

Announcement of the Rules for the Provision of Targeted Support for Specific University Research for 2025

Article 1

Introductory provisions

- (1) This Dean's Regulation applies to the Faculty of Forestry and Wood Sciences (hereinafter "FFWS") of the Czech University of Life Sciences Prague (hereinafter "CZU"). It establishes the guidelines and rules for utilizing targeted support for specific university research, facilitated through the Internal Grant Agency of FFWS CZU Prague (hereinafter "IGA FFWS") for the year 2025.
- (2) This Regulation is issued in particular accordance with the Rules for the Provision of Targeted Support for Specific University Research specified under 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 both concerning principles for the FFWS student grant competition and the usage of targeted support for specific university research.

Article 2

Announcement of IGA FFWS competition 2025

- (1) IGA FFWS 2025 competition is announced. Details regarding competition rules and application submission deadlines are outlined in Article 3 – Tender documentation IGA FFWS 2025.

Article 3

Tender documentation IGA FFWS 2025

Competition schedule

Submission of project proposals:	7 February 2025; 12:00
Announcement of results:	30 March 2025
Project period:	2 years (1 April 2025 - 31 December 2026)

Competition structure

The IGA FFWS 2025 competition will be held under Category A, structured as a one-round project competition. Only a full-time FFWS doctoral student may apply, with a faculty employee acting as a project guarantor.

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 applicant must demonstrate familiarity with the subject and capability to successfully fulfill the grant project. Applications should justify the project's uniqueness, practical applicability, and anticipated outcomes. Each application comprises a project description in PDF format and a cost summary table in XLS format, submitted electronically to iga@fld.czu.cz, along with a printed copy signed by the main researcher, project guarantor, and department head to be delivered to the FFWS Office for Science and Research.

The applicant must not concurrently hold a researcher or co-researcher role in any ongoing two-year IGA FFWS project from 2025.

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 application must not exceed 6 pages in A4 format, using a font size of 11 and line spacing 1 (Times New Roman or larger). This page limit includes a concise, structured CV of the researcher. All application materials must be submitted in English.

Project title

The project title should be clear, concise, and accurately reflect the professional content of the project. The applicant must include the full name of the main researcher, their year of study, their department, and the name of the project guarantor.

Project period

The project duration is 21 months, spanning from April 1, 2025, to December 31, 2026. If a full-time doctoral program is terminated, the project researcher must submit a final report, including a project financial summary, by the date of dissertation defense application. Eligible costs must be utilized by October 31, 2025, or October 31, 2026, respectively. Should the main researcher interrupt or terminate their studies, they are required to submit a final report, along with the project financial summary, by the date of application for interruption or termination.

Current state of the researched topic

This section should define the key issues related to the chosen topic. It should provide a brief overview of the existing literature, highlighting what is currently known about the subject and, conversely, identifying gaps where findings are lacking. The proposer should also outline the direction of ongoing research and the primary issues currently under investigation. The central research question of the proposed project should be clearly framed within this context. All claims must be substantiated with references to relevant scientific literature, with an emphasis on international sources where applicable.

Project objectives

The project objectives should be factually and clearly defined, ideally presented in bullet points for clarity. They must be realistic and achievable within the scope of the project's timeline, budget, and methodology. The attainment of these objectives will be a key criterion in the final project evaluation. Objectives and hypotheses should align with the current state of knowledge on the topic. While these objectives need not fully coincide with the proposer's dissertation goals, they should be related. Given that a dissertation spans a longer period (at least three years), more time is available to accomplish those broader goals. The dissertation objectives may be included in the proposal, but the specific objectives of the proposed project must be distinctly indicated.

Conceptual approaches and methodology

This section should outline the project's location and detail the approaches through which the objectives will be achieved. Typically, it is divided into subsections covering the description of the target location, data collection, and data processing.

The proposer should explain how the primary data for the project will be obtained and provide an estimate of the data volume; field surveys are not mandatory. This section should also describe the data collection methods and design, as well as the technical equipment and software that will be utilized. Each methodological approach should be supported by references to relevant literature. If the project involves testing a new methodology as a significant output, a detailed description of the new methodological approach is required.

List of references

This section is dedicated to listing the literature cited throughout the proposal. The references listed here must match those cited within the text, with no omissions. All publications should be organized alphabetically by the surname of the first author. While the citation style is flexible, it must adhere to standard conventions, ensuring that each source is accurately retrievable as described.

Research schedule

This section should outline the planned work schedule for the entire project. The schedule must detail the timing and sequence of key tasks and milestones, providing a clear roadmap for project completion.

