




## Grant Regulations of the University of Economics, Prague

**Annotation:**

This university-wide Directive specifies the principles of the provision of targeted support for specific university research at the University of Economics, Prague.

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<b>Department / Position</b>	Head of Office for Science and Research	---	Rector
<b>Date:</b>	27 November 2019	---	27 November 2019
<b>Signature:</b>	prof. Ing. Petr Musílek, Ph.D.		prof. Ing. Hana Machková, CSc.
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	<b>Grant Regulations of the University of Economics, Prague SR 01/2009</b>	Page        2 / 7 Document Status    3
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**Article 1  
Introductory Provisions**


This regulation sets out the principles of the system for providing targeted support for specific university research at the University of Economics, Prague (hereinafter referred to as “VSE”) in accordance with Act No. 130/2002 Sb., on the support of research, experimental development and innovation from public funds and on the amendment to some related acts (the Act on the Support of Research, Experimental Development and Innovation), as amended, and in accordance with the Rules for the Provision of Specific Support for Specific University Research pursuant to the Act on the Support of Research, Experimental Development and Innovation issued by the Ministry of Education, Youth and Sports. The targeted financial support is provided on the basis of the results of the internal grant competition.

**Article 2  
Internal Grant Agency of VSE**

1. The Internal Grant Agency of VSE (hereinafter referred to as “IGA VSE”) is responsible for organising an internal grant competition of student scientific projects or projects for the organisation of student scientific conferences supported by funds for specific university research at VSE (hereinafter referred to as the “project”). The types of supported student scientific projects (faculty, inter-faculty projects) are on an annual basis specified in the call for the internal grant competition.
  
2. The following bodies participate in activities conducted by IGA VSE:
  - a) Grant Committee of VSE (hereinafter referred to as the “GC”)
  - b) Faculty Grant Councils (hereinafter referred to as the “FGC” or “FGCs”).
  
3. The organisational and administrative activities of the GC are ensured by the Office of Science and Research of VSE. The organisational and administrative activities of the FGC are ensured by a staff member designated by the faculty Dean (hereinafter referred to as the “Grants Administrator”).


**Article 3  
Grant Committee of VSE**

1. The Grant Committee (hereinafter referred to as the “GC”) is an advisory body of the Rector on matters concerning the distribution of grant funds. The GC consists of a chairman and

	<b>Grant Regulations of the University of Economics, Prague SR 01/2009</b>	Page        3 / 7 Document Status    3
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8 members and is chaired by the Vice-Rector for Science and Research. The GC members are appointed and removed by the Rector on the proposal of the Vice-Rector for Science and Research. The GC members are chairmen of individual FGCs and two major experts in the respective fields who are not VSE employees.

2. The term of office of a GC member is four years. The GC has a quorum if more than half of its members are present. The GC decides by an absolute majority of those present. In justified cases, the FGC chairman may be represented by the FGC vice-chairman at GC meetings. In the case of an equal number of votes, the chairman has the casting vote. If the chairman is absent, the vice-chairman has the casting vote. The voting is public unless the members agree otherwise. Minutes are taken for the GC meetings. The GC submits its decisions to the Rector for approval.
3. The GC normally meets twice a year. In urgent cases (especially in the case of a problem with a specific grant task or in the case of a proposal for termination of the project), the GC chairman shall convene an extraordinary GC meeting.
4. The GC particularly performs the following tasks:
  - a) it proposes to the Rector and on the basis of suggestions and comments updates the Internal Grant Competition Rules at VSE (hereinafter referred to as the “Rules“); it also sees that the Rules are complied with,
  - b) on behalf of the Rector it organises the internal grant competition for the relevant year,
  - c) it proposes to the Rector the amount of funds for projects at individual faculties, for inter-faculty projects and for ensuring the activities of IGA VSE according to the methodology stated in Article 6 and in line with the Ministry of Education, Youth and Sports rules (Rules for the Provision of Specific Support for Specific University Research pursuant to the Act on the Support of Research, Experimental Development and Innovation),
  - d) it proposes faculty projects and the amount of funds allocated to projects proposed by individual FGCs to the Rector for approval, in case of multi-annual faculty projects it proposes projects for continuation and the amount of funds allocated for the relevant year to the Rector for approval,
  - e) it proposes inter-faculty projects and the amount of funds allocated to such projects to the Rector for approval,
  - f) in the event of a difference between the funds requested and allocated it requires the researcher to adjust such inter-faculty project and its budget,
  - g) on the basis of FGC documentation, it monitors the use of allocated funds,
  - h) it takes a position on the evaluation of completed projects on the basis of FGC documentation,
  - i) on the basis of a FGC proposal, or a proposal by the GC chairman in case of inter-faculty projects, it proposes to the Rector to early terminate the project,

