



Univerzita Palackého
v Olomouci

PALACKÝ UNIVERSITY OLOMOUC POLICY

R-B-18/10-ÚZ01

Palacký University Young Researcher Grant Policy

Contents: This policy defines the rules of the Palacký University Young Researcher Grant Competition.

Responsibility: Vice-Rector of UP for Science and Research

Date the policy comes into force: 14 February 2019

Date the policy comes into effect: 21 February 2019

Palacký University Young Researcher Grant Policy

I. Introductory Provisions

1. This policy of Palacký University Olomouc (hereinafter referred to as “UP”) defines the rules of the Palacký University Young Researcher Grant Competition (hereinafter referred to as “Grant”) in line with the science-related objectives laid down in the 2016-2020 Strategic Plan of Palacký University Olomouc.
2. This grant competition aims to support young researchers or members of academic staff below the age of 37, with international postdoctoral experience, in establishing new research teams and laboratories, as well as developing their independent research agenda.

II. Basic Rules

1. The project proposals may be submitted in one of the following areas:
 - a) natural sciences, mathematics and information science;
 - b) medicine and biomedicine;
 - c) humanities and social sciences.
2. The funding allocated to each of these areas is determined by the Rector. An average of 1-2 grants, but not more than 3 grants, per area is awarded. It is possible that no grant is awarded.
3. The research period of the Grants equals 36 months. The period begins on 1 January of the year following the year when the proposal was submitted, and ends on 31 December of the third year of the research period.
4. A maximum of one project proposal may be submitted per researcher in one year. The person submitting the proposal must be identical to the principal researcher.
5. Anyone meeting the criteria defined below may submit a project proposal; the person submitting the proposal need not be employed by UP at the time the proposal is submitted.
6. Project proposals will be rejected without consideration if
 - a) the principal researcher does not meet the conditions defined herein (Article III), or by the Call for proposals, as the case may be;
 - b) the person submitting the proposal has been awarded the Grant before.

III. Call for Proposals and Requirements for Project Proposals

1. The Rector shall publish a call for proposals for the Young Researcher Grant Competition not later than by

the end of March of the year preceding the start of the Grant.

2. The project proposals to be considered for the Grant must be submitted to the Scholarly Board of UP (hereinafter the “Board”) in an electronic form through the Research Office of the Rector’s Office (hereinafter the “Office”).
3. The project team must be comprised of:
 - a) principal researcher who must meet all of the following criteria:
 - the principal researcher is a member of the academic staff, or a researcher;
 - the principal researcher is younger than 37 years of age at the moment the project proposal is submitted;
 - the principal researcher holds the PhD degree at the moment the project proposal is submitted;
 - a maximum of 8 years have passed since he or she was awarded the PhD degree (maternity leave, parental leave or long-term sick leave, if duly certified, is not included in the period);
 - the principal researcher achieves excellent results in the respective field and is engaged in international cooperation;
 - the principal researcher has completed a postdoctoral research stay not shorter than 3 months;
 - b) other UP members of academic staff, or researchers;
 - c) students of UP;
 - d) administrative and technical staff of UP.
4. The principal researcher need not be employed by UP at the moment the project proposal is submitted. However, the principal researcher must have been employed by UP not later than by the commencement of the project. The principal researcher must be employed by UP at least on a half-time basis (i.e. a minimum of one half of the weekly working hours).
5. The project team may be modified by the principal researcher even during the research period.

IV. Project Proposal

1. The project proposal must be submitted in English and must include the following:
 - a) project title;
 - b) the following details related to the principal researcher:
 - identification details (name, surname, date of birth, address of the workplace, phone number and e-mail address);
 - a structured CV;
 - a maximum of 5 major publications;

- WOS/Scopus scientometric indicators (number of publications, number of cites, h-index);
 - a complete list of publications, or other research output;
 - details of the completed postdoctoral stay;
- c) details of other members of the research team or a description of vacant positions if the specific names are not known at the moment the proposal is submitted;
 - d) a short abstract of the project (a maximum of 1000 characters);
 - e) a project description, amount of funding required and the explanation of funding for each year of the research period (a maximum of 5 pages including relevant citations and figures);
 - f) project aims;
 - g) a description of the proposed procedure, including the time schedule to achieve the aims of the project, as well as the compatibility with the research-focus and infrastructure of the faculty at which the project is to be implemented;
 - h) a consent with the project granted on behalf of the department (constituent part) at which the project is to be implemented. The consent constitutes a separate annex to the proposal.

