



ZÁPADOČESKÁ
UNIVERZITA
V PLZNI

The Rector

Pilsen, 30 January 2015
ZCU 002488/2015

Rector's Directive 03R/2015

GRANT SYSTEM

dated 30 January 2015, in force from 1 February 2015

as per Amendment 1 dated 12 November 2015, in force from 20 November 2015, as per Amendment 2 dated 28 April 2016 in force from 1 May 2016 and as per Amendment 3 dated 30 November 2016, in force from 30 November 2016, as per Amendment 4 dated 30 May 2017, in force from 1 June 2017, as per Amendment 5 dated 23 July 2018, in force from 25 July 2018, as per Amendment 6 dated 29 November 2018, in force from 30 November 2018, as per Amendment 7 dated 29 November 2019, in force from 29 November 2019, as per Amendment 8 dated 6 February 2020, in force from 10 February 2020 and as per Amendment 9 dated 28 February 2020 in force from 28 February 2020.

This Directive, in conformance to Act 130/2002 Coll., on the support to research, experimental development and innovation from public funds and on the amendment of certain acts (Research and Development Support Act), as amended (the “Act”), specifies the rules for allocation of subsidy to specific research in higher education (“SRHE subsidy”), a portion of the subsidy to long-term conceptual development of a research institution (“subsidy for progress of R&D”) and a portion of the subsidy to institutional plan as well as the rules for operation of the grant system.

PART ONE GENERAL PROVISION

Article 1 Parts of the Grant System

- (1) The purpose of the Grant System is economical, efficient and effective use of funds allocated to University of West Bohemia (“UWB”) in the form of subsidy in conformance to the law.
- (2) The Grant System comprises of the parts given below:
 - a) **Student Grant Competition** (“Competition”) for projects that focus on research conducted by students during the realisation of accredited Doctoral or Master study programs and that is immediately related to their learning,
 - b) **Student Scientific Conferences** (“Conferences”) where support is provided

to organising conferences to present results of research conducted by students during the realisation of accredited Doctoral or Master study programs and that is immediately related to their learning,

c) UWB Motivation System

- **RIV** part where the achievement of prestigious results is supported in research, development and innovation,
- **CONTRACT RESEARCH** part where realisation of contract research is supported,
- **PROGRAMS of the European Union called by the European Commission (“ EC PROGRAMS”)** which supports submission of research, development and innovation projects which are funded directly from the European budget,
- **ERC** part where submission of projects is supported in the grant schemes of the European Research Council (ERC),
- **POSTDOC** part where support is awarded to young graduated from Doctoral study programs who have achieved excellent results in research, development and innovation,
- **TALENT** part where support is awarded to young talented students of accredited study programs, especially Master and Doctoral, who participate in research, development, innovation and other creative activities.

Article 2

Funding of the Grant System

- (1) The funding of the competition utilises funds from SRHE subsidy in an amount of 93.5% of the total SRHE subsidy.
- (2) The funding of the conferences utilises funds from SRHE subsidy in an amount of 5 % of the total SRHE subsidy.
- (3) Funds in an amount of 1.5% of the SRHE subsidy are utilises for compensation of costs incurred from organising the competition.
- (4) The use of any funds left from the SRHE subsidy, should any such funds exist, is decided by the Vice-Rector for Research and Development (“PR-V”).
- (5) Funding of the motivation system – the RIV part uses funds from the R&D subsidy in the amount specified by the budget methodology, subsidy for the institutional plan, and possibly other funds.
- (6) Funding of the motivation system – the CONTRACT RESEARCH part uses funds from the project Motivation system – Contract research no. 90 4097.
- (7) Funding of the motivation system – EC PROGRAMS part and the ERC part uses especially

funds of the subsidy for the institutional plan.

