



MEASURE OF THE DEAN OF THE FACULTY OF ECONOMICS OF USB No. 193/2020

Announcement of IGC and Extraordinary ROD

22 July 2020

Article 1 Introductory Provisions

The objective of the Internal Grant Competition (IGC) of the FE USB is to support research activities of the employees and the students of the doctoral study programs (DSP) at the FE USB, which aim to improve the results of science and research at the FE USB, for the preparation of applications for support for projects aimed at major grant agencies, and for the professional growth of the employees.

The objective of supporting extraordinary activities within the Research Organization Development (ROD) is to support a one-time high-quality scientific activities of the employees or the students of the doctoral study programs at the FE USB.

The academic and research staff and DSP students at the FE USB can apply for the support. In the case of domestic and foreign mobility and internships, the DSP students receive support in the form of a scholarship based on a preliminary cost calculation. This support is not provided for other scholarships, wages and rewards.

The support is granted with regard to the contribution to the personal development of the applicants and the development priorities of the faculty.

The supported activities include:

- Preparation and submission of a project to a major grant agency.
- Scientific cooperation between the individual departments or components of the USB, national and international cooperation leading to concrete scientific outputs.
- Internships at foreign workplaces with a clear goal for S&R (grant preparation, cooperation on publications, etc.)
- Other scientific research activities leading to the professional growth of the employees or the development of the FE.

The Dean decides on the support of individual projects on the proposal of the S&R Board. Any penalties for non-fulfillment of financed projects it is also in the competence of the Dean of the FE USB.

Article 2 Internal Grant Competition

1. An IGC project proposal may be submitted by an academic/research worker or a DSP student of the FE USB.
2. The project solving period is 1 to 3 years. A separate budget must be set for each year according to the allocation of ROD funds to the faculty in the given year. This means that the planned funds can be reduced in the next years (in order to approve the funds for the next years, it is necessary to submit an interim report in time, see below).
3. A grant project application, which is an annex to this Dean's Measure (hereinafter referred to as "the DM"), shall contain:



- a. An objective and output(s) of the project (including a schedule of output(s)).
- b. Research team members.
- c. A budget (incl. mobility calculation, if any) approved and signed by the Secretary of the FE USB.
- d. Justification and expected benefit of the project.

Project applications with incomplete information or otherwise factually unsatisfactory ones, or those submitted after the set deadline, shall not be included in the procedure. The deadline for submitting the **applications** to the S&R Office shall be **31 October of a given year**. The applications shall be submitted to the S&R Office with the signature of the Secretary of the FE USB.

4. The researcher of the project proposed for support shall submit to the S&R Office of the FE USB, **no later than 15 January** of the first year of project solving, **a signed decision on an awarded grant**, which is an annex to this DM.

The researcher of a financed project shall always submit to the S&R Office of the FE USB, **no later than 31 January** of the following year, **a project final report**, which shall state and justify changes, if any, in the finance used in the project and shall document the outputs of the project. In the case of multi-annual projects that are to continue the following year, the researcher shall submit, **by 15 November**, a project control report, which shall show the progress of work on the project and where the financial requirement of the project for the following year shall be specified.

In the event of a risk of not using the allocated funds for a given year or the need for a refund, the researcher shall notify the S&R Office **no later than 15 November of the given year of project implementation**.

Article 3 Extraordinary Faculty ROD

1. An extraordinary ROD proposal may be submitted by an academic/research worker or a DSP student of the FE USB.
2. The project solving period is usually up to 1 year, typically, unlike IGC, these are one-off events. The application for an extraordinary ROD, which is an annex to this DM, shall contain:
 - a. Justification of the application and contribution to the development of the FE USB.
 - b. The main researcher and possibly a list of other researchers.
 - c. A reasoned budget (incl. mobility calculation, if any) approved and signed by the Secretary of the FE USB.

An academic/research worker and a DSP student can apply for an extraordinary faculty ROD no later than 31 October of a given year; if necessary, it is possible to apply at any time during an academic year. Project applications with incomplete information or otherwise factually unsatisfactory ones shall not be included in the procedure.