	<b>Grant Regulations of the University of Economics, Prague SR 01/2009</b>	Page        4 / 7 Document Status    3
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- j) no later than 31 March of the calendar year following the calendar year of granting the support, the GC shall publish data on supported student projects and data on the use of financial support in open-data formats<sup>1</sup>,
  - k) by 15 February of the calendar year following the calendar year, in which the financial support was granted, it shall publish information on supported projects and data on the further use of the support,
  - l) it is responsible for selecting reviewers of inter-faculty project proposals.  
It may also vote on items as specified in a), b) and c) outside a meeting (*per rollam*).
5. For the purposes of evaluating proposals for new inter-faculty projects, the GC uses reviews by reviewers. At least one of the reviewers must be from a different department of VSE than the researcher is from, or from another discipline-related institution. The reviewer may not be a research team member.
6. A GC member may not decide on a grant proposal if he / she is a research team member.

#### Article 4 Faculty Grant Councils

1. The Faculty Grant Council (hereinafter referred to as the “FGC”) consists of at least 5 members, out of whom at least one-fifth are not VSE employees. The term of office of an FGC member is four years. The Vice-Dean for Science and Research is usually at least an FGC member. The FGC members are appointed and removed by the Dean.
2. The FGC normally meets twice a year. The FGC elects a chairman and a vice chairman from among its members. FGC meetings are chaired by its chairman. The FGC has a quorum if more than half of its members are present. The FGC decides by an absolute majority of those present. In the case of an equal number of votes, the chairman has the casting vote. If the chairman is absent, the vice-chairman has the casting vote. The voting is public unless members agree otherwise. Minutes are taken for the FGC meetings. The GC shall be provided with a copy of the minutes.
3. The FGC performs the following tasks:
  - a) it discusses proposals for new projects, checks whether submitted budgets comply with the Rules, ensures the evaluation of projects, ranks the order of successful proposals, proposes the amount of allocated funds for selected projects,
  - b) it discusses applications for continuation of projects and proposes their continuation or early termination;
  - c) it submits proposals for new projects and proposals for project continuation to the GC,
  - d) it submits proposals for early termination of projects to the GC,

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<sup>1</sup> Section 3 (11) of Act No. 106/1999 Sb., on free access to information, as amended

	<b>Grant Regulations of the University of Economics, Prague SR 01/2009</b>	Page 5 / 7 Document Status 3
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- e) it ensures the evaluation of results of completed projects on the basis of final reports and submits the evaluation of results to the GC,
  - f) it is responsible for the selection of faculty projects reviewers.
4. For the purposes of evaluating proposals for new projects, the FGC uses reviews by reviewers. At least one of the reviewers must be from a different department of VSE than the researcher is from, or from another discipline-related institution. The reviewer may not be a research team.
  5. An FGC member may not decide on a grant proposal if he / she is a member of the project team.

### **Article 5**


#### **Internal Grant Competition**

1. Grant funding is carried out according to the Rules established by the Rector on the basis of a GC proposal and in line with the Rules for the Provision of Specific Support for Specific University Research pursuant to the Act on the Support of Research, Experimental Development and Innovation.
2. The rules govern:
  - the call for internal grant competition, conditions of participation, the project types (faculty or inter-faculty student scientific projects, faculty projects for organisation of student scientific conference), the duration of projects,
  - the procedure for evaluating grant applications,
  - principles of the management of allocated funds and the method of monitoring thereof,
  - the procedure for evaluating applications for multi-annual projects continuation,
  - the method of project termination,
  - the evaluation of completed projects,
  - the publication of competition results.
3. Financial resources are provided for a project on the basis of an agreement concluded between the researcher and VSE. The agreement is signed by the Rector on behalf of VSE.
4. Grant applications requirements and requests for continuation of multi-annual projects are set out in the Call for the Internal Grant Competition for the relevant calendar year.

