

Masaryk University Faculty of Medicine Directive No. 4/2021***Internal Grant Agency of the Faculty of
Medicine of Masaryk University***

Pursuant to Section 28(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the "Higher Education Act"), I issue this Directive.

Part One

BASIC PROVISIONS**I. Subject of modification**

- (1) The aim of this Directive is to establish the rules of the LF MU Internal Grant Agency (hereinafter referred to as InGA).

II. Introductory provisions

- (1) The aim of InGA is to strengthen the quality and prestige of research work at LF MU, to increase the success of LF MU in obtaining national and international prestigious grants, to support the internationalisation and sustainability of human resources in LF MU research, especially by supporting junior researchers. The predominant selection criteria in all types of support is the research excellence of the proposer(s) and the quality of the submitted proposal or project. Support is intended for LF MU staff engaged in research. Projects that are funded from other sources or that are simultaneously submitted in the form of an application to another provider cannot be supported by the InGA programme without further funding.
- (2) For the purposes of this document, an LF MU employee engaged in research is defined as an academic (within the meaning of the Higher Education Act) or non-academic employee engaged in research activities who works more than half-time (more than 20 hours per week) at LF MU.

Part Two

FUNDING

III. Sources of funding for InGA

- (1) The source of funding for InGA and the supported projects may be mainly funds from the Working Capital Fund, the state budget contribution for educational and scientific and research, development and innovation, artistic or other creative activities (the so-called education contribution) or subsidies for the long-term conceptual development of the research organisation (the so-called institutional support).
- (2) The total budget of the InGA is adjusted annually so that it does not exceed EUR 24 million. CZK for the given year. In case of unpredictable development of LF MU funding, the Dean has the right to reduce the limit or not to allocate funds for InGA for a given year. In such a case, the funding of projects already underway may be reduced or stopped.

Part Three **INGA ORGANS**

IV. InGA Council

- (1) The governing body of InGA is the InGA Council.
- (2) The InGA Council consists of:
 - a) of the Dean of the Faculty of Medicine of MU,
 - b) Vice-Dean for Science, Doctoral Studies and Organisational Development of the Faculty of Arts MU,
 - c) Vice-Dean for Development and Teaching in Clinical Fields of General Medicine of the Faculty of Medicine of the Medical University of Ljubljana,
 - d) vice-dean for teaching in preclinical fields of general medicine at the Faculty of Medicine,
 - e) Vice-Dean for Non-Medical Study Programmes of the Faculty of Medicine MU,
 - f) Secretary of the Faculty of Medicine MU,
 - g) Deputy Director for Science and Research at the Brno University Hospital,
 - h) Deputy for Science and Research at St. Anne's Hospital,
 - i) deputy for science and research at the Masaryk Cancer Institute.
- (3) The InGA Council is chaired by the Vice-Dean for Science, Doctoral Studies and Organisational Development of LF MU.
- (4) At the suggestion of the President or any member of the InGA Council, a non-voting external consultant may be invited to a specific meeting.

- (5) Administrative support to the InGA Council is provided by the Department of National Projects of the MU Faculty of Science in cooperation with the Department of Science and Quality of the MU Faculty of Science.
- (6) The InGA Council in particular:
 - a) Oversees a transparent process for the evaluation and selection of projects for support as defined in the InGA rules for each category;
 - b) oversee the efficient use of InGA funds;
 - c) approves the annual reports of the InGA.

V. InGA Council Meeting

- (1) Meetings of the InGA Council shall be convened and chaired by its President.
- (2) InGA Council meetings are closed to the public.
- (3) The quorum of the InGA Council shall be a majority of its members.
- (4) The InGA Council shall decide on each proposal by vote. The InGA Council shall adopt its decisions by public acclamation.
- (5) A decision shall be adopted if a majority of the members of the InGA Council present is in favour, unless otherwise specified below.
- (6) Minutes of InGA Council meetings are made publicly available.

VI. Advisory bodies

- (1) For some types of aid, evaluators or a panel of evaluators may be invited to participate in the evaluation process at the request of the InGA Council Chair or a member of the InGA Council.
- (2) Evaluators may, at the invitation of the InGA Council President, attend the InGA Council meeting at which the project they have participated in the evaluation is to be voted on.
- (3) Evaluators do not have voting rights in InGA Council meetings.

Part Four

TYPES OF SUPPORT

VII. Basic categories

- (1) The Dean of LF MU decides on the announcement of competitions for individual InGA categories. The Dean has the right not to announce the competition(s) in a given year. The Dean has the right to set financial limits and other additional requirements for individual competitions.
- (2) InGA competitions are announced in the following categories:
 - a) Start-up grants

- b) Promoting sustainability
- c) Junior Research Group
- d) LF Award
- e) LF Accelerate
- f) Postdoc

