

# **Masaryk University Development Fund 2019 Competition Rules**

19 September 2018

**Masaryk University Development Fund 2019 Competition Rules**  
**(hereinafter referred to as MUDF Rules 2019)**

**Index**

<b>1. AUTHORIZED PERSONS, ADMINISTRATION SYSTEM .....</b>	<b>3</b>
<b>2. MUDF 2019 COMPETITION FOCUS .....</b>	<b>3</b>
2.1. THEMATIC AREA SPECIFICATION.....	4
<b>3. COMPETITION FUNDING .....</b>	<b>6</b>
3.1. PROJECT BUDGET .....	6
<b>4. PROJECT PROPOSALS .....</b>	<b>7</b>
<b>5. PROJECT PROPOSAL REQUIREMENTS.....</b>	<b>7</b>
<b>6. OBLIGATORY PROJECT IMPLEMENTATION REQUIREMENTS.....</b>	<b>8</b>
<b>7. PROJECT PROPOSAL INSPECTION AND EVALUATION .....</b>	<b>9</b>
7.1. EVALUATION CRITERIA .....	11
<b>8. PROJECT MANAGEMENT AND IMPLEMENTATION .....</b>	<b>11</b>
<b>9. PROJECT INVESTIGATION ADJUSTMENTS AND CHANGES .....</b>	<b>12</b>
<b>10. PROJECT CONCLUSION .....</b>	<b>12</b>
<b>11. TIMETABLE .....</b>	<b>13</b>

## 1. Authorized persons, administration system

The MUDF Rules 2019 were approved by the MUDF working group and by Masaryk University management.

### **Faculty/EC contact persons:**

With respect to the announcement of a call for MUDF project proposals, faculty/EC contact persons are hereby designated and tasked with processing this agenda.

A list of names and contact details is available on the Office for Development website (hereinafter referred to as OD) [http://projekty.rect.muni.cz/en/fond-rozvoje-mu/kontaktni\\_osoby](http://projekty.rect.muni.cz/en/fond-rozvoje-mu/kontaktni_osoby).

### **Project proposal administration**

Project proposal administration is carried out using the Project Management Information System (hereinafter referred to as “PMIS”)

[https://inet.muni.cz/app/proj/navrh\\_find](https://inet.muni.cz/app/proj/navrh_find)

### **Competition administration and coordination:**

MUDF coordination and administrative support has been entrusted to the OD.

Contact person:

Ing. Renata Danielová

Email: [danielova@rect.muni.cz](mailto:danielova@rect.muni.cz)

## 2. MUDF 2019 competition focus

**The Rector of Masaryk University announces an internal project support competition in the following thematic areas for 2019:**

- A) Academic employee pedagogical activity support and course-level degree programme/field of study profiling and innovation support;
- B) Creative student activities focusing on educational activity innovation.

The MUDF 2019 competition announcement proceeds from the *Public Higher Education Institution Development Programme 2019–2020* announced by MEYS, which sets aside a portion of allocated funding (a minimum of 10 % of the amount allocated for the investigation of university institutional development plans) for the investigation of the above listed thematic areas, specifically **in the form of an internal competition**.

Submitted project proposals must be aligned with the key objectives of the *Strategic Plan for the Scholarly, Scientific, Research, Development, Innovation, Artistic and Other Creative Activities of Higher Education Institutions 2016–2020* and the priorities of the *Masaryk University Strategic Plan 2016–2020*.

