

**SLEZSKÁ  
UNIVERZITA  
V OPAVĚ**



# Rector's Directive No. 4/2019

## **Rules of the Internal Grant Competition at the Silesian University in Opava**

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## **Rules of the Internal Grant Competition at the University of Silesia in Opava**

To implement the Internal Grant System at the Silesian University in Opava, I am publishing the Rules of the Internal Grant Competition at the Silesian University in Opava

### **I.**

#### **Statute of the Internal Grant System of the Silesian University in Opava**

#### **PART I**

#### **Article 1**

#### **General Provisions**

- 1) The objective of the Internal Grant System of the Silesian University in Opava (hereinafter referred to as "IGS SU") is to support the development of scientific, creative and artistic activities of academic and scientific staff of the Silesian University in Opava (hereinafter referred to as "SU") by financing selected applications for internal grants aimed at the development of disciplines and the University.
- 2) The Rector announces the internal grant competition of the SU for a given calendar year, which also allocates the grant fund from the budget of the SU, i.e., the financial amount from the non-investment funds of the SU for the calendar year.
- 3) IGS SU is managed by the IGS SU Board, chaired by the Vice-Rector for Science and Foreign Relations. The IGS SU Board recommends the Rector to allocate an internal grant and the amount of the financial subsidy.
- 4) Each academic and scientific employee of the SU, with the exception of members of the IGS SU Board, (hereinafter referred to as the "Applicant"), has the right to apply for an internal grant for one year in the form of an application for an internal grant (hereinafter referred to as

the "Application"). Applications shall be submitted within the time limit laid down for a period of one year. The requirements of the application and the course of the grant procedure are described in Part Three of the Statute of IGS SU.

- 5) The applicant shall be fully responsible for the level of resolution of the relevant internal grant in terms of expertise, organisation, and economy, including the effective use of the allocated funds.
- 6) The concurrence of an internal grant with funds obtained for the same problem solved from sources other than IGS SU is not excluded.
- 7) The Rector's Department for Science and Foreign Relations is responsible for the implementation of IGS SU in terms of administrative provision.
- 8) The IGS SU Board shall have the right to propose, in addition to the penalty against the beneficiary referred to in Article 6 (3), a penalty against the researcher consisting in its exclusion from further competitions for up to three years, or to propose that the penalty be waived, if necessary, for non-compliance with the obligations of the researcher set out in this Regulation. The sanction is imposed by the Rector after approval by the Supervisory Board. The penalty may be waived in case of violation of the rules only if there is a demonstrably better result of the project than planned and the researcher has sufficiently justified his/her actions in the final report.

## **PART TWO**

### **ORGANISATIONAL STRUCTURE OF IGS SU**

#### **Article 2 IGS SU Board**

- 1) The IGS SU Board is the Rector's advisory body in IGS matters.
- 2) The Board of IGS SU consists of representatives of faculties proposed by the Faculty Scientific Board, in the number of three for each faculty, one representative for each university institute, proposed by the Scientific Board of the Institute of Higher Education (hereinafter referred to as "representatives of parts") and the Vice-Rector for Science and Foreign Relations, who is also its chairman. Membership is subject to scientific or scientific-educational rank. Members of the IGS SU Board are appointed by the Rector for a term of four years. In the event of early termination of membership, a new member shall be proposed for a vacant post by the competent Scientific Board for the remainder of the original member's term of office. The current composition of the IGS SU Board is published on the SU's website in the science and research section.
- 3) Membership in the IGS SU Board is honourable and not honoured. Membership expires upon expiration of the term of office, resignation of a member with the exception of the Chairman, termination of a member's employment with the SU or his/her dismissal by the Rector.
- 4) The Scientific Board of each of the above-mentioned components may also propose one alternating member (hereinafter referred to as the "alternate") who may represent a member of the IGS SU Board for this component in the event that a member is unable to attend the IGS SU Board meeting; the details of representation shall be governed by the IGS SU Rules of Procedure. The alternate shall be appointed by the Rector for a period not exceeding four years and his/her status as alternate shall cease upon expiry of his/her term of office, resignation, termination of employment with the SU or dismissal of the Rector. The alternate shall not be a member of the IGS SU Board.

