

# BRNO UNIVERSITY OF TECHNOLOGY

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## DIRECTIVE NO. 7/2022

### STUDENT GRANT COMPETITION FOR THE SUPPORT OF PROJECTS IN SPECIFIC UNIVERSITY RESEARCH AT BRNO UNIVERSITY OF TECHNOLOGY

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## **PART ONE GENERAL PROVISIONS**

### **Article 1**

#### **Introductory Provisions**

1. This Directive sets out the principles for the organisation and rules of the Student Grant Competition at BUT (hereinafter referred to as "SGC BUT").
2. The SGC BUT is announced in accordance with the Rules of the Ministry of Education, Youth and Sports Rules for providing targeted support for specific research, in accordance with Act No. 130/2002 Coll., on the support of research, experimental development and innovation, and in accordance with the Strategic Plan of BUT, primarily for the purpose of:
  - a. strengthening the independent creative activities of students in cooperation with academic staff in research and development, aimed at intensively involving students in the issues dealt with, especially within team-based research and development activities at the faculties,
  - b. improving the quality of scientific, research and artistic work and its outcomes,
  - c. developing interdisciplinary cooperation in doctoral and master's studies,
  - d. establishing international cooperation, and
  - e. supporting the publication of quality results.
3. The SGC BUT is announced by the Rector, who, at the same time, sets the schedule and the overall financial budget of the SGC BUT for the given year by decision.
4. SGC BUT is implemented according to this Directive at the faculty and university institute levels. In the case of university institutes, the provisions set out herein shall apply mutatis mutandis, except that the powers of the Dean and Vice-Dean under this Directive shall be exercised by the Director of the university institute.

## **PART TWO THE GRANT AGENCY OF BUT**

### **Article 2**

#### **Tasks, Activities and Organisational Atructure**

1. The Grant Agency of BUT (hereinafter referred to as "GA BUT") is established as a working group in accordance with Article 50 of the Statute of BUT, and is responsible for:
  - a. preparation and organisation of the SGC BUT,
  - b. evaluation and selection of project proposals,
  - c. allocation of financial resources for targeted support of projects,
  - d. evaluation and control of the progress and achievement of project objectives, including the results achieved.
2. GA BUT is composed of a Grant Steering Committee and Evaluation Panels.
3. The Grant Steering Committee (hereinafter referred to as the "GSC") comprises the chair, who is the Vice-Rector for Creative Activities, and members, who are:
  - a. the chairs of the respective evaluation panels,
  - b. the chair of the Committee for Creative Activities of the Academic Senate of BUT,
  - c. three members appointed by the Rector, based on a proposal from the Chamber of Students of the Academic Senate of BUT, from among doctoral students for the given academic year.
4. Grant Steering Committee:
  - a. coordinates and oversees the activities of the evaluation panels,
  - b. proposes to the Rector the projects to be provided with targeted support,

- c. decides on the allocation of targeted support to cover eligible costs related to the organisation of the SGC BUT,
  - d. evaluates submitted applications for inter-faculty specific research projects.
5. The Evaluation Panels are composed of:
    - a. a chair, who is the Vice-Dean responsible for the development of creative activities at the respective faculty or unit,
    - b. members appointed and dismissed by the Dean, based on the chair's proposal, from among the academic, scientific, and research staff of the faculty.
  6. The minimum number of members of the evaluation panel, including the chair, is five.
  7. If necessary, the faculty may establish additional Evaluation Panels based on subject specialisation.
  8. The chair of the evaluation panel is required to notify the GSC of the list of panel members for the following calendar year by 31 December at the latest, and ensure the entry of the list into the BUT Information System (hereinafter referred to as "BUT IS").
  9. The Evaluation Panels:
    - a. assess and evaluate project proposals at the respective faculty,
    - b. determine the amount of targeted support for individual projects at the respective faculty,
    - c. propose to the GSC projects that should receive targeted support from the respective faculty.

