

Announcement of the Rules for the Provision of Targeted Support for Specific University Research for 2024

Article 1

Introductory provisions

- (1) This Dean's Regulation is valid for the Faculty of Forestry and Wood Science (hereinafter FFWS) of the Czech University of Life Sciences in Prague (hereinafter CZU) and sets the manner and rules of the use of targeted support for specific university research through the Internal Grant Agency, FFWS CZU Prague (hereinafter IGA FFWS) 2024.
- (2) This Regulation is prepared especially in accordance with the Rules for the Provision of Targeted Support for Specific University Research pursuant to the Act on Support of Research, Experimental Development and Innovation; Rector's Directive No 9/2019 on Principles of FFWS student grant competition and rules on the use of targeted support for specific university research, and Dean's Regulation No 15/2019 on principles of FFWS student grant competition and rules on the use of targeted support for specific university research.

Article 2

Announcement of IGA FFWS competition 2024

- (1) IGA FFWS 2024 competition is announced. The competition rules and deadlines for submitting applications are specified in Article 3 – Tender documentation IGA FFWS 2024.

Article 3

Tender documentation IGA FFWS 2024

Competition schedule

Submission of project proposals:	23 February 2024; 12:00
Announcement of results:	30 March 2024
Project period:	2 years (1 April 2024 - 31 December 2025)

Competition structure

The IGA FFWS 2024 competition will run in category A. Research team consists of a full-time doctoral programme student and a FFWS employee as a project guarantor.

Category A a competitions will have one round.

Category A

Category A projects are announced as one-round projects. Only a full-time FFWS doctoral programme student can apply for it.

What should be clear from the application and how it is submitted

The proposer shows that he/she is familiar with the subject and is capable of fulfilling the grant project successfully. The project's practicality and uniqueness, as well as possible use of its results, should be justified in the application. The research objective and means of achieving it are clear from the application. The application itself consists of a project description, which the researcher submits in PDF format, and a summary table of costs in an XLS format. The researcher submits both files electronically to iga@fld.czu.cz. He/she also submits a printed copy of the application with signatures of the main researcher, the guarantor of the project and head of the department to FFWS Office for Science and Research. The category A project applicant cannot be a researcher or a co-researcher of a two-year IGA FFWS 2023 project which continues in 2024.

PROJECT DESCRIPTION

A 'Project description' must be submitted in PDF format and consists of the following parts:

- Project title
- Project period
- Name of researcher, department, year of study
- Summary
- Analysis of the current state of the researched topic
- Project objectives
- Conceptual approaches and methodology
- List of references
- Research schedule
- Benefits of the project and planned outputs and presentation of results
- Information on the researcher's plans to go on a research stay abroad
- Follow-ups on other projects in the Czech Republic or abroad
- Budget / financial balance sheet with justification
- Research team members (researcher, guarantor)
- Professional CV of the researcher (including published work)

The maximum length of an application is 6 pages of A4 format, font size 11 and line spacing 1 (Times New Roman) or larger, including a brief structured CV of the researcher. The language of application is English.

Project title

The project title must be clear and concise and must correspond to the project professional content. The applicant states the full name of the main researcher, the year of study, the department, the name of the guarantor.

Project period

The project lasts for 21 months. In the case of termination of a full-time doctoral programme studies the project researcher is obliged to submit a final report including the project calculation, no later than by the date of application submission for the dissertation defense. The period for a project is from 1 April 2024 to 31 December 2025, with the precondition of using the eligible costs by 31 October 2024, or 31 October 2025. If the main researcher interrupts or terminates the studies, he/she is obliged to submit a final report including the project calculation, no later than by the date of application submission for interruption or termination of studies.

Current state of the researched topic

This chapter is intended to define the issues within the chosen topic. It briefly introduces what has been published so far about the subject and, conversely, what findings are not yet known. The proposer also informs about the direction of the current research and the main current issues which are being researched. The cardinal question of the proposed project is incorporated in this context. Each claim must be supported by references to the relevant scientific literature (especially foreign).

Project objectives

Project objectives are factually and clearly defined (preferably in the form of bullet points). They must be realistic, i.e. achievable with regard to the project period, volume of funds, as well as the used methodology. The rate of achieving objectives is an important criterion when assessing the project's final report. Objectives and hypotheses defined here should be in accordance with the level of knowledge within the topic. The project objectives do not have to be completely identical with the objectives of the proposer's dissertation; however, they should relate to it. A dissertation is planned for a longer period of time (minimum three years), and therefore there is more time to achieve the set goals. The dissertation objectives may be (but are not compulsory) stated in the project proposal, however; the specific objectives of the proposed project must be clearly marked.

Conceptual approaches and methodology

This chapter describes the location of the project and by what approaches the set goals will be achieved. It is usually divided into subsections of the target location description, data collection and data processing.

