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Palacký University
Olomouc

Basic Rules for Grant Research under the Doctoral Student Grant Competition at Palacký University Olomouc

1. Introduction

The Basic Rules for Grant Research under the Doctoral Student Grant Competition at Palacký University Olomouc (hereinafter referred to as the “Rules”) regulate the basic conditions of the Doctoral Student Grant Competition (hereinafter referred to as “DSGC”), the method for submitting grants and the DSGC evaluation processes.

The aim of DSGC is to support research grants carried out by full-time and part-time students of accredited doctoral study programs at Palacký University Olomouc in order to increase the level of their knowledge and teach them skills necessary for their future professional involvement in research and development. Through implementing student grants, students of full-time and part-time doctoral study programs at Palacký University Olomouc will have the opportunity to carry out their own research activities, allowing them to develop core skills such as communication, teamwork, problem solving, organization, team management, time management and more.

DSGC is financed from the funds of the Operational Program Research, Development and Education under the project "Improving schematics of Doctoral student grant competition and their pilot implementation", Reg. No. CZ.02.2.69/0.0/0.0/19_073/0016713.

2. Legal Basis and Basic Documentation

The Rules are governed by the Internal Standard of Palacký University Olomouc No. R-B-21/08, documentation of Call No. 02_19_073 Improving the Quality of Internal Grant Designs at Higher-education Institutions under the OP RDE.

3. Definitions of Basic Terms

Another member of the research team is a full-time or part-time student of an accredited



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doctoral study program at Palacký University Olomouc, who is duly enrolled as a full-time or part-time student at the time of submission and throughout the grant. They work under the guidance of the principal researcher, participate in the implementation of the team student grant and are a recipient of the funds on a unit basis.

The guarantor of DSGC is the principal conductor of the project Improving schematics of Doctoral student grant competition and their pilot implementation. The guarantor is a member of the evaluation panels.

The principal researcher is a full-time or part-time student of an accredited doctoral study program at Palacký University Olomouc, who is duly enrolled in a full-time or part-time doctoral study program at the time of submission and throughout the grant. The principal researcher is responsible for coordinating and leading the research team, fulfilling the results of the student grant and is a recipient of funds on a unit basis.

The mentor is an employee responsible for the methodological guidance of the student grant researchers, the costs for the mentor are not calculated in the form of a unit cost.

The DSGC specialist is a designated employee of the UP Project Service.

The researcher is either the principal researcher or another member of the research team.

The student grant is a comprehensive set of activities funded by the DSGC Call, which aims to achieve pre-defined and clearly delineated measurable goals. The student grant is implemented within the specified deadline, in accordance with the chosen strategy and within the given budget.

4. Contacts

DSGC takes place at Palacký University Olomouc (hereinafter also "UP"). Its central administrative operation is coordinated by the UP Project Service.

Contact persons for the DSGC administration are listed in the DSGC Call.

5. Schedule and deadlines

The DSGC schedule is set out in the DSGC Call.

6. Rules for submitting a grant

The student grant proposal is prepared and submitted in English.



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Student grant proposals are submitted in 3 scholarly fields in accordance with the Frascati Manual 2015 (see <http://www.oecd.org/sti/inno/frascati-manual.htm>):

- Sciences,
- Medical and health sciences,
- Social science, humanities and arts.

The financial allocation for the individual scholarly fields is specified in the DSGC Call. If one scholarly field ends up with unallocated finances, it is possible to transfer these to a different scholarly field that falls under the DSGC Call.

Student grants may be carried out on an individual or team basis.

The research team must consist of a minimum of one and a maximum of five students of a full-time or part-time doctoral study program accredited at UP. At the time of the submission and implementation of the student grant, the researchers must be students of a full-time or part-time UP doctoral study program.

The principal researcher and other members of the student grant research team must be students of a full-time or part-time doctoral study program accredited at Palacký University Olomouc (hereinafter also referred to as "Student"), for the entire duration of the student grant. The principal researcher is responsible for coordinating and leading the research team and meeting the goals of the student grant.

Each student can be a researcher (whether the principal researcher or another member of the research team) on only one student grant submitted in this grant competition.

The required workload for the principal researcher on a student grant is 50% of a full-time occupation. The amount of workload for other members of the research team is set in a range between 10% and 50% of a full-time occupation.