- (8) Funding of the motivation system – POSTDOC and TALENT parts uses especially funds of the subsidy for the institutional plan.
- (9) Funds for the competition are divided to the individual faculties by PR-V using the same criteria (the share for a faculty corresponds to its share on the generation of subsidy for specific higher education research at UWB) which were applied by the Ministry of Education, Youth and Sports (“Ministry”) to calculate the amount of subsidy for specific higher education research. The share in generation of SRHE subsidy or its part achieved by an institute which is not a faculty is calculated by PR-V to the faculty following an agreement between the institute and respective faculty.
- (10) Division of funds for competition to individual faculties is published by the Research and Development division (“VYZ”) at <http://www.zcu.cz/research/> within ten business days from the reception of the Ministry’s decision to provide subsidy for SRHE.

PART TWO GRANT COMMITTEE

Article 3

Establishment and Meeting of the Grant Committee

- (1) The Grant Committee is established.
- (2) The Grant Committee is an advisory body to PR-V.
- (3) Members of the Grant Committee are appointed and removed by PR-V from the ranks of UWB employees or from expert public.
- (4) A member’s participation in the meetings of the Grant Committee cannot be irreplaceable.
- (5) The meetings of the Grant Committee are not public, unless the Grant Committee deems otherwise. The meetings are called by the Head of the Grant Committee when necessary. The Head of the Grant Committee is appointed by PR-V.
- (6) All members of the Grant Committee must be invited in writing to the meeting of the Grant Committee no less than seven days prior. The invitation includes a proposal of the meeting program, including any documents necessary.
- (7) A meeting of the Grant Committee is chaired of the Head or a member appointed by the Head.
- (8) The Grant Committee has quorum if more than one half of its members are present at the meeting. A resolution has been adopted by the Grant Committee if an absolute majority of all members present have voted YES.
- (9) Voting of the Grant Committee may also use remote communication technology. Should a member of the Grant Committee not submit their comments within allocated

time, it is assumed they do not approve the proposal. The results of voting are communicated to the members the Grant Committee by the Head who also records any documents related to the voting.

- (10) Minutes are prepared from every meeting of the Grant Committee. The Chair appoints the minutes recorder. The recorder shall distribute the minutes of the meeting to all members of the Grant Committee and to PR-V within eight business days from the meeting.
- (11) All administrative tasks related to meetings of the Grant Committee, including archiving of related documents, are conducted by VYZ.

Article 4

Authority of the Grant Committee

- (1) The Grant Committee discusses the following:
 - a) Conditions for announcing the competition,
 - b) Project proposals submitted within the competition,
 - c) Conditions for submission of applications for support to conferences,
 - d) Requests for support to conferences,
 - e) Utilisation of SRHE subsidies and evaluation of the results achieved.
- (2) The Grant Committee also comments on any issues presented by PR-V.
- (3) The Grant Committee is responsible for its actions to PR-V to whom it presents the results of its activities as required by PR-V.

PART THREE

STUDENT GRANT COMPETITION

Article 5

Announcement

- (1) PR-V announces the competition and its conditions for the oncoming year no later than on 30 November of the year preceding the year of the competition. The announcement of the competition is published by VYZ at <http://www.zcu.cz/research/>.
- (2) The announcement of the competition shall include no less than:
 - a) The method for submission and the criteria for evaluation of projects,
 - b) The competition and evaluation deadlines for evaluation of project proposals by the faculties,
 - c) The evaluation deadline for evaluation of project proposals by the Grant Committee,
 - d) Items of eligible costs,
 - e) The scope of required information and guidelines for preparation of a project proposal, including required annexes if any,
 - f) The place, method and deadline to submit project proposals and for the announcement of the results of the competition,
 - g) Conditions for cancellation of the competition.

Article 6
Conditions for Submission of Project Proposal

- (1) The period for project investigation is 21 or 33 months.
- (2) The amount of support to a student project for a calendar year may not exceed CZK 3,000,000.00 or CZK 5,000,000.00 if the investigator is a student of a doctoral program or an academic staff member, respectively.
- (3) The share of personnel costs and/or expenses (including scholarships) related to the participation of students of an accredited Doctoral or Master program as investigators or other members of the investigation team over the total personnel costs and/or expenses (including scholarships) paid as eligible project costs must be no less than 75%.