V. Evaluation of Project Proposals, Grant Award

1. The Board shall appoint a rapporteur for each project; the rapporteur should come from the faculty at which the project is to be implemented.
2. The project proposals will be evaluated by two independent external evaluators appointed by the Evaluation Committees of the respective faculty that will draw up a list of the projects reflecting their priority.
3. Members of the Faculty Evaluation Committees and their Presidents will be appointed by the Deans of the respective faculties. Members of Faculty Evaluation Committees may not be substituted for by other persons.
4. Meetings of Faculty Evaluation Committees are convened by the respective Presidents, and
 - a) the meetings are not open to the public; if invited by the President of the Faculty Evaluation Committee, the rapporteur and external evaluators may attend the meetings;
 - b) minutes of the meetings are drawn up,
 - c) two thirds of the members of the Faculty Evaluation Committee constitute quorum;
 - d) for a resolution to be valid, it must be approved by a majority of all members;
 - e) in the case of a tie, the President has a casting vote.
5. The rapporteurs prepare, subject to their consensus, a list of the nominees for the award of the Grant in individual areas defined in Article II(1) together with relevant reasoning and a proposal for the allocation of the funds, and submit it to the Board for approval.
6. Each proposal is evaluated with respect to its quality, i.e. its scientific excellence, and
 - a) whether the research aims of the project are clearly defined;
 - b) how ambitious the project is;
 - c) whether the person submitting the proposal acts in an original, independent and autonomous way;
 - d) the research activities of the applicant with focus on excellent results and international cooperation.
7. The Rector of UP decides on the award of the Grant subject to a recommendation by the Board. No remedy is admissible against the decision.
8. If the applicant was not employed by UP at the time the project proposal was submitted, and is later awarded the Grant, UP shall provide such an applicant with any cooperation necessary to meet the condition of employment by UP under Article III(5).

VI. Funding

1. The funding may range from CZK 1 million to 4 million per project; 50% the funds will be allocated from the budget of the Rector's office and 50% will be allocated from the budget of the respective faculty.
2. The funding is allocated separately for each calendar year of the research period.
3. The breakdown of the funding allocated for the project:
 - a) staff costs, statutory levies and social and health insurance contributions and scholarships; the gross salary of the principal researcher must not exceed CZK 70,000 (for a full-time employment);
 - b) other costs including operating costs, acquisition costs of small tangible assets (not exceeding CZK 40,000) and software (not exceeding CZK 60,000), travel expenses and payments for services.
4. The principal researcher may transfer funds between the above categories if such transfer does not exceed 25% of the volume of the budget; otherwise, the principal researcher must apply for approval of the Board through the Research Office.

VII. Management of the Allocated Funds, Interim Report, Final Report and Publication of Results

1. The principal researcher is responsible for due and economical use of the allocated funds in compliance with the applicable laws and regulations and the policies and regulations of UP, as well as the Young Researcher Grant Competition Policy.
2. The principal researcher of the Grant shall
 - a) use any intellectual property and property rights to the research and science results in accordance with the applicable laws and regulations as well as the policies and regulations of UP;

- b) produce, if requested to do by the Office, any documents evidencing the use of funds; and submit them to the Board through the Office;
 - c) return the allocated funding that cannot be used back to UP by the set deadline, but not later than 31 days after the end of the accounting period or the termination of the Grant; the unused funding is returned to the Rector's office and the faculty in proportion to their contributions.
- 3. The funding for the project may be suspended as long as necessary if serious grounds related to the principal researcher exist or if he or she requests so. Such a suspension must be approved by the Rector upon proposal of the Board.
 - 4. If the principal researcher is transferred to another department (unit) of UP, such a department takes over any obligations arising from such a transfer. The Office must be informed in advance of the extent and the details of such a transfer and must be provided with the consent of both of the departments (units) involved.
 - 5. The Grant is not transferable outside UP. The use of the funds allocated under the Grant is conditioned by the employment of the principal researcher under Article III(5) and its duration throughout the research period.
 - 6. Upon proposal of the Board, the Rector may suspend the Grant with immediate effect and demand that the unused funds be returned if the rules of the grant competition are violated.
 - 7. On an annual basis (with the exception of the first year of the Grant duration), the principal researcher shall provide the Evaluation Committee with an interim report on the project and an overview of the funds used not later than by 15 January; the report must not be longer than 2 pages (including figures). The overview

will also include a draft budget for the following calendar year. If the project receives positive feedback, the Faculty Evaluation Committee will recommend that the funding be provided in the following year as well (until the end of the research period) within 1 month of the receipt of the interim report. The Rector will decide on the funding for the following year.

- 8. The principal researcher shall draw up a final report (not exceeding 4 pages including figures) which includes the description of the project activities, a list of publications and overall evaluation of the project output, and shall submit the report to the Board through the Office within 31 days of the end of the project. The Board approves the report at its meeting; the principal researcher may attend the meeting and deliver a short presentation with a summary of the project results.
- 9. The principal researcher is responsible for:
 - a) incorporating a reference to the project in a publication or any other project outcome, including the affiliation of the authors to UP and the respective department (unit);
 - b) entering information on the achieved results into the internal record system of UP (OBD).

VIII. Final Provisions

- 1. This policy comes into force and effect on the date it is published.

As amended by Amendment No. 1 effective as from 21 February 2019

Prof. Mgr. Jaroslav Miller, M.A., Ph.D.,
in his own hand,

Rector of UP