

Rector's Directive No. 2/2025

**Rules of the Internal Grant Competition**

**at the Silesian University in Opava**



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Article 1  
Introductory provisions

1. This Directive sets out the rules of the Internal Grant Competition at the Silesian University in Opava.

Article 2  
General provisions

1. The aim of the Internal Grant Competition at the Silesian University in Opava (hereinafter referred to as "IGS") is to support the development of scientific, research, development, creative and artistic activities of academic and scientific staff of the Silesian University in Opava (hereinafter referred to as "SU") through the funding of selected internal grants applications as a part of the long-term conceptual development of the research organization.
2. IGS is announced annually by the Rector by Rector's Decision, which may define specific categories of projects, their topics and IGS priorities for the year.
3. Internal grants are divided into the following categories:
4. Category A - basic and applied research projects in accordance with the constituent's research, development and innovation concept.
5. Category B - projects focused on foreign cooperation in the field of creative artistic activity;
6. Category C - projects for the preparation of the submission of a deadline-binding application for the habilitation procedure and the procedure for the appointment to professor;
7. Category D - projects to support the preparation and submission of applications for excellent science and research projects, e. g. Horizon Europe grant applications;
8. Category E - basic and applied research projects supporting interdisciplinary collaboration between SU´s constituents;
9. Category F - internal grants submitted on the basis of special external calls.
10. IGS projects are funded as follows:
11. Projects in categories A, C, D and E are funded from the Long-Term Conceptual Development of the Research Organisation (LTCDO) grant allocated to the constituent;
12. Category B projects are funded from the constituent's contribution to educational activities;
13. Category E projects are financed from external sources.

Article 3  
Organisational provisions

1. The IGS is organised by the Internal Grant Agency of the Silesian University in Opava (hereinafter referred to as the "SU Internal Grant Agency" or "IGA"). It consists of:
2. The Council of the Internal Grant Competition of the Silesian University in Opava (hereinafter referred to as the "IGS SU Council");
3. Internal Grant Competition Councils of the Constituent (hereinafter referred to as "IGS Councils of the Constituent");
4. Supervisory Board of the Internal Grant Competition (hereinafter referred to as the "IGS Supervisory Board").
5. The Office for Science and International Relations of the Rector's Office is responsible for the organisational support of the IGS and the activities of the IGA.
6. The current composition of the IGS SU Council, IGS SU Supervisory Board and IGS Councils of individual constituent is published on the SU website.
7. The timetable of the IGS is set by the Rector's decision.

Article 4  
The Council of the IGS SU

1. The IGS SU Council is an advisory body to the Rector in IGS matters. The IGS SU Council recommends to the Rector the allocation of internal grants and the amount of financial subsidy.
2. The Vice-Rector for Science and International Relations of the SU is the Chairman of the IGS SU Council. Members of the IGS SU Council are usually the Chairmen of the IGS Councils of SU´s Constituents. The Rector may, at his/her discretion, appoint other members of the IGS SU Council from among associate professors and professors, or renowned experts from practice, after prior approval by the Scientific Council of the Silesian University in Opava (hereinafter referred to as the "SU SC").
3. The Rector, on the proposal of the heads of the units, appoints and removes members nominated by the units. The Rector removes members of the IGS SU Council nominated by him/her after prior approval of the SU VR.
4. The term of office of the members of the IGS SU Council is the same as the Rector´s term of office.
5. Membership in the IGS SU Council is honorary and not honoured. Membership shall terminate upon expiration of the term of office, resignation except for the Chairperson, termination of employment at SU or removal by the Rector.
6. IGS SU Council:
7. is responsible for the implementation of the IGS according to the criteria approved by the SU SC;
8. collects and discusses applications for internal grants, guarantees a transparent process of their evaluation and selection and recommends to the Rector the ranking of accepted internal grants;
9. overseeing the efficient use of allocated funds;
10. decides on changes from the originally approved grant application if they occur during the course of the internal grant;
11. addresses comments on the IGS;
12. evaluates the results of internal grants;
13. submits the Final Report to the IGS Supervisory Board by the deadline set by the Rector's Decision on the announcement of the Internal Grant Competition for the given year.
14. The IGS SU Council meets as needed, but at least twice a year.
15. Meetings of the IGS SU Council are convened by its chairman in writing or by e-mail.
16. Meetings of the IGS SU Council are chaired by the President or his/her authorised representative, who presents the agenda, chairs the meeting and proposes resolutions.
17. The IGS SU Council shall have a quorum if more than half of its members are present. A resolution shall be adopted if a majority of all members of the IGS SU Council are in favour of it. In the event of an equality of votes, the Chairperson shall have the casting vote. In the event that an internal grant for which a member of the IGS SU Council is the principal investigator is discussed at a meeting, that member may not participate in any part of the meeting relating to that grant, in particular may not be present during its evaluation, discussion or decision-making.
18. Voting shall be open to the public unless members agree to a secret ballot.
19. Minutes of the IGS SU Council shall be taken.
20. The IGS SU Council may also vote on the adoption of a resolution by correspondence. In the event of such a vote, the Chairperson shall send to all members a draft resolution on the matter, including the relevant supporting documents, and give a deadline for a response. The vote shall be taken by the individual members sending a reply of “I agree”, “I disagree” or “I abstain” to the Chairman within the time limit. Responses received after the deadline shall be excluded. An “I agree” vote by a supermajority of all IGS Council members is required for a valid resolution. The President shall communicate the result of the vote to the members in the same manner as the vote. Minutes shall be taken of the proceedings and the result of the postal vote.
21. The activities of the IGS SU Council are administratively provided by the authorized employee of the Office for Science and Foreign Relations of the Rector's Office.