VIII. Start-up grants

- (1) Start-up grants (hereinafter referred to as SUp) are intended to support pilot projects for new research programmes. The aim is to obtain pilot data, to introduce and validate a new methodology, and to provide the basis for the development of a full-fledged project funded by an external grant agency. The necessary outcome of the project is the submission of a project application to an external grant agency, with LF MU as the main beneficiary/applicant. If this condition is not met, the budget of the department of the SUp project investigator will be reduced by the amount corresponding to the amount of support from the SUp scheme.
- (2) The maximum duration of SUp support is 12 months from the start of the project.
- (3) SUp can only be awarded to proposals that meet the following criteria:
 - a) the applicant for support must be an employee of LF MU engaged in research,
 - b) the project meets the objectives of the SUp grant,
 - c) the focus of the project is in line with the strategy of the applicant's workplace and LF MU,
 - d) the project description shows the need for support for the preparation of the project application for an external grant competition,
 - e) The project budget and its justification show the need to finance costs, in particular consumables, salaries and related statutory levies, and possibly external services, for the acquisition of pilot data and the validation of the new methodology.

METHOD OF FINANCING

- (4) The maximum amount of support is CZK 250,000 for 1 project with a maximum duration of 1 year.
- (5) Eligible costs are:
 - a) Personnel costs (salaries, remuneration, performance agreements and employment agreements of persons involved in the research activity needed to complete the result), including statutory contributions and accrual of SF. Personal costs of administrative staff cannot be reimbursed;
 - b) consumables,

- c) small tangible and intangible assets,
 - d) services,
- (6) Transfers between eligible cost items are possible.
- (7) Ineligible costs are in particular:
- a) investment,
 - b) travel costs,
 - c) costs that cannot be covered by public funds (e.g. refreshments).

REQUEST SUP

- (8) The call for applications for SUP is announced once a year, according to the financial possibilities of InGA.
- (9) The application must include:
- a) Description of the pilot project - Introduction and justification, Objectives, Methodology and method of evaluation, Justification of the originality of the new research project in the context of the current focus of the institute and its development strategy, Management team - composition, workload in the project, qualifications for the proposed project, Cooperation - indicate possible cooperation with other organizations and the role of individual organizations in the project;
 - b) Itemised project budget including justification
 - c) If necessary due to the nature of the project - Informed Consent Form, Statement of the Ethics Committee of the Faculty of Medicine, Commission for the Protection of Laboratory Animals, Authorization for special activities (GMO handling, etc.);
 - d) CV of the applicant (max. 1 page, including the number of publications with IF in the last 5 years for which the applicant is the first or corresponding author
 - e) Consent of the head of the investigator's department;
 - f) Project proposal cover sheet from ISEP.
- (10) The application, signed by the applicant, is submitted on the Application for Grant Support - Start-up Grant form in one copy. Together with the application, the applicant shall submit a project proposal guide. The CV and other relevant attachments must be uploaded to the secure ISEP tab (Documents tab).

EVALUATION AND SELECTION OF PROJECTS

- (11) Applications including the Project Proposal Cover Sheet will be submitted to the LF MU National Projects Department. Expert evaluators from the relevant field will be invited to evaluate each application. The final award of support will be decided by the InGA Council. The amount of support may be reduced from the proposal by decision of the IgGA Council.

- (12) The final report in the prescribed format shall be submitted by 30 June of the following calendar year. It includes a presentation of the pilot data obtained and identification of the project application submitted to the external grant agency for the LF MU department.

IX. Promoting sustainability

- (1) Only the head of an already established research group of an LF MU department, or his/her immediate superior, may apply for "Sustainability Support" (hereinafter referred to as PU), while the research group must be at least partly financed from external grant schemes. The aim is to be able to support the funding of personnel and other costs of the research group on the basis of an individual application (usually to bridge the period between individual grant schemes), for a maximum of 12 months. The outcome is the submission of a project application to an external grant agency. If the group has not secured follow-up funding, the repetition of the InGA PU project is not possible.
- (2) The maximum duration of the PU is 12 months.
- (3) The main evaluation criteria for the award of the PU are:
- a) the research group's results to date,
 - b) submission of a project application to an external grant agency with funding starting a maximum of 12 months after the submission of the TA application (the allocated support will be provided in this case until the expected funding by the external agency),
 - c) originality, scientific quality and consistency of the submitted project for the period of sustainability with the strategy of the applicant's department and LF MU,
 - d) Indication of the participation of the site in the funding of the group during the sustainability period.
- (4) A condition for the award of the PU is the submission of a research plan that assumes quality research outputs dedicated exclusively to LF MU.

METHOD OF FINANCING

- (5) The maximum amount of support for 1 project is CZK 1,000,000 for 12 months.
- (6) Eligible costs are:
- a) Personnel costs (salaries, remuneration, performance agreements and employment agreements of persons involved in the research activity needed to complete the result), including statutory contributions and accrual of SF. Personal costs of administrative staff cannot be reimbursed;
 - b) consumables,
 - c) small tangible and intangible assets,

- d) services,
 - e) publication costs and costs of applying the result, especially patent protection, etc. ,
- (7) Transfers between eligible cost items are possible.
- (8) Ineligible costs are in particular:
- a) investment,
 - b) travel costs,
 - c) costs that cannot be covered by public funds (e.g. refreshments).