The proposer informs about how the base data for the project will be acquired, as well as about their anticipated volume (field survey is not an essential part of the project). The chapter should describe data collection methods (design). It also states the technical equipment and software used in the project. Individual methodological approaches must be accompanied by references to relevant literature. Conversely, in projects where testing a new methodology is a significant part of the outputs, the new methodological approach must be described in detail.

List of references

This chapter serves to acknowledge the literature used and quoted in the text of the proposal. The list of references must correspond precisely to the references in the text. All publications acknowledged here must have a reference in the text, none should be missing. The publications are listed alphabetically by the first author's surname. The style of quotation is not strictly determined; however, the general rules must be respected. All sources stated here must be retrievable as described.

Research schedule

In this chapter, it is necessary to specify the planned work schedule throughout the project.

Benefits of the project and planned outputs

A brief description of the expected benefit of the project within the field is described here. In particular, the expected results of the project and the way the project outputs will be published must be stated in this chapter (scientific articles, certified methodologies, utility models, etc.). The volume of results stated here must not be lower than it is required by the tender documentation of IGA FFWS for the project in the given research category (significant impact on the assessment of the final report).

Minimum required outputs for category A projects

Adequate planned outputs of the category A project are considered to be at least one publication in a journal assessed in the first or second quartile according to AIS. The project researcher must be at least in the third place of the team of authors. The schedule of these publications is binding for the team researcher and in the case of failure in this obligation the IGA committee will suggest to the Dean that the department budget would be curtailed for 2025, or 2026 by 15% of the funds allocated to the IGA project.

In published results, researcher team members must always state affiliation to their workplace, i.e. FFWS CZU in Prague. The valid form of affiliation in the English version is as follows: Czech University of Life Sciences Prague, Faculty of Forestry and Wood Sciences, Kamýcká 129, Praha 6 - Suchbát, 165 00, Czech Republic.

Each of the outputs of the IGA project that the researcher uses as a result of the project can be dedicated to only one IGA FFWS project. Dedication to external grants does not apply in this case.

Follow-ups on other projects in the Czech Republic

In this chapter, the proposer states mandatorily whether he/she had worked on a project in the past within IGA FFWS or other projects. If so, then he/she states the title of the previous project, its outputs, and the way the current proposal follows it up. He/she also states an overview of thematically related projects in which the proposer is or was involved. This part of a project proposal is a declaration (signed

by the researcher and the Head of Department) that there is not a project of the same focus at the Department. If the applicant is simultaneously a researcher of IGA FFWS 2022 which will be finished by 31 December 2023, he/she will state expected project results and their processing status.

Budget or financial balance sheet with justification

The financial means required by the proposer are detailed here. A part of the financial balance sheet is a summary table of required funds in the form shown in the following table, which a researcher submits also in XLS format.

Table 1: Binding table of required funds (must be a part of the budget)

Required financial means, in thousand CZK	2024	2025
Material means		
Operating costs (material, tangible and intangible assets)		
Services		
Scholarships		
Travel fees (paid in the form of scholarships)		
Means total		

Financial limits of category A

Maximum amount of total project costs: 150,000 CZK/year.

Other costs (material, services, travel costs) may be a minimum 10% of total budget. The travel costs may also include a stay abroad, which should last at least one month and should be focused on scientific research abroad connected to the project.

As eligible costs can only be considered costs recognized in the period of 1 April to 30 November. It means that it is necessary to use the allocated money by 31 October. Funds cannot be moved between years.

The budget also includes a detailed verbal justification of the individual items. The content and meaning of individual items required to solve the task must be clear from the budget and justification. Similarly, it is necessary to justify for example the amount and type of devices and aids, in the case of services to state for example the types of analyses that will be processed externally, the approximate number of samples as well as proposed analyses. As for travel costs, it is necessary to include the expected range and schedule of the trips (in the case of using one's own car the calculation of fuel costs is based on the current bursar directive on travel expenses); for foreign travel it is necessary to indicate where, why and for how long the trip is planned. Services do not include other people's help, unless it is invoiced contractor work.

Research team members

All members of the research team are listed here. A research team consists of a full-time doctoral student (researcher) and a FFWS employee as a project guarantor. The Faculty employee (a member of academic staff) is responsible for the project and supervises its accountability and quality, including financial discipline.

Professional CV of the proposer and the most important published work

The CV is factual and structured, presented by the researcher (it is not required for the guarantor) and include the following information in particular:

- Name and surname (**category A projects: the main researcher's current year of doctoral studies**)
- Personal details – FFWS email
- Education – date and place of secondary and university (doctoral) education. It should also include the Bachelor's thesis / Master's thesis / Dissertation topic
- Other knowledge – foreign languages, passing special courses, etc.
- Employment and work experience – including student stays
- Publications – overview of published works.

A student who is a researcher or co-researcher of a two-year project in 2024 assigned in 2023 within the IGA FFWS 2023 competition cannot apply for a project.

An application in PDF format is submitted via e-mail to: iga@fld.czu.cz. Simultaneously, one copy of the application signed by the main researcher and the guarantor of the project must be submitted to the FFWS CZU Office for Science and Research by 23 February 2024 12 pm.

