**KInG - internal grants**

# ILLUSTRATED MANUAL APOLLO IS FOR INTERNAL GRANTS COMPETITION – 2ND ROUND

_____

## Basic data

**Competition** – this will be filled in automatically

**Grant type** – this will be filled in automatically

**Investigation period** – possible to fill in only one-year grant

**Submission date** – this will be filled in automatically

**Registration number and Identification number** – this will be filled in automatically after saving the first section (basic data and faculty)

**Field** – select the field of research from the list; it corresponds to the division from the 2015 Frascati manual
The proposer classifies his or her proposal according to the affiliation to the faculty according to the diagram, see Tender Documentation.
It is necessary to choose the main field together with the subfield! For example:

| obor | 3. Medical and Health Sciences / 3.1 Basic medicine |
|------|-----------------------------------------------------|

### Basic data

| | | | | | |
|---|---|---|---|---|---|
| competition | KInG - internal grants 2022 | type of grant | KInG - internal grants | investigation period [years] | 1 |
| submission date | | registration number | FAST-K-22-7579 | identification number | 7579 |
| field of research | 2. Engineering and Technology / 2.5 Materials engineering / Materials engineering | | | | |
| name (max. 250 characters) | Test | | | | |
| annotation (max. 550 characters) | | | | | |
| objectives (max. 250 characters) | | | | | |
| keywords (max. 200 characters) | | | | | |

### Faculty

| acronym | title |
|---------|-------|
| FAST | Fakulta stavební |

**Title** – write the title of the grant proposal (the title may be modified during the entry of information into the application)

**Annotation** – write a summary of your grant plan

**Objectives** – write a brief summary of what the grant is supposed to achieve
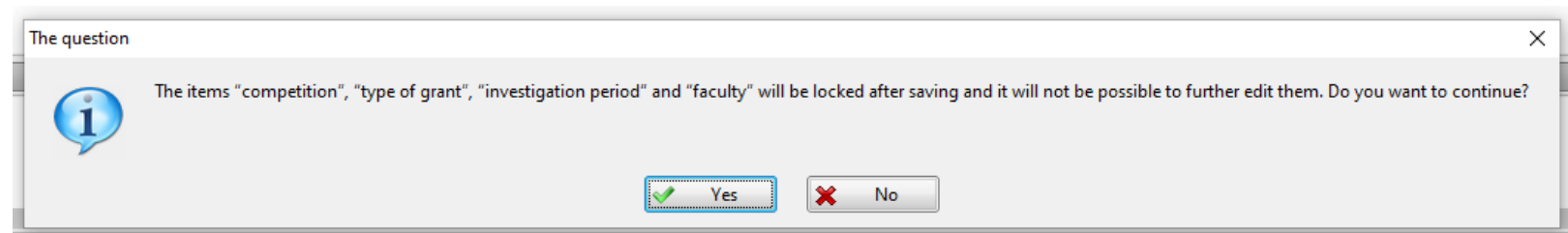
**Keywords –** list the words that are specific to the grant

**Faculty** – select from the menu the faculty at which the proposer is enrolled for a Ph.D. study

Then click the "Save" button.

When you press the button, the notification on the right is displayed:

After clicking "Yes", you can no longer edit the listed items! Think carefully.

The system will let you enter additional data only after acknowledging this warning and saving this first section.

Save

Cancel

The question ✕

The items "competition", "type of grant", "investigation period" and "faculty" will be locked after saving and it will not be possible to further edit them. Do you want to continue?

Yes    No

## Investigators

Summary data on the proposer and team members with a breakdown of funds for each year.

Information about the proposer and team members shall be inserted to the right of the table, after clicking on the green cross "*Add*"
There is also the option to delete or edit the information.
The "*Investigator*" window then appears.

The symbol ? indicates not yet granted Consent, by which the proposer and the team members confirm their interest in cooperating on the grant.

As far as the supervisor, the symbol indicates not yet granted Consent, that the topic of the dissertation does not coincide with the topic of the grant.

If consent is granted, it changes to the symbol ✓. If consent is denied, it will change to ✗.

**Investigators**

| person... | first name | role | consent | year | team... | since | till | faculty | trainer | trainer,... | form | workload | wages [... | SI [CZK] | HI [CZK] | LI [CZK] | SF [CZK] |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | proposer | ? | 2022 | ☑ | 01.01.2022 | 31.12.2022 | FAST | Stodolová Tereza, Mg | ? | DPČ | 0,5 | 240000 | 59520 | 21600 | 1008 | 0 |
| 109934 | Haňak Luděk, Mgr., D | team membe | ? | 2022 | ☑ | 01.01.2022 | 31.12.2022 | FSI | Vojtíšková Eva, Mgr., C | ? | DPČ | 0,1 | 48000 | 11904 | 4320 | 201,6 | 0 |

Edit...

