


Regulation No. 2/2020	Internal standard of the Institute of Technology and Business in České Budějovice				
RULES OF SPECIFIC UNIVERSITY RESEARCH AT ITB					
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Repealed regulation	Regulation No. 14/2017 Rules of Specific University Research at ITB				
Superior regulations	Regulation No. 13/2017 Research Projects				
Related regulations	-				
Subordinate regulations	-				
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Article 1

Project and main office

- (1) This regulation governs the procedure and conditions in conducting specific university research at the Institute of Technology and Business in České Budějovice (hereinafter referred to as “project”).
- (2) The financial support is intended for students conducting the research within the accredited Doctor’s or Master’s study programmes and which is directly related to their education.
- (3) The workplace related to conducting projects is the Department of the Vice-rector for creative activities.

Article 2

Basic rules of contest

- (1) Vice-rector for creative activities announces a contest for supporting projects in the following categories:
 - a) Transport and logistics.
 - b) Civil engineering.
 - c) Economics and management.
- (2) The project duration is one year.
- (3) The Vice-Rector for creative activities shall set indicative financial limits for the calendar year for which the contest is announced.
- (4) The overall indicative limit for the projects is set as a share of the amount allocated to the ITB in the previous year, except for the first year of the contest.
- (5) The percentage limit for ensuring centralized management of projects (organization of grant competitions) including the costs of assessment, project audits, and results assessment is set up to 10 % of the total amount of the grant awarded for specific research.
- (6) The limits shall be adjusted according to the amount of subsidy allocated to the ITB on the basis of the provider’s decision. The Rector shall decide on the adjustments on the basis of the proposal of the Vice-Rector for Creative Activities after being consulted with the Bursar.
- (7) The Vice-Rector for Creative Activities shall decide on awarding a grant for projects in individual categories (hereinafter referred to as “accepted projects”) by the end of the assessment period. Granting is conditioned by the overall amount set for specific research by means of the provider’s decision.

Article 3

Project proposal

- (1) The researcher submits a project proposal to the Vice-Rector for Creative Activities. The project proposal must include the following particulars:
 - a) Annotation.
 - b) Specific characteristics of the project including the characteristics of the issue, the current status of the solution, project objectives and the method of their achieving, and the time schedule of the solution.
 - c) Expected outputs.
 - d) Planned participation in professional events financed from the project grant – in the case of planned participation in conferences, workshops or other presentation events, including the expected contribution (poster, lecture, publication in the proceedings).
 - e) A list and a brief characteristic of principal professional outputs of the research team members relevant for the project and achieved within the last 3 years.
 - f) A total number of students (in Master's or Doctor's study programmes) included in the research team.
 - g) Requirement for the amount of grant and corresponding financial budget.
- (2) The maximum financial support per project shall not exceed CZK 200,000, the share of personnel cost for students must amount to more than 60 % of the overall personnel costs. The number of students engaged in the project must amount to more than 50 % of the overall number of persons engaged in the project.

Article 4

Project assessment

- (1) Proposals are assessment if all the prescribed formalities are observed.
- (2) Within the project assessment, the project proposal is discussed by a committee consisting of the professionals in scientific fields at ITB. Committee members are appointed by the Vice-Rector for Creative Activities no later than three days after the beginning of assessment period. The chairman of the committee is the Vice-Rector for Creative Activities.
- (3) The criteria for project assessment shall include the following ones:
 - a) Professional qualification of the researcher if the researcher is an academic worker.
 - b) Thematic relevance of the project in relation the research conducted at the ITB.
 - c) Potential for long-term project idea.
 - d) Professional level of expected project outputs including the possibilities of their presentation.
 - e) Adequate overall budget and financial balance sheet to the planned project outputs.

- f) Suitable research team in relation to the planned project outputs.
 - g) Degree of coordination of proposals in terms of the research and educational needs of the school.
- (4) The committee may request project assessment by independent experts.
- (5) There is no legal right for granting of financial support in the indicative amount set by the Vice-Rector for Creative Activities in a given calendar year; the specific amount of the granted financial support depends on the amount of the support granted to the ITB by the provider's decision.

Article 5

Decision on amount of support

- (1) The specific amount of the financial support for the project allocated for solving accepted grant project in a given calendar year is set by the Vice-Rector for Creative Activities on the basis of the provider's decision and the result of assessment by the Committee, no later than 14 calendar days after receiving the provider's decision.
- (2) Upon receiving the decision of the Vice-Rector for Creative Activities on the amount of financial support for accepted projects, the Department of the Vice-Rector for Creative Activities shall forward to the Director of the Faculty the list of changes in funding of projects accepted for the implementation in the initial opponent proceeding, confirmed by the Rector or authorized Vice-Rector to the Director of the Faculty. The list shall include:
- a) A list of projects that the ITB will actually implemented in a relevant calendar year.
 - b) Any changes in the budgets of these projects resulting from the final amount of money allocated for the projects.

Article 6

Implementation and changes in projects

- (1) Specific research projects are one-year; therefore it is not possible to transfer unspent funds to the dedicated funds.
- (2) All project changes shall be made so that they comply with all provisions of the relevant legislation and internal regulations of the ITB.
- (3) Substantial project changes include:
- a) Change in the budget structure consisting in the transfer of financial support between the projects.
 - b) Change of researcher.
 - c) Premature project termination.

- (4) Substantial project changes may be implemented only with the approval of the Vice-Rector for Creative Activities, upon the researcher's request approved by the Director of the Faculty.
- (5) In the case of premature termination of the project, the researcher shall submit a final report summarizing the project's results to date.

Article 7

Project completion and final opponent proceeding

- (1) Project results shall be assessed in the final opponent proceeding in the period of 1 January – 30 March of the calendar year immediately following the calendar year in which the project was implemented and the grant provided.

Annexes:

[Annex 1: Algorithm](#)