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INTERNAL STANDARD PF UP

PF-B-21/13-ÚZ01

**Conditions of the Internal Grant competition at the  
Faculty of Law of Palacký University in Olomouc  
(1. consolidated text)**

Guarantor: the Vice-Dean for Science and  
Research

Force: on 11<sup>th</sup> April 2023

Effect: on 12<sup>th</sup> April 2023

## Constitution of the internal grant competition at the Faculty of Law of Palacký University in Olomouc

### Preamble

The Dean of the Faculty of Law of Palacký University in Olomouc (hereinafter referred to as the "Dean" and "PF UP") issues this Internal Standard to support the improvement of the quality of scientific and research activities at the Faculty (hereinafter referred to as the "Rules"). The purpose of the standard is to create the conditions for competitive research carried out by academic and research workers of PF UP, to improve the quality of research activities, to help employees achieve excellent results and to enable them to develop their research potential.

The issued Internal Standard determines the focus and conditions of the internal grant competition.

From the point of view of its content, it follows the provisions of Section (§) 6, Sub-section 1 d) of the Higher Education Act No. 111/1998 Sb.

### Article 1

#### Basic Conditions of the Grant competition

1. Individual or team grant projects may be submitted to the PF UP grant competition.
2. Individual projects may only be submitted to the competition by academic and scientific staff who are UP employees with a part-time job at PF UP of at least 0.3 contract.
3. In the case of team projects, one of the researchers shall be designated as the leading researcher in the application. Only a UP employee with a part-time job at PF UP of at least 0.3 may become the leading researcher. Academic and scientific workers and students of PF UP may become other researchers.
4. All grant project researchers shall be in an employment relationship with PF UP at the time of their involvement in the project or be enrolled as students in one of the study programmes carried out at PF UP.
5. One PF UP academic or researcher may be the sole researcher of an individual project or the leading researcher of a team project for only one grant project in one year.

### Article 2

#### Areas of Grant Support

1. In order to support the widest possible range of research activities, it is possible to apply to the internal grant competition for projects in one of the grant support categories listed below:
  - a) **Area 1 – small basic research projects** – standard support for research leading to the creation of publication outputs relevant in terms of evaluation according to the 2017+ RVVI Methodology (articles in journals in the 1<sup>st</sup> decile, i.e., highly ranked ones, 1<sup>st</sup> and 2<sup>nd</sup> quartile according to

AIS in the WoS database and according to SJR in the SCOPUS database; scientific monographs and chapters in scientific monographs, extensive professional commentaries).

A description of the planned publication outputs is a special requirement of the grant application.

- b) **Area 2 – research groups** – projects focused on the creation of a research group that will implement long-term detailed research of the defined areas with the potential of creating outputs affecting the state of knowledge. Emphasis is placed on current topics and the ability to respond to new phenomena and trends in legal research. Active promotion of defined research (e.g., organization of workshops, talks, etc.) is a mandatory part of grant fulfilment. A description of the medium-term goals (for 3 years after the end of the grant) of the established research group is a special requirement of the grant application.
- c) **Area 3 – international cooperation projects** – projects aimed at starting research cooperation with a foreign partner (at the level of organizations and individuals) for the purpose of creating joint publications, preparing joint projects, etc. The identification of the results to which international cooperation will lead is a special feature of the grant application.
- d) **Area 4 – projects to create a special position of a visiting postdoc** – the purpose is to create a short-term position of a visiting postdoc (graduate of a doctoral study programme in the Czech Republic and/or abroad within 6 years of obtaining the Ph.D. degree, possibly extended by the period of maternity and parental leave) for a maximum period of 12 months. The activities of the visiting postdoc within the scope of the project shall lead to the creation of strategic publications (articles in journals in the 1<sup>st</sup> decile, 1<sup>st</sup> and 2<sup>nd</sup> quartile according to AIS in the WoS database and according to SJR in the SCOPUS database, monographs in prestigious foreign publishing houses dedicated to PF UP), or to develop a research project for a call funded from sources outside UP with the PF UP as the host organization. An academic or scientific employee of the PF UP, who performs the role of mentor of the visiting postdoc is the leading researcher. The identification of the person seeking the position of a postdoc and the definition of the outputs of his/her activity at the PF UP is a special requirement of the grant application.
- e) **Area 5 – concepts of research projects** – the purpose is to support the preparation and creation of project applications for calls from external contracting authorities and agencies (e.g., The Czech Science Foundation - GAČR, The Technology Agency of the Czech Republic - TAČR, EK, ERC, Horizont Europe, etc.).