## 2.1. Thematic area specification

### A) Academic employee pedagogical activity support and course-level degree programme/field of study profiling and innovation support

#### Specification of thematic area A (content):

1. Support for **teaching in English and other foreign languages** in Czech degree programmes – clear learning outcome definition, study material development, contact education implementation, international academic employee involvement in teaching activities, development of formal as well as informal aspects of the teaching process, etc.
2. **Applied education** development, in particular by implementing courses taught by industry experts, etc.
3. Development of **project-based teaching** in selected degree programme courses, e.g. by working with industry partners to define real-life student assignments, implement student team projects in teaching practice, implement research results in teaching activities, etc.
4. Academic employee pedagogical competence development, in particular by **implementing testing and teaching methodology courses**.
5. Academic employee **language competence** development, essential for the **teaching of selected courses** in English or other foreign languages.
6. Development of relevant **doctoral student competences essential for pedagogical and scientific work**, including e.g. the preparation and effective application of publications, development of presentation skills in English, working with information and statistical research data processing, etc.
7. Development of **activities for talented students** in selected degree programme courses, e.g. in the form of specialized competitions, internships at selected workplaces, specialized seminars/lectures, etc.
8. Course innovation designed to develop **compositional, communication-related and analytical skills** facilitating the achievement of a desirable **academic writing level**.
9. **Topic selected according to the current needs of a faculty/constituent part/EC** in accordance with the announcement of thematic area A.

#### Specification of thematic area A (criteria):

- a) The principal project investigator must be either an *academic employee* (i.e. professor, associate professor, researcher, assistant professor, instructor, lecturer) or *other university employee* – in accordance with MU Directive No. 3/2018 – Job Catalogue).
- b) The co-principal project investigator may be a university employee, student or external employee. Co-principal investigators must be listed in the project proposal.
- c) Project activities *must not be funded or co-funded from other sources (e.g. operational programme projects)*.
- d) **Project proposals designed to support and develop the pedagogical activities of academic employees**
  - Project activities *need not be linked to a specific degree programme/field of study*.
- e) **Project proposals seeking to innovate or develop specific courses:**
  - Project implementation is conditioned by a *written affirmative statement issued by the degree programme guarantor* responsible for an innovated or developed course.
  - *One project* may include the innovation/development of *multiple* courses.

- One project may include the innovation of multiple courses implemented at *several faculties*.
  - A project plan focusing on course innovation must be compiled *in accordance with the declared graduate profile of a given degree programme* and especially in view of the knowledge, skills and competencies actually acquired by a student which are relevant for his/her further application.
  - In the case of a course which is being *innovated* (in any way), the Course Catalogue must include a full description in both Czech and English, which *clearly defines learning outcomes* according to the ECTS methodology.
  - The same conditions apply to *newly developed* courses. The above mentioned components constitute *mandatory output* of the implemented project.
  - The principal investigator must clearly specify *when the innovation is to be introduced* in teaching.
- f) A project proposal securing approval in a given year of the internal MUDF competition is not automatically entitled to the continued financing of similar or identical activities in subsequent years. The implementation of a new teaching topic into a project proposal supported by MUDF in the past, such as a summer school, course, etc., may not be perceived as sufficiently innovative. Emphasis is placed primarily on the long-term sustainability of project outputs (reusability), i.e. not on single-use undertakings.

## **B) Creative student activities focusing on educational activity innovation**

### **Specification of thematic area B (content):**

- 1. Implementation of student projects and activities facilitating degree programme/field of study innovation.**
- 2. Topic selected according to the current needs of a faculty/constituent part/EC in accordance with the announcement of thematic area B.**

### **Specification of thematic area B (criteria):**

- a) *The principal project investigator must be either a student (regardless of degree or form of studies, i.e. Bachelor's, Master's, doctoral, full-time or combined) enrolled at Masaryk University throughout the entire project implementation period, or an academic employee (professor, associate professor, researcher, assistant professor, instructor, lecturer – in accordance with MU Directive No. 3/2018 – Job Catalogue).*
- b) *In the case of a project where the principal investigator is a student (hereinafter referred to as a "student project"), an academic employee acting as the project guarantor must be listed as co-principal investigator (the guarantor of a degree programme/field of study which the innovated course is associated with may act as project guarantor).*
- c) *An additional co-principal project investigator may be a university employee, student or external employee. Co-principal investigators must be listed in the project proposal.*
- d) *Project activities must not be funded or co-funded from other sources (e.g. operational programme projects).*
- e) *Student projects will be supported as long as their content is linked to a particular accredited field of study/degree programme.*
- f) *Project proposals seeking to innovate specific degree programmes/fields of study are further governed by the specific conditions of thematic area A, letter e).*

### 3. Competition funding

Project proposals are of a **non-investment nature**, i.e. investment funding may not be requested.