Article 7
Project Proposal and the Investigation Team

- (1) Persons who may submit a project proposal as per the announced competition:
 - a) Student of an accredited doctoral program or
 - b) Member of academic staff at UWB.
- (2) The applicant is entitled to recalling their proposal before a decision on acceptance of the project has been made. The applicant is not entitled to altering their project proposal after the submission.
- (3) Once a project proposal has been accepted, the applicant becomes the project investigator ("Investigator"). The Investigator realises the project in conformance to the competition specifications and to the decision of acceptance of the project; the Investigator is responsible for timely and full preparation of the interim and final reports. The Investigator is the manager of operations related to the project. If the Investigator is a student of an accredited doctoral program, the manager of operations is their supervisor. The manager is responsible for proper utilisation of the allocated funds ("Support"). Further obligations of the Operation Manager are stipulated by the Rector's Directive on the internal audit system.
- (4) The Investigator realises the project in collaboration with other students of accredited Doctoral or Master programs or academic, scientific, research or development members of staff at UWB ("Member of the investigation team").
- (5) If the Investigator is a student of an accredited doctoral program, their supervisor is always a Member of the investigation team.
- (6) The number of Members of the investigation team recruiting from students of accredited Doctoral or Master programs must be at least equal to the number of Members of the investigation team recruiting from academic, scientific, research or development members of staff at UWB.
- (7) The budget manager is a nominated employee of UWB; their duties are specified in the Rector's Directive on the internal audit system.

Article 8

Evaluation of Project Proposals by Faculties

- (1) The dean has the obligation to provide, for each project proposal where the budget
 - a) Does not exceed an amount of CZK 150,000.00, an expert opinion by at least one opponent,
 - b) exceeds an amount of CZK 150,000.00, expert opinions of at least two opponents from employees of UWB or from the expert public. An opponent must not be biased towards the submitted project proposals or the applicants; they must not have participated in the preparation of the project proposal, they must not have any personal interest on the decision on the project proposal; they must not have any personal relationship with the applicant. An opponent must not be a member of the Grant Committee.
- (2) The dean shall provide impartial and unbiased evaluation of the project proposals as per the announced rules and criteria, in consideration of the opponents' opinions.
- (3) The dean shall record the evaluation results in the OBD 3.1 – IGA Grant System operation system (“OBD”) available at <https://obd.zcu.cz> and prepare a written report which shall contain the following:
 - a) A list of project proposals recommended for approval,
 - b) A list of project proposals not recommended for approval with reasons for such evaluation.
- (4) The dean shall submit the report to the Grant Committee via VYZ while observing the deadline for evaluation of project proposals by the Grant Committee.

Article 9

Evaluation of Project Proposals by the Grant Committee

- (1) The second stage of evaluation of project proposals is conducted by the Grant Committee.
- (2) In the evaluation of project proposals, members of the Grant Committee must not be biased towards the submitted project proposals; they must not have participated in the preparation of the project proposal, they must not have any personal interest on the decision on the project proposal; they must not have any personal relationship with the applicant.
- (3) The Grant Committee shall evaluate whether the announced conditions have been met and prepare a written report which shall contain the following:
 - a) A list of submitted project proposals,
 - b) A list of project proposals recommended for approval,
 - c) A list of project proposals not recommended for approval with reasons for such evaluation.
- (4) VYZ shall record the evaluation results in the OBD information system.
- (5) The Grant Committee has the authority to exclude some of the proposed overall costs up to 10% of overall eligible costs.
- (6) The Grant Committee shall present the report with evaluation of submitted project

proposals to PR-V who subsequently adopts a decision on the project proposal and organises the publication of the full list of decisions on project proposals no later than by the announced deadline for evaluation.

Article 10

Cancellation of Competition

- (1) PR-V shall cancel the competition if:
 - a) No project proposals have been submitted,
 - b) No project proposals have qualified for the second stage of evaluation,
 - c) A change of circumstances has taken place which PR-V cannot have foreseen nor has caused especially under reduction of subsidy for SRHE or subsidy for R&D by the Ministry.
- (2) A cancellation of the competition shall be immediately published by VYZ at <http://www.zcu.cz/research/>.

