



VYSOKÁ ŠKOLA
FINANČNÍ
A SPRÁVNÍ

**Decision of the Rector
No. 250/2019**

Date of issue:	20 September 2019
Effective date:	20 September 2019
Prepared by:	Department of Research and Development
Distribution:	vice-rector for research and development, bursar, deans, heads of institutes, head of Department of Research and Development

Internal grant agency

Article 1 – General Provisions

1) A mandatory part of the job description of all academic workers of University of Finance and Administration (Vysoká škola finanční a správní, a.s., hereinafter “VŠFS”) is scientific and research activities and the resulting publication of research, development, and innovation outcomes. The same applies for students of the doctoral study program.¹

2) The internal grant agency of VŠFS serves to execute internal projects for research, development and innovation, whereas the project are activities that should fulfill an inseparable task of a scientific character with a goal clearly defined in advance, articulated by the principal implementer in the project proposal. The activity of the Internal grant agency is provided via the Department of Research and Development VŠFS (hereinafter “OVV”).

3) This decision governs the following:

- a) the rules and principles for submitting and rating proposals of standard and junior projects, for implementing and rating projects, whose implementation is financed from institutional support for long-term conceptual development of research organizations (hereinafter “institutional support”)² or from non-public sources³, which are contained in article 2 of this decision,
- b) rules and principles for submitting and rating proposals of student projects, for implementing and rating projects, whose implementation is financed from targeted support for specific university research⁴, which are contained in article 3 of this decision,

¹ The instructions vice-rector for research and development no. 1/2012 – Engaging doctoral study students in Teaching and research.

² § 3 para. 3 item a) of Act No. 130/2002 Coll., on support of research, experimental development and innovation from public funds and on the amendment of certain related acts (Act on Support of Research, Experimental Development, and Innovation), as amended.

³ Non-public sources are the proprietary financial sources of VŠFS.

⁴ § 3 para. 3 item a) of Act No. 130/2002 Coll., on support of research, experimental development and innovation from public funds and on the amendment of certain related acts (Act on Support of Research, Experimental Development, and Innovation), as amended and Government Decree dated 17 August 2009 no. 1021, for

c) rules for withdrawing funds, approved for implementing projects, which are contained in article 5 of this decision.

4) An academic staff member of VŠFS or student of a doctoral study program may be in one academic year principal implementer or an additional implementer of a maximum of two projects regardless of whether it consists of a standard, junior, or student project. A student of master's study program may be an additional implementer of only one project, regardless of whether it consists of a student, standard, or junior project.

Article 2 – Projects implemented from funds of institutional support for long-term conceptual development of research organizations or non-public sources

1) Projects under this article can be standard or junior.

2) Standard projects are intended for academic staff members employed by VŠFS with the title of associate professor or professor or academic staff member 5 years or more following successful completion of doctoral study; these workers are in the position of main implementers. Other academic staff members employed by VŠFS or students of doctoral study programs may be in the positions of additional implementers. The term for implementation of projects is a minimum of 12 months and a maximum of 24 months.

3) Junior projects are intended for students of a doctoral study program of VŠFS or for academic staff members employed by VŠFS 5 years or more following successful completion of doctoral study. In the event that the principal implementer is a student of a doctoral study program, it is always the student's supervisor in the position of additional implementer. Other academic staff members employed by VŠFS or students of doctoral study programs may be in the positions of additional implementers. The term for implementation of projects is a minimum of 12 months and a maximum of 24 months.

4) The claimable costs for project implementation are:

- a) personnel costs and stipendia ⁵,
- b) travel costs,
- c) material costs including minor consumable material, minor tangible and intangible property,
- d) costs for services that include in particular editorial costs, conference fees, publication fees, costs for translation or linguistic proofreading.

5) Project proposals are submitted at the times specified in the call for proposals under Article 4 of this decision. Project proposals are submitted using the forms included in Annex No. 1 of this decision. The project proposal, presented to OVV, shall contain in particular the following:

- a) basic information about the project,
- b) definition of the project,
- c) draft project budget,
- d) list of foreign and domestic trips and conferences,

proposal of Rules for Providing Targeted Support for Specific University Research according to the act on support of research, experimental development, and innovation.

⁵ § 91 para . 2 item c) of Act No. 111/1998 Coll., on universities and amendments and addenda to certain related acts (Act on Universities), as amended.

e) the opinion of the head of the proposer's facility and the dean of the faculty; if the principal implementer is a student of the doctoral study program, a statement from their supervisor, which shall replace the opinion of the head of the proposer's facility.