Benefits of the project and planned outputs

This section should provide a concise description of the anticipated contributions of the project within its field. It should specify the expected results and the intended methods for disseminating project outputs, such as through scientific articles, certified methodologies, or utility models. The scope and quantity of results must meet or exceed the minimum requirements specified in the IGA FFWS tender documentation for the respective research category, as this will significantly influence the evaluation of the final report.

Minimum required outputs for category A projects

For Category A projects, the minimum acceptable output includes at least one publication in a journal ranked in the first or second quartile according to the AIS. The project researcher must be listed as at least the third author in the team of contributors. The publication timeline is binding for the researcher; failure to meet this obligation may lead the IGA committee to recommend to the Dean a budget reduction of 15% for the department in the 2026 or 2027 allocation of IGA funds.

In all published results, team members must clearly state their affiliation with FFWS CZU in Prague. The correct English format for this affiliation 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 output generated by the researcher as part of the IGA project must be attributed to a single (only one) IGA FFWS project. This rule does not apply to external grants.

Information on the researcher's plans to go on a research stay abroad

You will indicate here whether you intend to undertake an internship, conference, or field work abroad. You will also justify why it is important to carry out the trip. In the Costs chapter, you will provide a detailed financial evaluation. The project will not support a trip abroad funded from other sources.

Follow-ups on other projects in the Czech Republic

In this section, the proposer must indicate whether they have previously participated in projects under IGA FFWS or other funding bodies. If applicable, the proposer should provide the title of the previous project, its outputs, and explain how the current proposal builds upon or relates to it. Additionally, they should include an overview of other thematically related projects in which they are currently involved or have participated in the past.

This section should also include a signed declaration from the proposer and the Head of the Department, confirming that there is no other project with the same focus currently being conducted within the Department. If the applicant is a researcher for an IGA FFWS 2023 project scheduled for completion by December 31, 2024, they should provide details on the expected results of that project and its current processing status.

Budget or financial balance sheet with justification

This section should present a detailed breakdown of the financial resources required for the project. The budget must include a summary table of the requested funds, which should also be submitted in XLS format. Each budget item should be justified, providing a clear rationale for the necessity and amount of each expense to achieve the project objectives.

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

Required financial means, in thousand CZK	2025	2026
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

The maximum allowable project budget is 130,000 CZK per year.

A minimum of 10% of the total budget must be allocated to other costs, which may include materials, services, and travel expenses. Travel costs can also cover a research stay abroad of at least one month, provided it is directly related to the project's scientific objectives.

Eligible costs are those incurred between April 1 and November 30 of each project year, with the requirement that all funds are utilized by October 31. Funds cannot be transferred between years.

The budget must be accompanied by a detailed justification for each item. This includes an explanation of the necessity and purpose of requested devices, aids, and services. For services, specify the type of analyses to be conducted externally, the approximate number of samples, and the nature of the analyses. Travel costs should include an outline of the anticipated trips, with details such as location, purpose, duration, and, if applicable, fuel costs based on the current bursar's directive. Note that services do not cover assistance from other individuals unless invoiced as contractor work.

Within the project, costs related to the publication fee for a scientific article (so-called Article Process Charge) cannot be planned. The researcher can use other options within other IGA projects in category B to cover these costs

Research team members

This section should list all members of the research team. The team is comprised of a full-time doctoral student (the researcher) and a faculty member from FFWS, who serves as the project guarantor. The faculty guarantor, an academic staff member, holds responsibility for the overall project oversight, ensuring its accountability, quality, and adherence to financial discipline.

Professional CV of the proposer and the most important published work

The researcher must provide a factual and structured CV, which should include the following information:

- **Name and Surname:** For Category A projects, also include the researcher's current year in the doctoral program.
- **Personal Details:** FFWS email address.
- **Education:** Details of secondary and university (doctoral) education, including dates and locations. The researcher should also list the topics of their Bachelor's thesis, Master's thesis, and Dissertation, as applicable.
- **Additional Skills:** Proficiency in foreign languages, completed specialized courses, and other relevant skills.
- **Employment and Work Experience:** Include any previous positions, relevant work experiences, and details of student stays.
- **Publications:** An overview of published works, including titles and publication details.

Students currently involved as a researcher or co-researcher in a two-year project from the IGA FFWS 2023 competition (continuing into 2024) are ineligible to apply.

The application must be submitted in PDF format via email to iga@fld.czu.cz. Additionally, a printed copy, signed by both the main researcher and the project guarantor, must be delivered to the FFWS CZU Office for Science and Research no later than February 7, 2025, at 12:00 p.m.