## **PART THREE**

### **STUDENT GRANT COMPETITION RULES**

#### **Article 3**

##### **Characteristics of Grant Project Types**

1. As part of the SGC BUT, the following types of grant projects are supported:
  - a. **Standard Grant Projects**  
for which the proposer (and subsequently the principal investigator) is an academic or scientific and research staff member of BUT. The members of the project team are students enrolled at the respective faculty in full-time doctoral or master's study programmes, and academic, scientific, and research staff members.
  - b. **Junior Grant Projects**  
for which the proposer is a full-time doctoral student.  
Junior grant projects are divided into faculty and inter-faculty projects.
    - I. **Faculty Junior Grant Projects**  
The proposer (and subsequently the principal investigator) must be a student who, at the deadline of the competition, is a full-time doctoral student in a programme accredited at BUT for the respective faculty. The project team must include the proposer's supervisor. Other members of the team may be full-time doctoral students, full-time master's students, and supervisors of the involved doctoral students. It is expected that students will remain in full-time study throughout the project duration.
    - II. **Inter-Faculty Junior Grant Projects**  
These are projects carried out in cooperation between two faculties. The proposer must be exclusively a full-time doctoral student in a programme accredited at BUT at the deadline of the competition. The project team must include the proposer's supervisor. Additionally, the team must include at least one full-time doctoral student from another BUT faculty and their supervisor. Other team members may also include additional full-time doctoral and master's

students from the participating faculties. It is expected that students will remain in full-time study throughout the project duration.

2. Up to 10% of the support allocated to a given faculty or university institute may be used **to support a student scientific conference**. A student scientific conference is a conference organised by a BUT faculty or a BUT institute. During the student scientific conference, students present the results of their specific research grant projects.

#### **Article 4**

##### **Organisational Conditions of Projects**

1. The duration of junior projects is 12 months. The duration of standard projects is 12 to 36 months. The amount of support for a given year depends on the faculty allocation for that year. For multi-year projects, the allocation of support for the second and third year of the project is not eligible and will depend on the amount of dedicated support provided for specific BUT undergraduate research for that year.
2. The maximum number of members in the project team is 50, with the number of full-time doctoral and master's students in the project team having to be greater than or at least equal to the number of other team members.
3. An academic or scientific and research staff member may be part of multiple project teams only if they are a supervisor of the students who are part of the project team. Simultaneously, they can be the principal investigator or a member of the project team of only one ongoing or proposed standard project.
4. Each student may simultaneously lead and propose a maximum of two projects, but always only one standard project and one junior project.
5. Members of the project team may also include employees of external legal entities that have entered into an agreement with BUT under Section 81 of the Higher Education Act, provided the collaboration involves the implementation of an accredited study programme in which the project team members are enrolled.

#### **Article 5**

##### **Financial Conditions of Projects**

1. Junior projects may receive support ranging from 50,000 CZK to 200,000 CZK. If the financial resources allocated to the faculty are less than 50,000 CZK, the faculty can support only one junior project within the provided grant.
2. Standard projects may receive support ranging from 200,000 CZK to 3,000,000 CZK for one year of project implementation.
3. Targeted support for specific university research can only be granted for eligible costs defined by Section 2 of Act No. 130/2002 Coll., which include:
  - a. personal costs or expenses (salaries, rewards, scholarships) for research, development, and innovation according to the Higher Education Act, including statutory contributions,
  - b. travel costs,
  - c. other operational costs or expenses,
  - d. service costs or expenses,
  - e. supplementary costs or expenses (overheads).

4. Eligible costs are not
  - a. costs related to the publishing of scientific works (This is without prejudice to the eligibility of costs for the publication of research results),
  - b. catering and other non-tax-effective costs,
  - c. expenditure on the acquisition of tangible and intangible fixed assets.
5. The targeted support, which evaluation panels can allocate to projects, is determined based on the methodology outlined in Article 4 of the Rules for Providing Targeted Support for Specific University Research according to the Support Act, with variables related to individual faculties. Detailed procedures are outlined in the applicable BUT budget formation rules.
6. Personal costs consist of:
  - a. scholarships for Master's and Doctoral students, with the share of scholarships in the standard and junior grant project being at least 75% of the total personal costs,
  - b. salaries, or rewards, including statutory levies, whereby the rewards of the staff member from all specific university research projects must not exceed an amount equal to their monthly tariff salary for the year.
7. The payment of eligible costs associated with organising student scientific conferences may amount to a maximum of 10% of the support provided for specific research.
8. The percentage limit for ensuring the organisation of the competition, including costs for the centralised administration of projects in the BUT IS and maintenance of the relevant part of the BUT IS, project proposal evaluation, project monitoring, and results evaluation, is a maximum of 2.5% of the allocated grant to BUT.