Article 11

Decision on a Project Proposal and Publication of Competition Results

- (1) PR-V shall decide on a project proposal based on the recommendation by the Grant Committee no later than by the end of the evaluation period. Should PR-V in its decision differ from the recommendation made by the Grant Committee, a reasoning for the decision must be made in writing and published. Decisions made by PR-V are final and cannot be appealed.
- (2) PR-V has the authority to reduce the project budget by no more than 10% of the overall eligible costs.
- (3) The decision on a project proposal is communicated by VYZ to the Investigator, to the Grant Committee and to the chair of the corresponding faculty.
- (4) Overall results of the competition are published by VYZ as per the documents submitted by PR-V at <http://www.zcu.cz/research/> before the end of the evaluation period.
- (5) Records and documents on the competition are kept by VYZ.

Article 12

Evaluation of Results

- (1) VYZ shall publish information on the supported project as well as information on the use of support at <http://www.zcu.cz/research/> by 15 February of the calendar year following the calendar year in which the support was offered.
- (2) Before 31 March of the calendar year following the calendar year in which the support was offered, VYZ shall evaluate the results achieved from the SRHE subsidy using the method specified by the Ministry; the evaluation shall be published at <http://www.zcu.cz/research/>.
- (3) The dean shall submit to VYZ documents for the evaluation of results in the form of a final report by 31 January of the calendar year after the calendar year in which the

support was offered, together with a written confirmation that the funds have been utilised in conformance to the conditions of the competition and to the decision on project acceptance, and that the outcomes declared in the project have been achieved.

PART FOUR STUDENT SCIENTIFIC CONFERENCE

Article 13 Announcement of Conference

- (1) PR-V announces the conditions for support to the conference for the oncoming year no later than on 30 November of the year preceding the year of the conference. The announcement of the conference is published by VYZ at <http://www.zcu.cz/research/>.
- (2) The announcement shall include no less than:
 - a) The method for submission and the criteria for evaluation for support applications,
 - b) The competition and evaluation periods for evaluation of support applications,
 - c) Items of eligible costs,
 - d) The scope of required information and guidelines for preparation of a support applications, including required annexes if any,
 - e) The place, method and deadline to submit support applications and for the announcement of the results,
 - f) Conditions for cancellation of the announcement.

Article 14 Support Applications

- (1) Persons who may submit a support application as per the announcement:
 - a) Student of an accredited Doctoral or Master program, or
 - b) Member of academic staff at UWB.
- (2) The applicant may recall their support application before a decision has been made on the support application. The applicant is not allowed to alter the support application after it has been submitted.
- (3) Once a support application has been accepted the applicant becomes the Investigator. The Investigator realises the support application in conformance to the specifications and to the decision of acceptance of the application; the Investigator is responsible for timely and full preparation of the final report. The Investigator is the manager of the operation. If the Investigator is a student of an accredited Doctoral or Master program, the manager of the operation is their supervisor or another appointed academic staff member at UWB. The manager of the operation is responsible for proper utilisation of the support. Further obligations of the Operation Manager are stipulated by the Rector's Directive on the internal audit system.
- (4) The Investigator may realise the approved support application in collaboration with members of the investigation team.
- (5) The budget manager is a nominated employee of UWB; their duties are specified in the

Rector's Directive on the internal audit system.

Article 15

Evaluation of Support Applications by the Grant Committee

- (1) Evaluation of support applications is conducted by the Grant Committee.
- (2) In the evaluation of support applications, members of the Grant Committee must not be biased towards the submitted support applications; they especially must not have participated in the preparation of the support application, they must not have any personal interest on the decision on the support application; they must not have any personal relationship with the applicant.
- (3) The Grant Committee shall evaluate whether the announced conditions have been met and prepare a report which shall contain the following:
 - a) A list of submitted support applications,
 - b) A list of applications recommended for approval,
 - c) A list of applications not recommended for approval with reasons for such evaluation.
- (4) VYZ shall record the evaluation results in the OBD information system.
- (5) The Grant Committee has the authority to exclude some of the proposed overall costs up to 15 % of overall eligible costs.
- (6) PR-V has the authority to reduce the project budget by no more than 10% of the overall eligible costs.
- (7) The Grant Committee shall present the report with evaluation of submitted support applications to PR-V who subsequently adopts a decision on the support application and organises the publication of the full list of decisions on applications no later than by the announced deadline for evaluation.