Project rules

If Upon approval of the project, the researcher is required to execute the project according to the plan detailed in the approved application. An account number will be assigned to each project, allowing project costs to be charged in compliance with the current CZU regulations. For scholarship payments, the researcher must complete a "Request for a Special Scholarship" form, which must be endorsed by the IGA project guarantor and signed by the Head of the Department. Scholarships will only be disbursed once these approvals are obtained.

If the IGA FFWS committee recommends the project for funding and the Dean of FFWS grants final approval, the main researcher is obligated to fulfill the following responsibilities:

1. Interim Notification of the Project Status to the IGA Committee

The main project researcher is required to submit an interim project status update to iga@fld.czu.cz by the specified deadlines listed in the table below. This notification should include:

- A current account statement from the MAGION records.
- A brief project report summarizing the progress of scientific outputs, such as scientific articles.

The report should not exceed one A4 page, ensuring a concise overview of the project's progress within the reporting period.

Deadlines for project interim reports:

2025	2026
-	30 June 2026
30 September 2025	30 September 2026
30 November 2025	30 November 2026

2. Submission of the annual interim project report

The main project researcher is required to submit the annual interim project report to iga@fld.czu.cz by January 15, 2025. This report should demonstrate that the project's interim objectives have been met and that funds from the IGA have been utilized efficiently and responsibly. Additionally, the report should provide information on the planned or completed publication of project results.

The interim report should include the following sections:

- Project Title, Researcher, and Guarantor Details: List the project title, along with the names of the researcher and the project guarantor.
- Project Procedure, Completed Tasks, and Achieved Results: Provide a summary of the project's progress, outlining tasks completed and results obtained.

- Project Outputs: Clearly state the outputs, including citations for published works, submitted manuscripts, and conference abstracts. Mention the journals to which manuscripts have been sent or are planned for submission, as well as any other forms of dissemination.
- Budget Overview: Provide a detailed breakdown of expenditures by category, with justifications for each expense.

Particular attention should be given to the description of the work completed and the justification for the expenditure of funds, especially if spending deviates from the financial balance sheet submitted with the project application. Ambiguities in these sections can significantly and negatively impact the evaluation of the final report.

Each interim report must include a complete account statement from the MAGION program assigned to the project. This statement will be used to assess the management of financial resources provided by IGA.

Additional attachments may include articles, manuscripts, conference abstracts, and posters produced as part of the project. Each attachment should list all co-authors and the title of the journal or conference. While there is no limit on the number of attachments, thorough and factual documentation is valued positively in the evaluation process.

If project outputs have not yet been published, the final report should include a text that facilitates an assessment of the achievement of objectives and the quality of the work. This text should follow the structure of a standard scientific article, including a complete list of cited publications. Other relevant texts that could impact the project evaluation may also be attached.

3. Submission of the final project report

The final report comprises a written component and attachments, with the following sections included in the text portion:

- **Project Title, Researcher, and Guarantor**: State the project title, along with the names of the researcher and the project guarantor.
- **Project Procedure, Completed Tasks, and Achieved Results**: Describe the project's progress, including a summary of tasks accomplished and results obtained.
- **Project Outputs**: Clearly list the outputs, with citations of published works and submitted manuscripts, indicating the journals to which manuscripts have been or are planned to be submitted. Additionally, include citations for abstracts and conference presentations.
- **Budget Overview**: Provide a detailed breakdown of expenses by category, with justifications for each item.

Particular care should be given to describing the work completed and the justification for fund allocation, especially if expenditures differ from the original financial plan. Ambiguities in these sections can significantly impact the evaluation of the final report.

Attachments are essential to the final report. Each report must include a complete account statement from the MAGION program assigned to the project, which will be used to evaluate the financial management of the IGA resources. Additional attachments may include articles, manuscripts, conference abstracts, and posters created as part of the project. Each should list all co-authors and the title of the journal or conference.

There is no limit to the number of attachments, but factual and thorough documentation is valued in the evaluation. If project outputs have not yet been published, the final report should include a draft text that allows an assessment of the objectives' achievement and work quality. This draft should follow the structure of a standard scientific article, including a comprehensive list of cited publications. Any other relevant documents that may influence the project evaluation can also be attached.

Change procedures

Change procedures are required when it is necessary to reallocate funds between budget items within an ongoing project. If the reallocation exceeds 10% of the total project funds, a formal request must be submitted to the IGA committee. This request should be sent in writing to the Office for Science and Research, as well as via email to iga@fld.czu.cz.

The request must include a detailed description of the fund transfers between budget items, along with a justification for these changes. Upon review, approval will be communicated via a confirmation email.

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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, 3rd January 2025




prof. Ing. Róbert Marušák, PhD.

Dean of FFWS

