

Instructions for PROPOSERS and INVESTIGATORS of Internal Grants

The following information is intended for DOCTORAL students at BUT who want to participate in the Internal Grants competition and obtain a grant for their scientific and research activities. Internal Grant Competition is realised within project Quality internal grants of BUT, Reg. No CZ.02.2.69/0.0/0.0/19_073/0016948 from Operational Programme Research, Development and Education.

The guide consists of questions that we assume that the student could ask, and there will be also available the illustrated manual on the website www.vut.cz/en/king.

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

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

The student must consider whether he or she will work on the grant alone or in a team and if so, then who his or her co-workers would be.

Only students who are in the first to third year of study in the case of one-year grants and in the first to second year of study in the case of two-year grants may enter the competition.

The student decides whether to apply for grant for one or two years.

The student must know or find out whether he or she can work based on an Agreement to perform work (preferred) or only on an Employment Contract.

The workload of grant proposers is always 0.5 FTE (20 hours / week)

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

The proposer, the solver and a team member must be a student of a doctoral study programme at BUT at the time of submitting the proposal and for the entire period of carrying out investigation under the grant.

The student must reach an agreement with a research or academic staff member of BUT who will become the grant mentor. The participation of a mentor in an investigation under the grant is mandatory. The mentor may or may not be the trainer of the proposer or any member of the team.

The student in the role of proposer must be aware that during the implementation of the grant, he or she must carry out at least one educational / research activity abroad (e.g. internship, summer school,



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research stay, active participation in a conference), which may take place in the EU or outside the EU. If it is a country the language of which the student understands, for example Slovakia, then at least part of the activity must be done in a foreign language (for example, presentation of a paper, text of the study).

What must a student pay attention to if he or she wants to apply for an internal grant?

Above all, it is necessary to read the Internal Grant Competition Directive and the Tender Documentation (hereinafter the "TD"), where the student will learn all the important information and conditions related to the competition.

The student must make sure that he or she has not been awarded another grant on identical topic from other sources and that the topic of his or her dissertation or a dissertation of a team member does not coincide with the topic of the grant. However, students may use the results / outputs of grants (i.e. measurement results) in their dissertations. However, the output of the grant must not be the dissertation as a whole. It is also possible for the students to fulfil the partial obligations of his or her individual study plan (publishing activities, participation in a conference, etc.) using the grant outputs.

Personnel costs may be paid to investigators and team members only on the basis of a labour-law relationship (Agreement to perform work or Employment Contract). If the student has already concluded an employment contract or Agreement to complete a job / Agreement to perform work at BUT, it is necessary to consult with the relevant personnel department on the setting (type) of the employment relationship in the grant.

How are grants submitted to the Apollo system?

The proposer fills in the grant application in the Apollo IS after logging in to the BUT IS: <https://apollo.vutbr.cz/#/> - Apollo on the website – Research and Development – InG - Internal grants VUT – New application.

The submission of grant proposals into the system is possible during the competition period, which runs from 2 November, 9:00 to 4 December 2020, 15:59:59.

The student may submit only one proposal and he or she may not be a member of another investigation team.



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

What is important to know about the course of the investigation under the grant?

The investigation under the grant starts on 1 February 2021.

The investigation under the grant ends on 31 January 2022 in the case of one-year grants, and on 31 January 2023 in the case of two-year grants. If an investigator has suspended and then extended an investigation under a grant, the end-date of the grant is adequately extended, always by whole months (at most by 3 month).

Each student who becomes an investigator of a grant must, during the implementation of their grant, participate in at least one of the educational courses of the BUT Rectorate within the project Quality Internal Grants at BUT.

During the implementation of the grant, it is permissible to replace the grant investigator with another existing team member. If there is only one person carrying out the investigation under the grant, it is not possible to replace the investigator. Team members may be replaced by other doctoral students.

What financial resources can I expect within the grant?

The investigator will have at his or her disposal financial resources that will depend on the amount of the unit cost, the sum of the work capacity of all grant investigator and the total grant time.

The amount of the unit cost corresponding to a workload of 0.1 FTE / month for one investigator under the grant is CZK **7,986**.

In the case of a higher work involvement, the amount is multiplied proportionally, e.g. CZK 39,930 for one month and investigator whose workload corresponds to 0.5 FTE. In the case of a one-year grant, the total amount is CZK 479,160 / year.

In the case of team grants, the unit is the sum of the workloads of all members of the investigation team, e.g. 4 people: one person for 0.5 FTE, the second and third for 0.2 FTE and the fourth for 0.1 FTE / month = CZK 79,860. In the case of a one-year grant, the total amount is CZK 958,320 / year.

Finance in detail:

Eligible costs consist of the items of personnel costs and other costs:



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(a) personnel costs

The amount consists of wages and compulsory charges:

- Wages

The amount that may be used for the investigator's (student's) salary is CZK 3,600 to CZK 4,000 for a workload corresponding to 0.1 FTE / month.

The amount in the stated range may be applied differently by individual faculties.

- Charges

The calculation of charges (for social and health insurance, cultural and social needs fund, social fund) depends the investigator's labour-law relationship within the grant, i.e. an agreement to complete a job or an employment contract:

- Agreement to complete a job:

- 24.8% social insurance
- 9% health insurance
- 0.42% employer liability insurance

- Employment contract:

- 24.8% social insurance
- 9% health insurance
- 0.42% employer liability insurance
- 1.5% social fund

(b) other costs

Other costs include:

- Mentor's personal costs – this amount is fixed and it will be automatically calculated based on the sum of the workload of the grant investigators.
- Other direct expenses: e.g. material, small equipment, software, specialised literature, travel expenses, external training.
- Overhead – fixed amount: 15% of the total cost.