REQUEST PU

- (9) The application for the PU can be submitted continuously, however, it is assumed that the results of the AZV ČR and GAČR competitions or other grant schemes will be announced.
- (10) The application must include:
- a) Completed application form signed by the applicant;
 - b) Action plan for sustainability;
 - c) Current projects implemented and financial plan for the group's operation after the PU;
 - d) Overview of the results of the research activities of the research group (publications, applications) and project activities over the last 5 years;
 - e) Itemised project budget, including justification
 - f) Curriculum vitae of the main proposer (max. 1 page, including the number of publications with IF in the last 5 years for which the proposer is the first or corresponding author with the dedication of LF MU);
 - g) Consent of the Head of Department.
- (11) The applicant will enter all required documents into the ISEP system (Documents tab) and deliver 1 copy of the proposal form signed by the applicant including all required attachments to the LF MU National Projects Department.

EVALUATION AND SELECTION OF PROJECTS

- (12) Applications are evaluated by a panel of evaluators consisting of at least 3 expert members appointed by the InGA Board.
- (13) A member of the panel of evaluators is
- a) Vice-Dean for Science, Doctoral Studies and Organisational Development of the Faculty of Arts,
 - b) the head of the research group,
 - c) another member who does not have a conflict of interest.

- (14) The results of the evaluation by the panel of evaluators are forwarded to the InGA Council, which then decides on the final award of the grant. The InGA Council may assess the adequacy of the financial requirements and, if necessary, is entitled to propose changes to the project budget.
- (15) Within 1 month after the end of the PU project, the principal investigator will submit a final report in which he/she will indicate the fulfilment of the activity plan, the achieved research results (publications, etc.), the success of the submitted project applications and the plan for further funding of the group.

X. Junior Research Group of LF MU

- (1) The main objective of the "Junior Research Group at LF MU" programme (hereinafter referred to as JRG MED) is to create conditions for new outstanding young scientists to establish their own research group at LF MU. This form of support is therefore primarily intended for junior scientists with significant international experience. In this way, LF MU wants to regularly offer opportunities for young scientists to develop their own innovative research topics and establish their long-term presence at LF MU. At the same time, LF MU wants to support the natural renewal of its research teams and strengthen cooperation with foreign research institutions.
- (2) The duration of JRG MED support is 36 months from the start of the project.
- (3) JRG MED can only be awarded to applicants who meet the following criteria:
 - a) Researcher within 7 years after the award of the Ph.D. degree;
 - b) During the last 3 years, he/she has been working for at least 2 years without interruption (as of the date of selection of the researcher) outside the Czech Republic in the field of research, at a minimum of 0.5 working hours, or has completed doctoral studies abroad;
 - c) In the last 3 years, he/she has published at least 2 in extenso ("article") publications above the median WoS category, at least one of which he/she must be the main author (first author, corresponding author).

METHOD OF FINANCING

- (4) JRG MED is an individual grant supporting one scientist and his/her team.
- (5) The maximum amount of support for 1 group is 2 000 000 CZK/year with a project duration of 3 years.
- (6) Eligible costs are:
 - a) Personnel costs (salaries, remuneration, performance agreements and employment agreements of persons involved in the research activity needed to address the result), including statutory levies and the creation of the SF;
 - b) consumables,

- c) small tangible and intangible assets,
- d) services,
- e) travel costs (domestic and international travel),
- f) publication costs or costs of applying applied research results, e.g. patent protection, etc. ,
- g) investment,

(7) Ineligible costs are in particular:

- a) costs that cannot be covered by public funds (e.g. refreshments).

(8) The purchase of investments and transfers between individual items of eligible non-investment costs are possible within the rules of use for a given source of funding at any time during the project, but only after approval by the LF MU National Projects Department.

(9) The administrative background of the projects will be identical to that of the department where the scientist and his/her team are or will be based. The professional and administrative coordination of the project will be the responsibility of the project investigator.

REQUEST JRG MED

(10) The competition is announced once a year by a decision of the Dean of the Faculty of Medicine. The competition is announced and advertised in a manner that corresponds to standard international practices.

(11) The application must include:

- a) Research topic proposal;
- b) Proposal for the composition of the Research Group (RG);
- c) Design of necessary equipment/technologies;
- d) Project budget broken down into individual items, including justification;
- e) A research project and work plan for a period of 3 years, identifying monitorable milestones for progress;
- f) CV of the proposer (max. 1 page, including the number of publications with IF in the last 5 years for which the proposer is the first or corresponding author);
- g) Cover letter;
- h) Key requirements of the applicant (e.g. instrumentation/technical equipment, administrative facilities, scientific team);
- i) Three letters of recommendation and references from eminent scientists;

EVALUATION AND SELECTION OF PROJECTS

(12) The selection process of the JRG MED carrier is a four-round process and is carried out as follows:

- a) The LF MU National Projects Department will carry out a **formal review** under the supervision of the Vice Dean for Science, Doctoral Studies and Organisational Development of the LF MU, who, in consultation with selected experts within the University, has the right to exclude from the review process at this stage applications that do not meet the application requirements specified in Article X.(3) and (11). The reason for exclusion will be made public.
- b) The InGA Board will set up a **panel of assessors who will assess all complete applications** first remotely and individually according to the criteria:
 - i. Scientific excellence of the project plan;
 - ii. Applicant's career in science and achievements to date.

