Guidelines for submitting and solving student projects within the FAI Internal Grant Agency in 2025

- Submission of project applications is governed by the NEWLY UPDATED Rector's Directive No. č. 30/2024 and the Dean's Directive SD/06/22 (read them thoroughly).
- The announcement of the competition and important documents and instructions for the competition can be found here:
  https://fai.utb.cz/en/research-and-development/ph-d-studies/internal-grant-agency/28822-2/

NOTICE:

The realization of at least one of the following outputs is considered a successful project solution:

- **an article in a journal indexed in the Web of Science database and classified in Q1, Q2 or Q3 according to AIS.**

- **in case of inclusion of publication in FORD 1.2. "Computer and information sciences" (see Structure of OECD fields (Frascati manual) - converter M17+) contribution to the conference category A* evaluated in the CORE Conference Ranking (https://www.core.edu.au/conference-portal#h.p_ID_44)**

- **non-publication output (the type of result listed in the Methodology for the evaluation of research organizations and programs of targeted support, research, development and innovation, in Appendix No. 4 of the M17+ Methodology, Definition of types of results), which is demonstrably used in practice (documented by a contract, user statement, etc.).**

BASIC RULES AND INSTRUCTIONS

- Start of solving new projects: January 1, 2025
- **Project solution time: 1 – 3 calendar years (consider the length of the project solution in accordance with the above warning!!!)**
- Financial support of the project
    - It is granted upon project approval for one calendar year.
    - In the case of multi-year projects, a request for the allocation of funds for the next year of the solution must be submitted by the deadline for submitting projects for the next year (see the chapter below).
    - From a financial point of view, the project must always be completed by the end of the relevant calendar year.
- You CANNOT submit a project that:
    - is part of a project supported by an external provider and proposer participates in the solution of this project, (does not apply to strategic projects defined in the Long-Term Plan of TBU and its updates and to projects supported by the Zlín Region).
    - is at the same time solved in the form of an additional activity or is part of a commissioned activity;
- It is absolutely necessary that the topic of the IGA project is at least partially related to the topics of the dissertations of all co-workers.
    - Each member of the problem-solving team will have a precisely defined scope of the problem to be solved and specified sub-goals in the project proposal.

Structure of the solution team:

- Multi-member teams are preferred.
- All students of doctoral study programs (hereinafter referred to as DSP) as well as students of master's study programs (hereinafter referred to as MSP) can be members of the research team.
- A student can be the solver (co-solver) of only one IGA student project.
- The proposer (main solver, submitter) can be:
  - **FAI academic worker - recommended due to student turnover**
    The idea: the supervisor will lead one multi-year project where his doctoral students will participate in the solution, turnover (completion of studies, newly admitted students) is then not a problem.
  - **DSP student**, in this case it is recommended:
    - DSP student of maximum 5th year - for a one-year project,
    - DSP student of maximum 4th year - for a two-year project,
    - DSP student of maximum 3rd year – for a three-year project,
    - the project has a defined guarantor (FAI academic worker, usually a trainer or consultant of the researcher).

- The proposer of the project (main solver) cannot be a student participating in the previous three years in the solution of the IGA project, which was graded F - unsatisfactory. Such a student can be a co-worker of a project without the right to be awarded a scholarship.

INSTRUCTIONS FOR SUBMITTING AN APPLICATION for a new project

- Submission of applications for new projects takes place through the OBD information system, the IGA module. The project application is filled out by the main project solver.
  - There are two competitions open to the FAI:
    - FAI IGA 2025 competition
    - CEBIA-Tech IGA 2025 competition

    If the proposer (academic worker), or at least one student of the IGA project solution team or the project guarantor collaborates on any project within the CEBIA-Tech department, the project must be submitted in the CEBIA-Tech competition (in case of ambiguity, contact Vice-Dean Chramcov).

- Main application sheet:
  - You must fill in the title (Czech and English), an annotation of at least 500 characters and at least 3 keywords and the relevant field of your research.

  - Solution period until: 31 December 2025 (one-year project), 31 December 2026 (two-year project) or 31 December 2027 (three-year project).

- "Solvers" flap:
  - The main solver is an academic worker or DSP student (In OBD, the function "EN_hl. 5. ak. pracovnik" or "EN_hlavni řešitel – student PhD" must first be selected. Without the initial selection of the function, the register field for selecting a specific person will not be offered).
  - Internal co-workers include other co-investigators (students), or the project guarantor (in the case of the main solver, a DSP student). Other team solvers can be DSP students or

MSP students, the guarantor of the project is an academic worker (select the "EN_konzultant" function in OBD). Personal costs (scholarships) can only be entered after saving the solution team (i.e. after entering all members of the solution team, you need to press the "save and reload" button). Personal expenses of academic staff (remuneration) are not allowed.

