Manual for PROPOSERS and INVESTIGATORS of Internal Grants of the 2nd round of the competition

The following information is intended for students of DOCTORAL STUDY programmes at BUT who want to participate in the Internal Grants competition and obtain a grant for their scientific and research activities. The internal grant competition is implemented within the project OP RDE Quality internal grants of BUT (KInG BUT) reg. no. CZ.02.2.69/0.0/0.0/19_073/0016948.

All documents for proposers and investigators are available on the site https://www.vutbr.cz/king.

What is important to know and think about before filling out a grant application in Apollo IS:

The internal grant competition is conducted in English (submission to Apollo IS, opponent reviews, final reports, etc.).

Only students who are in the first to third year of doctoral studies at the time of submitting the grant can enter the competition.

The student must consider whether to work on the grant alone or in a team and who his co-workers would be.

In the 2nd round of the competition, the duration of all grants is 12 months.

The student will work under Agreement to perform work (preferred option) or under the Employment Contract as part of the grant investigation.

The amount of the grant applicant's workload is always 0.5 (20 hours / week). The grant proposer may always be only one person.

The amount of work of other members of the investigation team is in the range of 0.1 or 0.2 (4 or 8 hours / week).

The maximum amount of total work at BUT for investigators and team members of the student grant may reach a maximum of 1.2 times the worktime fund of the month.

The student must agree with a BUT research or academic staff member that he or she will play the role of a mentor. The participation of the mentor in investigating the grant is mandatory. The mentor may or may not be the trainer of the proposer or a member of the team. The role of the mentor is described in the document Information for Mentors of Internal Grants (available only in Czech).

The investigator and team members must be students of a doctoral study program at BUT during the whole duration of grant investigation.

The student in the role of a proposer must be aware that he or she is obliged to carry out at least one educational / research activity abroad during the grant investigation (e.g. internship, summer school, research stay, active participation at a conference), which can be implemented in the EU and outside the EU. If it is a country where the student's language is understandable, such as Slovakia, then at least part of the activity must be carried out in a foreign language (e.g. presentation of a paper, text of a study).

In exceptional cases, the bodies of the student grant competition may enable the implementation of educational / research activities abroad in a distant form, especially for reasons related to force majeure (e.g. effects of SARS-CoV-2 coronavirus spread) or health disability of the student grant investigator.

All activities described in the application (including grant outputs, training objectives and training / research activities abroad) must be completed during the implementation of the project. If any of the planned activities is not met, the grant will be marked as unsuccessful and all costs for the last month of grant investigation will be ineligible. Ineligible costs will be borne by the part on which the investigator's workplace is located.

What does a student have to pay attention to if he wants to apply for an internal grant?

Mainly, it is necessary to study the documentation connected to the second round of the competition. Documents are available at https://www.vutbr.cz/king.

List of documents:

> *Directive n. 10/2020 - Internal Grant Competition*
> *Tender Documentation for the 2nd round of the Internal Grant Competition*
> *Manual for proposers and investigators of Internal Grants of the 2nd round of the competition*
> *Apollo IS visual manual for the 2nd round of the Internal Grant Competition*

In the application, the student confirms that he or she has not been awarded another grant on another topic from other sources, and that the topic of his / her dissertation or of another team member does not coincide with the topic of the grant. However, the student can use the results / outputs of the grant (such as measurement results) in his dissertation. However, the output of the grant must not be the dissertation as a whole. It is also possible for a student to fulfill the partial obligations of his / her individual study plan (publishing activities, participation in a conference, etc.) using the grant outputs.

Personnel costs can be paid to investigators and team members only on the basis of an employment relationship (the Agreement to perform work is preferred, if this is not possible, the Employment

Contract). If the student has already concluded an employment contract or agreement at BUT, it is necessary to consult the setting (type) of the employment relationship in the grant with the relevant personnel department.

How are grants submitted to the Apollo system?

The proposer fills in the grant application in the Apollo IS after logging in to IS BUT: https://apollo.vutbr.cz/#/ – Apollo on web – Research and development – KInG – Internal Grants BUT – New application.
To help with filling in the application in the Apollo IS, the *Apollo IS visual manual for the 2nd round of the Internal Grant Competition* is available to applicants.

The submission of grant proposals into the system is possible during the competition period, which runs from 15 September 2021 from 9:00 to 20 October 2021 until 15:59:59.

The student may submit only one proposal and may not be a member of another research team.

If a student has received a grant in the first round of this competition, he or she cannot apply for a grant or be a member of a team in the second round of the competition. If a student in the first round has failed either as a proposer or as a member of a team, he may apply for a grant or be a member of a team in the second round of the competition.

