

# THE GRANT AGENCY OF THE UNIVERSITY OF SOUTH BOHEMIA

## *EXPLANATORY NOTES REGARDING GRANT APPLICATION FORMS*

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The grant application comprises Forms A, B, C, and D. The forms for individual grant projects are available in both Czech and English versions; the forms for team grant projects in Czech only. The Czech forms may be completed in Czech or Slovak; the English form is to be completed in English.

The first pages of Forms B, C, and D must contain the name of the applicant and the title of the grant project. The registration number given in the header of Form A is to be filled in by an officer of the Rectorate of USB.

The finance part of the grant application (Form C) consists of two parts. The first part includes a breakdown of costs (in the case of multiannual projects broken down by individual years of the project), the second part (C, A) is to be completed only if the applicant requests the payment of scholarship to cover travel expenses.

**For questions and comments, please contact the Department of Science and Research USB <lanikova@jcu.cz>.**

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## *APPLICATION FORM TO INDIVIDUAL GRANT PROJECT*

**Form A** contains basic information about the submitted project and its proposer. In the “Applicant” section, it is necessary to fill in all the required data about the applicant and their department. The data in the box concerning the total cost of the project must be identical to the data in Form C.

**Form B** contains a justification of the project proposal, and the applicant’s intention should be clearly presented. The project proposal must include the following:

1. **Background and rationale for research/The state of development of the project’s theme** - (basic knowledge on the subject of the proposal, a brief evaluation of the basic literature) - a maximum of two A4 pages (font size 12 points).
2. **Objectives, methods/Statement of research goals, methods, and a manner of solution** - a maximum of two A4 pages (font size 12 points).
3. For projects submitted to the technical-application field section, the description of the role of the external partner in the project, their contribution, and involvement in the project.
4. **Time schedule/Schedule of work.**

5. **Expected type of outputs/Expected type of scientific results of the project** (e.g. scientific publications, applied results). In the case of presentation of the results at a conference, give the name of the conference and its venue. The project results should be published no later than two years after the termination of the project.

6. **Professional characteristics of the applicant**, including selected publishing and grant activities. The applicant must be a full-time student of a doctoral study programme accredited at the University of South Bohemia in the standard length of study for the whole duration of the project.

7. **Professional characteristics of the applicant's supervisor**, including their selected publishing and grant activities. The applicant's supervisor is to be a member of the research team.

8. **Basic information on the possible additional student/co-researcher** and their professional characteristics. The co-researcher must be a full-time student of a doctoral or master's study programme accredited at the University of South Bohemia in the standard length of study (in the case of five-year master's programmes in the 4th and 5th year of study only) for the whole duration of the project.

**Form C** includes information about the financial resources required from the GA USB for the project. This information is to be divided into the following categories.

**1. Personnel costs (scholarship)** for research, development and innovation according to the Act on Higher Education Institutions. Individual grants may only have scholarships to support research, development, and innovation activities of students (hereinafter referred to as "scholarship") as eligible costs. Personnel costs (remuneration) for supervisors and other personnel costs (OON in Czech) are not eligible budget items for an individual grant project.

The **scholarship** is remuneration to the main researcher and other members of the research team (students) for their work during the project, or for financing travel, accommodation, and board expenses directly related to the project. In the grant project application form, the scholarship is composed of two items:

**a) Additional scholarship/A regular scholarship** is remuneration to the main researcher and other members of the research team (students) for their work during the project. The maximum amount of the regular scholarship is CZK 3,000 a month for the student main researcher, and CZK 2,000 for the student co-researcher. This limit does not include a scholarship intended to cover travel expenses.

**b) Additional scholarship allocated to travel costs/A one-off scholarship** is primarily intended to cover travel expenses. It is intended to finance travel, accommodation, and board expenses of the main researcher, or other members of the research team (students) during both the domestic and foreign trips directly connected with the project. These funds may also cover expenses connected with the main researcher's participation at conferences (conference fees, transport and accommodation expenses) connected with the grant project. The amount of the one-off scholarship must be approved by the main researcher's supervisor and must be justified by an estimate of the travel expenses. The actual expenditures covered by a one-off scholarship will be justified in the final report of the individual project. A one-off scholarship may be used to cover expenses associated with attending a conference only in the case of active participation (oral or poster presentation).

Every applicant claiming payment of a one-off scholarship to cover travel expenses must also complete an affidavit (Form C.A).

In exceptional cases, the amount of the scholarship may be increased or decreased (see The Principles of GA USB II.B.6.) by transferring the allocated funds between the items of material and scholarship.

All planned modifications regarding the scholarship require prior approval of the Board of GA USB.

**2. Small equipment/Expenses and costs of acquisition of tangible and intangible assets** (see The Collection of Decisions and Provisions of the University of South Bohemia in České Budějovice No. K80

dated 1 Aug 2014 - [http://www.jcu.cz/documents/bursars\\_proceedings/platna-opatreni/2014/k-80-z-1.8.2014/view](http://www.jcu.cz/documents/bursars_proceedings/platna-opatreni/2014/k-80-z-1.8.2014/view) )

Long-term tangible and intangible assets over CZK 40,000 and long-term intangible assets over CZK 60,000 may not be financed from individual projects.