3. The researcher of the financed project shall always submit to the S&R Office of the FE USB, **within 1 month after the completion of the project**, a report on the use of finance and the output that the project has brought. The report shall be accompanied by accounting documents from the IFIS program signed by the Secretary.

Article 4



Use of Financial Support

All the researchers shall use the allocated funds efficiently, in accordance with the applicable management regulations and the proposed budget of their project. The use of all expenditure shall be duly documented. Any changes from the original plan shall be duly justified in interim and final reports. The financial subsidy is intended only for non-investment costs (i.e. material costs up to a maximum of CZK 40,000 excluding VAT).

The effectiveness and dedication of these contributions shall be in accordance with the principles set by the current internal regulations of the FE USB. The project researcher shall be responsible for accuracy.

As part of the application for IGC or extraordinary faculty ROD, DSP students can use funds for scholarships in the amount of pre-calculated costs for domestic or foreign mobility/internships (travel costs and entry fees for conferences, accommodation, local transport, insurance, meals in accordance with the current internal regulations of the USB, or any additional mobility fees). The calculation, together with the documents from the Internet for the ticket price, accommodation, entry fee, etc., shall be submitted with a draft project budget for approval to the Secretary of the FE USB, who shall confirm the preliminary calculation and approve the payment of the scholarship. After their mobility, DSP students are required to submit to the S&R Office the settlement of actual costs on the basis of original documents in the maximum amount corresponding to the awarded scholarship. In case of exceeding the amount of the scholarship, the costs shall be paid by the student. The result of the mobility shall be in the form of a pre-planned scientific output – e.g. a joint publication, a grant proposal, etc.

Article 5 Scientific Outputs

The researcher shall document all the outputs that arose during solving of project. For created publications, the researcher shall submit to the S&R Office of the FE USB an article offprint with a clearly stated dedication to the IGC, confirmation of sending the article for a reviewing procedure, confirmation of acceptance of the article for the reviewing procedure and, subsequently, the result of these procedures. The date of execution must be clearly visible from the confirmation, e.g. e-mail communication with the editors. In the case of published articles, it is necessary to provide the S&R Office of the FE USB with a link to the published publication, which shows the affiliation of the authors and thanks to the IGC of the FE USB. The researcher shall also have this publication inserted into the OBD in the nearest faculty collection. In the case of project submission, the evidence of the output(s) can be in the form of, for instance, a generated confirmation from the provider's system (e.g. ISTA, GRIS, etc.), a confirmation of sending to the provider, etc.

If the output of the project is in the form of author's work, the FE USB shall reimburse the costs of publishing the work only to the extent corresponding to the shares of the co-authors of the work who publish the work on behalf of the FE USB.

In the event of unsuccessful submission of a project proposal, the researcher shall submit opinions on the project to the S&R Office.

In the event that the declared output cannot be achieved (an article not accepted for publication, a project proposal not supported by the provider), the researcher shall inform the S&R Board immediately about the next proposed procedure.

Article 6



Method of Assessment of Applications, Interim and Final Reports, Sanctions

Applications, interim and final reports shall be assessed by the S&R Board of the FE USB, which submits the proposals to the Dean of the FE USB. The decision is in the competence of the Dean.

When assessing proposed projects, the current results of scientific, research or development activities of the members of the research team are assessed, as well as the conceptual clarity and practicality of meeting the project objectives and the adequacy of financial requirements. The results of previous grant projects solved by the applicant are also taken into account.

In the event that the project researcher does not meet the obligations and deadlines arising from this Measure, the Dean of the Faculty may decide, on a proposal of the S&R Board of the FE USB, to withdraw financial support for the project or to impose sanctions (reduction of project funds, refund of ineligible expenses, refund of scholarships, etc.).

Article 7 Deadlines

- 1) The submission of an application to the IGC of the FE USB and an application for the allocation of funds for extraordinary faculty RVO* shall be accepted at the S&R Office of the FE USB until **31 October of a given year**.
- 2) The assessment of IGC of the FE USB applications shall be published by **15 December of a given year**.
- 3) Solving of IGC projects and the use of the allocated funds shall be possible from **1 January** of the following year, but not until the submission of the signed Grant Award Decision.
- 4) Interim and final reports for individual years of solving the IGC and extraordinary ROD shall be submitted to the S&R Office of the FE USB **within one month after the completion of the project**. The report shall be accompanied by accounting documents from the IFIS program signed by the Secretary.