Financial support for one project ranges from **50,000 CZK to 100,000 CZK**.

**The overall sum allocated to the competition is 11,563,000 CZK, i.e. 10% of the financial amount allocated to the investigation of the *Masaryk University Institutional Development Plan 2019–2020*.**

**Projects listing students as principal investigators may be allocated a maximum of 20 % of the overall sum allocated to the competition.**

#### 3.1. Project budget

**Table: Binding project budget breakdown**

No.	Budget item
PERSONNEL EXPENSES	
1	Wage costs (wages, bonuses)
2	Agreements to complete a job, Agreements to perform work
3	Levies and social fund (35 %)
4	Scholarships <sup>1</sup>
OTHER COSTS	
5	Travel (domestic and international, including conference fees)
6	Material consumption (consumables including minor tangible assets)
7	Services
8	Other additional costs

MUDF projects are part of the non-investment part of the MEYS contribution. Funding planning and utilization are subject to rules applicable to the MEYS contribution, indicator I.

<sup>1</sup> Scholarships are awarded in accordance with the Masaryk University Scholarship and Bursary Regulations.

In case of any uncertainty regarding budget planning or cost eligibility, the principal investigator must consult the planned project budget with a relevant faculty/EC project economist.

All operations associated with the use of allocated funding are subject to financial inspection rules valid for Masaryk University.

## 4. Project proposals

Project proposals may not be submitted by **economic unit management members** or by other persons involved in the management of university units, i.e. university management members, deans, vice-deans, faculty bursars, university institute directors and bursars or other unit directors and bursars.

**A single project may focus on several topics within one thematic area, e.g. A1 + A3; the principal investigator must always designate one priority topic per project. Combining thematic areas A and B is not permissible.**

**The project investigation period begins on 1 January 2019 and ends on 31 December 2019.**

A competition application must be submitted as a **project proposal developed in PMIS**. A brief tutorial on how to create a MUDF project proposal in PMIS is available on the OD website (<http://projekty.rect.muni.cz/en/fond-rozvoj-mu/navrh-projektu-frmu>) - form 1 October 2018.

**Project proposals are submitted primarily by electronic means. In case a faculty/EC is capable of accepting electronically approved PMIS projects, no printed documentation is required.**

**In the case of faculties/ECs where electronic approval is not in place or where objective reasons preclude the completion of electronic PMIS project approval, the principal investigator is required to submit the following to a designated contact person:**

- ✓ **printout** of a generated *Project Proposal*, and, simultaneously,
- ✓ **printout** of a generated *Project Proposal cover sheet* bearing the required signatures of authorized persons from a given faculty/EC.

Note: The process of obtaining signatures or the electronic consent of authorized persons may differ from one centre to another. The procedure is coordinated by designated contact persons at individual faculties/ECs.

## 5. Project proposal requirements

Project proposals must meet the following content-related requirements (in accordance with the PMIS breakdown):

- **Annotation** (max. 500 characters)
- **Thematic focus** (description of the main objective as well as any additional objectives, as applicable)
- **Link to the Masaryk University Strategic Plan 2016–2020** (designation of a specific priority area)
- **Project description** (max. 5,000 characters):

- justification of the project, highlighting its added value and innovative nature;
- description of project objectives and outputs, including a quantification, i.e. an explicit description of outputs so as to be clearly verifiable or measurable (if quantifiable);
- outline specifying the manner of project output achievement; emphasis is placed on long-term sustainability of project outputs (reusability) rather than on single-use undertakings;
- target group designation, including a description of the project's contribution to the designated target group;
- description of the work activities performed by persons involved in the project (a list of names must be provided in the *People* tab).
- information on MUDF competition projects submitted by the principal investigator in the past two years (automatically generated from PMIS, no need to enter manually);
- **Project budget** structured as required (*see Section 3, Competition Funding*) along with a **breakdown specifying the planned utilization of funding** (max. 4,000 characters).
  - in case the project seeks to cover travel expenses, a clear specification of the trip purpose as well as a direct link between such a trip and project outputs must be provided;
  - in case a significant amount of material equipment is needed, please specify its implementation in the teaching process;
- **List of co-principal investigators**, if known at the time of project proposal submission (to be listed as *Implementation team member or Administrator* in the *People* tab in PMIS). In case the names of participating persons are not yet known, the principal investigator must provide an anticipated number of persons participating in and persons funded by the project in the *project characteristics* section.
 

