

RESEARCH SUPPORT PROGRAMME AT MASARYK UNIVERSITY

GUIDLLINES FOR CATHEGORY E – EXCELLENT RESULTS

OBJECTIVES AND PRINCIPLES OF THE PROGRAMME

The Research support programme aims to enhance the prestige of research work, to increase success rate in obtaining international prestigious grants and to encourage the interdisciplinary innovative research with high added value. Research support includes several funding schemes. The key criterion for selection is scientific excellence of applicants and proposal quality. Financial support will be provided for projects of MU employees¹ who are engaged in research. Projects that are funded from other sources or are simultaneously submitted to another provider will not be supported².

FUNDING

The source of program funding is the institutional support of long-term conceptual development of the University. The programme budget will be revised annually not to exceed 5 % of the institutional support for the year. In case of unpredictable development of university funding, the rector, in agreement with the deans, may reduce the limit of 5 % or cancel the programme.

In such a case the financing of supported projects may be limited or finished.

PROGRAMME COUNCIL

The Programme is led by Programme Council. The members are Vice-deans for research from all MU faculties, university institute directors, the Vice-rector for research, the Vice-rector for development, the Vice-rector for academic affairs and the Bursar. The Programme Council is chaired by the Vice-rector for research. The Council adopts its decisions by public acclamation

¹ MU employee who is engaged in research, for the purpose of this document means the academic (according to Act No. 111/1998) or non-academic staff engaged in research activity. His time of work on MU must be higher than 20 hours per week.

² Any exceptions will be considered by the Program Council.

and there are protocols taken during the programme Council meetings. On the proposal of the chairman or any other Council member of the board there can be external consultants invited to the meetings without any voting rights. The Research office at MU does the administrative support for the Programme.

Programme Council:

- Ensures transparency in the project proposal evaluation and supporting due the rules of programme categories.
- Controls efficiency of use of financial resources.
- Approves the annual report of the programme.

For selected categories:

- Draws final order of supported projects and proposes them for Rector's approval.
- Proposes budget adjustments of submitted project proposals.
- Controls the final evaluation of the projects.

ADVISORY BODIES

Proposals and projects are evaluated by these advisory bodies:

Internal Science Advisory Board; SAB

SAB is a scientific advisory board of the Vice-Rector for research. The members of SAB are specialists from Masaryk University, who are nominated by Vice-deans for research or by the Vice-rector for research. The SAB members are entitled to financial compensation, which will be covered by institutional support allocated to PPVs.

International Science Advisory Board; ISAB

ISAB is a Rector's international science advisory board. The members of ISAB may initiate programme changes according the international best practice. In selectet categories the ISAB members have an advisory voice. They may be part of evaluation process in selected categories.

External evaluators

External evaluators may be invited to the evaluation process for some types of support at the request of the Vice-Rector for Research or a member of the Program Council.

From funds allocated to PPV, it will be possible to fund rewards for external evaluation of project proposals and possibly other necessary evaluations during the implementation of projects.

TYPES OF SUPPORT

The calls are opened by the rector every year. The rector of Masaryk university has the right not to open a call in any category. The rector announces financial limits and other details for actual calls.

Programme categories:

- **Category E** – Excellent results
- **Category F** – International grants arrangement
- **Category G** – Interdisciplinary research projects
- **Category H** - Individual „high risk/ high gain“ projects
- **Category I** – MUNI Award in Science and Humanities

Category G – INTERDISCIPLINARY RESEARCH PROJECTS

OBJECTIVES AND PRINCIPLES

The grant will be usually awarded to larger research teams consisting of at least two economic centres MU involved in a creation of institutional support.³ Individuals from outside the MU may participate in research but without the payment of costs. The research topics must be interdisciplinary, innovative, with high added value and such that are not generally supported from other sources and have not yet been solved at MU. Cooperation between programs with different specialization (for ex. science and humanities) is an advantage.

This program also supports the return of perspective scientists from parental leave to enable and start their own independent scientific career.⁴

SELECTION CRITERIA

The main evaluation criteria are **interdisciplinary, originality and scientific quality of the project**. It will also assess **the perspective of cooperation after project end** and **innovativeness/added value of interdisciplinary synergy** of methodological approaches and expertise. The appropriate weight will be given to a scientific proficiency of applicants. An obvious condition for allocation of funds is to propose a research project that guarantees publications, patent or other quality outputs of the basic or applied research.

FUNDING

Interdisciplinary grants can be up to a **maximum of 5 000 000 CZK** for 1 project for a **period of 3 years**. It is possible to support only **4 projects in 1 year**.