Article 16

Cancellation of Conference

- (1) PR-V shall cancel the conference or any one of its parts if:
 - a) No support application has been submitted,
 - b) The subsidy has been utilised in full in the preceding rounds of the competition,
 - c) A change of circumstances has taken place which PR-V cannot have foreseen nor has caused especially under reduction of subsidy for SRHE or subsidy for R&D by the Ministry.
- (2) A cancellation shall be immediately published by VYZ at <http://www.zcu.cz/research/>.

Article 17

Decision on Support Applications and Publishing of Results

- (1) PR-V shall decide on a support application based on the recommendation by the Grant Committee no later than by the end of the evaluation period. Should PR-V in its decision about a support application differ from the recommendation made by the Grant Committee, a reasoning for the decision must be made in writing and published.

Decisions made by PR-V are final and cannot be appealed.

- (2) Decisions on the support application are communicated by VYZ to the Investigator and to the Grant Committee.
- (3) Overall list of decisions on support applications is published by VYZ as per the documents submitted by PR-V at <http://www.zcu.cz/research/> before the end of the evaluation period.
- (4) Records on the conference are kept by VYZ.

Article 18 **Evaluation of Results**

- (1) VYZ shall publish information on the supported conferences as well as information on the use of support at <http://www.zcu.cz/research/> by 15 February of the calendar year following the calendar year in which the support was offered.
- (2) Before 31 March of the calendar year following the calendar year in which the support was offered, VYZ shall evaluate the results achieved from the SRHE subsidy using the method specified by the Ministry; the evaluation shall be published at <http://www.zcu.cz/research/>.
- (3) The dean shall submit to VYZ documents for the evaluation of results in the form of a final report by 31 January of the calendar year after the calendar year in which the support was offered, together with a written confirmation that the funds have been utilised in conformance to the conditions and to the decision on application acceptance, and that the declared outcomes have been achieved.

PART FIVE **MOTIVATION SYSTEM – RIV PART**

Article 19 **Rules for Awarding and Utilisation of Support**

- (1) The principal condition for offering support is a confirmation of recording R&D result in the Database of Results of UWB and its evaluation as per the methodology stated in the directive [on recording of publication activities and other expert activities](#).
- (2) The evaluation of “prestigious” result may be awarded to a research and development result which has been, by the day of preparation of award notification as per Article 6:
 - a) published as a scientific article in a journal the ISSN of which is recorded in the Journal Citation Report database (“JCR”), Clarivate Analytics (formerly Thomson Reuters) which uses data from the Web of Science Core Collection, and the journal has a retrievable AIS in the field. The AIS can be used, as per the latest published state of the JCR database, to establish the ranking of the journal in the field. Recognition is seen in scientific articles if the journals where they are published rank in the first decile, the first quartile or the second quartile of the field of the journal. Evaluation is conducted as per the currently known field ranking of the journal in JCR published at the time of evaluation of the corresponding phase of MS RIV as per Article 7. When the available state of the

JCR database for individual years is changing, the latest available state of JCR is significant. A scientific article is evaluated only once.¹

