

Conditions for internal student research projects to be launched at the VSFS in 2025

These conditions for internal student projects are based on the legal conditions for projects with public support for research, development, and innovation and the internal regulations of University of Finance and Administration (hereinafter referred to as “VSFS”)

- Act No. 130/2002 Coll., on Support for Research, Experimental Development, and Innovation, as amended
- Act No. 320/2001 Coll., on Financial Controlling, as amended
- Rules for the Provision of Special-Purpose Support for Specific University Research under the Act on Support for Research, Experimental Development, and Innovation, approved by Government Resolution dated 30 Sep 2019 No. 697
- Stipendium Code of the University of Finance and Administration
- Guideline No. 25_11 – Motivation of VSFS employees
- Guideline No. 4_22 - Travel costs.
- Decision of the Rector No. 250/2019 - Internal Grant Agency
- The instruction of the vice-rector for research and development no. 1/2017-2018 - System for Research Support Staff
- The instruction of the vice-rector for research and development no. 1/2016-2017 - Maintaining Records on Results of Research, Experimental Development and Innovation, Rights to Those Results and Their Usage
- The instruction of the vice-rector for research and development no. 1/2022 Involving doctoral students in teaching and research
- The instruction of the vice-rector for research and development no. 2/2022 - Payment of Publication Fees.
- Methodological Instruction of the vice-rector for Research and Development No. 2/2023 – Process for Evaluating and Compensating Above-Standard Publication Activities
- Methodological Instruction of the vice-rector for Research and Development no. 3/2023 - Reimbursement of costs associated with attending a scientific research event
- Methodological Instruction of the vice-rector for Research and Development No. 1 /2019 – Method of Submitting Technical Texts for Translation or Linguistic Proofing in Foreign Languages

Project implementation

The project is carried out according to the approved project proposal. **The principal project implementer is responsible for fulfilling the project objectives and achieving the planned outcomes.**

The principal project implementer shall submit to the Department of Research and Development in accordance with Rector Decision No. 250/2019 monitoring reports in the required structure and scope:

- interim monitoring report always by 15 January for the winter semester and 15 July for the summer semester, or as directed by the Department of Research and Development,
- final monitoring report within 15 calendar days of completing project implementation.

Results produced as part of internal projects shall be entered into the VSFS Information System (hereinafter "IS VSFS") by their authors. The author is responsible for the accuracy and truthfulness of the entered data. The **Department of Research and Development** provides methodological assistance in entering the results. The principal project implementer is responsible for entering all results produced within the project.

Results must reference the **affiliation with VSFS** (i.e. that the author or authors developed the result as part of their activities at VSFS), including the contact information of the department. No other affiliation is allowed.

Results must be accompanied by **acknowledgment of the relevant support** as follows:

" The result was created in solving the student project "PROJECT NAME" using objective oriented support for specific university research of the University of Finance and Administration",

Documentation of results in the IS VSFS must comply with the definitions and scope specified in Instruction of the vice-rector for Research and Development No. 1/2016-2017 - Maintaining records on results of research, experimental development, and innovation, rights to those results and their usage.

For a result with an acknowledgment to a student project, it must be indicated in the IS VSFS that it was created with special purpose support for specific university research.

The author of the result shall upload an electronic version of the published result to the repository. However, the author shall respect the rights and conditions of the publisher of the result and shall therefore upload either the entire result or the parts necessary to verify the title, the authors, their affiliations, and their contributions to the result, and the acknowledgment and scope of the result **in *.pdf format**.

Results that have not yet been published (e.g. under review or in print) are not uploaded to the IS VSFS. Information about them will be provided by the principal implementer of the project in the monitoring report.

A mandatory output of the project is the organization of a seminar/workshop on the topic of the project. The principal implementer is responsible for achieving this objective. The principal implementer shall **send an invitation to the seminar/workshop** to the designated staff member of Department of Research and Development well in advance of the event. The representative of Department of Research and Development shall attend the seminar/workshop.

[Financial management of the project](#)

Funding for student projects may be used according to the decision of the Ministry of Education, Youth and Sports on the granting of earmarked support for specific university research for the relevant calendar year and the approved project proposal only for the eligible costs listed below.

The Department of Research and Development is responsible for the use of the funds in accordance with the decision of the Ministry of Education, Youth, and Sports.