The total cost of the project may be increased by CZK 500,000 if a researcher who is on parental leave or returns from parental leave at MU is recruited in the project team (minimum wage 0,5 during the whole project solution). This researcher must be incorporated into the project in such a way that will enable her / his professional growth, self-reliance and ongoing research careers.

³ Participation of employees from at least 2 economic centres of the MU is not an absolute condition, although it is desirable and will be awarded with bonus points. In exceptional and duly justified cases, an interdisciplinary project of one faculty may be also supported. The decision to support such a project is taken by the Council.

⁴ A top up budget of CZK 500,000 is primarily intended for a prospective female researcher returning after parental leave to research (which is the main objective of this financial instrument), but the support of male researchers in the same life situation can not be ruled out.

Eligible costs:

- Personal costs (Personal costs of research workers. Personal costs of administrative workers cannot be paid.)
- Consumables.
- Tangible and intangible assets .
- Services.
- Travel costs.
- Publishing costs and costs of putting research results into practice.
- Overheads (*Act MU n°. 10/2014 Rules for determining the share of administrative overheads in the current version*).

Non-eligible costs:

- Investments.
- Costs, which are not eligible for institutional support (for example refreshments).

The financial support for a calendar year will be granted to the faculty economic centre/ workplace of the applicant and co-applicants. The costs will be covered through the faculty economic centre on the basis of the accounting documents.

The economic and administrative facilities of projects will be identical to the economic and administrative facilities at the workplaces and these will also cover mutual operating costs. Principal investigator is responsible for the scientific and administrative coordination of the project.

Changes in a planned project budget are allowed and must be justified in a progress and final report. In case you move more than 30% of a planned budget the transfer must be consulted with the Research Office, approved by the Vice-rector for research.

APPLICATION PROCEDURE

List of the project proposal documents:

- The filled in and signed [application form](#).
- Project budget divided in individual calendar years including justification of costs in [ISEP](#).

- CV of the principal investigator and key co-investigators (max. 5 CV's). In case of asking for increasing budget for a scientist returning from the parental leave, the CV of this scientist must be included.
- [Affirmation](#).
- Project record from ISEP (“průvodka”).

All required documents are submitted via ISEP (the tab Documents) and 1 copy of the project proposal form signed by the applicant and including annexes must be delivered to the Research Office at MU.

EVALUATION AND SELECTION OF PROJECTS

Projects will be evaluated by the experts from MU, members of the Science advisory board.

Each project will be evaluated by minimum 3 reviewer. The reviewers declare Conflicts of Interest. In case that MU experts will not be available for evaluation of proposals for any reason, external expert(s) will be invited to the peer review process. Proposals will be evaluated by using the Evaluation Form ([see here](#)).

First, project proposals are evaluated individually by the SAB members. After the individual review a meeting of SAB members follows with the participation of Vice-rector for research. The aim of the meeting is i) to choose proposals, which may be awarded and to agree on proposals for which funding is not recommended (of course, such proposals need not necessarily exist) and ii) to establish ranking of the chosen projects according the overall score with regard to verbal comments.

Results of the evaluation by SAB members are submitted to the Programme Council. The Programme Council may assess the quality and relevance of evaluation and may exclude incorrect opinions. In this case it will be requested an additional expert opinion. Subsequently the Council decides on the final allocation of grants, based on a vote.

The Programme Council will also evaluate the adequacy of financial requirements. If it is necessary, the Council is authorized to propose a reduction of project budget.

SAB members are entitled to financial compensation that will be paid from the institutional support allocated to the programme.

PROJECT REPORTS AND EVALUATION

Supported projects will be evaluated on the basis of progress and final reports. The PI is responsible for timely submission of project progress reports and the final report (see Schedule).

The progress reports are evaluated individually by members of SAB. In case of serious deficiencies in project realization, detected on the basis of progress report, the financing of the project may be stopped through decision of the Council or the Rector of MU.

The completed projects will be evaluated by Programme Council based on the Final reports and members of SAB evaluation. The Council may require the presence of PI.

The projects will be classified by marks A to D, where A is an excellent project and D represents an unsuccessful project. Mark C excludes research teams from further competition for 2 years and D for 4 years.

Project progress and final reports shall be submitted electronically on prepared forms. The Programme Council may require additional report.

The list of documents required for the progress and final evaluation:

- Progress report.
- Final report.

SCHEDULE

- **call for proposals:** 1. 9.
- **deadline for project proposals:** 31. 10.
- **evaluation period:** 1. 11. 2016 – 28. 2. of the following year
- **results announcement:** 28. 2. of the following year
- **the start of realization:** 1. 3. of the following year
- **deadline for progress report submission:** annually up to 31. 3.
- **deadline for final report submission:** 3 months after the project finalization