

KInG - internal grants

Basic data

Competition – this will be filled in automatically

Grant type – this will be filled in automatically

Investigation period – choose whether it will be a one-year or two-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

ILLUSTRATED MANUAL APOLLO IS FOR INTERNAL GRANTS COMPETITION

Basic data			
competition	KInG - internal grants 2021	type of grant	KInG - internal grants
submission date	03.11.2020	registration number	FCH-K-21-6790
field of research	1. Natural Sciences / 1.4 Chemical sciences / Physical chemistry		
name (max. 250 characters)	Test		
annotation (max. 550 characters)	...		
objectives (max. 250 characters)	...		
keywords (max. 200 characters)	...		
Faculty			
acronym	title		
FCH	Fakulta chemická		
ř:1, v:0/1		<	

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

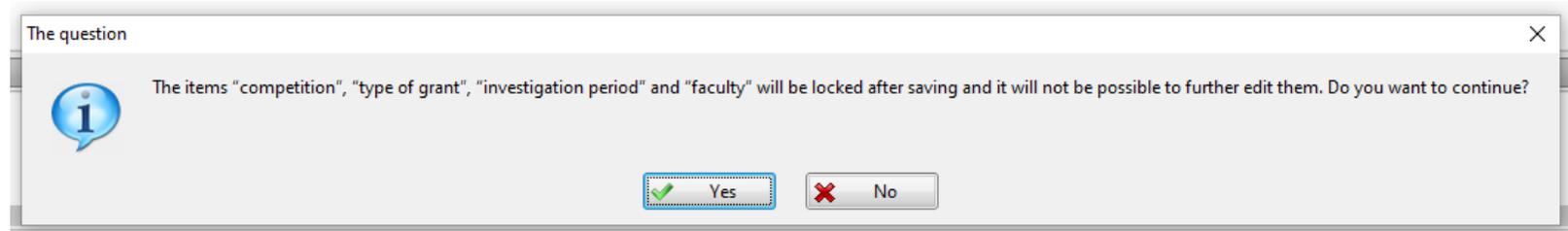
Faculty – select from the menu the faculty at which the proposer is enrolled for a Ph.D. study

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.



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.

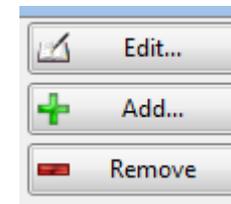
The "Investigator" window then appears.

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]
176012		proposer		2021	<input checked="" type="checkbox"/>	01.01.2021	31.12.2021	FAST			DPČ	0,5	240000	59520	21600	1008	0
				2022	<input checked="" type="checkbox"/>	01.01.2022	31.12.2022				DPČ	0,5	24000	59520	21600	1008	0
161365	lg.	team membe		2021	<input checked="" type="checkbox"/>	01.01.2021	31.12.2021	FSI			PS	0,1	48000	11904	4320	201,6	720
				2022	<input checked="" type="checkbox"/>	01.01.2022	31.12.2022				PS	0,1	48000	11904	4320	201,6	720



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.

Investigator [Window Title]

student, study [Text Box]

role team member [Dropdown] **planned activity abroad** none [Dropdown]

study typ doktorský, fakulta FSI, program "Aplikované vědy v inženýrství", obor "Inženýrská mechanika" [Text]

trainer Pol [Text Box]

dissertation topic Vli [Text Box] ání oceli [Text]

qualifications for participation in the grant (max. 1500 characters) ... [Text]

educational objectives (max. 500 characters) ... [Text]

participation in the grant

year	year closed	is a team ...	since	until
2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>	01.01.2021	31.12.2021
2022	<input type="checkbox"/>	<input checked="" type="checkbox"/>	01.01.2022	31.12.2022

finance

faculty	year	form	workload	wages [...]	SI [CZK]	HI [CZK]	LI [CZK]	SF [CZK]
FAST	2021	PS	0,1	48000	11904	4320	201,6	720
FAST	2022	PS	0,1	48000	11904	4320	201,6	720

[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.

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.

Participation in the project – this will be filled in automatically

Finance

Form – select agreement to complete a job, if this is not possible (the student already has such an agreement concluded for a workload of 0.5 FTE), select employment contract

Workload – proposer 0.5 FTE, team members 0.1 or 0.2 FTE

Wages – calculated and entered by the applicant according to the following formula:

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 perform 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.

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

Mentor

mentor ... X

consent with participation in the grant

experience ...

 Save

 Cancel

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

+	type of result	citation
▶	publikace	NE
	publikace	HR
	publikace	HR

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.

+ Add...
- Remove

 Select a R&D result _ □ ×

choose from IS BUT database:

+	R&D ID	type, general	type	date	quotation
<input checked="" type="checkbox"/>	165397	publikace	článek ve sborníku	02.02.2020	JA...SKI, K; U
<input type="checkbox"/>	126911	publikace	článek v časopise	01.07.2016	SI...n appro
<input type="checkbox"/>	134134	publikace	článek v časopise	01.06.2017	M...EWSKI, P
<input type="checkbox"/>	159377	publikace	článek v časopise	23.09.2019	M...M.; Bala
<input type="checkbox"/>	165374	publikace	článek v časopise	09.03.2020	B...KI, K; Z
<input type="checkbox"/>	165375	publikace	článek v časopise	18.03.2020	G...SKI, K; E
<input type="checkbox"/>	115739	publikace	konferenční sborn	06.04.2015	BA...ties of

ř:1, v:0/7 < >

or enter citation: type of result

citation

 Confirm
 Cancel

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%

Justification of other direct expenses

Describe in detail and justify the 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.