The principal implementer is responsible for the use of funds in accordance with the approved project proposal. The Department of Research and Development shall provide methodological assistance to the principal implementer and provide him/her with the necessary information.

Eligible costs for student projects:

1. Personnel costs

Personnel costs consist of **remuneration for VSFS personnel** included in the project implementation team, including health and social insurance, and **stipends for students of the doctoral or masters study programs** involved in the project. **Stipends must represent more than 75 % of the total personnel costs for each project.**

a. **Compensation for academic staff, including health and social insurance**

Compensations may be paid according to the internal regulations of the VSFS **for results achieved**, which consist of **compensations for above-standard publishing activity** and **successful implementation of student research projects**. Compensations are nominated once a year (in August). Compensations are not obligatory and are subject to the approval of the Rector.

b. **stipend for students of the doctoral study programs involved in the project**

- A stipend may be paid as a **special purpose stipend** according to the
- Stipendium Code of the University of Finance and Administration. The proposal is prepared and submitted by the principal project implementer or by another implementer who is the supervisor if the principal implementer is a student. The proposal shall respect the planned costs in the project budget.

The application for stipend will state:

- the student's first and last name,
- the student's ID Number,
- the amount of the special purpose stipend,
- the justification for the proposal, i.e. for which activities in the project beyond the scope of the student's study obligations is the student being nominated for a stipend,
- the student's bank account number to which the stipend can be sent.

The stipend cannot be disbursed without these details. The information must be provided by the applicant for the stipend, the Department of Research and Development does not have this information.

The application for a special purpose stipend is submitted through the Department of Research and Development by the deadlines for the submission of monitoring reports and at the end of the academic year (by 15 August) or within other time limits by order of the Department of Research and Development. The decision to award a stipend is made by the Bursar.

c. **stipends for students of masters study programs involved in the project**

A stipend may be paid **under the Research Support Staff scheme** (hereinafter referred to as "RSS") according to the relevant internal regulations of the VSFS. **This is the recommended method.**

Once the project is approved, the principal implementer of the project (or other implementer if the principal implementer is a student) shall immediately conduct a recruitment procedure for the RSS and submit the recruitment procedure report to the Department of Research and Development. The Department of Research and Development will perform a review and submit all necessary documents to the Rector for a decision. In the event of a favorable decision from the Rector, the supervisor of the RSS shall prepare **a monthly report on the activities of the RSS for**

which the stipend is paid. The activity statements respect the hourly rate set by the internal regulations and the planned costs in the project budget.

In exceptional cases a stipend may be paid **in the form of a special-purpose stipend.** The proposal shall be submitted by the principal implementer in a similar manner and by the same deadlines as in the case of a proposal for a special-purpose stipend for doctoral students.

2. Costs associated with attending a scientific research event

This category of costs includes **costs related to foreign and domestic travel of project team members** and their attending an online conferences (conference fees, travel costs, accommodation costs, meals), excluding costs for translation and linguistic proofing of research texts, which are classified as services.

a. Domestic travel to conferences as part of project implementation

The relevant member of the research team shall submit to the Department of Research and Development the **Request for reimbursement of costs associated with attending a domestic scientific research event** (Annex No. 1 of the Methodological Instruction of the Vice-Rector for Research and Development No. 3/2023).

Requirements for the Request for reimbursement of costs associated with attending a domestic scientific research event:

- The request must be completed in full or it will be returned for completion.
- The applicant shall indicate information:
 - required for reimbursement of registration/conference fee if no invoice is available,
 - necessary for foreign exchange facilities.
- The applicant should indicate in the “I recommend covering the costs from the project budget” field :
 - costs will be covered by the project: “yes”,
 - title of the project from which the costs will be paid,
 - project type, business case number: “student, OP 7427”.
- The applicant shall secure the opinion and signature of his/her line manager.

Registration for an event is possible only after the Bursar has approved the trip, which the Department of Research and Development will communicate to the applicant.

The request, including travel costs, must correspond to the plan outlined in the project.