Researchers of individual and team student grants have the support of a mentor – a researcher or academic worker with the minimum academic qualification of a Ph.D. who provides academic and methodological assistance to grant researchers. The participation of a mentor in student grant research is mandatory. The number of mentors for each student grant is based on the number of researchers. Researchers are entitled to mentors based on their workload within the student grant. Example: A grant with 5 researchers needs to have at least one mentor and can have up to five. One person can be the mentor for multiple DSGC student grants.

The duration of the student grants is 12 months. The beginning of research and the conclusion of the grant are specified in the DSGC Call.



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The topic of the student grant must not be the same as the dissertation topic of the principal researcher or the other members of the research team. The fact that this condition has been met is declared when submitting the student grant proposal in the application. Failure to comply with this condition will result in the exclusion of the Student Grant Proposal from the competition.

Researchers with a workload of 30% of full-time and higher must carry out at least one educational/research activity abroad during the implementation of the student grant, such as an internship, summer school, research stay or active participation in a conference. These activities can be conducted within or outside the EU. If the educational/research activity is conducted in a country where the student's native language is generally understood, at least part of the activity must be carried out in a second language (e.g., presentation of a paper, text of a study).

Researchers submit the student grants via a web app available at granty.upol.cz within the deadline specified by the DSGC Call. Submissions must include:

- a) annotation and goals of the student grant – the student grant must include a summary of the educational goals of all individual researchers,
- b) information about the principal researcher and other members of the research team – this information will specifically state the workload of all researchers, expressed in relation to full-time occupation, and include evidence of experience and the interests of researchers and mentors in the form of signed CVs.
- c) planned research activities and their expected results,
- d) planned educational/research activities conducted abroad and their expected results,
- e) time schedule for the student grant,
- f) required funding in the form of a unit cost. The unit cost corresponding to the work involvement of 10% of a full-time/month for the principal researcher and other members of the student grant research team is CZK 7,986/month.

Mandatory attachments of the student grant proposal, which are submitted through the app (permitted attachment formats .docx, .pdf, .doc):

- Signed CVs of the principal researcher, other members of the research team and mentor(s).
- Student grant time schedule.

7. Principles for Managing Allocated Funds



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

The unit cost corresponding to a workload of 10% of a full-time/month per one student grant researcher is CZK 7,986/month.

The minimum amount that must be used to cover the personnel costs of the researcher, corresponding to a workload of 10% of a full-time/month is CZK 4,667 and the maximum amount that can be used to cover other costs associated with the implementation of the student grant is CZK 3,319 per unit with a work involvement equal to 10% of a full-time/month for one researcher.

The student grant budget items will be as follows:

The personnel costs of a researcher working at 10% of a full-time occupation amount to CZK 4,667/month (Example: the personnel costs of a researcher working at 50% of a full-time occupation is CZK 23,335/month). The personnel costs of the researchers will be paid in the form of a scholarship.

Other costs include:

- Personnel costs of the mentor.
- Other direct non-investment costs related to the implementation of the student grant, e.g., material, small equipment, software, academic literature, travel costs, external education.
- Costs associated with the organization and administration of student grants.
- Overhead costs equal to 5% of the total project costs.

The justification for the use of the grant expenses will be included in a comment on the budget in the web app.

The the total budget of a student grant cannot be increased once it has been awarded.

8. Grant Reporting

Researchers are obliged to document the following as part of the grant implementation:

Every month, each researcher prepares an **Activity Report**. This report is signed by the researcher and mentor and approved by a DSGC specialist. The form is available for download in the DSGC Call documents.

Contents of Activity Report: activities carried out in a given month, the workload of a researcher for the month (measured in comparison to a full-time occupation), evaluation of



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the progress on the results, schedule of activities for the next period, summary of the activities of other members of the team (only in the activity report submitted by the principal researcher).

The completed and signed Activity Report will be handed over by the researcher to the DSGC specialist – see contacts in the DSGC Call every month – within 10 days of the conclusion of the reported period. **This means that for team grants, there will be as many monthly Activity Reports as there are members of the research team!**

The principal researcher submits a **Final Report** no later than one month from the end of the implementation of the student grant. This report will be signed by the principal researcher, other members of the research team, mentor(s) and a DSGC specialist. The form is available for download in the DSGC Call documents. The Final Report is submitted by the principal researcher following the end of the implementation of a student grant (meaning that even for team grants, there will be only one Final Report).

Contents of the Final Report: summary of the grant implementation, achieved results, activities of other researchers (for team grants) and fulfilment of the educational goals stated in the student grant application, e.g., through the form of reflection. Additionally, mentor(s) will provide the following in the Final Activity Report: a summary of mentored activities (including an assessment of grant implementation), acquired knowledge and results, recommendations for further/future student research activities.