- 5) The representative or alternate of the IGS SU Board cannot be the Dean, the Vice-Dean or the Director of the Higher Education Institute.
- 6) The tasks of the IGS SU Board are as follows:
  - be responsible for the implementation of IGS SU in accordance with the criteria approved by the Scientific Board of SU;
  - collects and examines applications for an internal grant;
  - examines applications for internal grants, ensures their expert assessment and recommends to the Rector the ranking of received internal grants;
  - controls the use of the allocated funds;
  - decides on changes from the initially approved grant application if they occur in the course of dealing with the internal grant;
  - addresses the comments on the IGS SU;
  - evaluates the results of the implementation of internal grants;
  - is obliged to submit to the IGS Supervisory Board the Final Report within the deadline set by the Rector's Decision on the announcement of the Internal Grant Competition for the given year.
- 7) The activities of the IGS SU Board are administratively provided by the Rector's Department for Science and Foreign Relations.
- 8) The activities of the IGS SU Board shall be governed by the Rules of Procedure of the IGS SU Board.
- 9) The IGS SU Board may appoint consultative commissions for its activities.

### **Article 3**

#### **IGS SU Supervisory Board**

- 1) The Supervisory Board of IGS SU is a three-member body, whose members and chairman are appointed by the Rector. The viril function in this body is that of the Bursar. The basic task of the Supervisory Board of IGS SU is to ensure compliance with legal regulations and internal regulations of SU in connection with the implementation of IGS SU and the allocation of grant funds. The current composition of the IGS SU Supervisory Board is published on the SU's website in the Science and Research section.
- 2) The term of office of the Supervisory Board of IGS SU is four years, always from 1 January of the given year.
- 3) Membership in the Supervisory Board of IGS SU is honourable and not honoured.
- 4) The IGS SU Supervisory Board is entitled to inspect the written materials of the IGS SU Board if necessary. Members of the IGS SU Supervisory Board are entitled to participate in the IGS SU Supervisory Board meetings. They must be given the floor whenever they request so.
- 5) The IGS SU Supervisory Board is obliged to notify the IGS SU Chairman or the Rector of the identified deficiencies as soon as possible and to request their removal.
- 6) At least once a year, the IGS SU Supervisory Board prepares a report listing the scope of control activities, a summary of findings, including proposals for measures and control of their implementation, which it submits to the Rector and the Chairman of the IGS SU Board upon request.

## **PART THREE**

### **APPLICATION FOR AN INTERNAL GRANT, SELECTION PROCEDURE, MANAGEMENT OF ALLOCATED RESOURCES, CONTROL AND TERMINATION OF THE INTERNAL GRANT, CHANGES IN THE COURSE OF THE SOLUTION**

#### **Article 4**

##### **Application for an Internal Grant**

- 1) The application for an internal grant is submitted in writing to the Rector's Department for Science and Foreign Relations on the relevant forms in triplicate and in electronic form using the file service within the time limit set by the Rector's Decision to announce the competition for the given year.
- 2) Applications sent after the deadline or without due formalities will not be included in the competition.
- 3) The application shall contain the following elements:
  - a description of the internal grant proposal, its justification, the expected outputs and the timetable for the solution;
  - data on the applicant and team members, previous scientific results of the applicant, publications in impacted journals, peer-reviewed journals, etc.;
  - the economic balance sheet.
- 4) Funds may be requested for one calendar year at a time.

#### **Article 5**

##### **Selection Procedure**

- 1) The Selection Procedure is announced by the Rector of the Silesian University by a decision of the Rector, which is published on the SU website and sent to the deans of faculties and directors of higher education institutes.
- 2) Each application shall be examined by two independent experts outside the applicant's workplace. The verbal parts of the evaluators' assessments shall be provided only to the Proponent of the application upon request, while maintaining the anonymity of the evaluators. For each application, a rapporteur shall be appointed from among the members of the IGS SU Board, who shall coordinate the examination of applications and, for applications received, the resolution of grants and the final assessment.
- 3) The procedure for the assessment of applications, their processing, and the manner of deciding on them are regulated by Title III of the Competition Regulations of IGS SU.
- 4) The evaluation shall be carried out by the IGS SU Board taking into account the opinions of the evaluators of the applications.
- 5) The evaluators' opinions and the overall evaluation of the applications shall be confidential. The opinions of external opponents are honoured with an amount of CZK 300.

