



SGC projects at EF TUL - problems and common mistakes

Introductory meeting

10 December 2021



General regulation

SGC at TUL is ruled by:

Principles for SGC 2022, that are set by the rector of TUL in the ***Directive No. 7/2019,*** reviewed and effective from **30 November 2021**

(<http://www.tul.cz/sgs>).

The goal of SGC

- ✓ Supporting the research activities of **students in doctoral study programmes** at EF TUL and academics with post-doctoral projects (with related foreign internships) or students in master study programmes at EF TUL.
- ✓ Supporting the research intention at EF.
- ✓ Increasing the potential and skills for preparation of the project application (GACR, TACR,...), publishing skills, scientific communication etc.
- ✓ Supporting a cooperation between departments at EF TUL and between the faculties of TUL.

Note: Students in **bachelor** study programmes **cannot** participate in SGC.



Organizing of SGC at TUL

At the Faculty of Economics TUL:

- ✓ Committee of SGC EF TUL; members are appointed by the dean of EF TUL. It consists from 7 members (all of them are academicians of EF TUL). Chairman: Olga Malíková.
- ✓ Committee EF TUL is responsible for organizing and evaluating of applications and results of research projects.

At the Technical University of Liberec:

- ✓ Committee of SGC TUL appointed by rector of TUL, that is composed from representatives, one of each faculty. Chairman: vice-rector for science and research. Committee TUL proposes research projects for funding.

Rector of TUL

- ✓ approves research projects for funding.



Project proposal

- ✓ In the scope of SGC, an application for **research project** can be submitted. **Grant applicants are obliged to report the intention to submit an application for student project support by December 15 of the previous year, including the main focus of the project. Formally, they do so by creating a grant application in the online application.**
- ✓ Project applicant is a **student in a doctoral study programme** or an academician if 10 years do not expire after successful completion of his/her doctoral studies.
- ✓ Research team must have at least half of students' members, who are in doctoral and/or master study programme.
- ✓ If the project applicant is a student in doctoral study programme, the student's supervisor must be a member of the research team.
- ✓ **The duration of the research project: 12 - 36 months** (*only one/first application is submitted*). If the project applicant is a student, he/she will sign „Agreement to complete a job“ („DPP“) or the „Agreement to perform work“ („DPČ“).
- ✓ „Good practice“ at EF TUL: If a student is involved in solving more projects (e.g. once in the role of project applicant and then in the role of member of a research team of another project), the **scholarship** is entitled once in full amount of CZK 40,000; scholarship in the second/third project is cut for CZK 20,000.
- ✓ **NEW: Minimal required amount of the financial support = CZK 100,000.**
- ✓ Financial administrator of EF TUL is the **budget administrator of the project - Ing. Josef Drápalík**

Project application

- ✓ Application of a research project shall be submitted by **10 January 2022** via an **on-line form**, the link of which is posted on <http://www.tul.cz/sgs> (**application form** contains all required parts, no explanatory attachment is needed). See the **Manual for the preparation ... , and FAQ** posted on <http://www.tul.cz/sgs>
- ✓ Project applicant shall submit only one project application in the respective calendar year; this person may be a member of the research team for up to 2 other student projects.
- ✓ Proposed research project **must not be identical or similar** with another project that has been or is supported by public funds or within the scope of additional activity.
- ✓ The name of the project **must not be identical** with the title of a diploma or dissertation thesis. However, the results of the project can be used in the diploma or dissertation thesis.
- ✓ *Proposed project is approved by the head of the department that the applicant belongs to, via on-line application posted on <http://www.tul.cz/sgs>.*

Evaluation of an application

- ✓ Committee SGC EF TUL will check correctness of submitted applications (according to the Principles) and will appoint two evaluators. The evaluation is anonymous.
- ✓ If the application contains formal or factual errors, it will be excluded from the evaluation.
- ✓ The project applicant has the right to acquaint himself/herself with assessments of evaluators if he/she sends the request to the chairman of the Committee EF TUL within 30 days after the selection procedure.
- ✓ Committee EF TUL will recommend / not recommend projects for funding, will determine applications recommended for funding and forward list of them to the Department of Science and Research (DSR).
- ✓ Final decision about supporting projects is based on the proposal of the Committee TUL and approved by the signature of the rector of TUL.

Criteria for the evaluation of applications

1. Qualitative evaluation: (Yes / No)

- The members of the team are competent and qualified to solve the project
- The project is topical, has scientific significance and will have an impact on the scientific field
- The project has clearly defined and measurable objectives, concepts and outcomes
- The project has a clearly defined and adequate timetable for a solution with controllable (measurable) milestones
- The financial requirements of the project are adequate to the team composition, planned goals and project results

2. Quantitative evaluation: (excellent / very good / average / sufficient / weak)

- Scientific and professional level of the project
- The quality and excellence of expected results
- Social relevance of the scientific problem as defined in the project.
- Project goals in accordance with department and faculty long-term strategic goals

3. Overall verbal evaluation - strengths and weaknesses of the project and the effectiveness of the use of financial support.

Important note:

- ✓ financial support must be drawn till 30 November 2022, although annual report is submitted by 10 January 2023



Common mistakes in project application

- ✓ Low level of processing of a project application – very brief formulations, lack of project solution, selected research methods, etc.
- ✓ Budget items are not well-specified - it is not clear whether the funds will be used efficiently and economically.
- ✓ The project is not manageable in the given time horizon.
- ✓ Unreasonable financial requirements.
- ✓ The project involves the publication for which no funds are budgeted.
- ✓ Bad calculation or missing overhead cost (**25% of total direct costs budgeted in the application at EF TUL**).