6) The expected project outcomes are as follows:

a) for standard projects with an implementation period of more than 12 months

i) prepared project proposals that upon discussion with the University Research Center of VŠFS (Univerzitní výzkumné centrum, "UVC") and with the vice-rector for research and development (hereinafter "vice-rector for R&D") have been submitted to public tenders for providers of support according to Act No. 130/2002 Coll. on support of research, experimental development, and innovation from public funds and the amendment of certain related acts (the Act on Support of Research, Experimental Development, and Innovation), as amended, and

ii) outcomes which are evaluated according to valid rating methodologies used by research organizations and programs using earmarked support of research, development, and innovation approved by the government of the Czech Republic (hereinafter "Methodology") and corresponding definitions of outcomes for recording of results in the Registry of Information on Research Outcomes (Rejstřík informací o výsledcích, or "RIV")⁶, a list of which is set in the call for proposals,

b) for standard projects with an implementation period of 12 months or for junior projects – outcomes that are rated according to a valid methodology, a summary list of which is stated in the call for proposals of the projects.

7) Formal assessment of the project proposals will be performed by OVV. Projects that indicate formal defects are returned by OVV to the proposer for completion, where the deadline for completion shall amount to 3 working days. Rating decisions are given solely for proposals that are complete and free of any formal defects; other project proposals are eliminated by decision of the vice-rector of R&D.

8) Evaluation of project proposals is provided by the vice-rector for research and development in cooperation with the UVC. Rating took place in the following steps:

a) Two rating assessments are prepared for each project proposal (Annex No. 2 contains the assessment form). The preparer of the assessment must not be a member of the implementation team of the project proposal under assessment, nor may contribute to the preparation of the project proposal under review.

b) Upon receiving the assessments of the proposers, possible comments by the reviewers will be incorporated into the final version of the project. In the event of unsatisfactory assessments, the vice-rector for R&D shall decide whether the project proposal will be presented to the proposer for completion.

c) Upon receiving the final version of the project proposal OVV will determine the order of projects according to the assessment points in the rating assessments.

d) The vice-rector for R&D shall submit to the rector an order of projects, the final version of project proposals, the rating assessments and protocol for evaluating project proposals (Annex No. 3)

⁶ The definition of outcomes that can be entered into the RIV, shall be published by the controller and operator of the Information System for Research, Experimental Development and Innovation according to Act No. 130/2002 Coll. on support of research, experimental development and innovation from public funds and the amendment of certain related acts (Act on Support of Research, Experimental Development and Innovation), as amended, at www.vyzkum.cz or www.rvvi.cz.

e) The rector shall decide on the acceptance of projects for implementation.

9) Inspection of project execution and achievement of project goals (hereinafter “ongoing evaluation”) consists of evaluating the progress of project implementation as of the end of the winter semester and summer semester of the given academic year; the result is an assessment of the status of project implementation in relation to the approved project proposal. According to the results of the ongoing evaluation the project will be classified into three categories:

- a) category A, if the project meets the set goals in the scope specified by the project proposal,
- b) category B, if the project does not meet the set goals for reasons that the principal implementer could not foresee, yet the conditions for resolving internal VŠFS projects have been upheld,
- c) category C, if the project does not meet the set goals and the conditions for resolving internal VŠFS projects have not been upheld on the part of the principal implementer of the project.

10) Ongoing evaluation of project implementation will be performed by OVV on the basis of processed monitoring reports according to Annex No. 4 of this decision, which the principal implementer will submit to OVV by 15 January for the winter semester and 15 July for the summer semester. The results of ongoing evaluation will be reported to the OVV by the principal implementer. In cases when the course of project implementation does not match the approved project proposal, at the proposal of the vice-rector for R&D, the rector may decide on:

- a) reduction of personnel costs or stipendia planned for project implementation,
- b) suspending project financing and premature termination.

11) The final project evaluation will be performed by OVV on the basis of the final monitoring report prepared by the principal implementer according to Annex No. 4 of this decision and submitted to the OVV within 30 calendar days of completing project implementation. The progress of project implementation is evaluated as part of the final evaluation of the project, the outcomes and outputs achieved, and the costs invested in project implementation in relation to the proposed project goals. As part of the final project evaluation, the vice-rector for R&D will work with the OVV to assess whether the project met, partially met, or did not meet its goals.

12) In cases when on the basis of ongoing evaluation a decision has been made to prematurely terminate the project, or on the basis of final assessment the project is deemed not to have fulfilled its goals, the principal implementer of such a project is eliminated from participation in the implementation of projects implemented under this article in the subsequent academic year in the position of principal implementer.

Article 3 – Projects implemented from targeted support for specific university research

1) Projects under this article are student projects.