#### **Article 6**

##### **Determination of the Financial Limit for Faculties**

1. Half of the total amount intended to ensure the organisation of the competition will be distributed among the faculties for the purpose of covering costs related to the organisation of the competition, in proportion to the percentage shares P  
 i of the faculties, as defined in the applicable BUT budget formation rules. These amounts will be transferred by the Department of Budgeting and Financing of the Rector's Office to the faculties at the same time as the resources for supporting the projects.
2. The other half of the total amount intended to ensure the organisation of the competition will be used to cover the central costs of the GA BUT. These funds will be managed by the Creative Development Office of the Rector's Office.
3. If a faculty establishes more subject-based evaluation panels, it will use a similar procedure to allocate financial resources among these evaluation panels.

## **PART FOUR**

### **PROJECTS FOR THE STUDENT GRANT COMPETITION**

#### **Article 7**

##### **Project Applications**

1. Project applications must be submitted through the BUT IS by completing the project forms under the "Internal Grant Agency – Application" tab. Incomplete applications and/or those missing the consent specified in paragraph 5 will not be considered and will not be evaluated.
2. During the competition period, the project budgets for the given year are provisional. However, they must comply with the conditions outlined in Article 5 of this Directive. After the

allocation of grants from the MEYS and their distribution to the faculties, evaluation panels may adjust the finances of the projects selected for funding.

3. The application may be written in Czech or English.
4. For multi-year projects, the proposer must refine and submit for approval the project's budget for the following year during the interim annual evaluation.
5. The proposer must attach the consent of their immediate supervisor or, in the case of a student, their supervisor's supervisor to the project proposal. The supervisor's consent confirms that:
  - a. the project aligns with the research conducted at the workplace and the respective faculty, and
  - b. the supervisor commits to providing institutional support for the project's implementation.

## **Article 8**

### **Evaluation of Faculty Project Proposals**

1. The evaluation criteria are outlined in Annex No. 1 of this Directive.
2. Each proposed SGC BUT project is assessed by two reviewers who were not involved in the preparation of the proposal and are not and will not be members of the project team. If the scores assigned by the two reviewers differ significantly, the evaluation panel may request a review by a third reviewer.
3. The evaluation panels review and assess the individual project proposals according to the established criteria and produce a final evaluation of the projects. They will take into account both reviewers' assessments.
4. Based on the final evaluations, BUT IS generates a ranking of the projects according to the total number of points earned. The evaluation panel may adjust this ranking in justified cases.
5. The evaluation panel may reject a project or reduce the requested funding if the total financial demands of the projects exceed the allocated funding for specific university research at BUT.

## **Article 9**

### **Evaluation of Inter-Faculty Project Proposals**

1. The evaluation of inter-faculty projects is conducted in two stages, with the first evaluation occurring at the faculty of the proposer. The provisions of Article 8 shall apply to this evaluation *mutatis mutandis*.
2. A maximum of six projects from each faculty will proceed to the GSC for further evaluation. The GSC will have these projects assessed by two reviewers—one from the proposer's faculty and the other from the faculty or unit of the co-proposer, following the procedure outlined in Article 8, paragraph 2.
3. The GSC votes on each project individually, with a project requiring a majority vote from all members for approval.
4. Once approved, a project is included in the so-called faculty ranking list, based on the faculty where the first round of the project's approval took place. A separate ranking list is created for each faculty, making "k" lists where "k" is the number of faculties. The order in each faculty's ranking list is determined by the average score given by the reviewers.

The BUT IS generates an overall ranking based on the data from GSC, arranging the proposals ranked first in all faculty lists according to their average score. In the second round (and possibly subsequent rounds), proposals ranked second (or further) in the faculty lists are arranged, provided that for the *i*-th faculty, the coefficient:

$$U_i = \frac{RIV_i}{\sum_{i=1}^k RIV_i} \cdot \frac{\sum_{i=1}^k n_i}{n_i}$$

Here,  $RIV_i$  is the sum of funds allocated to the faculty for DKRVO (long-term conceptual development of the organisation) over the last evaluated five-year period, and  $n_i$  is the number of projects from faculty already included in the recalculated project ranking (usually  $n_i = 1$ ). From the proposals in the second place of each faculty's ranking list, the proposal with the highest  $U_i^*$  score is always ranked in turn.