In the event that the personal number of the proposer or team members appears repeatedly in the application for this competition in Apollo, the diagnostics will report an error when submitting the grant application.

When submitting the grant application, the student confirms his or her consent to the publication of their name, the name of the grant, the faculty and the final score.

All fields of the application have a limited number of characters. For each field, the counter shows the number of characters available.

It is possible to insert pictures (tables, diagrams) in * .jpg, * .jpeg or * .png format into the grant application (max. 5). When inserting images, it is necessary to number the images and refer to a specific image in the text of the grant application. Maximum size of all images together is 50 MB (max. size of one image is 50 MB).

It is possible to include in the grant application the names and workplaces of persons (max. 2) whom the proposer wishes to exclude from the evaluation process of his application due to the possible bias of the evaluator. This information will be accessible only to the grant administrator and will be taken into account in the preparation of documents for the EDP.

The start of the grant investigation is 1 January 2022.

The termination of the grant investigation is 31 December 2022. If the researcher has suspended and then extended the grant investigation, the termination of the grant is adequately extended, always by whole months (max. by 3).

Each researcher and team member must attend at least one of the educational courses implemented by the Rector's Office within the BUT Quality Internal Grants project. In the 2nd round of the competition, this obligation only applies to investigators and team members who are involved in the solution of the grant for a period longer than 6 months.

During the implementation of the grant, it is permissible to replace the grant investigator solely with another existing team member. If only one person investigates the grant, it is not possible to replace the investigator. Team members can be replaced by other doctoral students.

In the event of a modification during the grant investigation, the investigator submits a request for change via the BUT Apollo IS.

What financial resources can I count on in the grant?

The amount of the total grant funding is directly proportional to the total amount of work of the investigator and members of the grant teams.

The amount of CZK 7,986.00 (unit cost) falls to 0.1 workload / month.

The investigator always has a monthly workload of 0.5. The monthly unit costs will therefore be CZK 39,930.00 (5 * CZK 7,986.00).

In the case of the implementation of a team grant, the monthly unit costs are increased by the sum of the workloads of individual team members.

Ex. 1 Individual grant – investigator with a workload of 0.5. The total monthly unit costs correspond to the amount of CZK 39,930.00.

Ex. 2 Team grant – 1 investigator (0.5 workload) and 2 team members (workload 0.1 and workload 0.2)

The total monthly unit costs correspond to the amount of CZK 63,888.00

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5*7,986 = 39,930.00
1*7,986 =  7,986.00
2*7,986 = 15,972.00
Total   CZK 63,888.00
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Ex. 3 Team grant – 1 investigator (0.5 workload) and 3 team members (always 0.2 workloads)
5 * 7,986 = 39,930.00
3 * 2 * 7,986 = 47,916.00
Total CZK 87,846.00

The total / annual cost of the grant is calculated by multiplying the number of months of the grant investigation.

Unit cost includes:

Unit cost CZK 7,986				
Labor costs		Other costs		
Gross wages	Charges	Mentor fees	Other direct expenses	Overheads

When preparing the grant budget, it is necessary to **first determine WAGE COSTS**, i.e. choose the amount of the investigator's salary, and of team members.
The amount that can be used to cover the salary of the investigator (student), or a team member, is CZK 3,600 to CZK 4,000 for a work capacity corresponding to 0.1 workload / month.

Agreement to perform work is recommended as a form of labour-law relationship (in case it is not possible, Employment Contract instead). The amount of mandatory charges for employers differs for APW and EC. The amount of mandatory charges will be calculated by the proposer according to the instructions "Apollo - visual part of the manual_2nd round KInG".

Definition of labor costs – labor costs consist of:

- **Wages** (or gross wages) include – net wages, employee social and health insurance charges, income tax advance, or other wage deductions.

- **Charges** – these are levies paid by the employer on behalf of employees (they are not part of the salary, they are paid in excess of the gross salary)

  The calculation of charges (for social and health insurance, social fund, liability insurance) depends on whether an APW or an employment contract will be concluded with the investigator:

  - APW:
    - 24.8 % social insurance

- ▪ 9 % health insurance
- ▪ 0.42 % liability insurance

- ➢ Employment contract:
    - ▪ 24.8 % social insurance
    - ▪ 9 % health insurance
    - ▪ 0.42 % liability insurance
    - ▪ 1.5 % social fund

It is also necessary to plan:

- ● **Mentor fees** – salary / reward to the mentor, the amount of which depends on the individual duties of the investigator and team members.