- 6) The projects accepted for the solution will be subject to a Decision of the Rector of the Silesian University in Opava, which will be confirmed by the Rector or a person authorized by him/her (on the side of the SU as the grantor), the head of the part or a person authorized by him/her (on the side of the part as the recipient of financial support) and the responsible researcher of the project.

## **Article 6**

### **Grants and their Management**

- 1) Grants are funds allocated by the grantor to the grant recipient and are intended only to cover the costs directly related to the solution of the individual internal grants for which they were allocated. Only non-investment funds are allocated. Their total volume is determined by the budget of the SU on the basis of the proposal of the Rector of the SU. The principle of economy and the standards applicable to the management of SU apply to the management of funds.
- 2) Eligible costs for approved internal grants are those incurred from 1 January of the given year. These costs may be pre-financed, until the budget of the SU is approved by the Academic Senate of the SU, from the funds of the given component. The pre-financing is decided by the relevant manager of the given part.
- 3) The drawing and accounting of the allocated grant funds is carried out by the recipient on the basis of the documents submitted by the researcher of the internal grant, who is responsible for the efficient and economical use of the funds provided in accordance with the IGS SU rules and standards applicable to the management of the SU. Funds cannot be transferred to the workplace of non-university co-investigators of an internal grant.
- 4) In the event of non-compliance with the IGS SU rules and standards applicable to the management of funds for SU, the recipient is obliged to return the received funds to the grantor's budget after the Rector's decision based on the IGS SU Board's resolution and the opinion of the IGS SU Supervisory Board.
- 5) All costs for the solution of the internal grant are registered under the registration number assigned to the grant by the Rector's Department for Science and Foreign Relations.
- 6) Upon completion of the internal grant solution, the items procured from the grant funds shall be placed under the management of the recipient of the internal grant, unless otherwise specified in advance.

## **Article 7**

### **Changes in the Course of the Solution and Termination of the Grant**

- 1) The IGS SU Board must be informed in advance in writing by the researcher through the recipient of any changes to the originally approved application, if they occur during the course of the solution (change of the researcher of the grant, its workplace, changes in the team of researchers, business interruption, changes in the specification of the claimed parts of the solution, change of the conference, etc.). The IGS SU Board will discuss the proposed changes (also in writing) and will immediately communicate its resolution in writing to the researcher of the internal grant.
- 2) The researcher is entitled to carry out transfers of funds between cost items up to a total amount of CZK 2,000 compared to the originally approved schedule. These changes need not be requested in advance in writing by the researcher in accordance with the previous paragraph, but they must justify their effectiveness in the final report.

3) Upon completion of the internal grant solution, the researcher is obliged to submit the following documents to the IGS SU Board via the recipient in one copy and at the same time in electronic form:

- the final report (including the final statement);
- a proposal for the form and use of the work;
- published texts related to the solution of the project, and, where appropriate, confirmation of their receipt in the print;
- other outputs describing the results achieved;

and this no later than by 25 November of the current year in which the grant was awarded.

4) The final evaluation of the solution results is carried out by the IGS SU Board in two rounds. In the first round, the IGS SU Board rapporteur will assess the compliance of the submitted documents with the approved application and also assess the legitimacy of the funds used, no later than by 7 December of the current year. In the second round, the IGS SU Board will carry out a comprehensive evaluation of the results of the project on the basis of the submitted report describing the results achieved, their presentation and the method of drawing the funds and on the basis of the assessment by the project rapporteur. He/she may ask the opponents of the project proposal for their opinion. The IGS SU Supervisory Board is obliged to submit the Final Report to the IGS SU Supervisory Board.

5) The recipient of the grant is obliged to archive all documentation, including financial documentation pursuant to Act No. 563/1991 Coll., on accounting, from the end of the internal grant solution. Upon completion of the internal grant solution, the above-mentioned documents shall be forwarded to the SU Registry.