- b) a selected result with said evaluation within the evaluation of the research organisation.
- (3) PR-V decides which specific result of research and development as per Article 2 shall be classified as a prestigious result. Should PR-V decide that a result of research and development as per Article 2 is not to be classified as a prestigious result, reasoning must be provided. Reasoning is not required for articles published in journals which rank in the third or fourth quartile and for evaluated selected results which the research organisation evaluated under the Methodology 17+ into grade 4 or 5.
- (4) On the day of decision about the result being prestigious, the bearer of the award must be a student or employee of UWB.
- (5) The maximum amount of support is specified in the rules for awarding and utilisation of support as per Article 12.
- (6) The Motivation system – RIV part operates without an application made by the creator. Information on the calculated amount is communicated to the recipient by VYZ. The recipient presents a proposal for division of the support as a filled-out form, which is a part of the notification of award. Should the recipient of award fail to submit a proposal for division of support for the achievement of a prestigious result to VYZ within 14 days of delivery, the claim for awarding the support shall forfeit unless PR-V has established a longer term in specific cases.
- (7) The selection of persons who have achieved prestigious results is made by PR-V using proposals submitted by VYZ as per Article 6.
 - a) in March: for prestigious results reported and certified between November and February,
 - b) in June: for prestigious results reported and certified between March and May,
 - c) in September: for prestigious results reported and certified between June and August, and
 - d) in November: for prestigious results reported and certified between September and October,
- (8) Decisions made by PR-V are final and cannot be appealed.
- (9) The pay costs for the RIV part of the motivation system per one employee of UWB per calendar year must not exceed CZK 250,000.
- (10) A student of UWB may receive up to CZK 100,000 per calendar year.
- (11) Should an employee or a student touch the limit amount per calendar year, PR-V in cooperation with the dean or the director of the institute or of another relevant part of the university will present a proposal to the Rector for an award presented by UWB, the

¹ If an article ranks in the first decile and is awarded for the publication, it will not be awarded for publication in the first quartile as that would be dual award for the same reason under a). Award under a) does not exclude award under b).

Ministry or other agencies or institutions.

- (12) Detailed rules for calculation of support for the following calendar year shall be specified by PR-V by 30 November of the preceding year. The rules are published by VYZ at <http://www.zcu.cz/research/>.
- (13) Documents on this part of the motivation system are kept by VYZ.
- (14) Selected results of research and development evaluated in 2018 in the RIV part of the motivation system which will be awarded Grade 1, 2 or 3 within evaluation of the research organisation under Methodology 17+ shall be awarded as per this Article; Paragraph 12 shall not apply.
- (15) In the case of the Motivation system – RIV part, prestigious results reported and certified between November 2019 and February 2020 will calculate support for 2020 under the rules for 2019. Prestigious results reported and certified in the following periods will calculate support for 2020 under the rules specified by PR-V before 28 February 2020.

PART SIX MOTIVATION SYSTEM – CONTRACT RESEARCH PART

Article 20

Rules for Awarding and Utilisation of Support

- (1) An investigator in charge is entitled to support for successful realisation of a contract research project under the directive on contract research (activity 9011). A successful realisation of a contract research project means the submission of the contract research project to the customer, signature of the handover report, preparation and submission of the accounts to TSV. An investigator in charge in this directive refers to an employee of UWB who has participated in the realisation of the contract research project and is reported in the accounts of the contract research project.
- (2) On the day of payment of support as per this directive, the investigator in charge must be employee of UWB.
- (3) Evaluation of contract research results for the previous period is conducted by the Transfer and Contract Research division (“TSV”) by 31 May and 30 November. The monitored period means the period from 1 December to 31 May and from 1 June to 30 November.
- (4) Support to the investigator in charge is calculated for each contract research project where the calculated price amounts to no less than CZK 100,000.00. The minimum amount of support is CZK 1,000.00. If the calculated price exceeds CZK 100,000.00, the investigator will receive support equal to the amount transferred to the Motivation system – Contract research part. For investigation teams, support may be divided to the individual members based on the size of their creative contributions to the completion of the contract research project stated in the accounts of the contract research project. Entitlement to a proportional part of the support is granted to those members of the investigation team whose calculated part of the support exceeds CZK 1,000.00 and

while the overall payment to the Motivation system – Contract research part for the project amounts to no less than CZK 3,000.00.

