



EVROPSKÁ UNIE  
Evropské strukturální a investiční fondy  
Operační program Výzkum, vývoj a vzdělávání



# Doctoral Student Grant Competition at Palacký University in Olomouc "DSGS"

Seminar for beneficiaries

18. 1. 2022

Mgr. Gabriela Pokorná

**Improving schematics of Doctoral student grant competition and  
their pilot implementation**

CZ.02.2.69/0.0/0.0/19\_073/0016713

**CONGRATULATIONS!**



# Documentation

<https://www.psup.cz/igracek/>

- Announcement of the Doctoral Student Grant Competition at Palacký University in Olomouc - year 2021
- Guideline R-B-21-08
- DSGC Basic Rules
- Consent to Participate Guide
- Instructions for Completing the Web Application
- Activity Report
- Final Activity Report

- Grants available at:  
<https://granty.upol.cz/>
- The application is accessed using the same user ID and password as the UP Portal.

- The principal investigator and other members of the student grant research team are students of a doctoral study programme accredited at UPOL in full-time or combined form, for the entire duration of the student grant.
- The Principal Investigator is responsible for coordinating and leadership of the research team and for the delivery of the student grant deliverables.

- Individual and team student grant recipients have the support of a mentor, i.e. a researcher or academic with a minimum academic qualification of Ph.D., who provides the grantees with expert and methodological support.
- The participation of the mentor in the student grant is mandatory.

- Principal investigators with a working capacity of 0.3 FTE or more must carry out at least one educational/research activity abroad during the implementation of the student grant
  - e.g. internship, summer school, research stay, active participation in a conference.
- Activities can be carried out in the EU or outside the EU.
- If the educational/research activity is carried out in a country where the student's mother tongue is generally understood, at least part of the activity must be carried out in a foreign language.



# **Grant reporting**

**In the framework of the grant, the applicant is obliged to document the following:**

- Activity Report
  - 1x per month

(1 solver = 1 report),

- Final Report
  - after completion of the project

(1 grant = 1 final report).

In addition, the researchers shall provide **original documents** confirming the achievement of the specified results of the student grant (e.g. certificates, confirmation of participation, confirmation of acceptance of the publication for printing, if applicable, etc.).

The investigator is responsible for providing a reference to the student grant by providing its title and registration number and by providing information that the student grant is funded under the OPIE project "Improvement of Doctoral Student Grant Competition Schemes and their Pilot Implementation", reg. no. CZ.02.2.69/0.0/0.0/19\_073/0016713 in the grant results.

Furthermore, the researcher is responsible for submitting the information on the achieved results to the Register of Information on Results (RIV) via the UP internal registration system (OBD).

## Activity Report

<https://www.psup.cz/igracek/>

- 1x per month, the form can be downloaded from the DSGS website.
- Deliver to the PS UP no later than the 10th day of the following month.
- The report is signed by the investigator and mentor and approved by the DSGS expert.
- It contains the activities carried out in the given month, the amount of the researcher's work capacity for the given month expressed in terms of time, an assessment of the progress of work on the results, a plan of activities for the following period, a summary of the activities of other members of the research team (only in the case of the report activity report submitted by the principal investigator).

<https://www.psup.cz/igracek/>

## **Final Report - Final Report**

- No later than one month after the end of implementation - **31 January 2023**, deliver to the PS UP .
- The report shall be signed by the Principal Investigator, other members of the research team, mentor(s) and a DSGS expert.
- The form can be downloaded from the DSGS website.
- Submitted by each Principal Investigator at the end of the implementation of the student grant - (i.e. in the case of team grants, only one Final Report is submitted).

## **Final Report - Final Report**

- It contains a summary of the implementation of the grant, the results achieved, the activities of other investigators (in the case of team grants) and the fulfilment of the educational objectives stated in the student grant application - e.g. in the form of a reflection.
- The Final Activity Report will also include, from the position of the mentor(s): a summary of the mentored activities - including an assessment of the implementation of the grant, the knowledge and results obtained, and recommendations for further/future research activities of the student.

<https://www.psup.cz/igracek/>



**Financial framework - determined  
by the project budget**

- The student grant holder is obliged to use the allocated funds economically in accordance with generally binding legal regulations, internal regulations and standards of UP and the Rules.

The amount to be used to cover the personal costs of the researcher, corresponding to a working capacity of 0.1 FTE/month, is CZK 4 667.

The amount that can be used to cover other costs associated with the implementation of student grants is CZK 3 319 per unit with a working capacity of 0.1 FTE/month per researcher.

**The budget items for the student grant are as follows:**

- Personal costs,
- Other costs,
- Overheads (5%).