The identification of the grant competition in which the planned project will be entered no later than the year following the end of the internal grant is a special requirement of the grant application.

- f) **Area 6 – skills development support projects** – the purpose is to support academics seeking to obtain the academic ranks of "Associate Professor" and "Professor". For the rank of associate professor, it is support for activities aimed at completing the habilitation thesis and starting the habilitation procedure (e.g., foreign travel, purchase of scientific literature, auxiliary scientific staff, publication costs, etc.), for the rank of professor, it is support for fulfilling the criteria of the appointment procedure (e.g., foreign travel, lectures abroad, production of publications, auxiliary scientific staff, etc.). The clear definition of a plan of work and activities aimed at achieving the objectives of the support is a special requirement of the grant application. The launch of a habilitation or appointment procedure is the aim of the support and mandatory outcome.
2. The allocation of financial support to individual areas of grant support is determined by the dean, while taking into account strategic objectives in the field of science and research. The allocation is published in the Dean's announcement pursuant to Article 3, Paragraph 1 of this Standard.

### Article 3

#### Launch of the Competition for Internal PF UP Grants

1. The call for submission of applications for internal grants is announced by the Dean of the PF UP once per calendar year on the website of the faculty and by the means of internal communication at the faculty.
2. Applications for internal grants are submitted by the researcher in both paper and electronic form to the Vice-Dean for Science and Research through the Centre for the Support of Science and Research PF UP, within the deadline specified in the Dean's call according to Paragraph 1.
3. Applications for internal grants are submitted to one of the 5 areas of grant support according to Article 2 of this Rules.
4. The basic requirements of an internal grant application are:
  - a) internal grant name,
  - b) determining the range of grant support according to Article 2 of this Rules,
  - c) annotations and objectives of the internal grant,
  - d) data related to the leading researcher and other members of the research team,
  - e) a brief biography of the leading researcher,
  - f) description of internal grant activities,
  - g) expected results of the grant,
  - h) grant budget,
  - i) a brief CV of the leading researcher and other members of the research team.
5. Article 2 hereof stipulates the special requirements of applications for individual grant support areas.

### Article 4

#### Procedure for Assessment of Applications for Internal Grant Competition Projects

1. An evaluation panel consisting of an odd number of members is established for the purpose of assessing applications for internal grant competition projects and evaluating final reports. The minimum number of the evaluation panel members is 5.
2. The members of the evaluation panel and the same number of substitutes are appointed by the Dean upon the proposal of the Vice-Dean for Science and Research for a term of two years. A substitute will take part in the evaluation in case of bias or other obstacles on the part of a member of the evaluation panel.
3. When selecting the members of the evaluation panel, attention is paid to the requirements of high expertise, gender balance and objectivity, as well as the widest possible representation of various disciplines of legal and related social science research.
4. After being appointed by the Dean, the members of the evaluation panel elect the chairman of the panel from among themselves. The chairman of the panel is responsible for the organization of the panel's activities. The chairman of the panel further communicates with the Vice-Dean for Science and Research regarding the progress of the evaluation process and informs the Dean of the results of the evaluation.
5. The meeting of the evaluation panel is convened by its chairperson, while:
  - a) the session is closed to the public,
  - b) minutes are taken of the meeting,
  - c) the approval of a supermajority of all members is required for a valid panel resolution.
6. A formal evaluation based on the supervision of the fulfilment of the basic parameters of the internal grant competition is provided by the Centre for the Support of Science and Research PF UP. This will present the information on the fulfilment of the formal requirements to the chairperson of the panel.
7. The chairperson of the panel, in cooperation with other members of the panel and the Centre for the Support of Science and Research PF UP, will ensure that at least 2 opponent's opinions are drawn up for each grant project application that meets the formal requirements of the competition, while at least one opinion will be drawn up by an external opponent (a professional with the appropriate professional profile and experience, who is not in an employment relationship with PF UP at the time of the evaluation). When choosing opponents, attention is paid to the requirement of independence and impartiality.
8. The criteria for evaluating internal grant applications are:
  - a) the fulfilment of the formal requirements established by this Statute and its annexes,
  - b) the importance and relevance of the planned research and other project activities and its expected results,
  - c) the quality and composition of the research team,
  - d) the quality of the grant project proposal,
  - e) the adequacy and effectiveness of the use of funds.