- (5) Unpaid support under the preceding paragraph (lower than CZK 1,000.00) will be divided in equal parts to the three investigators of the contract research project with the highest share of contract research in the monitored period; it will be paid as support in the following payment date. Investigators will be notified of awarded support via e-mail.
- (6) The operation of the Motivation system – CONTRACT RESEARCH part is conducted by TSV without applications submitted by the investigator.
- (7) Decisions made by PR-V as per Paragraph 5 of this article are final and cannot be appealed.
- (8) Rules for distribution of support as per Paragraph 4 of this article shall be posted on TSV's website (https://transfer.zcu.cz/cs/Zamestnanci/Smluvni_vyzkum.html).

PART SEVEN MOTIVATION SYSTEM – EC PROGRAMS PART

Article 21 Rules for Awarding and Utilisation of Support

- (1) The main condition for award of support is project submission into one of the programs funded directly from European budget under the condition that the project is approved for funding regardless of whether UWB is in the position of the principal beneficiary or of another participant (partner).
- (2) On the day of decision about awarding the support, the awarded investigator must be employee of UWB.
- (3) The support to the awarded investigator amounts to 1%, or 2% if it is the first project approved for funding, of eligible project costs for UWB. However, in both cases the support amounts to no less than CZK 5,000.00.
- (4) The pay costs for the EC PROGRAMS part of the motivation system per one employee of UWB per calendar year must not exceed CZK 250,000.
- (5) The operation of the Motivation system – EC PROGRAMS part is conducted by PC without applications submitted by the investigator. Information on the calculated amount is communicated to the recipient by PC. The recipient presents a proposal for division of the support as a filled-out form, which is a part of the notification of award.
- (6) Decisions on awarded support made by PR-V are final and cannot be appealed.
- (7) Details on the awarding and utilisation of support for the given year are issued by PR-V within ten business days after reception of the Ministry's decision to provide subsidy to the institutional plan. The rules are published by PC at <http://www.zcu.cz/research/>.

PART EIGHT MOTIVATION SYSTEM – ERC PART

Article 21a
**Rules for Awarding and Utilisation of
Support**

- (1) The basic condition for reception of support is the submission of a project under ERC Starting Grant, ERC Consolidator Grant or ERC Advanced Grant provided that in the first round of evaluation, the project is awarded A and qualifies for the second round of evaluation.
- (2) On the day of decision about awarding the support, the awarded applicant must be employee of UWB.
- (3) The amount of support for the awarded applicant is specified in the rules for awarding and utilisation of support for the given calendar year.
- (4) The operation of the Motivation system – ERC part is conducted by PC after the investigator informs on the result of evaluation and provides the necessary documents. The awarded investigator presents a proposal for division of the support as a filled-out form, which is a part of the notification of award.
- (5) Decisions on awarded support made by PR-V are final and cannot be appealed.
- (6) Reception of award as per this Article shall not exclude reception of award under Article 21.
- (7) Details on the awarding and utilisation of support for the given year are issued by PR-V within ten business days after reception of the Ministry's decision to provide subsidy to the institutional plan. The rules are published by PC at <http://www.zcu.cz/research/>.

PART NINE
MOTIVATION SYSTEM – POSTDOC PART

Article 22
**Rules for Awarding and Utilisation of
Support**

- (1) The principal condition for awarding support is that a graduate from a doctoral study program is employed at UWB and greatly participates in investigation of projects and in achievement of excellent results in research, development and innovation. Support is offered to employees of UWB for a period of no more than 3 years after graduating from a doctoral study program.
- (2) Selection of persons to be supported is made by a committee of representatives of the faculties and university institutes, appointed by PR-V under proposition made by the dean or director of a university institute. PR-V serves as the chair of the committee. The committee evaluates the proposed activities and expected outcomes from the viewpoint of development of research at UWB, from the viewpoint of adherence to Long-term Directions of Research and Development at UWB, as well as the projects which are being investigated or prepared (7 framework program, OP R&D&I, etc.).
- (3) PR-V decides on the awarding of support. PR-V shall not award support if finances for

funding the POSTDOC part of the Motivation System have been depleted. PR-V decides on support to selected persons in the order of proposals selected as per Paragraph 2. Decisions made by PR-V are final and cannot be appealed.