Afterwards, a joint attendance meeting of the panel will take place with the participation of the Vice Dean for Science, Doctoral Studies and Organisational Development of the Faculty of Arts.

This step may result in applications being flagged for elimination from further evaluation due to their demonstrably inferior quality. The reason for exclusion will be published.

- c) Applications proposed by the panel of evaluators for further evaluation will be **submitted to the Dean of the Faculty of Arts and the heads of potential host departments** for consideration and possible expression of interest in accepting a particular applicant. The Dean of LF MU and the head of the potential host department have the right to reject the application and not proceed to further detailed negotiations. The reason for rejection will be made public.

If the LF MU and the host department are interested, the head of the host department prepares a Declaration of the host department's readiness to accept the JRG MED carrier (hereinafter referred to as the Declaration), signed by the head of the host department. The Declaration must include a statement of the applicant's key requirements, a realistically formulated commitment to the workplace and the career progression of the potential JRG MED host.

- d) The Panel of Evaluators and the Vice-Dean for Science, Doctoral Studies and Organisational Development of the Faculty of Arts will consider the results of the evaluation process to date (paragraph 12(b) and (c)) at a face-to-face meeting, and the maximum number of applicants to be invited to a face-to-face interview will be selected according to technical and financial possibilities. The LF MU National Projects Department will arrange the interviews; in exceptional cases, videoconferencing may be used.

The panel of assessors will then draw up the final ranking.

Information on the selection process of the most suitable candidates, including the interview results, will be **forwarded to the InGA Council, which will confirm the selection and recommend the winner of the entire competition** and the runner-up (or other alternates) **to the Dean**. Negotiations will be initiated with the winner of the competition. The method of negotiation is entirely at the discretion of the host department. In justified cases, the MU LF management may be asked for assistance. In case of unsuccessful negotiation with the winner, negotiation with the next candidate in the ranking will be initiated. The applicant will submit to the Vice-Dean for Science, Doctoral Studies and Organisational Development of the Faculty of Arts a letter of termination of the negotiation signed by the head of the host institute, in which he/she will briefly describe his/her research plan for the duration of the support and other conditions agreed during the negotiation.

- (13) The final award of the MED JRG is the responsibility of the Dean of the MU Faculty of Medicine.

INTERIM AND FINAL EVALUATION

- (14) The evaluation of JRG MED is carried out regularly once a year by an evaluation panel set by the InGA Council. The fulfilment of the set project milestones is evaluated. The continuation of support in the following year is further conditioned by the following requirements:
- a) The JRG MED promoter has submitted a project application to an external national agency (not valid in case of already secured project funding by an external grant agency).
 - b) Publication of 1 original paper above the median of the field according to WoS from the 2nd year of support dedicated to LF MU.
- (15) In the case of a negative evaluation, the Dean of LF MU is responsible for terminating the JRG MED grant funding.
- (16) Within 1 month of the end of the scheme, an evaluation of the results achieved will be carried out on the basis of a final report in a similar way to the interim evaluation and the result of the evaluation will be presented to the InGA Council. The evaluation of the success of the JRG MED grant holder's activities at LF MU will include a public lecture by the JRG MED grant holder summarising the results of the research group's activities and the plan for further activities at LF MU.

XI. LF Award

- (1) The main goal of the "LF Award" grant is to bring new outstanding and successful scientists to the MU Faculty of Medicine and to offer them such conditions that they will be motivated to stay working for the MU Faculty of Medicine and to produce outstanding scientific results in the long term. This form of support is

therefore primarily intended for senior level foreign scientists (i.e. at least after the postdoc fellowship), and alternatively also for senior level internal researchers with significant foreign experience.

- (2) The duration of the LF Award is 36 months from the start of the project.
- (3) The LF Award may be primarily granted to applicants who have a main employment relationship at LF MU or who will have a new employment relationship on the date of the project start, namely:
 - a) ERC grant holders of the so-called "starting" and "consolidator" categories, or ERC project promoters who received an A grade in the second round of evaluation, were not supported by the ERC due to financial limits and intend to continue applying for ERC projects, or holders of other individual prestigious grants of comparable level (e.g. GAČR Expro, etc.);
 - b) an outstanding scientist who does not fall into the categories listed in a), but who convinces the InGA Council, the Panel of Evaluators, and the LF MU management by his/her career to date, his/her publication activity, and his/her proposal that he/she is at least equal to or superior in quality to applicants from both of the above-mentioned categories;

METHOD OF FINANCING

- (4) The LF Award is an individual grant supporting one scientist (LF Award winner) and his/her team.
- (5) The maximum amount of support for 1 project is CZK 3 000 000/year with a project duration of 3 years.
- (6) Eligible costs are:
 - a) Personnel costs (salaries, remuneration, performance agreements and employment agreements of persons involved in the research activity needed to address the result), including statutory contributions and accrual of SF;
 - b) consumables,
 - c) small tangible and intangible assets,
 - d) services,
 - e) travel costs (domestic and international travel),
 - f) publication costs or costs of applying applied research results,
 - g) investment,
- (7) Ineligible costs are in particular:
 - a) costs that cannot be covered by public funds (e.g. refreshments).