5. The final allocation of support is conditional on the total amount of funds set for specific university research, as determined by the provider's decision, and the applicable BUT budgeting rules.
6. When evaluating project proposals, the evaluation panel considers the fulfilment of obligations by proposers who completed a specific university research project in the calendar year at least two years<sup>1</sup> prior to submitting a new project proposal. In the case of junior projects, this obligation transfers to the proposer's supervisor. A member of staff who was previously a principal proposer/investigator or a supervisor of such a project, and whose obligations were not met, will not receive financial support for any new project. This restriction applies for up to 3 years from the date the failure to meet obligations was proven.<sup>2</sup>
7. Both the evaluation panel and the GSC enter their assessments of specific university research project applications into the BUT IS by the deadlines specified by the Rector's decision.

#### **Article 10** **Project Execution**

1. The implementation of the project and the achieved results must correspond to the content of the approved project proposal recorded in the BUT IS.
2. Each project must produce at least one publication in the form of an Article in a peer-reviewed journal classified as Jimp or Jsc. If the project focuses on applied research, the output may also be a result of applied research, as defined by the Methodology for Evaluating Research Results of the Council for Research, Development, and Innovation. For outputs classified under the field of information technology, contributions published in proceedings from prestigious CORE-ranked conferences will be accepted. For outputs classified in the social sciences and humanities (Ford 5 and 6), publications in journals listed in the ERIH+ or EBSCO databases will be accepted.
3. Other monitored outputs include higher education qualification theses completed or defended within the project.
4. The principal investigator, or in the case of junior projects, the supervisor of the investigator, is responsible for fulfilling all commitments defined in the project proposal.
5. Every doctoral student involved in the project must present at least one paper related to the project at a professional or student scientific conference during the project's execution.
6. The evaluation panel, or in the case of inter-faculty projects, the GSC, may request an interim report on the project's progress. The principal investigator must prepare this report within two

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<sup>1</sup> The two-year gap relates to the availability of results from the Council for Research, Development, and Innovation.

<sup>2</sup> Reference Section 14(4), Act No. 130/2002 Coll.: If the obligations set out in this Act, or the conditions of the decision on support pursuant to Section 9(5) and (6), or the commitments arising from the grant agreement are not fulfilled by the recipient, the provider may exclude the recipient's project proposal from public tenders in research, development, and innovation for up to 3 years from the date the breach was proven or acknowledged in writing by the recipient.

weeks of receiving the request. The interim report must include information on the project's goals, outputs, and budget utilisation.

7. All commitments within the project must be submitted (fully reported in the BUT IS) no later than one year after the project's completion.

### **Article 11** **Evaluation of Interim and Final Reports**

1. The principal investigator is required to compile a final report by 28 February of the calendar year following the last calendar year of the project's duration and upload it to the BUT IS. This report must include a comprehensive list of all project outputs, such as lists of publications in peer-reviewed professional or scientific journals, conference contributions, the number of resolved/defended final theses, lists of applied results, and any exceptional outcomes.
2. For multi-year projects, the principal investigator submits an interim report by **10 February** of the calendar year following the year for which the interim report is prepared.
3. Final reports are evaluated by the faculty panel or inter-faculty GSC, which may propose the principal investigators of projects with excellent results for commendation to the chair of GSC.
4. Reports are submitted electronically via the BUT IS. All reports must include an assessment of the results achieved and the utilisation of allocated financial resources. For interim reports, the principal investigator must specify anticipated expenses and the composition of the project team. Based on the allocated faculty funding and the outcomes of the ongoing annual evaluation, the evaluation panel may adjust the funding level for multi-year projects.
5. The evaluation panel may propose to discontinue the funding for a multi-year project. In such cases, the panel sends its proposal to the GSC for consideration. The GSC's opinion, together with the proposal, serves as the basis for a decision on the early termination of the project.
6. The evaluation of interim reports takes place by 28 February of the calendar year following the year covered by the report, and the evaluation of final reports by 15 March of the calendar year following the year covered by the report. The evaluation panel must promptly enter the evaluation results into the BUT IS.
7. If, due to objective reasons, the planned goals and outputs are not met by the time of the final report's completion, the principal investigator must ensure that such outputs are recorded in BUT IS no later than 12 months after the project's conclusion. The evaluation panel or, where appropriate, the GSC, may request an additional report on the project's progress or directly verify the completion of project outputs in the BUT IS. Any sanctions for failure to meet commitments are defined in Article 9, paragraph 6 of this Directive.

