

**Instruction of the Vice-rector for Research and Development
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Publication fee reimbursement

Article 1: Introduction

1. Academic staff and students of accredited doctoral study programs at the University of Finance and Administration (hereinafter referred to as "students") are obliged to carry out academic research activities and the associated publication of research results.
2. As a result of the international and national emphasis on open access to new scientific knowledge, most publications nowadays are associated with publication fees required by publishers and publishing houses.
3. It is in the interests of University of Finance and Administration (hereinafter referred to as "VŠFS") to financially support the publishing activities of academic staff and students. However, the funds expended must also be used efficiently in relation to the benefits of such publications. Therefore, it is our policy that reimbursement of publication fees will be coordinated by the Research and Development Department (hereinafter referred to as "OVV").

Article 2: Application for reimbursement of publication fees

1. A request for reimbursement of publication fees may be submitted by:
 - an academic staff member employed at VŠFS,
 - in exceptional cases, an employee in another employment relationship (FTE, IC), upon prior discussion with the OVV,
 - a student of an accredited doctoral study program in the presentational or combined form of study.
2. The application contains the following formalities:
 - name of the applicant, his/her facility,
 - name of the periodical, including ISSN; for non-periodical publications, the name of the publishing house,
 - tentative title of the publication (e.g. article, book, chapter in a book)
 - type of result according to the definitions of types of results¹ Methodology 2017+ ,

¹Definitions of types of results - Separate Annex No. 4 of the Methodology for the evaluation of research organizations and programs of targeted support for research, development, and innovation approved by Government Resolution No. 107 of 8 February 2017, which was approved by Government Resolution No. 837 on 29 November 2017.

- estimated cost budget – the amount of the requested publication fee in the required currency, converted into CZK at the current exchange rate, and any other expenses (fee for initiating review procedure, color images, etc.),
- in the event of a result produced as part of a research project, the name and number of the project,
- the justification, e.g. successful completion of the project, qualification development of the employee, etc.,
- date and signature of the applicant,
- a statement from the direct supervisor; in the case of doctoral students, a statement from his/her supervisor.

Article 3: Method of submitting the application

1. The application is submitted in paper form, using the form attached as Annex no. 1 to this Vice-rector's Instruction, to the designated OVV staff member every time before sending a manuscript to the editorial office.
2. The Head of Research and Development Department shall designate the staff member.
3. The designated OVV staff member will check the accuracy and completeness of the information provided, and in the event of any deficiency, will require the author to complete the application.

Article 4: Application approval process

1. A complete, formally correct application filled out according to Article 3 shall be submitted by the designated OVV staff member to the Vice-rector for Research and Development, along with the opinion of the Head of Research and Development Department. In the event of his/her approval, the application shall be forwarded to the bursar.
2. The amount of the fee will be assessed on an individual basis, taking into account whether it is customary for the discipline (field of research and development), place, and time. There is no entitlement for reimbursement of publication fees.
3. The designated OVV staff member will inform the applicant of the outcome of the application approval process.
4. If the application is approved, the applicant will provide the designated OVV staff member with the invoice or data necessary for payment upon receipt of the manuscript for printing and the application will be forwarded for payment.

Article 5: Final provisions

This instruction replaces the Instruction of the Vice-rector for Research and Development No. 2 / 2013-2014 "Reimbursement of publication fees".

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Vice-rector for Research and Development



Application for reimbursement of publication fees

First name, last name, and department of the participant:

Type of result:

Name of periodical incl. ISSN or name of the publishing house:

Preliminary title of result:

Estimated cost budget

Publication fee

Other expenses (review initiation fee, color figures, etc.)
.....

Estimated total costs in CZK:

I recommend covering the costs from the project budget: YES NO

name of the project:

project number

Justification:

Date: _____

Signature of applicant: _____

Statement from direct supervisor: *) _____ Date: _____ Signature: _____

Statement by R&D Vice-rector: _____ Date: _____ Signature: _____

Statement by the Bursar: _____ Date: _____ Signature: _____

*) statements by the head of institute; in the event of an application from a head of institute, statement of the dean; in the event of an application from deans and vice-rectors, the statement of the rector; in the event of a doctoral student, statement from his/her supervisor