- (8) The administrative facilities of the projects will be identical to those of the sites where the scientist and his/her team are or will be based, and these will also bear the common running costs of the project. The professional and administrative coordination of the project will be the responsibility of the project investigator.

LF Award REQUEST

- (9) The competition is announced once a year by the decision of the Dean of LF MU and lasts until the position of the LF Award winner is filled. The competition is announced and advertised in a way that corresponds to standard international practices.
- (10) The application of ERC "starting" and "consolidator" holders or other individual prestigious grants of the corresponding level must include :
- a) The decision to award an ERC grant or other individual prestigious grant;
 - b) CV of the applicant, including a list of previous publications;
 - c) Cover letter;
 - d) Itemised draft budget including justification;
 - e) Key requirements of the applicant (e.g. instrumentation/technical equipment, administrative facilities, scientific team).
- (11) The application of applicants of excellent ERC projects who have not been supported by the ERC due to financial constraints and intend to continue to apply for ERC projects must include:
- a) Basic information about the submitted and excellent ERC project, the B1 form from the submitted ERC application and the final evaluation report (Evaluation Summary Report);
 - b) CV of the applicant, including previous publications;
 - c) Contact 3 prominent scientists who can provide references;
 - d) In cases where the applicant's project will be significantly different in focus from the ERC grant application, an annotation of the new project will be required in the scope of the ERC grant application form B1;
 - e) Cover letter;
 - f) Project budget broken down into individual items, including justification;
 - g) Key requirements of the applicant (e.g. instrumentation/technical equipment, administrative facilities, scientific team);
- (12) The application of scientists who do not fall into the categories listed in paragraphs 10 and 11 must include:

- a) An annotation of the project in the scope of the ERC grant application form B1;
 - b) The applicant's professional CV, including a complete list of previous publications, grants received, invited lectures and other information demonstrating the applicant's exceptional scientific and research quality;
 - c) Contact 3 prominent scientists who can provide references;
 - d) A motivation letter containing, among other things, the applicant's plan for his/her future career at LF MU;
 - e) Project budget broken down into individual items, including justification;
 - f) Key requirements of the applicant (e.g. instrumentation/technical equipment, administrative facilities, scientific team).
- (13) During the evaluation process, additional supporting documents may be requested (e.g. ERC application form B2, more detailed specification of the applicant's key requirements, etc.).

EVALUATION AND SELECTION OF PROJECTS

- (14) The process of selecting the LF Award winner is a four-round process and takes place as follows:
- a) The LF MU National Projects Department will carry out a **formal review** under the supervision of the Vice Dean for Science, Doctoral Studies and Organisational Development of the LF MU, who, in consultation with selected experts within the University, has the right to exclude from the review process at this stage applications that do not meet the definitions set out in Article IX. The reason for exclusion will be made public.
 - b) The InGA Board will set up a **disciplinary panel of at least five evaluators to assess all complete applications** first remotely and individually according to the criteria:
 - i. Scientific excellence of the project plan;
 - ii. Applicant's career in science and achievements to date.Afterwards, a joint attendance meeting of the panel will take place with the participation of the Vice Dean for Science, Doctoral Studies and Organisational Development of the Faculty of Arts. At this step, applications may be flagged for elimination from further evaluation due to their demonstrably inferior quality. The reason for elimination will be made public.
 - c) Applications proposed by the panel of evaluators for further evaluation will be **submitted to the Dean and the heads of potential host departments** for consideration and possible expression of interest in

accepting a particular applicant. The Dean and the Head of the potential host department have the right to reject the application and not proceed to further detailed negotiation. The reason for rejection will be made public.

If the LF MU and the host department are interested, the head of the host department prepares a Declaration of the host department's readiness to accept the LF Award holder (hereinafter referred to as the Declaration), signed by the dean of the LF MU/head of the host department.

- d) The Panel of Evaluators and the Vice-Dean for Science, Doctoral Studies and Organisational Development of the Faculty of Arts will consider the results of the evaluation process to date (paragraph 14(b) and (c)) at a face-to-face meeting, and the maximum number of applicants to be invited to a face-to-face interview will be selected according to technical and financial possibilities. The LF MU National Projects Department will arrange the interviews; in exceptional cases, videoconferencing may be used.

The panel of assessors will then draw up the final ranking.