The principal investigator is responsible for informing all co-principal investigators and for securing their consent with project participation.

**A project proposal designed to innovate or develop a particular course must be approved by a relevant degree programme or field of study guarantor.** By approving the project proposal, the guarantor affirms:

- the professional quality of the proposed project,
- compliance with an accredited field of study and the associated graduate profile of a given degree programme,
- the existence of demand for planned project outputs and their feasibility within the allocated period.

In the case of a student project, the **consent of the project guarantor**.

## 6. Obligatory project implementation requirements

Binding criteria for project approval and implementation are *defined for each thematic area (see Section 2: MUDF 2019 competition focus)*.

**Generally binding criteria include the following:**

The implementation of MUDF projects is governed by currently valid legislation, the Masaryk University Directive on Project Management, as amended, and related internal regulations issued by Masaryk University or an individual faculty/EC. Specific MUDF project management rules may be

further modified by a separate standard issued by a faculty/EC head, though this must not be in conflict with MUDF Rules.

**Activities included in a project proposal cannot be simultaneously funded or co-funded from other sources** (e.g. operational programme or specific research projects). This must be documented in the degree programme or field of study guarantor's declaration, which forms part of the project proposal (generated automatically from PMIS, i.e. no need for a separately submitted document). In the case of projects not seeking to innovate a specific degree programme/field of study, faculty/EC management must provide their consent by signing/electronically approving the *Project Proposal cover sheet*.

**One employee or student may be listed as the principal investigator of one MUDF project and the co-principal investigator of one other MUDF project** in a given calendar year. This provision *does not apply* to co-principal investigators listed as *student project guarantors*.

**In the case of a student project, the financial manager (principal of operations for a given project order) must be an academic employee who is also the expert guarantor for that project.**

In case a project is implemented at several faculties simultaneously, the principal investigator is responsible for the project as a whole and manages the entire project order.

**All outputs funded by a MUDF project must include the Masaryk University logo** ([http://www.muni.cz/general/mu\\_presentation](http://www.muni.cz/general/mu_presentation)) or information on the funding source; all outputs must be presented in accordance with the university's visual style (<https://sablony.muni.cz/>).

Learning materials and other e-learning tools which constitute part of project output may be published using either the IS LMS or other e-learning management systems (e.g. ELF, Moodlinka) – in accordance with the Masaryk University E-learning Strategy 2018–2020, which allows teachers to use different e-learning means, platforms and tools, including on-line services and third-party tools, to best facilitate the achievement of their pedagogical objectives (see the Masaryk University management meeting minutes 2/2018).

In case the outputs of a submitted project have **commercial application potential**, the project proposal must include the expected scope of such applications, including revenue, cost and capacity calculations, if applicable. Such projects will also be assessed in terms of risk associated with the provision of state aid in accordance with Article 107 of the Treaty on the Functioning of the European Union. Any commercial application of project outputs must be recorded separately in accounting documents, i.e. listed as economic activity, both on the revenue side and on the cost side.

The project proposal, the final (or monitoring) report and any requests for changes as well as the project proposal cover sheet (and implemented project cover sheet) are registered electronically in the PMIS database. **The principal investigator is responsible for the project's PMIS registration.**

## **7. Project proposal inspection and evaluation**

The entire process of reviewing and evaluating project proposals is specified in the *MUDF Project Evaluation Methodology 2019* document, available to evaluation board members and contact persons at relevant ECs.

