

# THE GRANT AGENCY OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE

## ***EXPLANATORY NOTES REGARDING GRANT APPLICATION FORMS FOR PROJECTS STARTING IN 2026***

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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 Research and Science Department of the Rectorate of the University of South Bohemia in České Budějovice.

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). Every applicant for an individual grant project must also complete an affidavit (Form C.A).

**For questions and comments, please contact the Research and Science Department of the Rectorate of the University of South Bohemia in České Budějovice at email address: <lanikova@jcu.cz>.**

## ***APPLICATION FORM TO INDIVIDUAL GRANT PROJECTS***

### ***INDEPENDENT GRANT PROJECTS***

**Form A** contains basic information about the submitted project and its principal investigator. In the “Applicant” section, it is necessary to fill in all the required data about the principal investigator (co-investigator) and their department. The data in the box concerning the 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:

<sup>1</sup>For the purposes of GA JU, the standard period of study is understood as the study period determined individually for each study program and stated in the description of each study program in IS STAG, **plus 1 year**. This standard study period includes time spent in previous unfinished studied Doctor’s study programs.

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1. **Background and rationale for research/The state of development of the proposed project's theme** - (basic knowledge about the subject of the proposal, a brief evaluation of the basic literature) - a maximum of two A4 pages (font size 12 points). Citations are not counted for the two-pages limit.
2. **Explanation of thematic similarity or continuity with other projects handled by the researcher and the researcher's supervisor.**
3. **Objectives, methods/Statement of research goals, methods, and a manner of solution** - a maximum of two A4 pages (font size 12 points).
4. 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.
5. **Time schedule/Schedule of work** (12 or 23 months) with description of principal investigator's (co-investigator's) role.
6. **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.
7. **Professional characteristics of the applicant**, including selected publishing and grant activities. The applicant must be a full-time or a part-time student of a doctoral study program accredited at the University of South Bohemia in České Budějovice (hereinafter referred to as USB) in the standard length<sup>1</sup> of study for the whole duration of the project - see The provision of the Rector specifying the Principles of the Grant Agency of the University of South Bohemia in České Budějovice for projects starting in 2026 (dated October 9, 2025, number R 612).
8. **Professional characteristics of the applicant's supervisor**, including their selected publishing and grant activities. The applicant's supervisor is to be always a member of the research team.
9. **Basic information on the possible additional student - the research team member of an independent grant project** and their professional characteristics. The co-researcher must be a full-time or a part-time student of a doctoral or a full-time master's study program accredited at the USB in the standard length of study<sup>1</sup> (in the case of five-year master's programs 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 Grant Agency of University of South Bohemia in České Budějovice (hereinafter referred to as 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.

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**The scholarship is the remuneration**

- to the principal investigator and other member of the research team (student) for their work during the independent individual grant 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**

**in independent individual projects** is remuneration to the main researcher and other member 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 principal investigator, or other member of the research team (student) or the co-investigator (student) during both the domestic and foreign trips directly connected with the project. These funds may also cover expenses connected with their 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).

In exceptional cases, the amount of the scholarship may be increased or decreased (see The Principles of GA USB II.B.7.) 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. K 168 of May 22, 2024 (including exceptions):

<https://www.jcu.cz/images/UNIVERZITA/Dokumenty/opatreni-kvestorky/2024/k-168-opatreni-kvestora-k-evidenci-majetku.pdf>

**Long-term tangible and intangible assets:** long term tangible assets over CZK 80,000 and long-term intangible assets over CZK 500,000 CZK, for software over CZK 80,000 - **may not be financed** from individual projects.

**Small tangible and intangible assets:**

these are **small tangible assets** ranging from CZK 10,000 to CZK 80,000. Registration regardless of purchase price - see above K 168 of May 22, 2024.

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**Small intangible assets** up to CZK 80,000 for software, others up to CZK 500.000, the minimum limit is not determined at the USB – see K 168 of May 22, 2024.

Small tangible and intangible assets acquired from an individual grant must always be registered in the name of the principal investigator's/co-investigator'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 GA USB 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.4. and II.B.7 of the Principles of GA USB).

Every applicant for an individual project must also complete an affidavit (**Form C.A**).

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

**Projects focusing on applied research and submitted to the technical-application panel must include as an attachment the cooperation assurance or confirmation 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 in 2-year grants, but not necessarily in the 1-year grants (see part IV. 1. of The provision of the Rector specifying the Principles of the Grant Agency of the University of South Bohemia in České Budějovice for projects starting in 2025).**

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