Information on the selection process of the most suitable candidates, including the interview results, will be **forwarded to the InGA Council, which will confirm the selection and recommend the winner of the entire competition** and the runner-up (or other alternates) **to the Dean**. Negotiations will be initiated with the winner of the competition. The method of negotiation is entirely at the discretion of the host department. In justified cases, the MU LF management may be asked for assistance. In case of unsuccessful negotiation with the winner, negotiation with the next candidate in the ranking will be initiated. The researcher will submit to the Vice Dean for Science, Doctoral Studies and Organisational Development of the Faculty of Arts a letter of termination of the negotiation signed by the head of the host institute, in which he/she will briefly describe his/her research plan for the duration of the support and other conditions agreed during the negotiation.

- (15) The final award of the LF Award is the responsibility of the Dean of LF MU.

INTERIM AND FINAL EVALUATION

- (16) After one year from the start of the InGA project, the LF Award holder will submit a list or a brief description of the results to date to the panel of evaluators and the Vice Dean for Science, Doctoral Studies and Organisational Development of the LF MU for consideration and will submit the results of the evaluation to the InGA Council and the management of the LF MU.
- (17) After two years of the project, a more detailed evaluation will be carried out, with the extreme possibility of terminating the LF Award at LF MU. The LF Award holder will submit an interim report on the project, which will be reviewed

successively by a panel of evaluators and the Programme Board. In case of a negative evaluation, it is within the competence of the Dean of LF MU to terminate the LF Award funding.

- (18) Within one month after the end of the three-year period of the LF Award holder's activity at LF MU, an evaluation of the results achieved will be carried out on the basis of a final report in a manner similar to the interim evaluation and the result of the evaluation will be submitted to the faculty management and the InGA Council. The evaluation of the success of the LF Award holder at LF MU will include a public lecture with a presentation of the results and a plan for further activities at LF MU.

XII. (LF) Accelerate

- (1) LF Accelerate (LFAc) is a support scheme designed to assess the application potential of LF MU research and development results and achieve a noticeable shift in the process of their application in practice.
- (2) The main objective of LFAc is:
- a) increasing the number and quality of research and development (R&D) results produced at the MU Faculty of Science for the purpose of their application in practice,
 - b) increasing interaction between LF MU and the application sphere, including increasing awareness of LF MU R&D activities and results,
 - c) support of applied research, experimental development, Proof of Concept projects and establishment of start-up / spin-off companies at LF MU.
- (3) Necessary output of the project are results recognized according to the definition of types of results, approved by Government Resolution No. 837 of 29 November 2017 (RIV), and outputs listed as "other results", mostly dedicated to LF MU. At least one such result must be achieved in the framework of the project implementation, specifically it may be:
- a) P - patent
 - b) G - technically realized results - prototype, functional sample
 - c) Z - semi-operation, proven technology
 - d) R - software
 - e) F - industrial design, utility model
 - f) N - methodologies, procedures
 - g) O - with other results (such results that do not meet the definition of the types of research, experimental development and innovation results), e.g.: patent application / test series / material with proven properties / methodology with proven properties / concluded licensing agreement / established start-up company / established spin-off

company / other concluded agreement related to the transfer of intellectual property in the field of research - e.g. confidentiality / non-disclosure agreement, cooperation agreement; material handling agreement)

(4) The project implementation must also include:

- a) proven cooperation with at least one commercial partner,
- b) at least one application for follow-up funding (external and internal schemes) has been submitted
- c) a marketing presentation of the results, secure in terms of protection of confidential information, is prepared and published through appropriate promotional channels.

SELECTION CRITERIA

(5) Support may only be granted to proposals that meet the following criteria:

- a) The applicant for support must be an employee of LF MU engaged in research, with a full-time employment of at least 0.5 at LF MU.
- b) This is an applied research or experimental development project (Frascati Manual).
- c) The project proposal brings innovative solutions to clinical problems and the project results have the potential for application in practice.
- d) The implementation of the project moves the result/technology/knowledge to the next stage of completion according to the Technology Readiness Level (TRL).
- e) The planned activities are not the subject of another project.

METHOD OF FINANCING

(6) The maximum amount of support is CZK 500,000 for 1 project with a maximum implementation period of 2 years. Supported projects can also apply for the follow-up internal calls of the LF Accelerate scheme. The total amount of the allocation will always be specified when the call is announced.

(7) A budget broken down into the individual items falling under eligible costs (see below) is included in the project proposal.

(8) The amount of approved financial support for a given calendar year will be allocated to a specific site and charged to the project contract.

(9) Eligible costs are:

- a) Personnel costs (wages, salaries, remuneration, agreements for the performance of work and agreements for the employment of persons involved in the implementation of the project). The proportion of personnel costs may not exceed 25 % of the total eligible costs.

- b) Other direct costs
 - i. Consumables,
 - ii. Small tangible and intangible assets,
 - iii. The cost of protecting the intellectual property rights resulting from the project and the cost of protecting the intellectual property rights already claimed for the project,
 - iv. Investment costs (tangible fixed assets, e.g. software, model, instrumentation),
 - v. Services,
 - vi. Travel costs (to cover meetings with partners),

(10) Ineligible costs are:

- a) Costs that cannot be covered by public funds, e.g. refreshments.