## **II.**

### **Rules of Procedure of the IGS SU Board**

#### **Article 1**

##### **Introductory Provisions**

- 1) These Rules of Procedure set out the principles for the IGS SU Board's consideration of applications.

#### **Article 2**

##### **Meetings of the IGS SU Board**

- 1) Meetings of the IGS SU Board are usually convened by its Chairman in writing or by e-mail.
- 2) The IGS SU Board shall meet as necessary, but at least twice a year.
- 3) The IGS SU Board shall have a quorum if at least two-thirds of all IGS SU Board members are present. A member of the IGS SU Board may be represented by an alternate in accordance with Article 2 (2) of the Statutes of the IGS SU; such representation must be notified in advance by the member to the Chairman. Representation under the previous sentence is not allowed if an internal grant, the researcher of which is an alternate, or an application for such a grant, is discussed at the meeting.
- 4) The IGS SU Board is chaired by the Chairperson, or by a representative authorized by the Chairperson, who submits the agenda, manages the meeting, and proposes a resolution.
- 5) Formally, the IGS SU Board meetings are arranged by the Rector's Department for Science and Foreign Relations according to the instructions of the IGS SU Board Chairman.

#### **Article 3**

##### **Poll**

- 1) Each IGS SU Board member present shall have one vote. Voting shall be open to the public unless members agree to vote by secret ballot. The alternate member referred to in Article 2 (2) of the Statute of IGS SU shall be entitled to vote on all other matters and to act at the meeting in place of the member whom he/she represents, if that member is not present at the meeting. An alternate may only represent one member.
- 2) A valid resolution requires an absolute majority of votes of all members of the IGS SU Board.
- 3) In the event of an equality of votes, the Chairman's vote shall prevail.

#### **Article 4**

##### **Meetings**

- 1) The meetings of the IGS SU Board shall be confidential.
- 2) Minutes of the IGS SU Board meetings shall be drawn up and signed by the Chairman.
- 3) The documentation on the meeting of the IGS SU Board is deposited at the Rector's Office for Science and Foreign Relations.
- 4) Final decisions on the award of internal grants are published on the SU website and sent to the deans of faculties and directors of higher education institutes within one week from the making of the decision.



## **Article 5**

### **Correspondence Poll**

- 1) In justified cases, the IGS SU Board may also vote on the making of the decision by correspondence. In the event of such a vote, the Chairman shall send to all Members a draft for a resolution on the matter, including the relevant supporting documents, and shall communicate the time limit for replying. Voting shall be carried out by sending an answer to the Chairman "I agree", "I disagree" or "I abstain from voting" within a specified period of time. Replies received after the deadline shall be discarded. The valid resolution requires the statement "I agree" by an absolute majority of all members of the IGS SU Board. The result of the correspondence vote shall be communicated by the Chairman to the members in the same way as the vote was taken. Minutes shall be taken of the conduct and outcome of the correspondence vote.
- 2) When voting by correspondence, a member may request that the resolution be voted on not by correspondence, but at a meeting of the IGS SU Board. If a request is made by an absolute majority of all members of the IGS SU Board, the Chairperson shall cancel the correspondence vote and submit the proposal to the ordinary meeting. The Chairman may likewise proceed at his own discretion.
- 3) An alternate member may not take the place of an alternate member in a vote by correspondence.

## **III.**

### **Competition Regulations of IGS SU**

#### **Article 1**

##### **General Provisions**

- 1) The Competition Regulations of IGS SU determine the form of the Selection Procedure when deciding on the granting of internal grants, the method of assessing applications, their processing and regulates the method of deciding on them.
- 2) The Competition Regulations IGS SU sets out the principles for the objective assessment of applications.

#### **Article 2**

##### **Selection Procedure**

- 1) The IGS SU Selection Procedure is announced by the Rector by Decision of the Rector, which is also published on the SU website.
- 2) The IGS SU Statement shall include, as a general rule:
  - the place, date and time for the submission of applications;
  - priorities of the SU grant concept discussed by the Rector's College and approved by the SU Scientific Board;
  - the formal requirements for the submission of applications;
  - the date and manner of notification of the results of the contest.