After completing the domestic travel, the participant shall submit a **travel order** for billing, referencing the **business case number**.

b. International travel as part of project implementation

The relevant member of the research team shall submit to the Department of Research and Development the **Request for reimbursement of costs associated with attending an foreign scientific research event** (Annex No. 2 of the Methodological Instruction of the Vice-Rector for Research and Development No. 3/2023) **at least three months before the event.**

Requirements for the Request for reimbursement of costs associated with attending an international scientific research event:

- The request must be completed in full or it will be returned for completion.
- The applicant shall indicate information:
 - required for reimbursement of registration/conference fee if no invoice is available,
 - necessary for foreign exchange facilities.
- The applicant should indicate in the “I recommend covering the costs from the project budget” field :
 - costs will be covered by the project: “yes”,
 - title of the project from which the costs will be paid,
 - project type, business case number: “student, OP 7427”.
- The applicant shall secure the opinion and signature of the dean.

Registration for an event is possible only after the Rector has approved the trip, which the Department of Research and Development will communicate to the applicant.

The request, including travel costs, must correspond to the plan outlined in the project.

c. Attending an online conference

The relevant member of the research team shall submit to the Department of Research and Development the **Request for reimbursement of costs associated with attending an online conference (Annex No. 3 of the Methodological Instruction of the Vice-Rector for Research and Development No. 3/2023)**.

Requirements for the Request for reimbursement of costs associated with attending an online conference:

- The request must be completed in full or it will be returned for completion.
- The applicant shall indicate information:
 - required for reimbursement of registration/conference fee if no invoice is available.
- The applicant should indicate in the “I recommend covering the costs from the project budget” field :
 - costs will be covered by the project: “yes”,
 - title of the project from which the costs will be paid,
 - project type, business case number: “student, OP 7427”.
- The applicant shall secure the opinion and signature of his/her line manager.

Registration for an event is possible only after the Bursar has approved the attending an online conference, which the Department of Research and Development will communicate to the applicant.

The request, including costs, must correspond to the plan outlined in the project.

If the applicant for reimbursement of costs associated with attending a scientific research event is a student in a doctoral or master's study program, an agreement (Annex 6 of the above Guideline) shall be attached to the proposal/request according to the Guideline 4_22.

3. Costs for services

Costs for services include in particular **editorial costs, costs for translation or proofing of research texts, costs for organizing a seminar/workshop** on the results of the project (e.g. refreshments). In the case of services other than those mentioned above, the matter must be discussed in advance with the Department of Research and Development.

Editorial Costs are reimbursed on the basis of a request from the project implementer submitted to the Department of Research and Development with the opinion of the line manager.

Requirements for the Request for Reimbursement of Publication Fees:

- amount of editorial cost,
- specification of the publication (title of the result, type of result, name of the periodical, authors,...),
- justification of the benefit of the publication to the project,

Expenses for **translations or linguistic proofing** of research texts are reimbursed on the basis of a request from the project implementer submitted to the Department of Research and Development.

Requirements of the Request for Translation or Linguistic Proofing:

- electronic manuscript in Word format containing only the text to be translated/proofed; notes may be kept,
- full text in non-editable form (PDF, including figures, tables, notes, reference list),
- information on the type of manuscript (title of periodical, title of book)
- the title and number of the project to which the translated result relates,
- whether translation (into which language) or proofing is required,
- deadline by which the translation is to be completed (min. 7 working days from submission of the application),

Costs for organizing a seminar/workshop on the results of the project are reimbursed on the basis of a request from the principal implementer submitted to the Department of Research and Development.

Requirements for the Request to Organize Seminar/Workshop:

- date, place, and time of the workshop,
- expected number of participants,
- refreshments (type, quantity), if any,
- printing materials, if printing is required.

4. Costs of literature and assets

Scholarly literature related to the project **should be acquired as soon as possible after the start of project implementation**. Purchasing is carried out by the Department of Research and Development in cooperation with the Head of Library on the basis of a fully completed Library Book Purchase Request Form (including the applicant's signature), which the applicant shall submit to the Department of Research and Development.

Assets are acquired on the basis of a request from the principal implementer of the project submitted to Department of Research and Development. The request should be submitted as soon as possible after the start of the project.

Requirements of the Asset Acquisition Request:

- Specification of the individual items (parameters, features, ideally with a link to a website with detailed product information),
- number of items required,
- unit and total price excluding and including VAT,
- proposed supplier, including justification in accordance with the principles of accuracy, economy, efficiency, and effectiveness as defined by Act No. 320/2001 Coll. on financial controlling,
- justification of why the purchase of the specific item is necessary for the project.

Prepared by: Markéta Holendová, DiS.

Reviewed by Ing. Tomáš Vítek, Ph.D.

Approved by: doc. Mgr. Ondřej Roubal, Ph.D.