Small tangible and intangible assets: these are small tangible assets ranging from CZK 3,000 to CZK 40,000 and small intangible assets (software) up to CZK 60,000 (see above – Par. 5 K 80 dated 1 Aug 2014). Small tangible and intangible assets acquired from an individual grant must always be registered in the name of the main researcher’s supervisor.

**3. Material, consumables, books/Other operating costs** include the direct cost of consumables of all kinds related to the project (e.g. chemicals), maintenance (maintenance of assets in connection with the project), books, etc.

**4. Services/Service costs** include direct costs of external services in connection with the project (e.g. sample analyses, photocopying, editorial costs, etc.).

**Verbal justification and breakdown of funds** – in this section each requirement should be justified and specified. For expenses and costs, it is necessary to indicate the specific item to be acquired from the grant and its estimated price (e.g. “chemicals – CZK 10,000”). Other operating costs: e.g. “professional literature – CZK 5,000”. This also applies to breaking down services, where individual contracts need to be specified (e.g. “photocopying – CZK 2,000”, “editorial costs CZK 10,000”). When justifying a scholarship to cover travel expenses, it is necessary to indicate the specific destination and purpose of the trip (e.g. “a two-day stay in Vienna for study at the Österreichische National Bibliothek, CZK 3,800”) according to the box in the application. If there is a change in the destination and the purpose of the trip during the work on the project, it is not necessary to have a prior approval, but the change must be duly justified in the final report.

**Grant resources received by the team members from other sources** connected to the theme of the grant project submitted to GA USB: parallel financing of the same area of research from other sources is possible, but the same costs and expenses cannot be reported in duplicate.

All funds provided by the Grant Agency of the University of South Bohemia will be available at the Economic Department of each faculty.

Transfers between budget items where the change in the item (increase or decrease) is more than 50% of the original amount must be approved in advance by the Board of GA USB (except as set out in Par. II.A.3. and II.B.6 of the Principles of GA USB).

**Form D** includes the Dean’s opinion on the proposed project.

**Projects focusing on applied research submitted to the technical-application panel must include as an attachment the consent of the collaborating external entity. For projects in this panel, an applied result (patent, utility model, proven technology, software, certified methodology, prototype, etc.) is expected as the outcome of the project.**

## ***APPLICATION FORM TO TEAM GRANT PROJECT***

**Form A** contains basic information about the submitted project and its proposer. In the “Applicant” section, it is necessary to complete all the required data about the applicant and their department. The data in the box concerning the total cost of the project must be identical to the data in Form C.

**Form B** contains a justification of the project proposal and the applicant’s intention should be clearly presented. The project proposal must include the following:

1. **The state of the development of the project’s theme** (basic knowledge on the subject of the proposal, a brief evaluation of the existing activities of the team members in the project’s area) - a maximum of two A4 pages (font size 12 points).
2. **Statement of research goals, methods, and a manner of solution** - a maximum of two A4 pages (font size 12 points).
3. **General work schedule.**
4. **Expected type of scientific results of the project** (e.g. scientific publications, applied results). The project results should be published no later than two years after the termination of the project.
5. **Professional characteristics of the applicant**, including selected publishing and grant activities. The applicant must be a member of the USB academic staff who supervises at least one doctoral student participating in the project (exceptionally also a master’s thesis).
6. **Basic information on other members of the research team and their professional characteristics.** Other team members must be, for the whole duration of the project, a full-time student (in team projects also in the distant form of study, see Par. II.A.2. of the Principles) of a doctoral or master’s study programme accredited at the University of South Bohemia in the standard length of study (in the case of five-year master’s programmes in the 4th and 5th year of study only); further, members of academic, scientific, research, and development staff of USB participating in the project. If a student terminates their membership in the grant team (e.g. by terminating their study during the work on the project or by extending their study beyond the standard length of study), a new student of a doctoral or master’s study programme in the standard length of study may be admitted to the vacant post. An overview of changes in the total number of team members or the number of students in the team must be stated and justified in the final or interim report. Any changes to the composition of the team must be in accordance with the valid Principles.
7. **Overall characteristics of the research team** – an overview of the team members’ existing research activities. Please fill in the total number of results since 2016 inclusive broken down according to types defined in the currently valid Methodology of the R&D results (see <https://www.vyzkum.cz/FrontClanek.aspx?idsekce=799796>). Only results listed in the RIV database are to be stated: (see [www.rvvi.cz](http://www.rvvi.cz))

The total number of citations and the h-index are not filled in for applications in the humanities and linguistics areas. The total number of citations and the h-index is stated for the whole period of the scientific activity.

Types of results:

$J_{imp}/J_{SC}$  = articles in impacted journals (according to the Web of Science database)/or SCOPUS where relevant

## Working translation

$J_{ost}$  = articles defined in the Methodology of the R&D results as  $J_{SC}$ ,  $J_{neimp}$  and  $J_{rec}$  in other journals (only journals from the Scopus and ERIH databases and the List of Reviewed Non-Impacted Journals Published in CR (see <https://www.vyzkum.cz/FrontClanek.aspx?idsekce=733439> are to be stated).