The proposer justifies the item Other direct expenses, which will arise from Other costs after they are multiplied by the total workload of the grant investigators and team members and the grant duration, and after mentor's personal costs and the overhead are deducted.

As the grant proposer is obliged to travel abroad, it is first necessary to plan the travel costs and only then allocate other direct expenses.

Attention: Travel costs consist not only of travel and accommodation costs, but also of meal allowances (according to the destination country), conference fees, etc.



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If the funds are sufficient, other members of the investigation team may also travel abroad. It depends on the priorities of the investigation team and their use of the budget for other direct expenses.

Who will have control over the drawing of grant funds?

If the grant has been awarded, the grant proposer becomes the principal of operations.

An administrator of the budget will be assigned by the faculties.

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

Below is all the information that you will gradually list in the various fields in the Apollo IS. An illustrated manual will help you fill it out.

The application includes:

- identification of the proposer and potential team members (including their consent to involvement and evidence of previous experience);
- information about the mentor (including consent to participate and evidence of experience);
- summary of the educational goals* of all proposers and team members.

**These are the educational goals of each student, which he or she promises to fulfil within the implementation of the grant (learning to lead a scientific team for the principal investigator). These goals are set by each investigator individually with regard to their needs and the nature of involvement in the internal grant. These are mainly soft skills and cross-sectional skills for R&D, but it is also possible to include industry-specific skills and knowledge.*

- **Excellence**

- Describe the vision of a science or humanities that the grant would contribute towards. Discuss the relevant state of the art and the extent of the advance the grant would provide beyond this state of the art.
- Describe how this vision goes beyond the state of the art that currently exist or are under development.
- Describe the overall and specific objectives for the grant, which should be clear, measurable, realistic and achievable within the duration of the grant. (The details of the grant plan belong to the Implementation section).



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- **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 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.

- **Implementation**

Please provide the following:

- details of the research methodology and overall structure of the work plan;
- timing of the activities (including international internship) and their components;
- detailed work description, including deliverable(s)*.

**'Deliverable' means a distinct output of the grant, meaningful in terms of the grant's overall objectives and constituted by a report, a document, a technical diagram, a software etc.*

- **Grant risk**

Describe any critical risks, relating to grant implementation, that the stated grant's objectives may not be achieved. Detail any risk mitigation measures.

- **Resources to be committed**

Describe planned resources (including the cost for work travels, material, HW, SW).

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

Determination of outputs (listed below) is not required to obtain a grant.

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



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Potential expectable deliverables (for detailed definition of deliverable types see*: https://www.vyzkum.cz/FrontClanek.aspx?idsekce=799796)	
Deliverable	Success criterion
Journal paper: J_{imp}/J_{sc}/J_{ost}	acceptance for publication
Book chapter – C	acceptance for publication
Proceedings paper – D	acceptance for publication
Software – R	Standalone software or toolbox
Holding an exhibition – E	arrangement documented
Other – O	deliverable documented

**See the document Definitions of Types of Results, Appendix No 4: Methodology for Evaluating Research Organisations and Research, Development and Innovation Purpose-Tied Aid Programmes approved under Czech Government Resolution No 107 of 8 February 2017, Research, Innovation and Development Council*

How will the competition be evaluated?

After the grant is submitted to the Apollo IS, the competition administrator will carry out a formal inspection of the grant and the proposer will be asked to eliminate any potential deficiencies.

The proposer has 5 calendar days to eliminate the deficiencies.

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

The opponent shall 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.).

Experts score each award criterion on a scale from 0 to 5 (half-point scores may be given). The maximum overall score is thus 15 (3x5). The threshold for each criterion is 2.5 points.

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



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Scores	
5	Excellent. The proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.
4	Very good. The proposal addresses the criterion very well, but a small number of shortcomings are present.
3	Good. The proposal addresses the criterion well, but a number of shortcomings are present.
2	Fair. The proposal broadly addresses the criterion, but there are significant weaknesses.
1	Poor. The criterion is inadequately addressed or there are serious inherent weaknesses.
0	Proposal fails to address the criterion or cannot be assessed due to missing or incomplete information.

How and when will I find out how the opinions turned out for my application and whether the grant will be selected for funding?

Opponents' opinions will become available to grant proposers during January 2021 via the Apollo IS. Whether the grant will be financially supported will be decided by the end of January and the proposer will find out the result on the BUT website.

The summary results will be published on the BUT website.

What should I do if I need to modify the grant after it has been awarded?

In the event of a modification, the investigator submits a request for a change via the BUT Apollo IS. The modifications are either substantial or minor and they are specified in more detail in the TD.

What reports am I obliged to submit as an investigator during the investigation under the grant?

During the investigation under the grant, the investigator shall submit the Activity Report, the Final Activity Report and the Interim Report (in the case of a two-year grant).



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All reports shall be prepared by the investigator in English using the designated forms from the BUT Apollo IS.

The Activity Report shall be prepared for each month not only by the principal investigator, but also by the team members.

The Final Activity Report shall be prepared only by the principal investigator on the last day of the grant (i.e. in the case of team grants, only one Final Report shall be submitted).

The Interim Report shall be prepared only in the case of two-year grants, by the principal investigator, as of the last day of November in the first year of the investigation under the grant.

Who can I contact if I have any doubts about submitting a grant to the Apollo IS?

Before submitting the grant application, the proposer shall read the following documents:

Internal Grant Competition Directive

Tender Documentation for Internal Grants

Instructions for proposers and Investigators

If the proposer has a question that is not answered in the documents, he or she may ask his faculty project specialist or the rector's office project specialist.

Faculty project specialists:

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