Add...

Remove
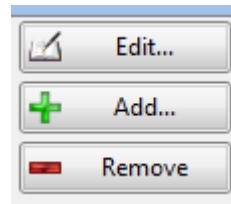
## The **Investigator** window

**Student, study** – select from the list of students and their studies

**Role** – Choose either the proposer or a team member.
There is exactly 1 proposer, the others are team members (at most 4)

**Planned activity abroad** – mandatory output for the proposer, it is necessary to choose from the EU and non-EU options; optional output for team members, you may enter "none"

**Study** – this will be filled in automatically

**Trainer** – this will be filled in automatically If it does not get loaded automatically, arrange for a trainer to be added by the study department

The trainer is here listed just to confirm that the topic of the student's dissertation does not coincide with the topic of the grant.

**Dissertation topic** – if it does not get loaded automatically, arrange for it to be added by the study department.
In case it would not be possible to have it added by the study department, you can add the topic of the dissertation here. However, the first option is preferred.

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**Investigator** window dialog:

| Field | Value |
|---|---|
| student, study | D_____ osobní číslo 232377) |
| role | proposer |
| planned activity abroad | in the EU |
| study | typ doktorský, fakulta FAST, program "Stavební inženýrství", obor "Pozemní stavby" |
| trainer | Sto_____289) |
| dissertation topic | |
| qualifications for participation in the grant (max. 1500 characters) | |
| educational objectives (max. 500 characters) | |

participation in the grant:

| year | year closed | is a team … | since | until |
|---|---|---|---|---|
| 2022 | ☐ | ☑ | 01.01.2022 | 31.12.2022 |

finance:

| faculty | year | form | workload | wages [… | SI [CZK] | HI [CZK] | LI [CZK] | SF [CZK] |
|---|---|---|---|---|---|---|---|---|
| FAST | 2022 | DPČ | 0,5 | 240000 | 59520 | 21600 | 1008 | 0 |

✔ Confirm     ✖ Cancel

| | |
|---|---|
| **Qualifications for participation in the project** – describe what prerequisites you have for being selected as a grant recipient or a team member. List your publications, internships, and other experiences with the topic.<br><br>**Educational objectives** – objectives you expect to achieve when implementing the grant (e.g. learning to lead a scientific team). These objectives are set by each proposer or team member individually with regard to their needs and the nature of involvement in the student project. These are mainly soft skills and cross-sectional skills for R&D, but it is also possible to include industry-specific skills and knowledge.<br>*The fulfilment of all mentioned above must be documented at the end.*<br><br>**Participation in the project** – this will be filled in automatically<br><br>**Finance**<br>*Form* – select Agreement to complete a job (DPČ), if this is not possible (the student already has such an agreement concluded for a workload of 0.5 FTE), select Employment contract (PS).<br>*Workload* – proposer 0.5 FTE, team members 0.1 or 0.2 FTE<br>*Wages* – calculated and entered by the applicant according to the following formula:<br>Workload (FTE) * 10* number of months of participation in the grant * (CZK 3,600 to 4,000) | |

(for example: 0,5*10*12*4000 = 240.000)
*Social insurance* – calculated and entered by the applicant: 24,8% of wages
*Health insurance* – calculated and entered by the applicant: 9% of wages
*Liability insurance* – calculated and entered by the applicant: 0,42% of wages
*Social fund* – calculated and entered by the applicant: 1.5% of wages, only for Employment contracts, the value is zero for Agreements to complete a job

## Mentor

**Mentor**
choose a mentor from the selection

☐ **consent with participation in the grant** – do not fill in, it will be displayed after approval by the mentor

**Experience –** describe the reason for which you chose the person of the mentor, his or her experience, etc.

Then click the "Save" button.

**Mentor**

| mentor | B_____09) | ... X |

☐ consent with participation in the grant

experience | ... |

[Save]

[Cancel]

**The most significant results of creative activity in the last 5 years**

▷ **The most significant results of creative activity in the last 5 years (at least 3 items)**

| ⊞ type of result | citation | |
|---|---|---|
| ▶ publikace | NE | f Bas |
| publikace | HR | NEM |
| publikace | HR | Coba |

Click the "Add" button.
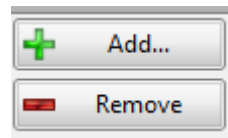
The selection takes place one record at a time, i.e. you select the publication and click on "Confirm" and repeat the whole process.

Select at least 3 results.

## Financing

The following appears automatically to the proposer:

(1) the sum of the *wages of the proposer and all team members* for individual years, including charges.

(2) Total *remuneration of the mentor*, including charges.

(3) ODE (Other direct expenses) – The amount which, after deducting the wages, remuneration of the mentor and overheads, remains for the investigator to budget for material, small equipment, software, literature, travel expenses, external education, and other services.

