

**Faculty of Economics and Administration, Masaryk University, Measure No. 2/2022**

**Announcement of the internal programme "Support for the preparation of international research and development grants at the Faculty of Economics and Administration of MU"**

*(in the version effective from 1 September 2023)*

*Pursuant to Section 28 (1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Modification and Amendment of Other Acts (Higher Education Act), as later amended (hereinafter referred to as the "Higher Education Act"), the following measure is issued:*

Article 1

**Purpose of the programme**

- (1) The support is intended to cover the costs associated with the preparation of exceptionally prestigious and important projects from international funding bodies in the field of science and research included in the Horizon Europe 2021–2027 programme (e.g. Marie Skłodowska-Curie Actions [MSCA] programmes) and European Research Council (ERC) grants. The purpose of the internal programme is to provide a support structure for the submission of project plans of prestigious science and research programme frameworks in line with the strategic priorities of the ESF MU.
- (2) Projects aimed at supporting mobility within the above-mentioned programmes or development projects are not supported.

Article 2

**Programme duration**

- (1) This programme is announced for the period beginning on 15 July 2022 and ending on 31 December 2024.

Article 3

**Definition of the category of applicant under the internal programme**

- (1) An academic or researcher at ESF MU who is the principal applicant of the project, i.e. ESF MU is the main coordinator of the submitted project plan.
- (2) An ESF MU academic or researcher who is a co-applicant of the project, (i.e. ESF MU is not the main coordinator of the submitted project plan), including the position of supervisor–mentor within the MSCA-PF programme.

Article 4

**Programme parameters**

- (1) Selection criteria
  - a) The grant proposal for which support is requested must be submitted to an international grant agency, namely the European Commission or the European Research Council (ERC).

- b) The grant proposal for which support is sought must be research-oriented (basic, applied, or a combination of both).
  - c) The applicant/co-applicant of the project must be an MU staff member engaged in research (applicant here means an MU staff member with a full-time HPP, FTE or DPP form of employment), for an MSCA-PF project it means a supervisor–mentor on the MU side.
  - d) The applying/co-applying institution of the project for the preparation of which support is requested must be an ESF MU unit.
  - e) In the case of a consortium project (ESF MU as the principal applicant or ESF MU as co-applicant), the co-applicant/principal applicant must be known at the time of application.
  - f) Within MU, ESF MU must be listed as the principal investigator.
  - g) The project for the preparation of which support is requested must have clearly defined objectives and a strategy for its development.
  - h) The project for the preparation of which support is requested must have a provisional budget.
- (2) Submission of the application
- a) The application for support for the preparation of an international project (hereinafter referred to as the application) shall be submitted through the INET system, in the ISEP - Project Proposals section. The applicant shall select “New Proposal” under the Project Proposal, following the template entitled “ESF Internal Projects: Support for the preparation of ESF International R&D Grants”.
  - b) The application shall be submitted by the applicant at the latest two weeks before the closure of the call of the announced grant scheme. The contact person for the programme is Mgr. Veronika Kandelová from the ESF Research and Projects Office of MU ([Veronika.Kandelova@econ.muni.cz](mailto:Veronika.Kandelova@econ.muni.cz)).
  - c) The applicant must indicate in the application the date on which the project proposal will be submitted to the Horizon Europe, ERC, or other prestigious grant scheme.
  - d) List of required documents for the application of the internal ESF MU programme:
    1. completed application form (generated from ISEP) – no physical signature required (replaced by approval of the cover sheet),
    2. preliminary budget,
    3. the professional CV of the applicant or information about the applicant within the MSCA-PF (a link to muni.cz or similar is sufficient),
    4. an approved cover sheet for the application.
- (3) The duration of project preparation support may be a maximum of 12 months.

#### Article 5 Funding rules

- (1) The maximum amount of support shall be:
  - a) 150,000 CZK (if the MU staff member is the principal applicant of a collaborative project),  
or
  - b) 100 000 CZK (if the MU staff member is a co-applicant).
- (2) Eligible costs are, in particular:

- a) Personal costs for project preparation, up to a maximum of 25% of the total budget of the submitted project,
  - b) Costs of organising preparatory meetings (e.g. room rental, consumables),
  - c) Foreign travel related to project preparation,
  - d) Consultancy and editorial services (e.g. proofreading of the project proposal for an international scheme).
- (3) Ineligible costs are in particular:
- a) Costs for research activities (the project cannot cover costs related to the acquisition of preliminary data),
  - b) Costs that are not eligible for institutional support (e.g. refreshments, promotional items).
- (4) If support is granted to an appropriate application, a contract that is assigned to a specific faculty department will be created. Costs will be reimbursed on the basis of submitted accounting documents.

#### Article 6

#### **Evaluation of the application**

- (1) Each application is assessed within seven days of its submission by a committee consisting of the Dean of ESF MU, the Vice Dean for Research, the Director of Strategy, and the Head of the Research and Projects Office. The committee shall assess the project in accordance with the objective of the support and the specified selection criteria (see above).
- (2) An appropriate evaluation report is drawn up on the outcome of the evaluation committee's deliberations, including the conclusion "recommended" or "not recommended" for support.
- (3) The committee may propose changes to the application, in particular within the budget. In the case of a "recommended" opinion with additional changes, the applicant must accept these changes.
- (4) The evaluation report is sent to the project applicant.
- (5) The committee shall decide on whether to support an application without delay, at the latest within 7 days of the submission of the application, including the possibility of implementing the decision *per rollam*.

#### Article 7

#### **Grant implementation, changes, final report**

- (1) In the event of necessary changes (extension of the project, changes in the budget breakdown, etc.), the investigator submits an application for change to the Research and Projects Office of the ESF MU. The application is reviewed and any amendment is approved by the Vice Dean for Research in accordance with the programme rules.
- (2) The implementation ends with the submission of the proposal of the respective plan to an international competition (in relation to the rules of the faculty's internal support framework, this is done within one year of starting to implement the internal project). The beneficiary of support will compile the relevant final report, which, including the approved final report cover sheet and the profit and loss account with turnover, must be uploaded to ISEP within 30 days after the end of the project.
- (3) If the beneficiary fails to meet the conditions of the programme, in particular the fulfilment of the project objective, i.e. submission of the project application, the beneficiary is obliged to include in their final report the reasons for not meeting the objective of the support. The evaluation committee will review the project within a maximum of seven calendar days, and if the reasons for non-

fulfilment are not objectively justified, a decision will be made as to the next course of action, including the possibility of charging the cost of the internal project to the employee's home unit. The Dean of the Faculty will inform the head of the unit of this decision.

Article 8  
Final provisions

- (1) This measure repeals the Measure of the Faculty of Economics and Administration, MU, No. 2/2022 Announcement of the internal programme "Support for the preparation of international research and development grants at the Faculty of Economics and Administration of MU" effective from 15 July 2022.
- (2) I delegate the interpretation of the various provisions of this measure to the Director of Strategy.
- (3) Compliance with this measure shall be monitored by the Head of Research and Projects Office.
- (4) This measure belongs to the area of methodological management: "Support for research and creative activities at the faculty".
- (5) This measure shall enter into effect on the date of signature.
- (6) This measure shall enter into force on 1 September 2023.

prof. Mgr. Jiří Špalek, Ph.D.  
Dean  
signed electronically