The mentor is entitled to a financial reward of CZK 200 / month for every 0.1 workload of the investigator, and a financial reward of CZK 100 / month for every 0.1 workload of a team member. Mandatory levies are automatically calculated in the Apollo system.

Ex. 1 Individual grant – investigator 0.5 workload – reward to the mentor is CZK 1,000.00 / month.

Ex. 2 Team grant – investigator 0.5 workload, 3 team members 0.2 workload – reward to the mentor is 1,600.00 CZK / month.

- ● **Other direct expenses** – e.g. material, small equipment, software, professional literature, travel expenses, external education.

In the grant proposal, the proposer justifies the use of this item.

With regard to the researcher's obligation to travel abroad, it is recommended to first plan travel expenses, which include not only travel and accommodation, but also meals (depending on the destination country), conference fees, etc., and then plan the remaining funds.

In case of sufficient funds, other members of the investigation team can also travel. It depends on the priorities of the team and their use of the budget for Other direct costs.

- ● **Overheads** – fixed amount: 15% of the total grant costs.

IMPORTANT: In the event that the grant investigation is suspended (e.g. due to a long-term illness, a study trip within another project), the drawing of grant funds is also suspended. This means that at the time of the suspension it will not be possible to draw wage costs and therefore also other direct expenses (these are based on the use of workload). If the researcher requests an extension of the grant, it is possible to draw on the costs, if not, the grant budget will not be used up.

It is appropriate to monitor the use of other direct expenditures so that there is no situation where the ineligible part of the costs is used up.

Who will have control over the drawing of grant funds?

The grant proposer becomes the beneficiary of the operation after the grant has been awarded.

The budget administrator is determined by the faculty or component where the project is addressed.

What information will be required from you in the grant application proposal?

Below is all the information that will be requested from the proposer and the team members in the grant application.

The application includes:

- identification of the proposer and possible team members (including their consent to the involvement and documentation of previous experience);
- mentor's name (including their consent to the involvement and documentation of previous experience);
- a summary of the educational objectives* of the proposer and the individual team members.

*These are the educational goals of each student, which he wants to achieve by implementing the grant (e.g. for the investigator to learn to lead a scientific team). These goals are set by each researcher with regard to their needs and the nature of involvement in the grant. These are mainly soft skills and cross-sectional skills for R&D, but it is also possible to include field-specific skills and knowledge.

- **Excellence**

  - Describe your vision and its contribution within the field you plan to achieve through the implementation of the grant. Compare the current situation with the status and benefits that could arise from the successful investigation of your grant.
  - Describe the overlap of your vision, which goes beyond the current state of science and knowledge in the field.
  - Define the overall and partial objectives of the grant. Objectives should be clear, measurable, realistic and achievable over the duration of the grant. The schedule and investigation plan of the grant belong to the Implementation section.

- **Impact**

  - Provide specific information that relates to the proposal and its objectives. Whenever possible, use quantified indicators and targets.
  - Describe how your grant will contribute to scientific and technological progress.
  - Describe the potential future potential of the grant and its social or economic impact or new commercial opportunities.
  - Describe the impact of the grant on your career or on BUT (research group, department, faculty, etc.).
  - Describe the possible impact on the international cooperation of the proposer or research group, department, faculty, etc.

- **Implementation**

  - Provide details of the research method used and the procedures for implementing the grant.
  - Describe the schedule of activities (including foreign research / educational activities) and its parts.
  - Provide a detailed description of the work and the specification of the grant outputs.*

Part of the Implementation is a table with an overview of the expected outputs. If any of your output does not appear in the table, you need to describe it in the text.

* Output is understood as the output of the grant, which makes sense in terms of the focus of the grant and is also achievable by the end of the grant investigation (e.g. report, article, technical diagram, software).

- **Description of risks**

Describe any risks associated with the grant investigation that could jeopardize the achievement of the grant objectives and how you will try to eliminate these risks.

- **Grant budget including its justification**

Describe the planned costs (including costs for business trips, materials, HW, SW). (You comment only on the item Other direct expenses, other items are fixed).

What are the expected scientific or research outputs of the grant?

No specific output is required to obtain a grant; the choice of grant outputs is the responsibility of each grant applicant.

However, all the outputs you provide must then be met by the end of the grant investigation, so choose the outputs very carefully. In case of non-fulfillment of any output, the grant will be marked as unsuccessful and all costs for the last month of the grant investigation will be ineligible. Ineligible costs will be borne by the part on which the investigator's workplace is located.

If you are planning outputs, you can find in the table below the expected outputs and the status that must be achieved to meet the output and successfully complete the grant.