- 3) Applications are submitted by the applicants on the relevant forms through the faculty departments for science and research, or the secretariat of the university institute, to the Rector's Department for Science and Foreign Relations.
- 4) Applications received within the deadline shall be recorded by the Rector's Department for Science and Foreign Relations and assigned a registration number, or confirmed by the Rector's Department for Science and Foreign Relations.
- 5) Applications for an internal grant submitted by the applicant must be included in one of the priorities. Classification must be indicated on the grant application. Applications unduly included by the Proponent in a priority, such as non-compliance with the age limit, will be excluded from further consideration. If the priority declared is subject to an age limit, it shall be deemed not to exceed that age by the person who reaches that age in the year of submission of the application for an internal grant. Proposals for internal grants which do not correspond to the defined priorities will be excluded from the assessment process by the IGS SU Board.

### **Article 3**

#### **Assessment of Applications**

- 1) The IGS SU Board ensures the expert assessment of the applications.
- 2) The expert assessment shall take the form of a written opposing opinion, each application having to be assessed by two assessors, neither of whom may be from the applicant's place of work. One of the assessments should be external.
- 3) Applications are assessed according to defined criteria, which are annually specified by the Rector's Decision on priorities approved by the SU Scientific Board, and which are a part of the announcement of the grant competition. Basic criteria for assessing the applications
  - the scientific value of the internal grant (results and publication outputs, clarification of objectives and concepts of solutions, scientific significance of the issues addressed, continuity with current trends in science at home and abroad, the possibility of potential application of the internal grant in grant agencies outside the SU, etc.);
  - method and forms of solutions (personnel resources, material requirements, financial calculations, continuity with previous works, results in obtaining grants in the previous period);
  - the social significance of the internal grant (contribution to solving societal or regional problems, possibility of commercial use of the solution, etc.);
  - supporting aspects (priorities given by the focus of the SU grant concept and its objectives, cooperation with the workplaces of other universities and research institutions, cooperation with foreign workplaces, involvement of students and doctoral students in the solution of an internal grant, cooperation with the production sphere, inter-faculty cooperation, etc.).
- 4) The IGS SU Board shall make a concise written assessment of each application, taking into account the evaluation opinions. After all applications have been processed, the IGS SU Board shall rank the proposals for internal grants and assess the adequacy of the funds requested and, where appropriate, adjust these amounts.
- 5) The IGS SU Board recommends the ranking of the winning internal grants and prepares a draft list of internal grants, which it submits to the Rector for financial coverage.
- 6) The Rector decides on the financial coverage of internal grants. The list of approved internal grants within a week of the decision is published by the Rector on the SU website and sent to the deans of faculties and directors of higher education institutes.

#### **IV. Final Provisions**

- 1) This Directive repeals Rector's Directive No. 22/2014.
- 2) This Rector's Directive shall enter into force on the day of its publication on the intranet
- 3) This Directive shall become effective on the day of its validity.
- 4) This Directive shall apply for the first time to the SU Internal Grant Competition for 2020.

In Opava, date

doc. Ing. Pavel Tuleja, Ph.D.  
Rector

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# Internal Grant Competition at the Silesian University in Opava

## Application for an internal grant for the year ...

### Part A

Date of submission:	Registration Number:
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#### Proponent:

Surname:  Title:	Name:	Workplace (name and address):
Date of birth and or the birth number:	ID: 47813059	Tel: Fax/E-mail:
Date of completion of doctoral studies:		

#### 1st co-rapporteur:

Surname:  Title:	Name:	Workplace (name and address):
Date of birth and or the birth number:	ID:	Tel: Fax/E-mail:
Date of completion of doctoral studies:		

#### 2nd co-rapporteur:

Surname:	Name:	Workplace (name and address):		
Date of birth and or the birth number:		ID:	Tel:	Fax/E-mail:
Date of completion of doctoral studies:				

**3rd co-rapporteur:**

Surname:	Name:	Workplace (name and address):		
Date of birth and or the birth number:		ID:	Tel:	Fax/E-mail:
Date of completion of doctoral studies:				

Project Title:	
Priority according to the announcement:	
Duration:	Start date:
Keywords describing the application (max. 10, separated by semicolon)	