Article 5  
IGS Councils of the Constituents

1. Each SU´s constituent engaged in science and research or artistic creation shall establish IGS Council of the Constituent.
2. The chairman of the IGS Council of the Constituent is the Vice-Dean for Science and Research of the relevant faculty or the Deputy Director for Science and Research of the University Institute. The number of members of the IGS Council of the Constituent is determined by the Dean of the faculty or the Director of the institute, with a minimum of three members.
3. Members are appointed and removed by the Dean or the Director, after the proposal has been discussed in the constituent´s Scientific Council.
4. The provisions of paragraphs 4 to 14 of Article 4 shall apply mutatis mutandis to the IGS Council of the Constituent.
5. The activities of the IGS Council of the Constituent are administratively handled by an authorised employee of the Science and Research Department of the respective SU´s constituent.

Article 6  
IGS Supervisory Board

1. The IGS Supervisory Board is a three-member body. The chairman is the Bursar. The other members are appointed by the Rector.
2. The term of office of the IGS Supervisory Board corresponds to the Rector´s term of office.
3. The basic task of the IGS Supervisory Board is to supervise compliance with the IGS Rules, legal regulations and internal regulations and standards of the SU in the management of funds allocated for the implementation of the IGS. To this end, it carries out an ongoing review of the activities of the IGS Councils and the management of grant funds and proposes corrective measures in the event of any deficiencies identified.
4. The IGS Supervisory Board is entitled to inspect the written materials of the IGS SU Council as well as the IGS Council of the Constituent. Members of the IGS Supervisory Board are entitled to attend meetings of the IGS Councils. They shall be given the floor whenever they request it.
5. The IGS Supervisory Board is obliged to notify the Chairman of the IGS SU Council and the Rector of the identified deficiencies as soon as possible and demand their elimination.
6. At least once a year, the IGS Supervisory Board submits a report to the Rector and the Chairman of the IGS Council listing the scope of the audit activities, a summary of the findings including proposals for measures and monitoring of their implementation.

Article 7  
Application for an internal grant

1. Every academic and scientific staff member of the SU (hereinafter referred to as the "applicant") has the right to apply for an internal grant in the form of an application for an internal grant (hereinafter referred to as the "application").
2. Only one application may be submitted by a single applicant.
3. Other members of the research team may be students of bachelor's, master's and doctoral study programmes of SU or academic, scientific and research staff of the University, in exceptional cases other experts from practice.
4. The duration of the internal grant is 12-36 calendar months.
5. The application shall contain the following:
6. abstract and objectives of the project;
7. justification of the project - summary of the current state of knowledge of the given issue, expression of the essence and relevance of the project, its objectives and method of solution;
8. a breakdown and justification of the financial appropriations;
9. timetable for the project;
10. the expected outputs of the project;
11. a description of the potential benefits of the project;
12. details of the proposed investigator and members of the research team.
13. The application must be in line with the focus of the constituent´s science, research and other creative activities and its strategic plan, and also in line with the focus of the SU's science, research and other creative activities.
14. The application for the award of an internal grant in categories A, B, C, D and E is submitted to the constituent´s Science and Research Department via the intranet on the relevant forms by the deadline set by the Rector's Decision to announce the competition for the year.
15. Following the review of applications in categories A, B, C, D and E by the reporter and the Unit IGS Council, the Chair of the Unit IGS Council will ensure that the application and the initial or interim evaluation of the application are forwarded to the Rector's Office for Science and International Relations. The SU IGS Council will arrange for the assessment of applications in category F by the reporter.
16. The application for an internal grant in category F is submitted to the Rector's Office for Science and International Relations.
17. Applications received by the deadline will be logged by the Rector's Office for Science and International Relations and assigned a registration number.
18. Applications submitted after the deadline or without the proper documents will not be included in the competition.