2) Student projects are intended for students of the doctoral study program or academic staff members employed by VŠFS who are in the position of principal implementer. Students of the doctoral or masters study programs or academic staff members employed by VŠFS may serve in the positions of additional implementers. If the principal implementer of the project is a student of a doctoral study program, his or her instructor must be in the position of additional implementer. The number of students contributing to project implementation must comprise at least 50% of the entire implementation team. The maximum number of implementation team members is 50. The time of implementing student projects is 12 to 36 calendar months.

3) The claimable costs for project implementation are:

- a) personnel costs including stipendia ⁷,
- b) travel costs,
- c) material costs including minor consumable material, minor tangible and intangible property,
- d) costs for services that include in particular editorial costs, conference fees, publication fees, costs for translation or linguistic proofreading.

whereas the costs for the project for one calendar year shall not exceed CZK 3 mil.

4) The share of personnel costs or expenses (including stipendia) associated with the participation of students of the doctoral or masters study program as principal implementers or additional implementers of a student project on total personnel costs or expenses (including stipendia), paid as part of the effective costs of the student project, amount to more than 60%.

5) Project proposals are submitted at the times specified in the call for proposals under Article 4 of this decision. Project proposals are submitted using the forms included in Annex No. 1 of this decision. The project proposal, presented to OVV, shall contain in particular the following:

- a) basic information about the project,
- b) definition of the project,
- c) draft project budget,
- d) list of foreign and domestic trips and conferences,
- e) the opinion of the head of the proposer's facility and the dean of the faculty; if the principal implementer is a student of the doctoral study program, a statement from their supervisor, which shall replace the opinion of the head of the proposer's facility.

6) The expected project outcomes are as follows results evaluated according to the valid Methodology and that correspond to the definition of outcomes for recording of results in the Registry of Information on Research Outcomes (Rejstřík informací o výsledcích, or "RIV") ⁸, a list of which is set in the call for proposals,

7) Formal assessment of the project proposals will be performed by OVV. Projects that indicate formal defects are returned by OVV to the proposer for completion, where the deadline for completion shall amount to 3 working days. Rating decisions are given solely for proposals that are complete and free of any formal defects; other project proposals are excluded from further evaluation by decision of the vice-rector for R&D.

8) Evaluation of project proposals is provided by the vice-rector for research and development in cooperation with the UVC. Rating took place in the following steps:

- a) Two assessment reviews are prepared for each project proposal (Annex No. 2 contains the assessment form). The preparer of the assessment must not be a member of the implementation team of the project proposal under assessment, nor may contribute to the preparation of the project proposal under review.
- b) Upon receiving the assessments of the proposers, possible comments by the reviewers will be incorporated into the final version of the project. In the event of unsatisfactory assessments,

⁷ § 91 para . 2 item c) of Act No. 111/1998 Coll., on universities and amendments and addenda to certain related acts (Act on Universities), as amended.

⁸ The definition of outcomes that can be entered into the RIV, shall be published by the controller and operator of the Information System for Research, Experimental Development and Innovation according to Act No. 130/2002 Coll. on support of research, experimental development and innovation from public funds and the amendment of certain related acts (Act on Support of Research, Experimental Development and Innovation), as amended, at www.vyzkum.cz or www.rvvi.cz.

the vice-rector for R&D shall decide whether the project proposal will be presented to the proposer for completion.

- c) Upon receiving the final version of the project proposal OVV will determine the order of projects according to the assessment points in the rating assessments.
- d) The vice-rector for R&D shall submit to the rector an order of projects, the final version of project proposals, the rating assessments and protocol for evaluating project proposals (Annex No. 3)
- e) The rector shall decide on the acceptance of projects for implementation.

9) Inspection of project execution and achievement of project goals (hereinafter “ongoing evaluation”) consists of evaluating the progress of project implementation as of the end of the winter semester and summer semester of the given academic year; the result is an assessment of the status of project implementation in relation to the approved project proposal. According to the results of the ongoing evaluation the project will be classified into three categories:

- a) category A, if the project meets the set goals in the scope specified by the project proposal,
- b) category B, if the project does not meet the set goals for reasons that the principal implementer could not foresee, yet the conditions for resolving internal VŠFS projects have been upheld,
- c) category C, if the project does not meet the set goals and the conditions for resolving internal VŠFS projects have not been upheld on the part of the principal implementer of the project.