The completed and signed Final Activity Report will be handed by the researcher to the DSGC specialist – see contacts in the DSGC Call – within one month from the end of the implementation of the student grant.

In addition, the researchers will provide the **original documents** confirming the achievement of the minimum results established for the student grant and other results included in the student grant application (certificates, confirmations of participation, confirmations of acceptance for publication or printing, if applicable, etc.)¹

The researcher is responsible for providing a reference to the student grant research by stating its name and registration number and noting that the student grant is funded through the OP RDE project "Improving schematics of Doctoral student grant competition and their pilot implementation", Reg. No. CZ.02.2.69/0.0/0.0/19_073/0016713 in the grant results.

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

¹ If the student grant does not meet all the pre-determined results (i.e., neither the minimum results set out above nor the results set above the minimum mandatory requirements), the unit costs for the last month of the grant's implementation of all researchers will be considered invalid.



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9. Evaluation Rules and Grant Selection

The student grant proposal is evaluated and selected for receiving funding through a competition at the university level. The same rules for the evaluation, selection and checking of student grants apply to all participants of each round of the student grant competition under this DSGC Call.

The criteria for selecting student grants are:

- a) meeting the formal requirements established for the student grant,
- b) significance and relevance of the planned research and its expected results,
- c) quality and composition of the research team,
- d) research schedule,
- e) appropriate and effective use of funds.

The evaluation process will start one workday following the end of the deadline for submissions of student grant proposals, which is set out in the DSGC Call.

The accepted student grant proposals are divided between 3 evaluation panels based on the 3 scholarly fields in which the grants are submitted. The financial allocation for the individual scholarly fields is specified in the DSGC Call.

The evaluation process takes place in 2 phases:

- a) formal evaluation of the student grant proposal based on verifying the fulfilment of the basic parameters of the competition,
- b) evaluation of the student grant proposal by at least two opponents.

Evaluation schedule:

Formal evaluation: by 3 November.

Assignment of opponents: by 5 November.

Submission of evaluations: by 19 November.

Publication of results: 2 December

Formal evaluation will be provided by DSGC specialists who will evaluate the fulfilment of the following formal criteria:

- a) the proposal is submitted within the deadline established by the DSGC Call,
- b) the proposal is in English,
- c) the researcher of the student grant is a full-time or part-time student of a doctoral study program accredited at UP,
- d) the proposal is not on a topic identical to the topic of the dissertation of any of the researchers of the student grant,
- e) the student is a researcher on only one student grant in this grant competition,
- f) at least one mentor participates in the student grant.



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If the topic of the student grant is shown to be identical with that of a researcher's dissertation, the student grant proposal will be excluded from the competition. For other formal issues, the researcher will be asked to correct them via the web app. If this correction does not happen within 3 workdays of the correction request being sent, the student grant proposal will be excluded from the competition.

After meeting the formal criteria, the student grant proposal proceeds to the second phase of evaluation where it is evaluated by at least two opponents based on the criteria listed below.

Opponents for the individual student grant proposals will be selected by the relevant panels from the evaluator database.

Academic evaluation takes the form of a report in English submitted through the web app at granty.upol.cz.

At least one of the opponent evaluations of the student grant proposal is conducted by an external opponent – an expert with a corresponding academic profile and experience, who is not in an employment relationship with UP at the time of the student grant evaluation. Exempt from this rule are employment relationships the subject of which is the evaluation of student grant proposals submitted for DSGC or other grant competitions at UP.

Criteria for the evaluation of student grant proposals by opponents:

- a) significance and relevance of the planned research and its expected results,
- b) quality of the research team composition,
- c) research schedule,
- d) appropriate and effective use of funds.

In preparing the report, the opponent follows the above-mentioned criteria while taking into account the specifics of the scholarly field of the submitted student grant.

For each of these criteria, the opponent will assign a score in the evaluation form (see Annex No. 1). The minimum score required to meet a sub-criterion is 3/10 or 2/5.

The overall score of a student grant proposal is determined by adding the points from both evaluations.

In order to assess student grants, three evaluation panels are established at the UP level, one for each scholarly field.

Based on the processed evaluations, the evaluation panel will compare all grant proposals relevant to the panel and suggest a preliminary ranking of the student grants.



