



IGA Student Grant Competition 2021-2022 for specific research projects carried out by students at PF UP

The priority thematic areas of the projects are:

- Law and society
- Current interpretive challenges of Czech law
- Law and modern technological challenges
- Law in the service of democracy

PF UP admits the following applications to the competition for projects implemented in the years 2021-2022:

- applications for the standard IGA projects - two-year projects;
- applications for the above-standard IGApplus projects - two-year projects.

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I. General rules (for standard and above-standard projects)

I.1 Rules for setting up a team of researchers

a) The leading researcher may be a full-time or part-time student of a doctoral study program or an academic staff member of PF UP. The co-researcher may be a full-time or part-time student of a doctoral study program, a student of a master study program and an academic staff member.

b) The number of students of a doctoral or master study program in the research team shall be at least equal to the number of members of academic staff.

- c) If the leading researcher is a doctoral student, their supervisor is always a member of the research team.
- d) In the multi-year course of project implementation, a doctoral student may participate in the position of the leading researcher in one project only. This restriction does not apply to participation in more projects as a co-investigator.
- e) In the multi-year course of project implementation, the academic staff member may participate in one project only both in the position of the principal investigator and in the position of co-investigator. This restriction does not apply to the supervisor, who may be a co-researcher in several simultaneously running projects (see rule I.1.c).
- f) The competition is announced to support research conducted by students. If the leading researcher is an academic staff member, then the student's involvement in the project shall be real (not only formal to meet the project conditions) and the degree and manner of student involvement in the project implementation shall follow from the project application (share of outputs, etc.). Projects in which no output of the student researcher is expected are not allowed, the student researcher shall participate in the outputs at least as a co-author.
- g) The CV of each member of the research team shall be a maximum of two A4 pages.
- h) In the case of admission of the project, a project implementation agreement will be concluded with the leading researchers and co-researchers from among the students.
- ch) Each student who participates in the IGA project in the position of leading researcher or co-researcher is obliged to submit their own work and participate in its defence within the Student Scientific Professional Activity (Studentská vědecká odborná činnost - SVOČ) competition at least once within the course of the project.

I.2 Budgeting rules, financial requirements

- a) It shall be clear from the project application in what way will the requested funds be spent.
- b) When creating the budget, it is necessary to take into account additional costs (operating overheads of the faculty) in the amount of 20% of the total costs.
- c) The maximum amount requested per standard project is CZK 450,000; per above-standard project is CZK 600,000.

Personal expenses

- d) Personal expenses include student scholarships, academic staff fees and statutory contributions.
- e) The share of students' personal expenses shall be at least 75 % in comparison of the remuneration of academic staff. The required amount of personal costs for academic staff shall correspond to their real share in the implementation of the project and the amount of personal costs for academic staff shall be justified in the project application (the manner and extent of how the academic staff will participate in the project).

Travel costs

f) Travel costs for research stay abroad - car travel cannot be used for journeys if transport by public means is cheaper (or there is no other justifiable reason that shall be stated in the project application).

g) Travel costs for a research stay abroad shall be duly substantiated, while the indication and justification of the specific institution in the given place with an explanation of why this required foreign trip to this specific place is necessary for the needs of the project is deemed to be the due reason. The higher the amount requested, the more precisely the travel intention is to be justified, the same applies if there are more trips abroad required within one project or more members of the research team go to the same destination. Financial support for the required foreign trips will be allocated individually according to the justification and reason of the trip with respect to the project.

Literature

h) A request to purchase literature cannot merely be a blanket one. The requested amount, especially if it is higher than CZK 15,000, cannot be justified only in general (e.g. the wording "foreign literature is expensive").

ch) Literature should be ordered through the Economic Department to ensure its proper and timely registration in the library. If the researchers or co-researchers buy the literature themselves, the accounting document will not be paid to them until the literature is registered in the library.

Technology, services, others

i) In justified cases and to a reasonable extent, it is possible to finance the purchase of technical equipment from the project. The decision to grant support for the acquisition of such equipment is subject to the decision of the commission in a specific case.

j) In the event that a domestic trip or a trip abroad provides for a visit to the library, copying costs cannot be claimed if it is possible to scan materials in the library. If this is not possible, this fact shall be stated and justified.

k) If the output of the project is to be a monograph that counts on the faculty's contribution, publishing costs are included in the budget requirements.

l) The limit for office supplies is CZK 10,000 project / year.

m) Projects cannot finance furniture and meal allowance for foreign trips.

1. 3 Rules for evaluation of project applications and evaluation of projects in the final defence

a) Project applications are evaluated by a professional commission. Assessment of the professional level of the project includes in particular the evaluation of: the authenticity, scientific relevance, perspective and originality of the project; the expected benefit of the project for knowledge; elaboration of project design, goals of the implementation and proposed outputs; concept, methodology and work schedule; as well as the budget and the proper justification of its components.

b) Articles in prestigious peer-reviewed Czech and foreign professional journals and professional books (monographs) are preferred publication outputs of the projects.