**The personal costs of the researcher per 0.1 person are as follows 4 667 CZK/month.**

- Example: the *personal costs of a 0.5 time researcher amount to CZK 23 335/month, i.e. CZK 280 020 for the entire duration of the student grant.*
- The personal expenses of the Researchers will be paid in the form of an extraordinary **stipend** each month on the basis of the submitted **Activity Report** - provided **centrally** according to the applicable budgets

**Other costs** include, for example:

- Mentor's personal expenses,
  - Other direct non-investment costs related to the implementation of the student grant, e.g. materials, small equipment, software, literature, travel costs, external training,
  - Costs associated with the organisation and administration of the student grant.
- ✓ in accordance with the approved budget justification

## Practical notes:

Each grant will be charged to a separate SPP element (sent to the PI)

Project Principal Investigator = Operation Responsible

Travel order: Electronic, before the trip!  
(<https://portal.upol.cz/Apps/TravelOrders>)

Purchases of materials, services:  
order request - order - invoice  
(<https://flp.sap.upol.cz/LaunchPad/>)

Literature purchases: Through the UP Library

✓ in accordance with the approved budget justification



# **Changes to the grant**

- Any changes in the implementation of the student grant must be in accordance with all provisions of relevant legal regulations and internal standards of Palacký University in Olomouc and in accordance with the text of the Call No. 02\_19\_073 Improving the quality of internal grant schemes at HEIs within the framework of the OP VVV.
- The personal costs of the student grant holder cannot be reduced below the amount specified in Article 7.

- A significant change to the grant is:
  - change of the person of another member of the student grant research team
  - a change of the principal investigator of the student grant is only allowed if the person is replaced by another existing member of the student grant research team
  - changing the principal investigator of an individual student grant is not allowed

- A significant change to the grant is:
  - change of mentor;
  - splitting or merging the already approved work capacity of individual student grant researchers (e.g. instead of two 0.25 FTE researchers, one 0.5 FTE researcher will carry out the relevant activities).
- Substantial changes must be submitted via the web application and approved by the DSGS Technical Officer and endorsed by the DSGS Supervisor.

## Contact persons for the call:

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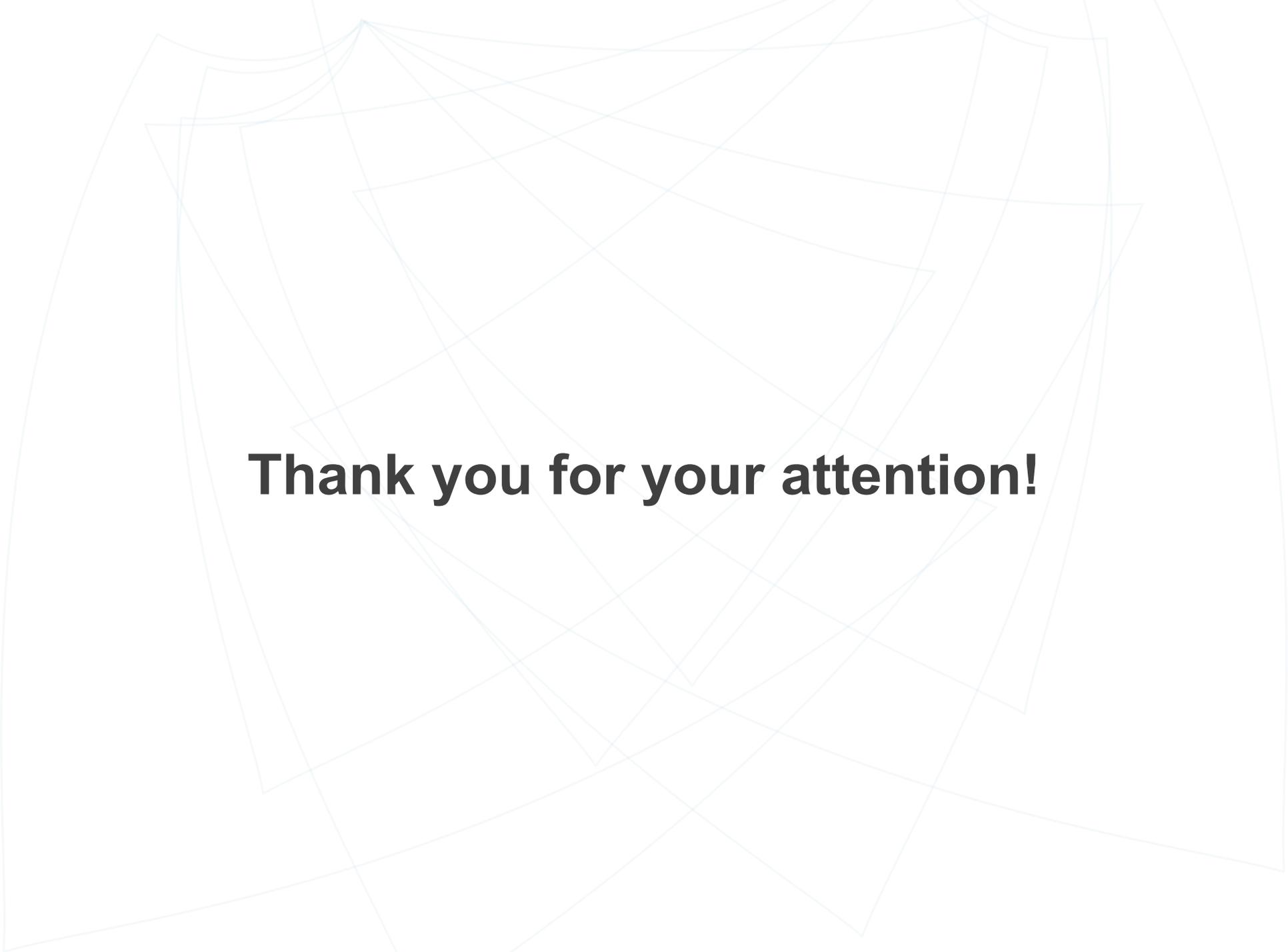
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**Thank you for your attention!**