### **Article 6**

#### **Distribution of Grant Funds for Specific Research at VSE**

1. The reimbursement of eligible costs related to the organisation of the internal grant competition, including the costs of evaluation and monitoring of projects and the evaluation of results achieved,

	<b>Grant Regulations of the University of Economics, Prague SR 01/2009</b>	Page 6 / 7 Document Status 3
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shall not exceed 2,5% of the support granted for specific research at VSE. This amount shall equally be divided between the GC and each FGC.

2. The reimbursement of eligible costs of inter-faculty projects selected in the grant competition is 10% of the support provided for specific research at VSE. In the event that the amount earmarked for inter-faculty projects is not used, this amount shall be apportioned between the faculties according to the formula set out in point 4 of Article 6. Other ways of distribution of funds shall be approved by the GC.
3. The amount to be apportioned between the faculties shall be obtained from the total amount of the support granted for specific research at VSE after deduction of the costs related to the organisation of the internal grant competition and to inter-faculty projects (see points 1 and 2). The amount of funds allocated to individual faculties is determined by the GC at the beginning of the calendar year (after the amount of targeted support from the Ministry of Education, Youth and Sports has been announced), and after approval by the Rector the GC communicates the decision to the relevant FGC.
4. The GC shall determine the amount of funds for each faculty following a similar methodology applied for the distribution of funds for specific research by the Ministry of Education, Youth and Sports. The share of the faculty in the total amount allocated to the faculties -  $P_i$  - shall be determined using the following formula:

$$P_i = \frac{U_i}{\sum_{i=1}^N U_i} \cdot 100,$$

where  $U_i$  indicator for the extent and the quality of the faculty activity with  $i$  index is defined by the formula

$$U_i = \left( k_D \frac{D_i}{\sum_{j=1}^N D_j} + k_M \frac{M_i}{\sum_{j=1}^N M_j} + k_A \frac{A_i}{\sum_{j=1}^N A_j} \right)^{(1-m)} \left( \frac{V_i}{\sum_{j=1}^N V_j} \right)^m,$$

where

$j = 1, 2, 3, \dots, N$ ,


$N$  - the total number of applicants meeting the eligibility criteria for the provision of financial support

$D_i$  - the number of students of faculty doctoral study programmes in the standard length of study plus one year as of 31 October of the calendar year preceding the calendar year of support,

$M_i$  - the number of graduates of faculty master's programmes in the 12 months preceding 1 November of the calendar year preceding the calendar year of support,

$A_i$  - the number of graduates of faculty doctoral study programmes in the period of 12 months preceding 1 November of the calendar year preceding the calendar year of support,

$V_i$  - is an indicator of the applicant's performance in research, experimental development and innovation for the calendar years  $r-2$ ,  $r-3$ ,  $r-4$  ( $r$  is the calendar year of the granting of support) with weights 5:3:2 covering

	<b>Grant Regulations of the University of Economics, Prague SR 01/2009</b>	Page        7 / 7 Document Status    3
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non-investment funds<sup>2</sup>) for conceptual development of the research organisation<sup>3</sup>) ( $Ri$ ) and non-investment-specific earmarked funds for grant or programme research and development projects<sup>4</sup> except for funds from the National Sustainability Programme I and II ( $Gi$ ), i.e.  $Vi = n Ri + (1 - n) Gi$ ,

$k_D, k_M, k_A$  are coefficients expressing the degree of influence of the relevant indicator on specific university research,  $m$  is the coefficient expressing the weight of research, experimental development and innovation performance and the weight of the number of students and graduates,  $n$  is the coefficient expressing the weight for conceptual development of the research organisation and the weight of specific funds for research and development. The values of these coefficients are set by the Ministry and published in the call for grant applications pursuant to Section 14 (j) of the Budgetary Rules.

5. The amount calculated for each faculty pursuant to point 3 and 4 of Article 6 is intended to:

- a) cover eligible costs related to the organisation of student scientific conferences at faculties (up to a maximum of 10% of the allocated amount),
- b) cover eligible costs of faculty projects selected in the grant competition.

<sup>2</sup> Ministry of Finance Decree No. 323/2002 Sb., on the budgetary classification, as amended.

<sup>3</sup> Section 3, 3(a) of the Act on the Support of Research, Experimental Development and Innovation

<sup>4</sup> Section 3, 2(a) (b) of the Act on the Support of Research, Experimental Development and Innovation