

Directive 4/2021	<b>Internal standard of the Institute of Technology and Business in Ceske Budejovice</b>				
<b>DIRECTIVE 4/2021 INTERNAL GRANT TENDER</b>					
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<b>Related regulations</b>	Directive 11/2016 Central purchases and public small-size orders at the VŠTE Directive 1/2018 The circulation of accounting documents and the rules of financial control				
<b>Subordinate regulation</b>	-				
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<b>Prepared by:</b>	doc. Ing. Karel Gryc, Ph.D. m.p.	<b>Guarantor:</b>	Vice-rector for creative activities		
<b>Signature:</b>		<b>Signature:</b>	doc. Ing. Karel Gryc, Ph.D. m.p.		
<b>Formally verified by:</b>	Ing. Kateřina Kříženecká m.p.	<b>Approved by:</b>	Vice-rector – Statutory Deputy of the Rector		
<b>Signature:</b>		<b>Signature:</b>	Ing. Zuzana Rowland, MBA, PhD. m.p.		

## **DIRECTIVE 4/2021 INTERNAL GRANT TENDER**

### **Article 1 Basic provisions**

- (1) Internal grant tender (hereinafter referred to as 'IGT') is a program-oriented instrument of the Institute of Technology and Business in Ceske Budejovice (hereinafter referred to as "VŠTE"), for the financial support of academics' innovative activities and projects which fulfil the priorities of the Strategic Intention of VŠTE.
- (2) IG is annually called by its guarantor, i.e. the Vice-rector for creative activities.
- (3) The allocation of internal grant (hereinafter referred to as "IG") may be applied for by VŠTE academics.

### **Article 2 IG establishment and activity**

- (1) For the purpose of IG selection, adjustment, approval and defence there is an IGT committee (hereinafter referred to as 'committee') appointed by rector, the members of which are nominated by Vice-rector for creative activities.
- (2) The committee performs the following tasks:
  - a) considers the applications for IG (provides the formal and expert assessment),
  - b) evaluates the presented project and its outcomes (approves/disapproves/approves on condition),
  - c) decides on changes in applications and budgets during IG allocating,
  - d) evaluates the success of a project after its completion (approves/disapproves/approves on condition).

### **Article 3 The rules of orders of IGT committee**

- (1) The committee is bound by the following rules during the session:
  - a) the chairperson of the committee is the Vice-rector for creative activities,
  - b) the chairperson, or the representative delegated by him or her, presents a program, directs a session and proposes a resolution,
  - c) the committee consists of the chairperson, the directors of faculties and a representative from the bursar's department or some other member appointed by the chairperson,
  - d) the committee has a quorum if more than a half of its members is present,
  - e) the resolution of the committee is adopted by the majority of present members' votes, in case of equality of votes, the chairperson's vote decides,
  - f) the session of the committee is closed,
  - g) the IGT organisation, including filing records, is provided by the Vice-rector for creative activities,

- h) the records from the committee sessions and further related documents are published in the VŠTE information system (hereinafter referred to as "IS"). IS/Dokumenty/Prorektor pro tvurci cinnost/Interni grantova soutez.

#### **Article 4** **Call and submission of application**

- (1) IGT call is in writing and published in the IS, (see Article 3 (1) h).
- (2) IGT call contains:
  - a) fundamental information about the program,
  - b) IG topics (focus) for a particular year,
  - c) the financial allocation of program and financial limits for individual projects,
  - d) the list of supported activities, monitored indicators and eligible expenditure,
  - e) the time framework of project performance,
  - f) instructions, form, mode and deadline for IG application.
- (3) IG submission, alteration, approval, handing over and recording takes place via the IS.
- (4) The total volume of funds for IGT for an appropriate calendar year is negotiated by Vice-rector for creative activities with the VŠTE management prior the call.

#### **Article 5** **Tender**

- (1) IG applications are considered by the committee.
- (2) The point evaluation of a project is based on the result of committee negotiations when each member of the committee individually evaluates the project and the resulting number of points is a weighted average of received points in individual criteria.
- (3) IG applications are assessed in accordance with the defined criteria:
  - a) the aim of project (the need for a solution), 0 - 10 points
  - b) the description of project performance, 0 - 5 points
  - c) the applicability of outcomes, 0 - 10 points
  - d) a contribution to an VŠTE development, 0 - 15 points
  - e) the systemization and innovation of topic, 0 - 10 points
  - f) the school-wide characteristics of project, 0 - 20 points
  - g) the duration of project, 0 - 5 points
  - h) the reality and effectiveness of suggested indicators, 0 - 10 points
  - i) the proportionality of financial costs. 0 - 15 points

- (4) The minimal number of points for approving the project is 50, the maximal number of points to acquire is 100. The successful projects are listed in a downward order in accordance with the acquired points. The allocation of the tender is distributed on the basis of this order for a given year.
- (5) The projects for which the funds are not sufficient are placed in project banks in case the funds are subsequently granted to them.
- (6) The results (approved or disapproved) of individual IG applications are provided in the form of a record of the committee session, which is published in an appropriate section in the IS, to inform the applicants.

### **Article 6** **The course of IG consideration**

- (1) In the case a project is approved on a condition, the applicant is obliged to put an application adjusted in accordance with the objections of the committee into the IS. The project must not run without adjustments.
- (2) The project runs in accordance with the approved application.
- (3) An individual accounting order is allocated to each project.
- (4) The purchase is made in accordance with the directives of The circulation of accounting documents and the rules of financial check, and The central purchase and public small-sized tenders, as amended.
- (5) In case it is necessary to make a change in the course of the project the applicant is obliged to ask the guarantor of tender for this change. The changes in a project are not acceptable without a previous notification of the guarantor of tender.

### **Article 7** **The closing of internal grants, the changes in the course of performance**

- (1) In the call there is a deadline for submitting a final report of project (see [Annex No.3](#)), which is to be put into the appropriate section in the IS. The researcher is obliged to comply with the structure of the final report.
- (2) The guarantor of tender allocates an opponent, who makes a review after the final report has been set in (see [Annex No.3](#)). The evaluation is verbally classified by a statement:
  - a) fulfilled,
  - b) fulfilled with an objection,
  - c) failed to fulfil.
- (3) IGT finishes by defending individual projects, the defence is conducted by the main researcher of the project in front of the committee.
- (4) The term of defence is stipulated by the guarantor of tender not shorter than one week before its commencement.
- (5) The main researcher presents the project and summarizes its performance within the defence.

- (6) Should there be serious deficiencies in IG performance, the IGT committee may stipulate a necessary period for their remedy.

**Article 8**  
**Effect**

- (1) This directive comes into effect on 13 May 2021.

Ing. Vojtěch Stehel, MBA, PhD. m.p..  
rector

**Annexes:**

[Annex No.1 – Application for granting funds in IGT](#)

[Annex No.2 – The final report of IGT project](#)

[Annex No.3 – Opponent's assessment](#)