

# RESEARCH SUPPORT PROGRAMME AT MASARYK UNIVERSITY

## GUIDLLINES FOR CATHEGORY F – INTERNATIONAL GRANTS ARRANGEMENT

### 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 employees<sup>1</sup> who are engaged in research regardless of the focus on a basic or an applied research (with the exception of category E and H, which aim to basic research). Essentially, there will not be support for projects that are funded from other sources or are simultaneously submitted elsewhere<sup>2</sup>. 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. Case of unpredictable development of university funding, the rector, in agreement with the deans, may reduce the limit of 5 % or cancel the programme.

### PROGRAMME COUNCIL

The Programme is led by Programme Council. The Council has 13 members. The members are Vice-deans for research from all MU faculties, 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 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

<sup>1</sup> 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.

<sup>2</sup> Any exceptions will be considered by the Program Council.

the meetings without any voting rights. The Research office at MU does the administrative support for the Programme.

**Programme Council tasks:**

- Ensures transparency in the project proposal evaluation.
- Draws final order of supported projects and proposes them for Rector’s approval.
- Proposes budget adjustments of submitted project proposals.
- Controls efficiency of use of financial resources.
- Eventually decides about changes in projects.
- Ensures final evaluation of projects and introduces the annual report of the programme to the Masaryk University leadership.

## 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. SAB is used especially for the evaluation of interdisciplinary projects.

**International Science Advisory Board; ISAB**

ISAB is a Rector’s international science advisory board. The members of ISAB evaluate especially individual high risk/high gain 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 F – INTERNATIONAL GRANTS ARRANGEMENT

### OBJECTIVES AND PRINCIPLES

The financial support will be awarded for expenses linked with preparation of exceptionally prestigious and significant projects of international providers (e.g. European Commission grants). These projects must be submitted within 12 months after the grant award. This financial support will be awarded in two financially distinguished categories:

- The preparation of projects where the MU employee engaged in scientific research is the main applicant.
- The preparation of projects where the MU employee engaged in scientific research is a co-applicant.

The European research council projects (ERC) are excluded from this structure of support. The ERC projects are supported at MU through a specific scheme for ECR grants. Detail rules are stated in document: *ERC Support Scheme*.

### SELECTION CRITERIA

The support can be awarded only to the project proposals fulfilling following criteria:

- The grant project proposal, requested to be financed, will be eventually submitted to an international grant agency.
- The grant project proposal, requested to be financed, must be aimed at research (research project, applied or combination of both).
- Applicant/co-applicant of the project must be MU employee, who is engaged in research (see page 3).
- Masaryk University must be the applicant/co-applicant institution.
- In case of project in consortium (MU in role of applicant or co-applicant), all the co-applicants must be known at the moment of application submission.
- The project, requested to be financed, must have clear aims and strategy of solving predefined.
- The project, requested to be financed, must contain preliminary budget.
- The grant application must contain expression of acceptance from applicant's supervisor, eventually Vice-dean responsible for research at given faculty.

## FUNDING

Maximum amount of support is **400 000 CZK** (in case that the MU employee is the main applicant of collaborative project) or **200 000 CZK** (in case that the MU employee is co-applicant). Projects, that would apply on the project preparation only partially, can be supported too (e.g. proofreading etc.).

The applicant for financial support will submit preliminary budget breakdown and individual items falling into eligible costs (see below).

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

### Eligible costs:

- Costs of organization and preparation of meetings (e.g. room rentals, consumables, etc.).
- Travels abroad concerning project preparation.
- Consulting and editorial services.

### Non-eligible costs:

- Personal costs of MU employees.
- Costs of research activities (costs linked to acquisition of preliminary data cannot be financed through this grant).
- Costs, which are not eligible for institutional support (for example refreshments).

*The overall limit for this category including financing regarding support scheme for ERC grants is 2 000 000 CZK during 12 months starting with the date of publication. Applications will be supported only up to a limit of overall annual limit for this activity.*

## APPLICATION PROCEDURE

The call for proposals will be run continuously, starting on 1<sup>st</sup> January and finishing on 31<sup>st</sup> December every year.

The project proposal must be submitted at least one month before the planned start of the project. The project evaluation will take place by the end of every month.

The projects can be planned for two years in exceptional and clearly justified cases. In such cases the budget would be reported as biennial. Support of these approved projects will take place in the second year of realization automatically from GA MU budget.

**The applicant must also include in the application the obligatory date of project proposal submission for grant competition.**

**List of project proposal documents:**

- The filled in application form (generated from ISEP) signed by the applicant.
- The applicant's CV.
- An expression of acceptance from applicant's supervisor/ head of department (form is not defined).
- Project record from ISEP ("evidenční záznam návrhu projektu").

The project proposal form can be filled in ISEP system, 1 copy signed by the applicant must be delivered to the MU Research office together with all required annexes.

*If needed, further information or materials can be requested for individual applications.*

## **EVALUATION AND SELECTION OF PROJECTS**

The applications will be evaluated by MU Research office. An expert from MU, including staff of specialized departments of Rector's office can be invited to contribute to the process of evaluation. The final decision on funding allocation belongs to the Vice-rector for research.

Special attention will be devoted to the quality and international prestige of the grant agency during the evaluation as well as the quality of a consortium (in case of projects in a consortium), the role of MU and the applicant in the consortium, the amount of the financial support required, the expression of the endorsement from the department or the faculty, the research capabilities and the history of the applicant.

The Programme Council reserves itself the right not to accept any other applications, in case the financial limit is exhausted due to high interest in financial support, sooner than the end of call in give year. The possibility of adjusting the financial limit from other resources will be considered.

## PROJECT REPORTS AND EVALUATION

Project progress reports are not required.

All beneficiaries of the programme are obliged to announce the result of grant competition to the Research office at MU in 10 days after its publication.

In case the applicant would not submit the project proposal, the financial support will not be granted. An exception can be granted in justified cases, which are decided by the Vice-rector for research at MU. The final report must be delivered to the Research office in 1 month after finalization of the project.

### **The list of documents required for the final evaluation:**

- Final report with attachments.

## SCHEDULE

- **call for proposals:** continuously thorough the year
- **evaluation period:** maximum 1 month after project proposal submission
- **start of the project realization:** after the project proposal is approved