B = scientific books (not university textbooks)

C = chapters in scientific books (a book with a single team of authors cannot be referred to as a set of chapters)

D = articles in proceedings (only proceedings from the ISI Proceedings database, see, Web of Science, are to be accepted)

P = patents

apl = applied results (types of results included: utility or industrial design, pilot plant, proven technology, variety, breed, prototype, functional sample, result realized by the provider, specialized map, certified methodology and procedure, software, research report containing classified information according to a special legal regulation – all according to the definitions of the results in the currently valid Methodology of evaluation of research and development results)

citations = the total number of citations including self-citations of all work of a team member according to Web of Science (Citation Report: Sum of the Times Cited)

h-index = h-index of a team member according to Web of Science (Citation Report: h-index)

Note: The correctness of the data will be randomly checked by the staff of the Department of Science and Research USB. Legitimate exceptions (e.g. foreign team members, who do not have their results in RIV) will be accepted (must be explicitly stated).

**Form C** includes information about the financial resources required from the GA USB for the project. This information is to be divided into the following categories.

**1. Personnel costs and scholarships** for research, development and innovation according to the Act on Higher Education Institutions – the proportion of the personnel costs or expenses (including scholarships), associated with the participation of students of a doctoral or master's study programme as members of a research team in solving a student project, in total personnel costs or expenses (including scholarships), covered within the eligible costs of a student project, is **more than 60%**.

**Personnel costs** include **wages and salaries** (the amount required for wages and salaries of the members of the project team, without the statutory deductions), **OON** (other personnel expenses, remuneration for contracts for work) and **statutory deductions** from the above items (health and social insurance).

**Scholarship to support students' research, development and innovation activities (hereinafter referred to as "scholarship")** is remuneration for members of the project team (full-time students) for their work during the project, or for financing travel, accommodation, and board expenses of the team members (students) during both domestic and foreign trips, which are directly related to the project. These funds may also be used for financing expenses related to a participation of team members (students) at conferences (conference fees, transport and accommodation expenses) which are related to the grant project. The scholarship may be used to cover expenses associated with attending a conference only in the case of **active** participation (oral or poster presentation).

All planned modifications regarding the scholarship require prior approval of the Board of GA USB.

**2. Expenses and costs of acquisition of tangible and intangible assets** (see The Collection of Decisions and Provisions of the University of South Bohemia in České Budějovice No. K80 dated 1 Aug 2014 – [http://www.jcu.cz/documents/bursars\\_proceedings/platna-opatreni/2014/k-80-z-1.8.2014/view](http://www.jcu.cz/documents/bursars_proceedings/platna-opatreni/2014/k-80-z-1.8.2014/view) )

Long-term tangible and intangible assets: these are long-term tangible assets over CZK 40,000 and long-term intangible assets over CZK 60,000. The project timeframe is 3 years and according to law the general rule for support is that only such portion of funds to acquire assets may be included in the eligible costs which corresponds their use in the project; i.e. a device with a longer useful life (based on the depreciation period) than the length of the team project cannot be fully funded from the support of the specific university research. Further, a device which will not be used for the project only cannot be fully funded from the support. The whole support of the student project cannot be used to purchase a device only.

Small tangible and intangible assets: these are small tangible assets ranging from CZK 3,000 to CZK 40,000 and small intangible assets (software) up to CZK 60,000 (see above – Par. 5 K 80 dated 1 Aug 2014).

**3. Other operating costs** include the direct cost of consumables of all kinds related to the project (e.g. chemicals), travel costs (only for employees, a student team member participating in the project must not have their travel expenses funded on the basis of a travel order), maintenance (maintenance of assets in connection with the project), books, etc.

**4. Service costs** include direct costs of external services in connection with the project (e.g. sample analyses, copying, editorial costs, etc.), conference fees (only for employees)

**5. Additional costs** include indirect overheads: operating and maintenance costs of the premises where the project is being managed, telephone costs, indirect material and administrative costs related to the project (toner, paper, etc.). Additional costs may amount to a maximum of 20% of the total cost of the project.

**Verbal justification and breakdown of funds** – in this section the categories of the required funds (personnel costs and scholarships, small tangible and intangible assets, other operating costs, service costs, additional costs) should be justified or further specified.

The justification of requirements for the first year of the project should be reasonably more detailed. In the case of long-term tangible and intangible assets, the total purchase price, lifetime and utilization rate for the project and the resulting amount of support required must be stated for each individual item.

**Grant resources received by the team members from other sources** connected to the theme of the grant project submitted to GA USB: parallel financing of the same area of research from other sources is possible, but the same costs and expenses cannot be reported in duplicate.

All funds provided by the Grant Agency of the University of South Bohemia will be available at the Economic Department of each faculty.

Transfers between budget items where the change in the item (increase or decrease) is more than 50% of the original amount must be approved in advance by the Board of GA USB (except as set out in Par. II.A.3. and II.B.6 of the Principles of GA USB).

**Form D** includes the Dean's opinion on the proposed project.