the Student Grant Competition is the responsibility of the vice-rector under whose competence the competition falls (hereinafter only the “relevant Vice-rector”).
- (2) The maximum support per Student Grant is CZK 2,491,632 for a 24-month investigation period.
- (3) Proposals for Student Grants are submitted exclusively by remote access through the relevant grant scheme software tool.
- (4) The workplace that is in charge of the administration activities connected with the Student Grant Competition is the Competition Office.
- (5) The Competition Office is responsible for the creation of grant application forms according to the Student Grant Competition specifications, the administration of the evaluation process, the creation of investigation contracts for the Student Grants, and the administration of the opposition procedure for the awarded and researched Student Grants.
- (6) An application for a Student Grant must be submitted to the Competition Office in accordance with the Student Grant Competition specifications within the competition deadline and must contain all the basic information about the content of the proposal, the applicant, and the estimated costs for the investigation of the Student Grant.
- (7) Participation in a thematically different specific higher education research project is possible, provided that it does not breach the rule that financial support from this Student Grant Competition and special-purpose support for specific higher education research pursuant to Act No 130/2002, on the support of research and development from public funds and on the amendment of certain related acts (the Act on the Support of Research and Development), as amended, cannot be combined in a single grant.

#### **Article 5 Grant Board**

- (1) Pursuant to Article 2(8), the Grant Board (hereinafter only the “Board”) is the managing and executive body of the Student Grant Competition.
- (2) The relevant Vice-rector is the chairperson of the Board. The Board is composed of members of the Rector's Committee for Research and Development. The secretary of the Board (without voting rights) is an authorized employee of the R&D Office. The secretary is appointed by the chairperson of the Board.
- (3) The rector nominates and removes the Board. The composition of the Board is published on the R&D Office website: <http://optc.mendelu.cz/>.
- (4) Meetings of the Board are convened and chaired by its chairperson, who may entrust the management of the meeting to another member of the Board.
- (5) Minutes are taken of the meetings of the Board.
- (6) The Board is quorate if an absolute majority of its members is present. A resolution is adopted if an absolute majority of the members of the Board present voted for it.
- (7) The members of the Board may also vote on the adoption of a resolution by mail. In the event of such a voting method, the chairperson shall send a proposal for a resolution on the matter in question, including the relevant supporting documents, to all members of the Board, stating the deadline for their replies. Voting takes place by the individual members of the Board sending the chairperson the response “I agree”, “I disagree” or “I abstain” within the set deadline. Replies received after the deadline are discarded. A valid resolution requires the statement of “I agree” by an absolute majority of all members of the Board. The chairperson shall communicate the result of the vote to the members using the same method as for the voting. A report is made of the course and the result of the voting by mail.
- (8) The Board shall publish the lists of supported Student Grants on the R&D Office website <http://optc.mendelu.cz/> without undue delay.

- (9) The Board discusses:
- a) the parameters of the evaluation process;
  - b) concluded contracts relating to supported Student Grants; such contracts define, *inter alia*, the rules for the management of the support and the obligation to manage the allocated funds economically and efficiently in accordance with generally binding regulations and with the internal and other regulations of the University, and sets out the obligations of the members of the Student Grant team.
- (10) For each Student Grant, the Board shall approve:
- a) the achieved results,
  - b) the final activity report.

## **Article 6**

### **Financing rules and rules for the management of the allocated funds**

- (1) Eligible costs are costs incurred from the approved start date of the investigation of the Student Grant.
- (2) Funds are allocated to the Student Grant for the entire duration of the Student Grant.
- (3) The principal investigator shall immediately notify the Competition Office of any unused funds, but no later than two months before the end of the deadline for investigating the Student Grant.
- (4) The funds may only be used to cover eligible expenses necessary for the investigation of the Student Grant. Only non-investment expenses may be covered.
- (5) Only the costs of a Student Grant implemented at a research workplace of the University may be covered from the support.
- (6) Management of provided funding
- a) grant funds are allocated to the principal investigator, and all the members of the Student Grant team shall manage the allocated funds economically and efficiently, in accordance with generally binding regulations, and with internal and other regulations of the University;
  - b) grant funds are intended only to cover the costs directly linked to the approved Student Grant for which they were awarded;
  - c) using the support funds outside the approved budget is a violation of budgetary discipline and a reason for the cessation of funding through the Student Grant;
  - d) the principle investigator is responsible for the financial aspects of the Student Grant in terms of its structure, approved by the Board, and in terms of compliance with generally binding regulations; they are also responsible to the Board for the professional aspects of the investigation of the Student Grant;
  - e) all the costs for the investigation of the Student Grant are recorded separately under the valid code set by the Finance Office;
  - f) if changes are made during the investigation of a Student Grant that require an urgent change of eligible costs or lead to the premature termination of an investigated Student Grant (in particular long-term illness, long-term stay abroad, the mentor not recommending the continuation of the project, etc.), these facts shall immediately be provided to the Competition Office by the principal investigator in the form of an application containing a proposal in writing on how to resolve the situation;
  - g) items purchased and acquired from grant resources, including intangible assets, are immediately entered into the list of assets of the workplace of the principal investigator if they are subject to asset tracking under accounting regulations.