**The required amount of grant financial resources (in thousands CZK):**

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**Annotation of the project (summary in max. 15 lines):**

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**The co-sponsors agree that the above-mentioned proponent should manage the work on the internal grant and dispose of the allocated financial resources.**

Surname and first name	Employed at:	Signature:

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By their signature, the applicants and co-applicants confirm that they have become acquainted with the rules of the Internal Grant Competition at the SU set out in the Rector's Directive No. 4/2019, as amended, and furthermore, after the possible granting of an internal grant, they will follow them. By their signature, the statutory representatives of the workplaces confirm that the proposed project follows the general orientation of the proponent's workplace, that they have become acquainted with the substantive content and financial requirements in the application, and that they agree with the conditions for financial support for the implementation of the grant project specified in the Rector's Directive and undertake to comply with them.

.....  
 proponent  
 (name and signature)

.....  
 statutory representative of the workplace  
 (name and signature)

.....  
 1st co-proponent  
 (name and signature)

.....  
 statutory representative of the workplace  
 (name and signature)

.....  
 2nd co-proponent  
 (name and signature)

.....  
 statutory representative of the workplace  
 (name and signature)

.....  
 3rd co-designer  
 (name and signature)

.....  
 statutory representative of the workplace  
 (name and signature)





**Part B**

***Total financial expenses of the internal grant solution***

Proponent		
Project Title:		
<b>Material expenses</b>	Brief characteristics	Amount
<b>1. cost of material</b>		
office supplies		
books		
teaching material		
<b>2. small fixed assets</b>		
tangible up to CZK 40,000		
intangible up to CZK 60,000		
<b>3. travel and subsistence costs:</b>		
domestic and foreign trips		
internships		
conferences. etc.		
<b>4. other expenses:</b>		
rental of equipment		
editorial costs		
software		
advice, consultation, or other services		
<b>Total material expenses</b>		
<b>Payroll expenses</b>	Brief characteristics	Amount
1. salaries and rewards to researchers		
2. other personnel expenses (agreements on work performed outside the employment relationship)		
3. social security and health insurance		
<b>Total payroll expenses</b>		
<b>Total costs</b>		



**Part C**

*Justification for the proposal*

Proponent:
Project Title:
Priority according to the announcement:

Scientific results so far, publications in impacted journals, peer-reviewed journals, participation in international scientific conferences, etc.

# Internal Grant Competition at the Silesian University in Opava

## Final Report for the year....

Researcher:	Registration Number:
Project Title:	
Priority according to the announcement:	
<b>I declare that the data provided in the submitted report on the solution of the grant project are true and complete.</b>	
..... date	..... signature of the researcher
	..... signature of the site's statutory representative

**Outline of the report:**

1. Analysis of the project solution (process and methodology, professional contribution of the project).
2. Final results achieved.
3. Evaluation of the project results against the set objectives.
4. Specific outputs (publications, lectures, communications, the importance of the project for the qualifying growth of the employee and its possible use in the education of students, etc.).
5. Statement on the management of grant financial resources (see back page), including an exact breakdown of the items, confirmed by the economic department of the recipient.

**The report, including specific outputs intended for archiving (books, publications, proceedings, etc.) will be submitted by the project researcher in written and electronic form by the date specified in the Decision of the Rector of the Silesian University in Opava on the award of an internal grant.**

**Statement of management of internal grant funds for the year ...**

<b>Management of funds:</b>	Allocated	Drawn	Notes
<b>Material expenses</b>			
<b>1. cost of material</b>			
office supplies			
books			
teaching material			
<b>2. small fixed assets</b>			
tangible up to CZK 40,000			
intangible up to CZK 60,000			
<b>3. travel and subsistence costs:</b>			
domestic and foreign trips			
internships			
conferences. etc.			
<b>4. other expenses:</b>			
rental of equipment			
editorial costs			
software			
advice, consultation, or other services			
<b>Total material expenses</b>			
<b>Payroll expenses</b>			
4. salaries and rewards to researchers			
5. other personnel expenses (agreements on work performed outside the employment relationship)			
6. social security and health insurance			
<b>Total payroll expenses</b>			
<b>Total costs</b>			