REQUEST LF Accelerate

(11) The competition is announced once a year on the basis of a decision of the Dean of the Faculty of Medicine. The call contains conditions for all applicants - the time of opening the call, the planned allocation for the call, the time and financial range of projects, a sample project proposal form, the method of submission and evaluation of applications for support, the expected date of commencement of project implementation. The announcement and administration of calls is carried out in Czech and English.

(12) The aid application must include:

- a) Project Proposal Form:
 - i. Brief description of the technical substance of the project;
 - ii. An existing problem that can solve;
 - iii. Quarterly milestones, deliverables and project objectives;
 - iv. Intellectual property in the project;
 - v. Competitive solutions;
 - vi. Information on potential partners / interested parties for the use of the project results;
 - vii. Regulatory framework of the project (early stages of development as a precursor to registration)
 - viii. Project budget broken down into individual items, including justification.
- b) According to the nature of the project - Informed consent form, Statement of the Ethics Committee of the Faculty of Medicine, Commission for the Protection of Laboratory Animals, Authorization for special activities (handling GMOs, etc.)

- c) CV of the principal investigator (max. 1 page)
 - d) Project proposal cover sheet from ISEP.
- (13) The applicant for support enters the project proposal form and all relevant annexes into the ISEP system (Documents tab). One copy of the project proposal form signed by the applicant and the ISEP registration record / cover sheet of the project proposal is delivered by the applicant to the LF MU National Projects Department.

EVALUATION AND SELECTION OF PROJECTS

- (14) The process of collecting applications for support is administratively handled by the LF MU National Projects Department with methodological support from the LF MU Science and Quality Department. Applications are submitted through the ISEP system.
- (15) The LF MU National Projects Department carries out a formal check and review of applications. The check includes checking the completeness of the submitted documents and the consistency of the information contained therein. Incomplete project applications will be excluded from further evaluation. Applications found to be inconsistent or inaccurate will be returned for further processing.
- (16) Revised applications are evaluated as follows:
- a) The InGA Council sets up a non-voting expert panel of evaluators to remotely evaluate the projects with regard to their application potential. The panel of evaluators is composed of at least 3 members and has expertise in applied research and the application of R&D results in practice (e.g. representatives of the MU Technology Transfer Centre, the application sector, patent offices, biotechnology investment funds, regulatory authorities). The members of the panel of evaluators will be contractually bound by confidentiality.
 - b) The InGA Council, at its meeting, taking into account the evaluation of the expert panel of evaluators who may be invited to the meeting, will decide on the award of support to the selected projects in accordance with the financial allocation of the call. The results of the evaluation and the projects selected for support will be made public.

INTERIM AND FINAL EVALUATION

- (17) Ongoing evaluation of projects selected for support is carried out in accordance with the established milestones on a quarterly basis by the 14th day following the end of the respective calendar quarter through brief quarterly checklists submitted by the Principal Investigator describing activities, milestone achievement and outputs for that quarter. Within 6 months after the end of the project implementation, the PI shall submit a Final Report. The quarterly checklists and the Final Report are submitted through the ISEP system.
- (18) The LF MU National Projects Department ensures formal and substantive control of the submitted quarterly checklists and may initiate a review meeting of the

InGA Council and invite the researchers and the expert panel of evaluators to participate.

- (19) The final report on the implementation of the project is approved by the InGA Council at its meeting.
- (20) The InGA Council evaluates the success of projects based on the following criteria:
 - a) achievement of at least one result recognised according to the definition of types of results (RIV), or a type O result, listed as "other results", dedicated to the MU Faculty of Science,
 - b) demonstrable establishment of cooperation with at least one commercial partner,
 - c) submission of at least one application for follow-up funding (external and internal schemes),
 - d) Preparation of a marketing presentation of the results safe from the point of view of protecting confidential information and its publication through appropriate promotional channels,
- (21) In the event that the criteria set out in Article XII.20 are not met, any funds spent on the project may be assessed by the InGA Council as ineligible costs. Such costs will then be charged to the budget of the Principal Investigator's department.

XIII. Postdoc

- (1) The competition serves to attract productive junior researchers with significant international experience and to integrate them into already established research groups at LF MU. The aim is also to strengthen the international character of the LF MU academic environment.
- (2) The competition is announced once a year on the basis of a decision of the Dean of the Faculty of Medicine. It is expected that a maximum of 2 positions per year will be awarded/filled across the research groups of LF MU.
- (3) The maximum duration of the support is 24 months from the start of the project (job support).

METHOD OF FINANCING

- (4) Financial support for the implementation of one project is CZK 972,000/year. The total amount of support corresponds to the unit cost of the corresponding work capacity of 1.0 postdoc/month and a gross salary of CZK 60.000,-. When combined with funding from other sources, the postdoc's full-time equivalent may be less than 1.0 and the remaining InGA support will be used to cover other eligible costs.
- (5) Eligible costs are:

- a) the personal costs of the junior researcher (salaries, remuneration, statutory contributions and accrual of SF).
- b) consumables,
- c) small tangible and intangible assets,
- d) services,

(6) Ineligible costs are:

- a) costs that cannot be covered by public funds (e.g. refreshments),
- b) travel costs.