The project proposal inspection and evaluation process is subdivided into several phases:

### Phase 1: Inspection at faculty/EC level

At faculty/EC level, communication with principal investigators is carried out with the help of designated contact persons ([http://projekty.rect.muni.cz/cs/fond-rozvoje-mu/kontaktni\\_osoby](http://projekty.rect.muni.cz/cs/fond-rozvoje-mu/kontaktni_osoby)). At this stage, project proposals are also reviewed from a formal point of view.

A new project proposal must be submitted and finalized in the PMIS database by **31 October 2018** (an earlier internal deadline may be set by an individual faculty/EC, it is thus essential to refer to authorized faculty/EC contact persons). After this deadline, the project proposal may only be processed by an authorized faculty/EC contact person.

### Phase 2: Evaluation at faculty/EC level

Projects which have met all formal requirements are subsequently evaluated at faculty/EC level. **Up to 15 % of submitted academic project proposals** (i.e. excluding student project proposals) may be identified as **priority projects by a given faculty/EC** (the actual percentage will be specified according to the number of received applications and allocated funds).

**The deadline for the completion of phase 1 and 2**, i.e. project proposal inspection and *evaluation at faculty/EC level, project prioritization, and project list submission to the OD* (collectively for an entire faculty/EC), is **9 November 2018**.

**All project proposals must be electronically approved using PMIS by this deadline; alternatively, all required materials, i.e. signed and scanned project proposal and project proposal cover sheet copies, must be submitted in the Documents folder.**

### Phase 3: Inspection by Office for Development

A second inspection of all formal requirements is carried out by the OD, which assesses whether the project proposal conforms to the MUDF Rules for 2019. The OD project inspection phase will be completed by **16 November 2018**.

### Phase 4: Evaluation by evaluation board members

Projects are selected for implementation by an **evaluation board appointed by the Rector**. The evaluation board (hereinafter referred to as “EB”) is composed of faculty representatives, university management members and members of both chambers of the Academic Senate. The vice-rector for development is tasked with the implementation of this phase; administrative support is provided by the OD.

The evaluation process is carried out separately for:

- 1) **Student projects** (projects where the principal investigator is a student, thematic area B)  
A separate EB composed of university management members and members of the student chamber of the Academic Senate. At least three evaluators, one of whom is a student (i.e. a member of the student chamber of the Academic Senate), evaluate each project independently.
- 2) **Academic employee projects** (thematic areas A and B) **and projects investigated by other university employees** (thematic area A)

Each project is evaluated by three evaluators. All projects are submitted to EB members regardless of whether they were identified as priority faculty/EC projects in phase 2.

### Phase 5: Final project selection

Final project selection will take place at a joint meeting of all evaluation board members. The session will produce a list of projects, structured as follows:

- a) project approved, no change;
- b) project approved, budget reduced (a further recommendation may be provided);
- c) project not approved.

The list of supported projects will be published on the OPR website (<http://projekty.rect.muni.cz/en/fond-rozvoje-mu>), **no later than by 21 December 2018. 12. 2018.**

## 7.1. Evaluation criteria

**Evaluation criteria** include in particular the following:

- a) compliance of project content with the *MUDF 2019 Competition Rules*;
- b) compliance of the project plan with the *Masaryk University Strategic Plan 2016–2020*;
- c) achievement of project objectives and outputs, including a quantification of outputs and planned activities (if quantifiable);
- d) overall project quality and readiness;
- e) usability of project outputs and their presumed sustainability;
- f) adequacy of required funding (in particular with respect to personnel costs and travel expenses) and planned expenditure efficiency in view of project content and scope of activities;

Evaluation carried out in phases 1 and 3 focus on project proposal compliance with criteria a) and b) (implemented by faculty/EC and OD). Projects which fail to meet these basic criteria are not subject to further evaluation.

## 8. Project management and implementation

Projects approved for implementation will be transferred to the PMIS *Implemented Projects* section. During the course of this transfer, it is necessary to update the approved budget as well as all other information (e.g. in accordance with EB recommendations).