- c) When selecting projects to be supported, the commission also evaluates the ratio of planned outputs and required resources in the project.
- d) In the case the project application is submitted by the leading researcher of a running IGA project (ending project), a report on the current implementation of this project and a list of project outputs fulfilled so far are a mandatory annex to the application.
- e) The evaluation commission may reduce the required costs if it recognizes that the project is worth supporting, but some partial requirements are disproportionate, unreasonable, do not correspond to the project, etc.
- f) If a budget item is reduced, it cannot be increased again. This may be done only exceptionally in justified cases and upon approval by the commission or the chairman of the commission.
- g) It is not possible to increase the approved personal costs.
- h) Changes to projects are subject to approval by the commission or the chairman of the commission.
- ch) Fulfilment of planned outputs is monitored. For the final defence of the project, all project outputs shall be submitted as completed, i.e. published or accepted for publication. Outputs that are only in the stage of preparation or offered for publication are not considered relevant for the purposes of defending the project. All outputs are part of the final report.

II. Special rules for above-standard IGApplus projects

- a) IGApplus above-standard projects are designed to support excellent individual research carried out by doctoral students. A doctoral student is the leading researcher of the project. The student's supervisor or one mentor from among the academic staff are the other members of the project team. The student - the leading researcher of the IGApplus project - is expected to be ready to work intensively on the project and to cooperate with the department where the doctoral study is being carried out.
- b) The IGApplus project application includes a motivation letter and a letter of recommendation from at least one internal academic staff member of PF UP.
- c) The leading researcher is expected to fulfil the project outputs beyond the scope of their study duties, which are part of the individual study plan, in a quantity and quality that justifies the required amount of the scholarship. The **minimal** publication performance within the implementation of the IGApplus project corresponds to 50 points for the duration of the project implementation (2 years). Relevant outputs and their point evaluation are governed by the following table:

An article in a WoS-indexed magazine, Scopus	20 points
Article in other professional journals	10 points
Professional book	40 points
Chapter in a professional book	According to the actual author's share in relation to the total scope of the book, but at least 5 points.

d) It is also expected that at least some project outputs will have an international dimension (e.g. publications abroad, paper at a foreign conference, consultation of outputs during a stay at a foreign research institution). A publication or presentation at a conference or research stay in the Slovak Republic or a publication or presentation at a conference in a foreign language in the Czech Republic is not considered to be an international overlap for the purposes of evaluating the above-standard IGApplus projects.

e) The maximum amount requested per project is CZK 600,000. The maximum amount of the scholarship of a doctoral student in the position of the main researcher is CZK 100,000 per year. The maximum amount of the remuneration of the supervisor of a doctoral student is CZK 15,000 per year including mandatory levies. The maximum amount of the mentor's remuneration is CZK 10,000 per year including mandatory levies.

f) In the second year of the project, it is possible to claim only the costs of scholarships and remuneration of researchers and co-researchers, and publishing costs for publishing a publication or other editorial work (e.g. translations, proofreading).

g) Student researchers are required to submit interim reports on the project implementation and the fulfilment of the planned project outputs every three months; work in progress is to be attached to the interim report. The supervisor of a doctoral student continuously checks the progress of the project implementation and fulfilment of the planned project outputs by the student and attaches their evaluation to the interim reports.

h) In the event that the student does not fulfil their obligations within the framework of the project, the scholarship paid from the project may be reduced, withdrawn or the implementation of the project may be terminated based on the opinion of the commission by the Dean of PF UP.

III. Rules for the payment of scholarships and remunerations for researchers and co-researchers of IGA projects

a) Scholarships and remunerations for researchers and co-researchers of projects are paid on the basis of an application, which shall include the following information: information on the current state of drawing funds for travel, services and material costs; activities and outputs declared in the project application for the given year of the implementation; completed activities and outputs; activities and outputs not yet fulfilled and the planned date of their fulfilment.

b) In the first year of implementation of a standard project, remunerations and scholarships are paid on the basis of an application with a date in October of the relevant year at the earliest. Applications for the payment of personal costs to persons who have fulfilled their obligations in the project and end their participation in the project earlier are an exception.

c) In the second year of the implementation of a standard project, applications for the payment of remunerations and scholarships may be submitted at any time, provided that all project outputs are met and documented.

d) In the case of the above-standard projects, upon request, remuneration and scholarships may be paid on an ongoing basis following the interim reports on the implementation of the project (see Rule II.g for above-standard IGApplus projects).

e) The application for the payment of remunerations and scholarships is submitted to the Vice-Dean for Science and Research through the Science and Research Support Centre.

f) The Vice-Dean for Science and Research will assess the application in terms of the implementation of the project plan. In the case of proper performance, they propose to the Dean of PF UP the payment of remunerations and scholarships. In the event that the implementation of the project shows fundamental shortcomings, the Vice-Dean for Science and Research will submit the project for assessment to the IGA Project Evaluation Commission. It may recommend to the Dean of PF UP a reduction of remunerations and scholarships, withdrawal of remunerations and scholarships or termination of the project.

g) The payment of remunerations and scholarships in the first year of the project implementation is subject to the drawing of a substantial amount of the budget approved for the respective year. In the event that personal costs in the above-standard IGApplus project are paid on an ongoing basis, in the last quarter of the first year of implementation of the above-standard IGApplus project, the payment of personal costs is subject to the drawing of a substantial amount of the budget approved for the relevant year.

In Olomouc on 31st October 2020

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Vice-Dean for Science and Research