- (4) VYZ communicates the results to the supported persons and to the committee; they are also posted at <http://www.zcu.cz/research/>.
- (5) Detailed rules for the award and utilisation of support, types of evaluated activities and outcomes with corresponding amount of support are specified in the rules for awarding and utilisation of support for the calendar year issued by PR-V within ten business days after reception of the Ministry's decision to provide subsidy to the institutional plan. The rules are published by VYZ at <http://www.zcu.cz/research/>.
- (6) Documents on this part of the motivation system are kept by VYZ.

PART TEN MOTIVATION SYSTEM – TALENT PART

Article 23 Rules for Awarding and Utilisation of Support

- (1) The principal condition for awarding support is the achievement of an excellent result in study, research development or innovation or in other creative activities (publication of a paper, active participation in conferences, awards for creative activities in an international or national context, creation of works of art, performing the third role of the university e.g. through collaboration with the state administration, non-profit sector or the enterprise sector).
- (2) Support applicant must be a student of an accredited program, especially Master or Doctoral.
- (3) Selection of persons to be supported is made by a committee of representatives of the faculties and university institutes, appointed by PR-V under proposition made by the dean or director of a university institute. PR-V acts as the chair of the committee. The results of the selection procedure are published at <http://www.zcu.cz/research/>.
- (4) PR-V decides on the selection of persons who have achieved prestigious results. PR-V shall not decide on the selection of persons as per Clause 1 if finances for funding the TALENT part of the Motivation System have been depleted. PR-V decides on the selection of persons who have achieved prestigious results using the order of proposals selected as per Paragraph 3. Decisions made by PR-V are final and cannot be appealed.
- (5) VYZ communicates the results to the supported persons and to the committee; they are also posted at <http://www.zcu.cz/research/>.
- (6) Details on the awarding and utilisation of support for the given year are issued by PR-V within ten business days after reception of the Ministry's decision to provide subsidy to the institutional plan. The rules are published by VYZ at <http://www.zcu.cz/research/>.

PART ELEVEN
TEMPORARY, JOINT AND FINAL PROVISIONS

Article 24
Joint Provisions

- (1) Unless specified otherwise by this Regulation, the rules for project realisation, applications for support, and the utilisation of support provided by the Motivation System – parts RIV, CONTRACT RESEARCH and EC PROGRAMS are governed by the Regulation on project administration, Articles 2, 5 through 7.
- (2) The administrator of activities as per this Regulation is VYZ, PC and TSV.
- (3) The term “employee” for the purpose of Parts Five through Seven of this Regulation shall solely mean an employee under an employment contract.
- (4) Pay costs for the employee as per this Regulation shall include the employer’s statutory deductions as stipulated by law.
- (5) In the case of the Motivation System – Contract Research part, PR-V shall specify detailed rules for awarding and utilisation of support for 2020 no later than 28 February 2020.
- (6) The stipulations of Article 2 Paragraph 9 of this Regulation shall apply for 2020 as follows: one half of competition funds allocated to UWB in 2020 shall be distributed as per the Ministry’s criteria for 2020; the other half shall be distributed as per the ratio of distribution of funds for competition in 2019.
- (7) The Student Grant Competition which started before 30 September 2019 shall be completed under the rules in force at the time of the announcement of the competition. Student programs selected by the applicant in the completed Student Grant Competition prior to 30 September 2019, when the competition was realised under the rules in force at the time of announcement of the competition, and those projects are planned for several years with completion after 30 September 2019, shall be completed under the rules in force at the time of announcement of the competition.
- (8) Evaluation of results of contract research and payment of support for the period 31 May 2020 shall be performed by TSV under the new rules set forth by this Regulation. The new rules shall be published at the TSV website (https://transfer.zcu.cz/cs/Zamestnanci/Smluvni_vyzkum.html) within 14 days after the publication of the Regulation.

Article 25
Final Provisions

- (1) Rector’s Directive 30R/2012 – Grant System is hereby abolished.
- (2) This Regulation comes in force by the wording of the last amendment on 28 February 2020.

Distribution List

- Rector's Board
- Bursar's Board

Administration: VYZ, phone: 1033