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If even one of the criteria is not met in both the opponent evaluations (meaning that that it received a score below 3/10 or 2/5 in both evaluations), the application is excluded from the evaluation process. In the event that there is a conflict between the two evaluations for a certain criterion (for example, the criterion is met in one of the evaluations but not in the other) the DSGC guarantor will secure an additional opponent's opinion for the disputed criterion. If the supplementary opponent's opinion evaluates the disputed criterion as not met, the application is excluded from the evaluation process. If the supplementary opponent's opinion evaluates the disputed criterion with more than 3/10 or 2/5 points, the score in which the criterion is not met is replaced with the score from the supplementary opponent's opinion

The DSGC evaluation panel has the right to request that a student modify the grant based on the evaluation results. However, in the case of reducing the budget of student grants in the process of their evaluation, it is not possible to reduce the personnel costs for a researcher below the minimum level of the personnel costs set per unit.

Recommendations for student grants regarding the level of funding will depend on the amount allocated. In the event that the finances available to one of the scholarly fields are not fully allocated, the remaining amount may be transferred to a different scholarly field to be allocated within it.

In the event that all the finances available for student grants are allocated and there are multiple proposals above the cut-off point with the same number of points, their ranking will be decided by scores received in the following sub-criteria (listed by level of importance):

1. significance and relevance of the planned research and its expected results,
2. quality of the composition of the research team,
3. research schedule,
4. appropriate and effective use of funds.

The final list of student grants recommended to receive funds will be submitted by the evaluation panels to the DSGC guarantor, who will decide on the evaluation panel's proposal no later than by the last day of the evaluation period.

If a student grant is selected for funding, a Student Grant Agreement will be drawn up, on the basis of which the student will be awarded a student grant and which will specify its content, financial requirements and the rights and obligations of the parties involved.

Following the conclusion of the grant, the DSGC evaluation panel evaluates the success of the grant implementation.

The student grant final reports will be evaluated by the relevant evaluation panels by 28 February of the year after the conclusion of the student grant research. The evaluation of reports will consider the achieved results, quality of outputs and the appropriate and effective use of funds.

Fulfilment of the student grant objectives following the conclusion of the research is graded:



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- a) pass,
- b) fail.

10. **Changes to the Grant**

Any changes in the implementation of the student grant must be in accordance with all provisions of relevant legislation, internal standards of Palacký University Olomouc and the text of Call No. 02_19_073 Improving the Quality of Internal Grant Design at Higher-education Institutions under the OP RDE.

The personnel costs of the student grant research cannot be reduced below the amount specified in Article 7.

A significant change in the grant is:

- a change in another member of the student grant research team;
- a change in the principal student grant researcher, which is permissible only if they are replaced by another member of the student grant research team;
- changes in the principal student grant researcher are not permissible in individual grants;
- a change in the mentor;
- adjustment of the duration of the student grant
- division or merging of the already approved workload of individual researchers of the student grant (for example, instead of having two researchers at 25% full-time, an activity would be performed only by one researcher operating at 50% full-time).

Significant changes must be submitted via the web app, approved by a DSGC specialist and passed by the DSGC guarantor.




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Annex No. 1

Activity report			
Beneficiary of the OP RDE project			
Registration number of the OP RDE project			
Student grant: title			
Student grant: registration number			
Researcher: name and surname			
Researcher: type (individual grant holder, lead researcher, team member)			
Unit cost			
Month and year of implementation of the student grant		Total FTE with the employer contracting the claimed position	
Claimed unit cost capacity (in FTE)		Total FTE with all employers involved in the implementation of the project	
Form of payment of personnel costs *		Suspension in number of working days*	
<i>* scholarship / labour relations</i>		<i>* paid leave over the aliquot part, incapacity for work from 14 days to 2 months (inclusive), incapacity for work longer than 2 months, absence without pay / compensation of salary (wages) for example unpaid leave</i>	
Overview of implemented activities*			
<i>* to be filled in by the student grant researcher (individual grant holders, lead researcher, team member)</i>			
<i>* Educational/Research activity abroad carried out in the month, evaluation of progress on outputs, plan of activities for the following period</i>			
<i>* summary of activities of other researchers (only in the case of lead researcher)</i>			
Name and surname	Role*	Date	Signature/approval
	researcher		
	mentor		
	representative of the university grant awarding body		
<i>* researcher, mentor, representative of the university grant awarding body</i>			