4) Overhead – 15%

**Financing**

| faculty | year | wages [CZK] | menthor's reward [CZK] | other [CZK] | overheads [CZK] | total [CZK] |
|---------|------|-------------|------------------------|-------------|-----------------|-------------|
| FAST | 2022 | 386 553,60 | 17 915,04 | 84 274,56 | 86 248,80 | 574 992,00 |

## Justification of other direct expenses

Describe in detail and justify these individual items: material, small equipment, software, literature, travel expenses, external education, services.
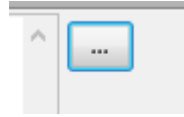
Attention: Travel costs consist not only of travel and accommodation costs, but also of meal allowances (according to the targeted country), conference fees, etc.

▷ **Justification of other direct expenses (max. 2000 characters)**

Clicking on this icon a new window for clearer text entry will open. The icon is located next to the following items as well.

Then click the "Save" button.

## Excellence

Fill in following information:
1)vision of science that the grant would contribute towards
2)how this vision goes beyond the state of the art that currently exist (or are under development)
3)the details of the grant plan belong to the Implementation section

press the "Save" button

**Excellence (max. 5000 characters)**

## Impact

Please be specific, and provide only information that applies to the proposal and its objectives. Wherever possible, use quantified indicators and targets.

Describe how your grant will contribute to:

- scientific and technology advancement;
- potential for future social or economic impact or market creation;

**Impact (max. 5000 characters)**

- impact on your career or impact on BUT (within the research group, department, faculty etc.);
- impact on international relations of the applicant and/or the research group, department, faculty, etc.

press the "Save" button

# Implementation

**Expected controllable outputs:**
Choose what you expect with regard to the results of this grant. The outputs you write in here must be fulfilled, so choose the outputs judiciously…

It is necessary to enter a value (0, 1, 2…) in each field. It is not a prerequisite to have one of the listed outputs selected for accepting a grant.

If any of the outputs is not listed in the table, describe the output in the text section.

press the "Save" button

**Investigation procedure**

Write down following information:
1) details of the research methodology and overall structure of the work plan.
2) timing of the different activities and their components (Gantt chart or similar)

**Implementation**

▷ **Expected controllable outputs**

| | |
|---|---|
| articles in impact journals | |
| articles in non-impact journals | utility / industrial design applications |
| specialist books | software |
| conference articles by Thomson Reuters, Scopus | pilot plant, established technology |
| another type of active participation in the conference | |

▷ **Investigation procedure (max. 5000 characters)**

3) detailed work description, including deliverable(s).

press the "Save" button

## Grant Risks

Indicate the risks associated with the investigation under the grant.

**Grant risk (max. 1000 characters)**

## Attachments

Here you can insert pictures (tables, formulas), in * .jpg format; * .jpeg or * .png (max. 5). Optional field.
*As an attachment there cannot be a text that did not fit into your proposal, for example! There can be a caption of the image, a formula, labels in the table, etc.*

When inserting, the individual annexes must be numbered and a specific annex must be referred to in the text of the grant application. Max. size of all attachments is 50 MB (max. size of one attachment is 50 MB)

press the "Save" button

**Attachments (max. 5, max. size 50 MB, optional)**

| name | size | order |
|---|---|---|
| nextpng.com_.png | 50398 | 1 |
| logo_IRRVA_2014_20.jpg | 146749 | 2 |
| 1 cz rgb.jpg | 132177 | 3 |

## Possible conflicts of interest

Here you can indicate the names and workplaces of the persons (max. 2) that you wish to exclude from the evaluation process of your grant due to the possible bias of the evaluator.

This information will be accessible only to the grant administrator and will be considered in the preparation of documents for the EDP (Evaluation Discipline Panel).

Optional field.

**Possible conflicts of interest of opponents (max. 2000 characters, optional) – specify max. 2 opponents (name of the person, titles, institution)**

## Review

Irrelevant field at the time of application.

**Review**

| review | | | | final evaluation |
|---|---|---|---|---|
| ID No | category | verbal evaluation | evaluation | overall evaluation |

## Requests for change

Irrelevant field at the time of application – do not fill in

**Requests for change**

| request id | created | changed | changed by | status | substant... | justification |
|---|---|---|---|---|---|---|

## Activity reports

Irrelevant field at the time of application – do not fill in

**Activity reports**

| created | status | type | person | name | approval round | approval status |
|---|---|---|---|---|---|---|

## Approval process

Button **Submit for agreement to…** - the proposer presses if he/she no longer expects any further editing in the grant proposal.
After pressing the button, information e-mails are sent to the team members, mentor and trainers to make the necessary consents of the stated declaration.
Should any further editing of the grant take place by the proposer after the granting consents, the consents of all those who have already done so will be deleted and the proposer will have to request those consents again.

