


Regulation No. 9/2016	Internal regulation of Institute of Technology and Business in České Budějovice				
CURRENT WORDING					
INTERNAL GRANT COMPETITION					
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Information on changes			Annually		
Repealed regulations:	Regulation 16/2014 Internal Grant Competition				
Superior regulations	ITB Charter (Article 1)				
Related regulations	Regulation No. 11/2016 Central procurement and small-scale public tenders of ITB (on the full scale)				
Subordinate regulation	-				
Distribution list	ITB employees				
					
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Article 1

Initial provisions

- (1) Internal Grant Competition (hereinafter referred to as 'IGS') is a programme-oriented instrument of Institute of Technology and Business in České Budějovice (hereinafter referred to as 'ITB') which focuses on current issues and needs of the school.
- (2) IGS is annually announced by Vice-Rector for Creative Activities at the beginning of the calendar year.
- (3) The Internal Grant (hereinafter referred to as 'IG') may be awarded to academic workers and workers of expert departments of ITB, unless stated otherwise in the announcement.

Article 2

Formation and activities of IGS

- (1) Rector appoints IGS committee (hereinafter referred to as 'the committee') to choose, modify, approve and defend IGs that are being managed; its members are appointed by Vice-Rector for Creative Activities.
- (2) The committee performs these tasks:
 - a) Considers applications for awarding IG (expresses expert's opinions on them),
 - b) Decides upon changes in application for awarding IG,
 - c) Decides upon changes against the initially approved IG; if these changes occurred in the course of implementation,
 - d) Approves or appoints opponents to review the results of IG,
 - e) Assesses (approves/rejects) outcomes and defences of separate IGs.

Article 3

Rules of Order of the IGS Committee

- (1) Holding a session, IGS committee follows these rules:
 - a) The chairman, or his/her appointed representative, submits a programme, manages the session and proposes the resolution,
 - b) The committee is attended by quorum if more than half of its members are present,
 - c) The committee's resolution is adopted by the vote of more than half of its present members; if votes are equal, the chairman's vote decides,
 - d) Committee's sessions are held in camera; the sessions may be attended by an invited representative from Bursar's Department,
 - e) The organization of IGS including record keeping is provided by Vice-Rector for Creative Activities,

f)

Reports from committee's sessions and other related documents are published on the information system of ITB (hereinafter 'IS'). IS/Dokumenty/Prorektor pro tvůrčí činnost /Interní grantová soutěž.

Article 4 Announcement and Submission of the Application

- (1) IGS procedure is illustrated in a diagram in Attachment No. 3.
- (2) The announcement of IGS is in writing and is published on IS see Article 3, Clause 1, (f).
The announcement of IGS includes:
 - a) Thematic areas (objectives) of IG for a specific year,
 - b) Instructions, form, way and deadline for submitting the application for receiving IG
- (3) The submission, modification, approval, handing in and archiving of IG is carried out via IS.
- (4) The total volume of financial resources of IGS for a specific calendar year is negotiated by Vice-Rector for Creative Activities with the management of ITB before the competition has been announced.

Article 5 The Public Tender

- (1) Applications for awarding IG are considered by IGS committee.
- (2) The applications are considered according to the following criteria:
 - a) The project objective (is the objective up-to-date?)
 - b) The description of the project implementation,
 - c) The applicability of outcomes,
 - d) The sustainability of the project,
 - e) The reasonableness of financial expenses
- (3) The results (approval or refusal) of separate IGs are served on the applicants by the delivery of the report from the committee's session; the copy of the report is also delivered to the management of ITB.

Article 6 The Course of the Management of IG

- (1) After the report has been delivered, project managers of approved projects can commence with the management; unless stated otherwise in the report.

- (2) The procurement of separate approved items is paid from the cost centre of a specific faculty. In the event of a successful defence of the project, the financial resources are transferred to the approved amount from the IP project to the specific cost centre.
- (3) The literature is provided by the library of ITB and remains in possession and internal records of the respective department.
- (4) The procurement is governed by the current wording of regulations Circulation of accounting documents and rules of financial control and Central procurement and small-scale public tenders.
- (5) If project managers of approved IGs failed to include specific items, they are obliged to specify them in writing and their register shall be filed with Vice-Rector for Creative Activities.
- (6) In the course of the project management, a Partial Report on the Management is elaborated and submitted (Attachment 4).

Article 7

The Termination of Internal Grants and Changes in the Course of the Management

- (1) An internal grant is terminated by a final defence before the committee, for which the project manager has prepared an electronic presentation. Defences are open to public.
- (2) Individual IGs are provided with an opponent's opinion. The project manager may appoint an external opponent. In the event that the external opponent is not approved by the committee, a different opponent will be appointed.
- (3) The deadline for submitting printed and electronic versions of the elaborated project are set in the schedule of the academic year; alternatively, the deadline for only one version may be set with respect to the nature of the project. The schedule of the academic year also contains a deadline for filing the Final Report on the Grant Management with Vice-Rector for Creative Activities (see Attachment 1) according to the following classification:
 - a) The name and number of the grant,
 - b) The project manager and co-managers,
 - c) The project objective,
 - d) The material and methodology of the management,
 - e) Outcomes (results) and discussion,
 - f) Useful contributions of the project,
 - g) Conclusion,
 - h) Used sources and attachments,
- (4) The committee asks an external opponent for an opinion on outcomes of the grant management according to the established criteria (for the Opponent's Opinion see in Attachment 2). The assessment is classified as follows:
 - a) Achieved,

- b) Achieved with qualifications,
 - c) Failed to achieve,
- (5) If serious deficiencies emerge upon managing IG, IGS committee is entitled to set the time-limit to remedy them.
- (6) The whole procedure is depicted in a diagram in Attachment 3

Attachments:

[Attachment 1 – \(Závěrečná zpráva o řešení Interního grantu\) The final report on the internal grant management](#)

[Attachment 2 – Opponent's opinion \(Oponentní posudek\)](#)

[Attachment 3 - The procedure depicted in a diagram](#)

[Attachment 4 – Partial report on the integral grant management](#)