9. While taking into account the opinions of the opponents, the evaluation panel ranks the applications for internal grants in the individual grant support areas. At the same time, the evaluation panel will decide which grant projects it recommends or does not recommend for support.
  10. The Dean decides on the allocation of financial support based on the recommendations of the evaluation panel. The Dean may reduce the required amount of grant support based on his own discretion, taking into account the budget resources intended to support internal grants and strategic goals in the field of science and research, by a maximum of 30 % of the requested amount.
  11. An agreement on the implementation of the internal grant is drawn up with the leading researcher of the funded grant.
  12. Information on funded internal grants and the amount of their support will be published on the faculty website.
1. Support within the framework of internal grants is awarded for a maximum of one calendar year.
  2. The leading researcher submits a final report on the implementation and results of the internal grant no later than on 15<sup>th</sup> January of the respective calendar year for which the support was awarded.
  3. The final reports of internal grants are assessed by an evaluation panel established according to this internal standard, usually by 30<sup>th</sup> November of the calendar year for which the support was granted. When evaluating the final reports, the results achieved, the quality of the outputs, the economy and the effectiveness of the resources used are evaluated. The panel keeps a record of the evaluation of each internal grant.
  4. The panel evaluates the fulfilment of the goals of internal grant using the following scale:
    - a) fulfilled,
    - b) partially fulfilled, or
    - c) not fulfilled.
  5. The chairman of the panel informs the Dean of the results of the evaluation of the final reports without undue delay after the evaluation is completed. Taking into account the results of the evaluation, the Dean will then decide on the remuneration for the members of the internal grant research teams. The Dean may decide to award the remuneration in full according to the approved budget of the grant, to reduce the amount of the remuneration with regard to the results achieved, or not to award the remuneration to the researchers.

### **Article 5**

#### **Principles of Management of Allocated Funds**

1. Internal grant researchers are obliged to use allocated funds economically in accordance with generally binding legal regulations, internal regulations and standards of the PF UP, UP and these Rules.
2. Internal grant costs include:
  - a) Personal costs of the members of the research team in the form of a remuneration or bursary for the successful implementation of the grant. The Dean decides on the awarding of remunerations and bursaries based on the evaluation of the final report by the evaluation panel. The maximum amount of remunerations and bursaries for project researchers is determined as a flat rate for individual areas of grant support in the Dean's call according to Article 3, Paragraph 1 hereof.
  - b) Costs for the salary of a visiting postdoc within area 4 – projects to create a special position of a visiting postdoc. The maximum amount of salary of a visiting postdoc is determined in the Dean's call according to Article 3, Paragraph 1 hereof.
  - c) Other direct non-investment costs related to the implementation of the internal grant, e.g., material, small equipment, software, professional literature, travel costs, services.
3. The leading researcher is responsible for:
  - a) providing a link to the implemented internal grant by indicating its name and registration number in the grant outputs,
  - b) entering data on the results achieved in the Information Register of R&D Results (RIV) through the UP's internal record-keeping system (OBD).

### **Article 6**

#### **Evaluation of Internal Grant Implementation**

### **Article 7**

This internal standard enters into effect on 16<sup>th</sup> November 2021.

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As amended by Amendment No. 1, effective from 12<sup>th</sup> April 2023.

Transitional provisions of Amendment No. 1: Provision No. 1, Paragraph 4 and 5 of this Internal Standard shall also apply to projects addressed in 2023.

This complete wording was created on the effective date of Amendment No. 1 of Internal Standard No. PF-B-21/13, Status of the Internal Grant Competition at the Faculty of Law of Palacký University in Olomouc by JUDr. Ondřej Hamulák, Ph.D., the Vice-dean for Science and Research.

doc. JUDr. Blanka Vítová, LL.M., Ph.D. the Vice-dean for organisation and development