Potential expected outputs (for more information*: https://www.vyzkum.cz/FrontClanek.aspx?idsekce=799796)	
Output	**Success criterion**

Article: J_{imp}/J_{SC}/J_{ost}	Accepted for publication
Book chapter – C	Accepted for publication
Essay in a collection – D	Accepted for publication
Software – R	Individual software or a set of tools
Organisation of exhibition – E	Exhibition organised
Jiné – O	Output achieved

Document Definition of Types of Outputs, Separate Annex No. 4 of the Methodologies for the Evaluation of Research Organizations and Targeted Support Programs for Research on Development and Innovation approved by Government Resolution No. 107 on 8 February 2017.

How will the competition be evaluated?

After submitting the grant in Apollo IS, the competition administrator will perform a formal inspection of the grant and the proposer will be asked to eliminate the deficiencies.

The proposer has 5 calendar days to eliminate the deficiencies.

Afterwards, 2 opponents will be addressed, of which at least one is external. Opponents will evaluate the grant on the basis of criteria for evaluating internal grants.

The opponent will perform the evaluation in three separate criteria – Excellence, Impact and Implementation, in which all items of the grant application will be reflected (i.e. outputs, budget, qualifications of applicants, grant risks, etc.).

The opponent will award points in each of the assessed criteria on a scale of 0-5 (minimum unit is 0.5 points). The maximum total score is 15 points (3 x 5). The success threshold is set to 2.5 points for each criterion.

The final order of grant proposals is determined by the Evaluation Panel on the basis of the sum of the points of both grant assessments.

Point assessment

5	Excellent. The grant proposal addresses all relevant aspects of the criterion. The shortcomings are minimal.
4	Very good. The grant proposal addresses all relevant aspects of the criterion very well, but there are some shortcomings.
3	Good. The grant proposal addresses the criteria well, but has a number of shortcomings.
2	Sufficient. The proposal deals with the criteria in general, but has significant shortcomings.
1	Weak. The criteria are insufficiently addressed or there are major shortcomings.
0	The proposal does not fulfill the criteria or cannot be assessed due to missing or incomplete information.

How and when will I find out the evaluation of my grant application and the overall results of the grant competition?

The verbal evaluation of the opponents will be published to the grant proponents in their grant application in Apollo IS within 14 days after the publication of the results of the 2nd round of the competition.

The overall results of the competition will be published on the BUT website.

What should I do if I need to make changes to a grant after it has been awarded?

In the event of a change, the researcher submits a Request for change via the BUT Apollo IS.

The changes are either substantial or insignificant and are specified in greater detail in Tender Documentation. Substantial changes are approved by the EDP, minor changes by the competition administrator.

During the investigation of the grant, the investigator provides Activity Reports and the Final Activity Report.

All reports are processed by the investigator in English on the forms specified in the BUT Apollo IS.

Activity report is prepared monthly not only by the investigator, but also by team members.

The final activity report is prepared only by the investigator on the last day of the grant (i.e. in the case of team grants, only one Final Report is submitted).

Who can I contact in case of doubts when submitting the grant to Apollo?

Before submitting the grant application, the proposer will study other related documents in addition to this manual:

1, Directive n. 10/2020 - Internal Grant Competition
2, Tender Documentation for the 2nd round of the Internal Grant Competition
3, Apollo IS visual manual for the 2nd round of the Internal Grant Competition

If he encounters a question that is not answered in the documents, he can ask his faculty project specialist or the rector's project specialist.

Contact persons at faculties:

FaVU:	Mgr. Barbora Šedivá, Ph.D.	sediva@favu.vut.cz	tel.: 733 539 062
FAST:	Monika Sedláková	sedlakova.m1@fce.vutbr.cz	tel.: 54114 7379
FSI:	Ing. Zdeňka Gistrová	gistrova@fme.vutbr.cz	tel.: 54114 2216
FA:	Ing. Radmila Presová, Ph.D.	presova.r@fa.vutbr.cz	tel.: 54114 6606
FCH:	Pavla Dobrovská	dobrovska@fch.vut.cz	tel.: 54114 9556
FP:	Ing. et Ing. Kateřina Procházková	xpjanci01@vutbr.cz	tel: 54114 3731
FEKT:	Ing. Jiří Kouřil	kouril@feec.vutbr.cz	tel.: 54114 6354
CEITEC:	Romana Gigerich	Romana.Gigerich@ceitec.vutbr.cz	tel: 54114 9652

ÚSI: Mgr. Marek Lauermann, Ph.D.   marek.lauermann@usi.vutbr.cz   tel.: 54114 8905

Rector's project specialist:

Mgr. Bc. Marta Drozdková   drozdkova@vutbr.cz   tel: 54114 5265