An *implemented project cover sheet* is required only in case the evaluation board has reduced the project budget or made significant changes to a project's material requirements. In case a project has been approved with no changes, the OD does not require the submission of a new cover sheet.

A written *principal investigator authorization* is not required; however, such an obligation may be stipulated by an EC head.

*A principal project investigator leads the work of the investigation team while also handling allocated funding in accordance with applicable legislation and internal university regulations.*

*A principal student project investigator leads the work of the investigation team; however, allocated funding is handled by the project's expert guarantor.*

The investigator is required to ensure that the approved project budget is not exceeded in accordance with the defined goals and outputs while also observing all stipulated conditions and utilizing allocated resources economically and efficiently.

At any point throughout the project implementation period, Masaryk University is authorized to inspect the utilization of allocated funds and invite the investigator to present achieved results.

## 9. Project investigation adjustments and changes

- Any changes to projects must be carried out in such a way that they comply with the provisions of applicable legislation and internal university regulations at all project stages.
- **Adjustments and changes made during the course of project investigation, specifically with respect to the material/expert area, must be consulted by the principal investigator individually with the degree programme or field of study guarantor; in the case of a student project, they must also be consulted with the expert project guarantor.**
- In case the project is altered in a way which might significantly affect the implementation of the entire project (e.g. change of principal investigator, modification of project outputs), the written consent of a relevant degree programme or field of study guarantor is required.
- **Changes to the project budget including the transfer of funds between budget items are permissible. Changes to the itemized breakdown and budget utilization must be consulted by the principal investigator individually with the project budget manager. Any adjustments must not conflict with conditions set out by the EB.**
- **The principal investigator is required to list all implemented changes in the final project report.**
- **The principal investigator may only be replaced in exceptional cases;** the prior approval of the degree programme or field of study guarantor is required. This change must be announced to the OD.

## 10. Project conclusion

The principal investigator is tasked with producing a **final report detailing project results** as of 31 December 2019 (the report must be prepared no later than by 31 January 2020).

The final report must include a description of project results, a commentary on any changes made to the project and to individual budget items, and a statement of all provided financial resources.

**The final report form is available from and must be submitted using PMIS. Faculty/EC contact persons are tasked with the coordination of the entire process.** Individual faculties/ECs are also tasked with inspecting the correctness of all supplied data and all final reports.

**Contact persons are required to submit to the OD a summary report for the whole EC** (report format will be specified by the OD).

**In case the principal project investigator leaves the project during the investigation period, or in case project outputs cannot be completed and the project is prematurely terminated as a result, the principal investigator** is required to notify the OD without delay through a designated EC project department contact person. The principal investigator must simultaneously also produce the following:

- ✓ a report on partial project investigation results achieved, signed by the principal investigator;
- ✓ a financial statement specifying funds already spent on the project (the accuracy of such data must be confirmed by a signature of the budget administrator);
- ✓ a statement issued by the degree programme or field of study guarantor, or, in the case of a student project, also a statement issued by the project's expert guarantor including his/her approval of information provided in the submitted report.

*A financial settlement will be carried out on the basis of an agreement between the Rector's Office and the relevant EC. The principal investigator will be required to return a specified amount, established in view of project investigation status.* The exact amount will be established on the basis of submitted materials. The repayment method and deadline will be agreed by the OD and an EC contact person.

Projects investigated as part of MUDF 2019 are part of the *Masaryk University Institutional Development Plan 2019–2020*. Project evaluation will form an integral part of the *Masaryk University Annual Activity Report 2019* (prepared by the Strategy Office of the Rector's Office).

## 11. Timetable

▪ Competition announcement	17 September 2018
▪ <b>Project proposal collection</b>	<b>1 – 31 October 2018</b>
▪ <b>Project proposal</b> inspection and evaluation	1 November – 11 December 2018
▪ <b>Competition results announcement</b>	<b>no later than 21 December 2018</b>
▪ Project investigation commencement	1 January 2019
▪ Final report submission (status as of 31 December 2019)	31 January 2020