Article 8  
Selection procedure

1. The IGS Council of the applicant´s constituent carries out the peer review of Category A, B, C, D and E project applications. For each application submitted in these categories, the Council will appoint a reporter from among the SU academic staff who is not assigned to the applicant´s department (in the case of a university institute, to the department in which the applicant is based), has not participated in the preparation of the proposal for the project under consideration and is not a member of the research team of the project under consideration. The reporter will carry out an initial assessment of the application and prepare a report on a prescribed form, which will be made available to the IGS Council of the Constituent concerned and to the IGS SU Council when assessing the application. The IGS Council of the Constituent will evaluate the applications and establish a ranking of the applications and submit them to the IGS SU Council for consideration.
2. The expert assessment of applications of categories F is carried out by the IGS SU Council, which for each submitted application of these categories appoints a reporter from among the members of the IGS SU Council and one expert opponent from among the SU academic staff who is not assigned to the applicant's department (in the case of a university institute, to the department in which the applicant works), has not participated in the preparation of the proposal of the project under consideration and is not a member of the project's research team. Both the reporter and the expert opponent will carry out an initial assessment and prepare a report on the prescribed form, which will be made available to the IGS SU Council when assessing the application. The IGS SU Council will evaluate the applications and establish a ranking.
3. The IGS SU Council will compile the final ranking of applications in each category and submit them to the Rector for approval, including the proposed amount of financial support.
4. Applications are evaluated according to the following criteria:
5. the professional level of the proposed project, including the declared outputs;
6. the quality of the research team;
7. scientific relevance and topicality of the chosen topic;
8. the feasibility of the project objectives;
9. the concept and methodology chosen for the solution;
10. international cooperation;
11. the project budget, the adequacy of the financial costs and the justification of the individual cost items;
12. Internal grants approved by the Rector shall be deemed to have commenced with effect from 1 January of the year in question. The Rector's Office for Science and International Relations will publish the list of approved internal grants on the SU website without undue delay and will also send it to the heads of units.
13. The Vice-Rector for Science and Foreign Relations is responsible for monitoring the implementation of the Directive and will submit a written report on the course of the Internal Grant Competition to the Rector of the SU.
14. The Rector issues a Decision on the award of the internal grant (hereinafter referred to as the "Decision") for projects accepted for solution. The head of the constituent or a person authorised by him/her (on the part of the constituent as a recipient of financial support) and the responsible project investigator confirm by their signature the acceptance of the internal grant and their acquaintance with the conditions of its use.

Article 9  
IGS funding rules and financial management principles

1. Grant funds are intended only to cover costs directly related to the specific internal grant for which they have been awarded. Only non-investment funds are allocated.
2. The principles of effectiveness, efficiency and economy and the internal standards applicable to the management of SU apply to the management of the grant funds.
3. Eligible costs for approved internal grants are those incurred from 1 January of the year in question.
4. Internal grant funding is allocated for one calendar year at a time. Amounts shall be rounded down to the nearest whole number when planning or accounting for funding.
5. The use of grant funds and their accounting records is carried out by the economic department of the relevant constituent on the basis of documents submitted by the project investigator. The project investigator is responsible for their proper use; the head of constituent is responsible for their proper accounting.
6. In the event of non-compliance with the rules of the IGS SU and the regulations and standards applicable to the management of financial resources at SU, the Rector will decide, on the basis of a resolution of the IGS Council and the opinion of the IGS Supervisory Board, to return the allocated funds to SU as the provider.
7. All costs of the internal grant are recorded under the registration number assigned to the grant by the Rectorate's Office for Science and International Relations.

**Article 10  
Progress and completion of the project**

1. The IGS SU Council decides on significant changes to the originally approved application if they occur during the course of the project (change of the project investigator, his/her workplace, changes in the research team, etc.). In the case of projects of category, A, B, C, D and E, the investigator is obliged to inform the IGS SU Council of the Constituent in writing in advance of the changes, which, based on the opinion of the project reporter, will discuss the proposed changes and recommend acceptance or rejection of the changes to the IGS SU Council. The IGS SU Council will discuss the proposed changes and notify the project investigator of its decision without undue delay. In the case of category F projects, the proposed changes shall be discussed by the IGS SU Council after the project reporter´s opinion.
2. The Principal Investigator is authorised to make transfers of funds between individual cost items up to a total of CZK 10,000 compared to the originally approved budget specified in the Rector's Decision on the award of the internal grant. When transferring funds between individual cost items, the purpose of their use in relation to the project must be maintained. The researcher is entitled to make transfers within a single cost item without restriction. Changes under the previous two sentences need not be requested in writing by the researcher.
3. In the case of internal grants with a duration of more than one year, their researchers are obliged to submit an Interim Report containing information on the progress of the internal grant, the results achieved and the management of the funds provided for the period for which the Interim Report is prepared. On the basis of the interim evaluation by the reporter and the IGS Council of the Constituent or the IGS SU Council, the SU IGS Council shall propose or not propose to the Rector the continuation of the internal grant for the next period.
4. Upon completion of the project, the project investigator will submit a Final Report including a final account.
5. The project reporter and the IGS Council of the Constituent or IGS SU Council will prepare the Final Project Evaluation and submit it to the IGS SU Council for approval.
6. When assessing the success of a project, particular emphasis is placed on assessing the correctness of the use of the funds entrusted and the published results of the project.
7. In the case of exceptionally high-quality projects, the IGS SU Council may propose to the Rector the award of exceptionally successful projects.

Article 11  
Final provisions

1. This Directive cancels Rector's Directive No. 4/2019.
2. This Directive shall enter into force on the date of its publication on the intranet.
3. This Directive shall enter into force on 1 June 2025.

In Opava on

doc. Mgr. Tomáš Gongol, Ph.D.

Rector

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