## **Article 7**

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

- (1) The evaluation of the grant application, including a decision on whether it meets the formal requirements, is carried out in compliance with the specifications of the Student Grant Competition.
- (2) A grant application that meets all of the prescribed formal requirements is included in the follow-up selection procedure, wherein it is evaluated according to previously published evaluation criteria.
- (3) For each submitted grant application, the Board will appoint two external opponents from the database of evaluators to perform the initial evaluation of the grant application and prepare a statement using the prescribed form, which will be available to the Board during its evaluation of the Student Grant.
- (4) The evaluation of the grant applications is performed by the Board by ordering the accepted Student Grants and then through secret voting on the order.
- (5) The accepted Student Grants will be financed in the order approved by the Board, up to the amount of the financial support provided by the Operational Programme for the Internal Grant Schemes of Mendel University in Brno project.
- (6) When the Board approves a grant application, the proposer becomes the principal investigator of the Student Grant.
- (7) Grant applications are evaluated according to the following criteria:
  - a) the quality of the proposed Student Grant, including the stated outputs;
  - b) the quality of the Student Grant team, especially the proposer and mentor;
  - c) the scientific relevance and topicality of the chosen topic;
  - d) the feasibility of the objectives of the Student Grant;
  - e) the concept and methodology chosen for the investigation;
  - f) the adequacy of the financial costs.
- (8) The order of the accepted Student Grants will be published on the R&D Office website <http://optc.mendelu.cz/> and successful applicants will be notified of acceptance in writing.

## **Article 8**

### **The course of investigation and termination of a Student Grant**

- (1) The Board must be informed by the principal investigator in writing in advance of any intended changes compared to the originally approved application, if such occur during the investigation period. Proposed changes will be discussed by the Board, which will recommend their acceptance or rejection. The Board will, without undue delay, inform the principal investigator of its decision.
- (2) All changes to Student Grants must be made in such a way that at each stage of the Student Grant they comply with all the provisions of the relevant generally binding regulations, and internal and other regulations of the University.
- (3) The principal investigator is entitled to make fund transfers on the basis of a timely submission of an application to the Competition Office.
- (4) The results of the research will be entered by the principal investigator into the personal bibliographic database (OBD) system and will contain all the information on the project support specified by the rules of the Operational Programme for the Internal Grant Schemes of Mendel University in Brno project.
- (5) The principal investigator and the co-investigators will prepare an activity report for each month of implementation of the Student Grant using the prescribed form.
- (6) After the completion of the Student Grant investigation, the principal investigator will submit a final activity report, including the final financial statements, using the prescribed form.

- (7) The Board will organize final opposition procedure for the investigated Student Grants. The final opposition procedure shall be documented by means of a final evaluation report.
- (8) When evaluating the success of a Student Grant project, the Board will place particular emphasis on evaluating the proper use of the entrusted funds and on the published results of the Student Grant.
- (9) After the completion of the investigation of the Student Grant, the assets acquired using the grant funds will be transferred to the University component to which the principal investigator of the Student Grant belongs, unless otherwise specified in advance.
- (10) Documentation of the results of the investigation and the opposition procedure, i.e. the final report on the investigation of the Student Grant, the statement on the management of funds, the evaluations, and the report on the final opposition procedure, will be kept in the Competition Office in accordance with the rules of the Provider of the Internal Grant Schemes of Mendel University in Brno project.

### **Article 9 Final Provisions**

This directive comes into force on the date of its announcement, and comes into effect on the fifteenth day after the date on which it comes into force.

prof. Ing. Danuše Nerudová, Ph.D.,  
rector