### **Article 12** **Project Modifications**

1. Changes to the project concerning:
  - a. reallocations within non-investment budget items exceeding 30% of the total project grant,
  - b. the principal investigator,
  - c. the project's completion date (early termination),
  - d. alterations in the roles of the principal investigator or team members,
  - e. spending on scholarships and wages.

are permitted only if they adhere to the project's planned goals and outputs and do not conflict with any provision of this Directive, legal regulations, or other internal BUT regulations.



2. Changes can only be made upon request by the principal investigator, subject to the GSC chair's approval. The request must always be supported by prior approval from the chair of the evaluation panel.
3. If the request is granted, the GSC chair will ensure the change is recorded in the BUT IS within the "Internal Grant Agency" module.
4. Should a team member's studies or employment terminate, the principal investigator may distribute the personal cost allocation among remaining team members or, provided all conditions of this Directive are met, appoint a replacement to the team. For junior projects, the changes listed above require the supervisor's approval. The change is entered into the BUT IS ("Internal Grant Agency" module) based on a request from the principal investigator to the Creative Development Office of the Rector's Office.
5. A change in the principal investigator of a junior grant project, according to paragraph 1(b), is only possible if the following conditions are met:
  - a. The original investigator has completed studies at BUT,
  - b. A team member remains a 2nd- or 3rd-year full-time doctoral student at BUT as of the competition deadline,
  - c. The supervisor of the original investigator submits a request to change the principal investigator,
  - d. The proposed new investigator's supervisor consents to the change.
6. Changes can be submitted until 15 November of the year in which the project was started. For multi-year projects, until 15 November of the year in which the change took effect.

## **PART FIVE TRANSITIONAL AND FINAL PROVISIONS**

### **Article 13**

#### **Transitional and Final Provisions**

1. This internal ordinance shall take effect on the date specified in its heading.
2. Projects initiated and conducted according to the rules set out in Directive 14/2019 shall be completed under the previous provision.
3. Updates to Annexes of this internal ordinance will be made after the approval of the submitted change by the issuer of the ordinance. An updated Annex shall be made available on a specific effective date.

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Rector

## Annex 1: Evaluation Criteria

Criterion	Ideal State (for Score 5)	Weight
<b>Originality and Topicality of Scientific Project Objective</b>	The scientific objective is highly original and addresses a timely topic in the field of research. The project's goals are specific, challenging, and realistically attainable.	30%
<b>Project Methodology and Process</b>	The project's methodology and process are well-described, justified, and adequate to meet all project objectives.	20%
<b>Quality Level of Proposal Preparation</b>	High-quality preparation, fully supported by a publication plan, doctoral/master's theses, and applicable results.	15%
<b>International Collaboration and Student Mobility Plan</b>	The project includes a viable plan for international collaboration and student mobility relevant to achieving the project's objectives.	15%
<b>Personnel Resources</b>	A competent project team with qualifications and expertise (evidenced by previous achievements) provides excellent support for achieving all project objectives.	10%
<b>Appropriateness, Economy, and Efficiency of Funds</b>	Requested funds are appropriate to the project's scope and goals and are correctly allocated.	10%

Evaluation Scale	Score
Excellent. The grant proposal addresses all relevant aspects of the criterion with no deficiencies.	<b>5</b>
Very good. The grant proposal addresses all relevant aspects of the criterion with a few minor deficiencies.	<b>4</b>
Good. The grant proposal addresses the criteria well but includes minor issues or ambiguities.	<b>3</b>
Adequate. The proposal addresses the criteria broadly but has significant shortcomings.	<b>2</b>
Weak. The criteria are inadequately addressed, or there are fundamental deficiencies.	<b>1</b>
The proposal does not meet the criteria or it cannot be evaluated due to missing or incomplete information.	<b>0</b>