- o Recommended amount of scholarships indicated in the project proposal:
    - for DSP students of the 1st year in the full-time form of study - 25 000 CZK
    - for DSP students of higher years in the full-time form of study is 25 000-60 000 CZK
    - for DSP students in the combined form of study - 10 000 CZK
    - for SME students – 10 000 CZK
- o for multi-year projects, you enter the amount of the scholarship for the individual years of the solution.

- "Budget" flap (round to thousands):
    - o You prepare the budget proposal separately for the individual years of the project solution. The total cost of the project is recalculated automatically.
    - o When compiling the budget in individual years of the solution, you work with individual items in the drop-down menu. If your proposed costs cannot be clearly included in the predefined items, use the item „provozní náklady – jiné (operating costs – other)". Then enter a more detailed specification of the required outlay in the description field.

    Attention, if you will acquire tangible property that will consist of several components, but will function as a single unit and the amount for all items in total will exceed 80 000 CZK incl. VAT and any other fees – transport, etc., these are investment costs and these items must be included in the investment costs!

    - o If you are applying for investment funds, you must first discuss this with the project guarantor and Vice-Dean Chramcov
        - "Investment costs - long-term tangible assets" is assets worth 80 000 CZK and above.
        - "Investment costs - long-term intangible assets" is software worth 80 000 CZK and above.
    - o In the line "Supplement costs", enter an amount equal to 15% of the total operating costs (excluding investments).
    - o Please explain your requirements in detail in the "Justification costs on project:" text box. The required funds must be precisely specified and justified. Include a breakdown of publication costs, conference costs including a detailed budget, a plan for purchasing materials, services or books. Structure the description according to the individual years of the project solution.

- **The project application must contain 5 attachments:**
    - o Project description - the document will be prepared according to Annex No. 1 of the Dean's Directive SD/06/22;
    - o CV of the proposer, i.e. the main solver (usually in Europass format) with an overview of research activities to date;
    - o CVs of DSP and MSP students who are members of the research team;
    - o sworn declaration and rector's authorization for the project solver approved and signed by the dean of the faculty and the secretary of the faculty; this statement is filled in and signed by the main solver - an academic worker; if the main solver is a DSP student, the

guarantor of the project fills out and signs this declaration. This declaration can be generated and printed when creating a data management plan.

- o data management plan
  - online form available here: https://dsw.ptlab.utb.cz/ , instructions for filling it out here: https://www.utb.cz/?mdocs-file=61401
  - in the event that the research of the project affects in particular a person as a human subject - the processing of personal data, the main researcher of the project shall also document a request for the assessment of the research data of the project by the Ethics Committee of TBU. The application requirements are set out in the Rules of Procedure of the UTB Ethics Committee (https://www.utb.cz/ekv/)

Attachments must be uploaded to the information system incl. signatures via the "Attachments" item.

- **ATTENTION:** Before sending the final version of the proposal, i.e. pressing the "Submit request" button, the proposal must be printed using the "Print" button. You still save the project as a work in progress, see the " Save as developed" button.
- The printed version must be signed by the main solverr and, where applicable, the guarantor, then scanned and also uploaded to IS GAP (add to the project proposal in the "Attachments" item).
- If the previous two points are done, you can finalize saving the project and submit the project request.
- Submit the printed and signed version, including all attachments, to the Department of Research and Development Activities no later than **24 October 2024**.

Applications with formal deficiencies will be rejected even before the evaluation!

INSTRUCTIONS FOR SUBMITTING documents for multi-year projects

For multi-year projects, the financing and solution of which was already approved by the IGA Commission in previous years, **the application** for the solution for the year 2025 is **NOT SUBMITTED** through the IGA module in the OBD system.

In order to finance a multi-year project in 2025, it is necessary to submit a "Request for the allocation of funds for the next year of the IGA project solution".

Submission of this application is done only by handing in the completed form (see attachment) to the Department of Research and Development Activities no later than **29 October 2024**.

In the form (application), it is necessary to define and sufficiently justify the required funds for the project solution in 2025. The amount of these funds may differ from the original project application. Furthermore, it is necessary to comment on any changes of the solving team, describe and justify these changes. In case of adding new students to the team, it is necessary to define the area of the solved problem and specify the sub-goals and output for these students.