10) Ongoing evaluation of project implementation will be performed by OVV on the basis of processed monitoring reports according to Annex No. 4 of this decision, which the principal implementer will submit to OVV by 15 January for the winter semester and 15 July for the summer semester. The results of ongoing evaluation will be reported to the OVV by the principal implementer. In cases when the course of project implementation does not match the approved project proposal, at the proposal of the vice-rector for R&D, the rector may decide on:

- a) reduction of personnel costs or stipendia planned for project implementation,
- b) suspending project financing and premature termination.

11) The final project evaluation will be performed by OVV on the basis of the final monitoring report prepared by the principal implementer according to Annex No. 4 of this decision and submitted to the OVV within 15 calendar days of completing project implementation. The progress of project implementation is evaluated as part of the final evaluation of the project, the outcomes and outputs achieved, and the costs invested in project implementation in relation to the proposed project goals. As part of the final project evaluation, the vice-rector for R&D will work with the OVV to assess whether the project met, partially met, or did not meet its goals.

12) In cases when, on the basis of ongoing evaluation, a decision has been made to prematurely terminate the project, or on the basis of final assessment the project is deemed not to have fulfilled its goals, the principal implementer of such a project is eliminated from participation in the implementation of projects implemented under this article in the subsequent academic year in the position of principal implementer.

Article 4 – Call for project proposals

- 1) Calls for project proposals are announced separately for standard and junior projects (according to Article 2) and for student projects (according to Article 3), typically once per year.

- 2) The call is published on the VŠFS intranet and is sent via the OVV by email to the deans of the VŠFS faculties.
- 3) The call for proposals shall contain the following:
 - a) the type of projects for which the call for proposals is intended,
 - b) the deadline for submitting project proposals,
 - c) the presumed date of project commencement,
 - d) the presumed term of implementing the project,
 - e) the specification of
 - f) specification of expected project outcomes,
 - g) method of evaluating project proposals,
 - h) any requirements for implementation team composition.

Article 5 – Withdrawing funds

1) The decision on project acceptance for implementation shall include determining the expenses and costs for implementing the project. These binding expenses and costs are based on the project proposal, which may be modified according to the conclusions of the evaluation of the proposal.

2) Funds may be used only for such acceptable costs and expenses as are defined in Articles 2 and 3 of this decision, depending on the type of project.

3) Personnel costs associated with project implementation may be used for compensation for results achieved and in the case of student projects for successful completion, in accordance with the internal regulation covering the employee incentives for publication activity.⁹

4) Requests for participation in domestic and foreign conferences associated with payment of fees must correspond to the project proposal and be submitted to OVV for response by the vice-rector of R&D no later than three months prior to the event; when seeking approval and planning participation in conferences, the implementer shall proceed according to relevant internal regulations.¹⁰

5) Requests for translation of project results are submitted according to the relevant internal regulation¹¹ to the OVV for approval by the prorector for R&D. If a translation is associated with participation in domestic or foreign conferences, it is essential that this be stated in the request for translation, including presumed expenses for participation in such a conference (fees, travel costs). If the translation is associated with a subsequent request for publication fees¹², this must be stated in the request for translation.

⁹ Guideline No. 25_8– Motivation of VŠFS employees as amended.

¹⁰ Guideline No. 4_17 – Travel costs.

Methodological instruction of the prorector for research and development no. 1/2010-2011 – Participation in domestic conferences.

¹¹ Methodological instruction of the prorector for research and development no. 1 /2019 – Method of submitting technical texts for translation or linguistic proofing in foreign languages.

¹² Instructions of the prorector for research and development no. 2/2013-2014 – payment of publication fees.

6) Requests for other costs and expenses associated with project implementation must be submitted to the OVV for response and approval sufficiently far in advance, always prior to performing an order or obligation on the part of VŠFS.

7) The obligation of the principal implementer of the project is to monitor the spending of project funds on an ongoing basis and to uphold the approved cost structure and amount.

Article 6 – Final and rescissory provisions

1) The allowance of exceptions to the rules according to this decision is in the purview of the rector.

2) Process not addressed by this decision are specified in other internal VŠFS regulations.¹³

3) This cancels the Decision of the Rector No. 211/2016, Internal grant agency, dated 15 December 2016

Bohuslava Šenkýřová, manu propria

rector and chair of the Board of directors of the University of Finance and Administration

Annexes:

- 1) Project Proposal Form
- 2) Form for Assessment of Project Proposals
- 3) Protocol on Rating Project Proposals
- 4) Monitoring Report Form
- 5) Protocol on Rating Projects on the Basis of Monitoring Reports
- 6) Protocol on Final Evaluation of Completed Projects

¹³ E.g. The Stipendium Code of VŠFS; guideline No. 4_17 – Travel costs; guideline no. 12_4 – Circulation of accounting documents.