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Project rules

If the project is accepted for approval, the researcher is obliged to work on the project in accordance with the plan stated in the approved application. Each project will be assigned an account number to which it can charge the project costs according to the valid CZU rules. When paying scholarships, it is necessary to complete the form "Request for a special scholarship" which must be approved by an IGA project guarantor and signed by the Head of the Department. Only then the scholarships will be paid on the due date of paying scholarships.

If the IGA FFWS committee recommends the project for funding and the FFWS Dean approves it for funding, the main project researcher has the following duties:

1. Interim notification of the IGA committee about the project status

The main project researcher will send the interim notification about the project status to iga@fld.czu.cz by the dates in the table below. It will include a current account statement from the

MAGION records and a project report in the given time period, which will include a summary of the status of the scientific project outputs (scientific articles). The scope of this report should not exceed 1 A4 page.

Deadlines for project interim reports:

2024	2025
-	30 June 2025
30 September 2024	30 September 2025
30 November 2024	30 November 2025

2. Submission of the annual interim project report

The main project researcher will send the annual interim project report to iga@fld.czu.cz by 15 January 2025. The researcher demonstrates that he/she has achieved the interim objectives of the project and that the funds from the IGA fund have been spent efficiently and economically. The researcher also informs about the form of publishing the project results.

Scope and structure of the interim report:

- Project title, the name of the researcher and the name of the guarantor.
- Project procedure, finished tasks and achieved results.
- The project outputs should be clearly stated, with citations of published works and citations of manuscripts, including the information about which journal the manuscript has been sent to or its sending is planned; also, the citations of abstracts and conference contributions will be stated.
- Budget: overview of spending by items and their reasoning

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Particular attention should be paid to the **description of the work carried out and the reasoning for drawing of the funds** (especially if the form of spending differs from the financial balance sheet submitted in the project application). The ambiguities in these chapters can significantly negatively affect the evaluation of the final report.

An integral part of each interim report is a **complete account statement** that was assigned to the project – the MAGION programme. Based on this, the management of financial resources provided by IGA will be assessed.

Other attachments include articles, manuscripts, conference abstracts, posters which were created on the basis of the project. All co-authors and the title of the journal must be stated. The scope of the attachments is not limited, but the factuality of the communication is perceived as positive in the project evaluation. If the project outputs have not yet been published, the attachment of the final report is a text on whose basis it will be possible to assess the rate of achievement of the objectives and the quality of the work. The text has a structure of a standard scientific article (including the list of cited publications etc.). Other texts which could influence the project evaluation may be attached as well.

3. Submission of the final project report

The main project researcher is obliged to submit the final project report by 31 January 2026 in writing to the Office for Science and Research as well as send electronically to iga@fld.czu.cz. The researcher demonstrates that he/she has achieved the set objectives of the project and that the funds from the IGA fund have been spent efficiently and economically. The researcher also informs about the form of publishing the project results.

Scope and structure of the final report:

The final report consists of a text part and attachments. The text part consists of the following sections:

- Project title, the name of the researcher and the name of the guarantor.
- Project procedure, finished tasks and achieved results.
- The project outputs should be clearly stated, with citations of published works and citations of manuscripts, including the information about which journal the manuscript has been sent to or its sending is planned; also, the citations of abstracts and conference contributions will be stated.
- Budget: overview of spending by items and their reasoning

Particular attention should be paid to the **description of the work carried out and the reasoning for drawing of the funds** (especially if the form of spending differs from the financial balance sheet submitted in the project application). The ambiguities in these chapters can significantly negatively affect the evaluation of the final report.

ATTACHMENTS TO THE PROJECT FINAL REPORT are essential. An integral part of each final report is a **complete account statement** that was assigned to the project – the MAGION programme. Based on this, the management of financial resources provided by IGA will be assessed.

Other attachments include articles, manuscripts, conference abstracts, posters which were created on the basis of the project. All co-authors and the title of the journal must be stated. The scope of the attachments is not limited, but the factuality of the communication is perceived as positive in the project evaluation. If the project outputs have not yet been published, the attachment of the final report is a text on whose basis it will be possible to assess the rate of achievement of the objectives and the quality of the work. The text has a structure of a standard scientific article (including the list of cited publications etc.). Other texts which could influence the project evaluation may be attached as well.

CHANGE PROCEDURES

Change procedures take place when it is necessary to move funds between items in the ongoing project. If the movements between items exceed 10% of the total funds, it is necessary to request the IGA committee in writing through the change procedure. The application is submitted in writing to the Office for Science and Research and via email to iga@fld.czu.cz. The request within the change procedure includes a description of the transfer of funds between the items and the justification for these movements. It will be approved in the form of a confirmation email.

Article 4

Final provisions

- (1) Students receiving any form of scholarship are required to keep records of their work in accordance with Dean's Regulation No 17/2021.

Prague, 10 January 2024



prof. Ing. Róbert Marušák, PhD.

Dean of FFWS