EVALUATION AND SELECTION OF JUNIOR RESEARCHERS

- (7) The selection of employees for the positions is carried out in accordance with the Regulations of the Selection Procedure for Filling the Positions of Academic Staff and Other Employees of Masaryk University.
- (8) Job vacancies will be posted on international portals for academics and researchers (e.g. Science, Find A Postdoc, Euraxess, THEuniJobs, etc.).
- (9) The basic criteria for the selection of junior researchers are as follows (whether or not the qualification prerequisite is met, or if possible by the start date of the scheme):
 - a) researcher within 7 years after the award of the Ph.D. degree;
 - b) during the last 3 years, he/she has worked for at least 2 years without interruption outside the Czech Republic in the field of research at a minimum of 0.5 working hours, or has completed a doctoral study abroad;
 - c) published at least 3 original papers ("article") above the median of the field (at least two of which are in Q1) in the last 3 years, as recorded in the Thomson Reuters Web of Science database.
- (10) Any additional criteria may be set according to the specifics of the field.
- (11) On the basis of meeting the basic criteria and the assessment of the scientific profile in the first phase of the selection process, candidates will then be invited for an interview, during which they will be evaluated according to predefined professional criteria.
- (12) The professional criteria for the selection of junior researchers are (within the evaluation criteria, a score is made, where the resulting number of points of the applicant will be the arithmetic average of the scores awarded by the individual members of the evaluation committee):
 - a) the number and quality of the applicant's texts in impacted journals,
 - b) the candidate's focus on the issue under study, experience with participation in R&D projects (possibility to use references), participation in international projects,

- c) the applicant's compliance with the advertised professional requirements.
- (13) According to the specifics of the field, the field committee may set additional criteria and the weighting of individual professional criteria, but the sum of all criteria must always be 100%.
- (14) Within the professional evaluation criteria, a scoring is carried out, where the resulting number of points of the applicant will be the arithmetic average of the scores awarded by the individual members of the evaluation committee within the evaluation criteria, a scoring is carried out, where the resulting number of points of the applicant will be the arithmetic average of the scores awarded by the individual members of the evaluation committee.
- (15) As part of the selection procedure, the candidate for the position of junior researcher shall submit:
- a) proof of graduation - diploma (in the case of diplomas from foreign institutions, including nostrification),
 - b) a professional CV with a list of publications or a reference to publications
 - c) a brief description of the research project and the topic on which the researcher will work, justifying the need in relation to the field,
 - d) documents proving that the candidate has worked outside the Czech Republic for at least 2 years in the last 3 years and/or documents proving that the candidate has completed doctoral studies at a foreign institution.

OF THE SELECTION PROCEDURE

Assessment of the applications received by the internal committee

- (16) At the stage of assessment of accepted applications by the internal committee, the basic criteria are formally assessed on the basis of the written materials received, the scientific profile of the applicant (number of grants, publications, citations, etc.);
- (17) As a result of the assessment of the applications received by the internal committee, a list of candidates will be invited for an interview.
- (18) Composition of the internal committee:
- a) the head of the research group that advertised the position,
 - b) representative of the Department of National Projects of LF MU.

Interviews with candidates before the specialised committee

- (19) The interview can be conducted both in person and using online communication technologies.

- (20) The output is a proposal for the admission/non-admission of the candidate, with the ranking of the candidates proposed for admission being indicated, which is determined on the basis of the aggregate score of all members of the field committee.
- (21) Composition of the specialty committee:
- a) the head of the research group that advertised the position,
 - b) Vice-Dean for Science, Doctoral Studies and Organisational Development of the Faculty of Arts
 - c) Member of the LF MU Personnel Department,
 - d) at least one member of the InGA Council.

INTERIM AND FINAL EVALUATION

- (22) Continuous evaluation is carried out as part of the regular one-year staff evaluation by the research group leader.
- (23) The mandatory evaluation indicators are:
- a) Number of IF publications above the median of the field on which he/she is listed as first or corresponding author,
 - b) Number of project applications submitted to an external grant agency as proposer or co-proposer,
 - c) projects obtained from an external grant agency as a principal investigator or co-investigator.
- (24) The final evaluation is carried out by the research group leader. In a free (textual) form, the contribution of the junior researcher to the research group and the fulfilment of the mandatory indicators is evaluated. The supported junior researcher evaluates the benefits of the support received and indicates the prospects for further work at LF MU and his/her career plans.

Part Five

FINAL PROVISIONS

XIV. Final provisions

- (1) The Vice-Dean for Science, Doctoral Studies and Organisational Development of LF MU is responsible for the interpretation of individual provisions of this Directive and for updating this Directive.
- (2) Compliance with this directive is monitored by the Dean of the MU Faculty of Medicine.
- (3) On the effective date of this Directive, LF MU Directive No. 5/2020 - Internal Grant Agency of LF MU is repealed.
- (4) This Directive shall enter into force and effect on 1 October 2021.

In Brno, 27 September 2021

prof. MUDr. Martin Repko, Ph.D.
Dean of LF MU