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Annex No. 2

Beneficiary of the OP RDE project			
Registration number of the OP RDE project			
Final activity report			
Student grant: title			
Student grant: registration number			
Lead researcher: name and surname			
Research team			
Mentor/Mentors			
Student grant schedule			
Start of implementation		End of implementation	
Summary of student grant implementation (lead researcher), outputs and educational/research activities abroad*			
<p><i>* To be filled in by the lead researcher.</i> <i>* Includes activities carried out by all members of the research team.</i> <i>* Includes outputs and research and educational activities carried out by all members of the research team.</i></p>			
Assessment of the fulfilment of the educational goals of the research team *			
<p><i>* To be filled in by the lead researcher.</i> <i>* Includes assessment of the fulfilment of educational goals of all research team members.</i></p>			
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<p>Comments of mentor / mentors *</p> <p><i>* Summary of mentoring activities, including assessment of grant implementation, acquired knowledge and outputs, recommendations for further / future research activities of the student.</i></p> <p><i>* To be filled in by the mentor.</i></p>

<p>Evaluation of the student grant by the university grant awarding body</p> <p>The student grant has delivered all planned outputs (i.e. both the minimum outputs and the outputs beyond the minimum obligatory outputs). (YES / NO)</p>	
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Name and surname	Role*	Date	Signature / approval

**hlavní řešitel, mentor, další řešitel, pracovník orgánů zajišťujících studentskou grantovou soutěž*
** lead researcher, mentor, team member, representative of the university grant awarding body*





Annex No. 3

Student Grant Evaluation

Name	
Researcher	
Number	

		score
Criterion 1	Significance and relevance of the planned research and its expected results the minimum number of points required to meet the criterion is 3	
10-9 points	The student grant deals with current, significant and new topics of the given scholarly field at the international level. The topic has the potential for high contribution to scholarly knowledge. Achieving the expected results is very realistic.	
8-7 points	The student grant deals with current and significant topics of the given scholarly field at the international level and has the potential to bring new knowledge to the given scholarly field. Achieving the expected results is likely.	
6-5 points	The student grant for the most part deals with current and significant topics in the scholarly field and has the potential to significantly expand existing knowledge in the field. There are some doubts about achieving the expected results.	
4-3 points	The student grant does not deal with current and significant topics but mostly just touches on them. The potential for expanding existing knowledge in the given scholarly field is smaller. Achieving the expected results is somewhat unlikely.	
2-0 points	The student grant addresses topics that have already been explored, without much benefit to the scholarly field. Achieving the expected results is unrealistic.	

Criterion 2	The quality of the composition of the research team the minimum number of points required to meet the criterion is 2	
5-4 points	The academic focus of the entire research team fully corresponds to the topic. The academic experience and interests of the mentor fully correspond to the topic. The planned stay abroad of the principal researcher or another researcher makes sense and the educational goals of all the researchers are beneficial and realistic.	
3-2 points	The academic focus of the entire research team partly corresponds to the topic. The academic experience and interests of the mentor partly correspond to the topic. The planned stay abroad of the principal researcher or another researcher mostly makes sense and the educational goals of all the researchers are beneficial and realistic.	
1-0 points	The academic focus of the entire research team does not correspond to the topic. The professional experience and interests of the mentor do not correspond to the topic. The planned stay abroad of the principal researcher or another researcher does not make sense and the educational goals of all the researchers are non-beneficial and unrealistic.	



Criterion 3	Research schedule the minimum number of points required to meet the criterion is 3	
10-9 points	The research schedule is described in detail and fits the expected results of the student grant. The activities of the team are linked to the budget and enable the achievement of the set goals.	
8-7 points	The research schedule is mostly in accordance with the expected results of the student grant. The activities of the team are for the most part linked to the budget and largely enable the achievement of the set goals.	
6-5 points	The chosen research schedule is sufficiently described and, with some reservations, fits the expected results. The team's activities are vaguely linked to the budget and make it possible to achieve goals, although with some difficulties.	
4-3 points	The chosen schedule is insufficiently described and it is uncertain whether it will help to achieve the expected results. The team's activities are unclear, their link with the budget is minimal and meeting the set goals is rather unlikely.	
2-0 points	The chosen schedule is described insufficiently or not at all and does not allow for the expected results to be met. The team's activities are unclear and meeting the set goals is unrealistic.	

Criterion 4	Appropriate and effective use of funds the minimum number of points required to meet the criterion is 2	
5-4 points	The costs correspond to the expected results. They are not underestimated or overestimated and, overall, the budget is sufficiently justified.	
3-2 points	For the most part, the costs correspond to the expected results. However, some items are overvalued or undervalued. With the exception of several items, the budget is justified.	
1-0 points	The costs do not correspond to the expected results, they are grossly overestimated or underestimated. The budget is insufficiently justified.	

Total number of points awarded	
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Commentary



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