Article 8 Validity and Annexes

This Measure shall enter into force on the day it is signed by the Dean of the FE USB.

Annex No. 1 to the Measure – the form for submitting IGC proposals.

Annex No. 2 to the Measure – the form for submitting ROD proposals.

Annex No. 3 to the Measure – the form of the final/interim report of a project.

doc. Ing. Dr. Dagmar Škodová Parmová
Dean of the Faculty of Economics



* The application for the allocation of funds for extraordinary faculty ROD can be submitted to the S&R Office of the FE USB at any time during the academic year. The assessment of the application for an extraordinary faculty ROD shall be notified to the applicant within 30 working days from the submission of the application to the S&R Office of the FE USB. Solving of the extraordinary faculty ROD shall be possible after the submission of the signed Grant Award Decision.

Annex 1 to the Dean's Measure No. 193/2020

IGC Project Proposal

Project name:				
Head researcher:				
Solving period:				
Other members of the research team:				
Required sum of money:				
Project objective, clearly defined outputs and their schedule:				
Justification of the application and expected contribution to the development of the FE USB:				
Budget (if the solving period is shorter, excess years can be deleted)				
Year of solving:	1 st year	2 nd year	3 rd year	Total
Material costs				
Costs				
Travel costs				
Scholarships*				
Budget justification:				



	<i>Date</i>	<i>Signature</i>
Applicant	I hereby confirm the content accuracy of the project plan in accordance with the relevant Dean's Measure.	
Faculty Secretary	I hereby confirm the accuracy of the budget setting in accordance with the relevant Dean's Measure.	
Vice Dean for S&R	I hereby approve the solving of the IGC project.	

* Only a DSP student in the role of main applicant can apply for a scholarship, and only in the case of domestic or foreign mobility and traineeships. Wage, remuneration and other costs cannot be claimed as part of the IGC project submission.

Annex 2 to the Dean's Measure No. 193/2020

Application for Allocation of Extraordinary Faculty ROD

Activity name:	
Head researcher:	
Solving period:	
Possible other researchers:	
Required sum of money:	
Justification of the application and contribution to the development of the FE USB:	
Budget	
Material costs	
Costs	
Travel costs	
Scholarships*	
Budget justification:	

	<i>Date</i>	<i>Signature</i>
Applicant	I hereby confirm the content accuracy of the project plan in accordance with the relevant Dean's Measure.	



Faculty Secretary		
	I hereby confirm the accuracy of the budget setting in accordance with the relevant Dean's Measure.	
Vice Dean for S&R		
	I hereby approve the solving of the activity.	

* Only a DSP student in the role of main applicant can apply for a scholarship, and only in the case of domestic or foreign mobility and traineeships. Wage, remuneration and other costs cannot be claimed as part of the project submission.

Annex 3 to the Dean's Measure No. 193/2020

Form for Interim/Final Report of IGC Project/Extraordinary Faculty ROD¹

1) Project name:

2) Head researcher:

3) Report for the Xth year of the solving/Total number of years of the project solving²:

4) Use of finance during a given year/Project in total³:

5) Planned outputs:

6) Realized outputs⁴:

¹ The researcher adjusts as needed.

² The researcher adjusts as needed.

³ The report shall be accompanied by accounting documents from the IFIS program signed by the Secretary of the FE. Any changes in the use of the finance shall be duly justified by the researcher.

⁴ All the reported outputs shall be duly documented as annexes to this report, see Article 5 – *Scientific Outputs*, Dean's Measure 193/2020



Ekonomická
fakulta
Faculty
of Economics
7) Evaluation⁵:

Jihočeská univerzita
v Českých Budějovicích
University of South Bohemia
in České Budějovice

.....
Date and signature

⁵ In the event of non-realization of the planned outputs, the researcher shall propose another procedure for their realization in the *Evaluation* section.