Budget of the project

- ✓ **Personal costs** = wages + Agreement to Complete the job (DPP), Agreement to perform the work (DPČ) + social and health security.
 - ❑ Wages = amounts required for academicians (a research work for SGC is a part of their standard job duties; it will be rewarded by billing work time and/or by performance reward in accordance with Internal salary regulation of TUL; recommended maximum is CZK 10,000 per person).
 - ❑ „DPP or DPČ“ – for students or external co-workers outside TUL (e.g. for reviewer of a monograph, journal articles etc.; recommended maximum is CZK 30,000).
 - ❑ Social and health security – **33,8** % of total wages incl. „DPP“ over CZK 10,000 monthly. **Be beware of one-off payments of DPP.**
- ✓ **Other operating costs:**
 - ❑ Material costs – material purchases up to certain limit of CZK due to the internal rules of TUL (i.e. necessarily with the respect to the Directive of the bursar TUL relating to procurement, see <https://intranet.tul.cz/intranet-zamestnanci/verejne-zakazky/smernice-k-zadavani-vr> , Directive of the bursar No. 1/2017, rev. 04), book etc.

Budget of the project

- Small tangible assets – limited, SGC does not serve to equip the workplace.
- Travel costs – students can require only if they conclude „DPP“ in which it is stated that the employee will be posted on a business trip.
- ✓ **Costs of services** – small intangible assets (SW), postal services, translation services, prints of monographs etc.
- ✓ **Personal costs :**
 - MIN 75 %** of the total personal costs (all staff costs + scholarships) **shall accrue to students!!!**
- ✓ **Other (non-material) costs** – e.g. registration fee (it is necessary to specify the type of conference, to give examples of possible conferences).
- ✓ **Overhead costs** – at EF TUL: rate (%) of total direct costs (**set by dean for the respective year**): **25 % in 2022**

**TO MINIMIZE ERRORS, BUDGET MUST BE DISCUSSED WITH
FINANCIAL ADMINISTRATOR OF EF TUL !!!!!!!!!!**



Processing the project

- ✓ Approved projects will be published on the web sites of TUL on 15 February 2022.
- ✓ Financial support can be used from 15 February of the relevant calendar year.
- ✓ It is necessary to issue the signature patterns for the project applicant who is transactor of financial operations and, the for the budget administrator (= financial administrator of the fakulty, i.e. Ing. Josef Drápalík).
- ✓ Concluding work contracts with students (DPP/DPČ).
- ✓ Solving the project continuously – incl. drawing on project funding! Take into account the length of the procedure in procurement (3 months!!!)
- ✓ drawing on project funding can be tracked in IS VEMA, <https://vema.tul.cz>
- ✓ **Project must be financially completed before 30 November 2022. Research goals and outputs of the project must be delivered and reported before the 10 January 2023!!!**

Changes in the course of the project

- ✓ Request on changes of the project aim will be rejected!
- ✓ Changes in the use of overhead costs are not required.
- ✓ There is no need to request for the changes up to 20 % of the total project amount within the budget items. After any change, more than **75 %** of total personal cost shall still relate to students.
- ✓ Each application regarding changes over 20 % is assessed and approved by the Committee EF TUL and by chairman of the Committee TUL – it must contain a justification of the requested changes. It will be rejected if it is not in compliance with Principles.
- ✓ Substitution of applicant is only possible with the consent of the Committee EF TUL and Chairman of the Committee TUL; changes in the composition of the research team may be approved Chairman of the faculty Committee. The request must contain a justification of the changes.
- ✓ All changes in the project process must be included and justified in the Annual report.
- ✓ **NEW:** Changes that need approvement, may be requested before **25** November 2022 **via on-line application** (<http://www.tul.cz/sgs>)

Important notes to the published outputs

- ✓ **Publications (articles, monograph etc.) must include dedication to the project *including the code generated by on-line application!!!!!!!***

Project conclusion

- ✓ The project applicant will submit annual report via an on-line form available at <https://www.tul.cz/sgs>. It must contain a **financial statement generated by the IS VEMA**.
- ✓ Committee EF TUL will appoint evaluator who is **unbiased** to the project and the project team.
- ✓ Results of research projects are presented by the project applicants in the public defence at EF TUL, which will be held in the second half of January 2023.
- ✓ The Committee EF TUL will evaluate the final reports of projects and decide whether the project has been accomplished with distinction, achieved without any objection, with objection or failure.
- ✓ **For all outputs of the project, it is always necessary to indicate that they were created on the basis of financial support of TUL within the framework of a competition for projects of specific university research.**
- ✓ A mandatory output of the research project is at least one published contribution entered in Information register of R&D (RIV).
- ✓ The project researcher is obliged **to entry data on the results** of his project solution **to the information system of R&D** (part of „RIV“) within the given deadline, see <https://publikace.tul.cz/>



Important deadlines of SGC

Projects SGS 2022

- ✓ **15 December 2021** - grant applicants are obliged to report the intention to submit an application for student project support, including the main focus of the project. Formally, they do so by creating a grant application in the online application. (see <https://www.tul.cz/sgs>)
- ✓ **10 January 2022** – ultimate term of submission of an project application via on-line form (<https://www.tul.cz/sgs>)
- ✓ **15 February 2022** – TUL will publish the „List of projects with granted funds“ on its web pages.
- ✓ **30 November 2022** – financial completion of the project.
- ✓ **10 January 2023** – Submission of annual reports SGS 2022 via on-line forms (<https://www.tul.cz/sgs>).

Projects SGS 2021

- ✓ **10 January 2022** – Submission of final reports SGS 2020 via on-line forms (<https://www.tul.cz/sgs>).

Presentation of the projects SGC 2021

will be held on 21 January 2022

**in meeting room of DEF (building „H“, 7th floor)
from 9:00 a.m.**