Then click the “Save” button.

Financing

faculty	year	wages [CZK]	menthor's reward [CZK]	other [CZK]	overheads [CZK]	total [CZK]
FAST	2021	322 128,00	16 286,40	68 871,60	71 874,00	479 160,00
	2022	106 128,00	16 286,40	284 871,60	71 874,00	479 160,00

Justification of other direct expenses (max. 2000 characters)

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

Impact

Fill in following information:

- 1) Scientific and technology advancement.
- 2) Potential for future social or economic impact or market creation.
- 3) Impact on Internationalization.

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 soberly...

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

press the "Save" button

Excellence (max. 4000 characters)

.....

Impact (max. 4000 characters)

.....

Implementation**▶ Expected controllable outputs**

articles in impact journals	<input type="text" value="1"/>	patent applications	<input type="text" value="0"/>
articles in non-impact journals	<input type="text" value="0"/>	utility / industrial design applications	<input type="text" value="0"/>
specialist books	<input type="text" value="0"/>	software	<input type="text" value="0"/>
conference articles by Thomson Reuters, Scopus	<input type="text" value="0"/>	pilot plant, established technology	<input type="text" value="0"/>
contributions to specific research conferences	<input type="text" value="0"/>		
dissertation	<input type="text" value="0"/>		

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

You have 4000 characters for filling required information.

press the "Save" button

Grant Risks

Indicate the risks associated with the investigation under the grant.

press the "Save" button

Review

Irrelevant field at the time of application.

▶ Investigation procedure

Grant risk (max. 500 characters)

.....

Review

review				final evaluation
ID No	category	verbal evaluation	evaluation	overall evaluation
+				

Approval process

Button **Submit for approval 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:

I agree/disagree Team member

I agree/disagree Trainer

I agree/disagree Mentor

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

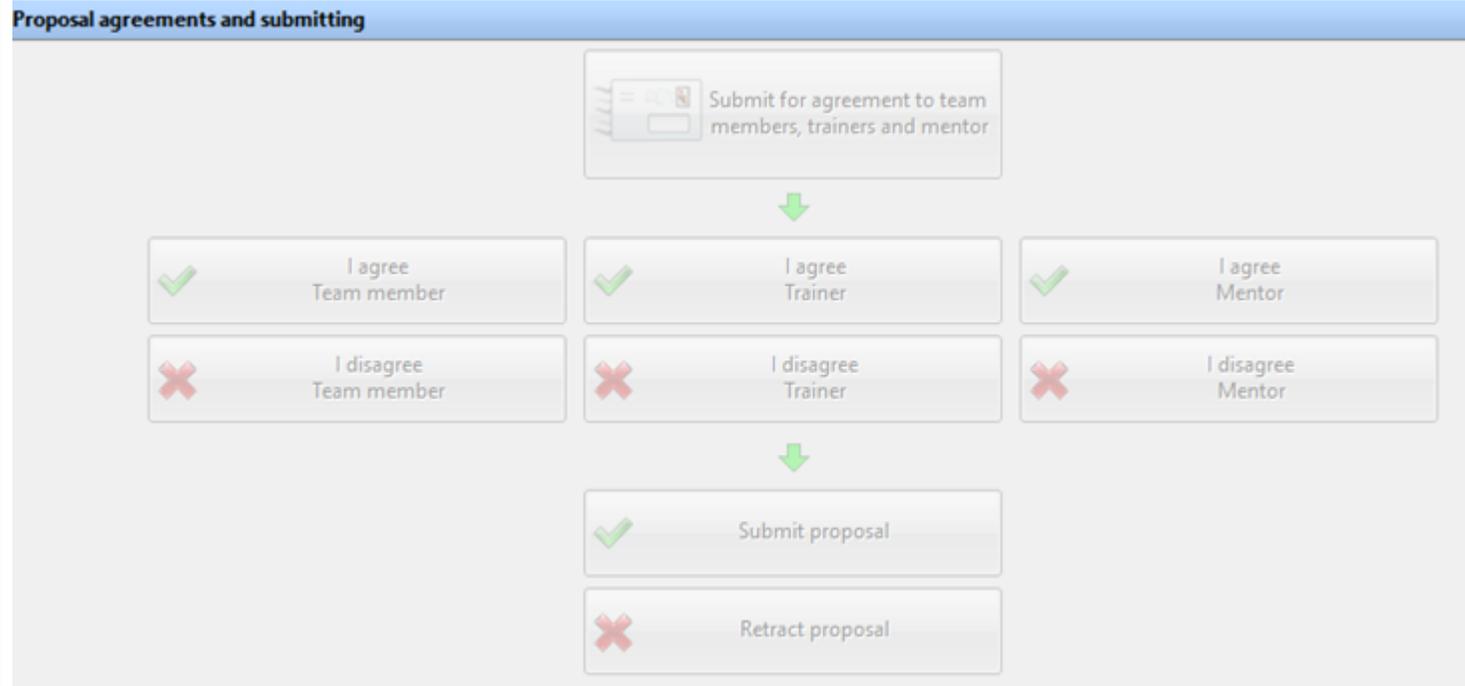
Button:

Submit proposal

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

Retract proposal

Cancel submission of the proposal



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.

A dialog box with two buttons: 'Save' (with a floppy disk icon) and 'Cancel' (with a red circle and slash icon). Below the buttons, it says '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
name (max. 250 characters)	Test
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)	
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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.



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		A trip abroad is planned for a team members	, Ing.
	1.11.2020 20:01:15	1492	2000		Justification of other direct expenses missing.	

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