Buttons:
**Approve Team member**
**Approve Trainer**
**Approve Mentor**

These buttons are active only for people with the specified role.

Button:
**Preview**
By pressing you will see a preview of your proposal in PDF, which is for your personal review only. PDF is marked as DRAFT.

Button:
**Submit proposal**

**Proposal agreements and submitting**

| Submit for agreement to team members, trainers and mentor |

| I agree Team member | I agree Trainer | I agree Mentor |
| I disagree Team member | I disagree Trainer | I disagree Mentor |

| Preview |

| Submit proposal |

| Retract proposal |

By pressing, the grant is sent to the evaluation process.

After pressing "submit proposal", you will be notified that
1. you confirm that you do not have another grant on an identical topic from other sources and that the topic of your dissertation does not match the topic of the grant.
2. by submitting a grant application you agree with the publication of your name, the name of the grant, the faculty and the final score of the grant evaluation.

**The question** ✕

I declare that I have not been awarded another grant from other sources on the identical topic of the submitted grant, and that the topic of my dissertation does not coincide with the topic of the grant.

By submitting a grant proposal, the proposer confirms his / her consent to the publication of the name, title of the grant, the faculty and the final point evaluation of the grant.

✔ Yes     ✖ No

## ADDITIONAL NOTES TO THE PICTURE MANUAL

For fields where there is a limited number of characters for text entry, you can see to the right of the screen how many characters you still have left.

Save

Cancel

Characters left:

2000 / 2000
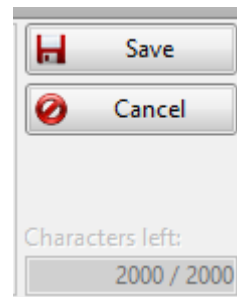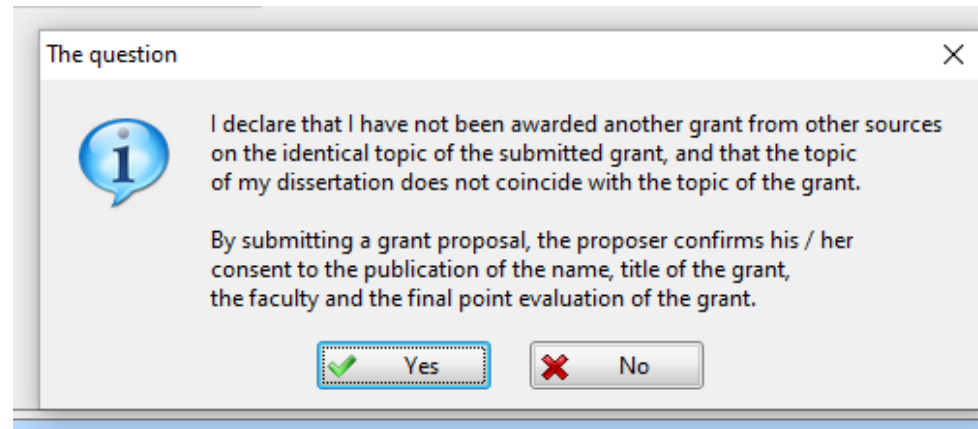
| | |
|---|---|
| Fields in bold must be filled in, otherwise it is not possible to save the section and continue. | field: 1. Natural Sciences / 1.1 Mathematics / Statistics and probability<br>name (max. 250 characters): Test<br>annotation (max. 550 characters): |
| If the field in bold is not filled in, the field name is marked in red with a wavy line. | name (max. 250 characters): | |

## Diagnostics

It lists errors that occurred when submitting the grant.

The errors are of three types:

❌

Serious errors – must be corrected or supplemented, otherwise **the grant cannot be submitted.**

⚠️

Warnings – notifying you about an important fact, it is not necessary to respond, the grant can be submitted.

ℹ️

Informative – notifying the proposes about something, he/she should be aware of. The grant can be submitted.

**Diagnostics**

| | diagnosed | diag. ID | order | diag. sev. | diag. description | specification |
|---|---|---|---|---|---|---|
| ▶ | 1.11.2020 20:01:15 | 1500 | 100 | ❌ | No Field selected. | |
| | 1.11.2020 20:07:05 | 1487 | 1400 | ⚠️ | Educational objectives not specified. | ch, Ing. |
| | 1.11.2020 20:07:05 | 1486 | 1400 | ⚠️ | Qualification for involvement in the grant not specified. | ch, Ing. |
| | 1.11.2020 20:38:16 | 1465 | 1500 | ℹ️ | A trip abroad is planned for a team members | , Ing. |
| | 1.11.2020 20:01:15 | 1492 | 2000 | ❌ | Justification of other direct expenses missing. | |