



Statute and Rules Internal Grant Agency of FTZ CZU in Prague

Article 1

Mission and objectives of the Internal Grant Agency of FTZ CZU in Prague

- (1) The mission of the Internal Grant Agency of the Faculty of Tropical AgriSciences of the Czech University of Life Sciences in Prague (hereinafter: IGA FTZ) is to support the development of scientific research activities of the Faculty of Tropical AgriSciences (hereinafter: FTZ) and the qualification growth of the staff¹ and PhD students of FTZ and the involvement of students of doctoral or master's degree programmes in research activities.
- (2) The objectives of IGA FTZ are:
 - a. To develop and financially support the scientific research activities of students in doctoral and master's degree programmes at the FTZ, especially in dissertation and diploma theses.
 - b. To support mainly the preparation of dissertation and thesis theses, thematically fitting into the research directions of FTZ.
 - c. To support PhD students and young researchers who are part of the FTZ profile teams, to accelerate their scientific development and to stabilize the planning framework in these teams.
 - d. To support the mobility of PhD students and young researchers by partially funding domestic and foreign professional trips, including support for internships at foreign institutions and active participation in conferences. Motivate in particular PhD students and young researchers to be more active in publishing.
 - e. To support research and publication activities of FTZ staff.

Article 2

IGA Grant Competitions

- (1) Support for scientific research activities of students is implemented through the IGA FTZ grant competition.
- (2) Implementation of grant competitions is ensured by the IGA FTZ authorities.

¹ For the sake of simplicity, generic masculinities are used in this document; the term is intended to be neutral in all respects.

- (3) The IGA's support of students' scientific research activities does not replace the responsibility of supervisors or supervisor-consultants in terms of providing adequate financial support for doctoral students' scientific research activities.

Article 3

Organizational structure of IGA FTZ

- (1) The bodies of the grant agency are the Vice-Dean for Science, Research and Doctoral Studies of the FTZ (hereinafter referred to as the Vice-Dean for Research and Development), the IGA Commission of the FTZ and the controlling body (= Academic Senate of the FTZ):

a) IGA FTZ Commission

Members of the IGA FTZ Commission are appointed and dismissed by the Dean of FTZ. The Commission is composed of representatives of the departments (1 member from each department). The term of office of the Commission is four years.

Tasks and activities of the IGA Commission:

- prepares the terms of the competition and announces the grant competition;
- determines the opponents of project proposals and decides on the granting of financial support;
- approves the amount of financial support from the IGA;
- evaluates and monitors the progress of projects and the achievement of their objectives;
- controls the use and effectiveness of the funds provided;
- Ensures the publication of the results of the competition and the evaluation of the results of the projects.

The Commission is quorate when more than half of its members are present. In the event of a tie, the Chairperson shall have a casting vote. Electronic voting (*per rollam*) shall also be considered a valid vote.

b) Chairman of the IGA Commission

The Chair of the IGA Commission is appointed and dismissed by the Dean of FTZ,

- represents the grant agency and acts on its behalf in cooperation with the Vice-Dean of R&D in all its affairs;
- Submits to the FTZ Academic Senate and the FTZ management, in cooperation with the Vice-Dean of Research and Development, the Report on the activities of the grant agency on the course of the grant competition;
- regularly informs the Vice-Dean of R&D about the work of the IGA Commission.

c) Control body of IGA FTZ

The controlling body of the IGA FTZ is the Academic Senate of the FTZ, which:

- approves the Statute and Rules of the Grant Agency;
- approves the amount of the IGA FTZ funding;
- comments on the report on the activities of the IGA FTZ.

Article 4

IGA FTZ Rules

- (1) The IGA FTZ is governed by the rules in the provisions of Section 33 of Act No. 130/2002 Coll., on Support for Research and Development from Public Funds and on Amendments to Certain Related Acts (Act on Support for Research and Development) and the document of the Ministry of Education

and Science "Rules for the Provision of Special Purpose Support for Specific University Research under the Act on Support for Research, Experimental Development and Innovation".

- (2) The project submitted to the grant competition is evaluated by at least one opponent who has not participated in the preparation of the proposal of the student project under consideration and who is not a member of the research team of the student project proposal under consideration.
- (3) The principal investigator of the project can only be an academic staff member of FTZ. The principal investigator is the project guarantor who is responsible for the successful implementation of the project and the efficient use of project funds in accordance with applicable regulations and the fulfilment of the project objectives. The principal investigator must be a full-time academic at FTZ at the time of submission of the proposal to all stages of the competition.
- (4) Other project investigators (co-investigators) may be:
 - a) students of doctoral study programmes at FTZ;
 - b) students of master's degree programmes at FTZ;
 - c) academic, scientific, research or development staff.
- (5) Students can only be student project researchers for the standard duration of their studies. According to the law, a person is not a student at the time of interruption of studies, which means that all students listed in the grant application must be active students enrolled in full-time or combined studies at the time of submission of the proposal for all stages of the competition.
- (6) In a given year, the investigator (or any member of the research team) can be part of no more than one research team of an IGA FTZ project.
- (7) A maximum of 50 people shall be part of the management team.
- (8) The number of PhD or MSc students in the research team is at least equal to the number of other members of the research team.
- (9) The duration of the project is 12 calendar months.
- (10) The maximum support per project per calendar year is CZK 3 000 000. The amount of funds allocated for a single project depends on the amount of the allocated grant from the Ministry of Education and may be further limited. This will be announced when the competition for the year is announced.
- (11) The proportion of personal costs or expenses (including scholarships) associated with the participation of doctoral or master's students as researchers or other members of the research team in the project to the total personal costs or expenses (including scholarships) covered by the eligible costs of the student project shall be at least 75 %.
- (12) Personal costs or expenses (other than stipends) can only be paid to young academics. For the purpose of the IGA FTZ, a young academic is defined as a person who, on the date of the project start, has not been more than 5 years since defending their PhD. If the project investigator or co-investigator is an academic who is more than 5 years past the date of defence of his/her PhD at the start of the project, the IGA funds may not be used to pay his/her salary and compulsory social and health insurance contributions (including agreements for the performance of work or employment).
- (13) The competition is usually announced each year during March of the year in question. The exact deadlines for the submission of grant applications, the announcement of the results of the grant competition, the start and end of the projects and the deadline for the submission of the final reports with the outputs are specified each year in the competition announcement. The disbursement of the allocated funds must be completed in accordance with the financial regulations of the CZU in Prague

in December of the year in which the project started. This project deadline will not be extended. The final report on the project solution, including the form of outputs, shall be submitted by each researcher to the R & D department of the FTZ by the deadline specified in the competition announcement and specified at least 2 months before the end of the solution period of one-year projects.

(14) In principle, applications for support for research projects are assessed according to the following criteria:

- a) correspondence of the submitted project with the objectives of the IGA FTZ and with the current research priorities at the FTZ;
- b) composition of the research team according to the IGA FTZ rules;
- c) the quality of the workmanship of the submitted project;
- d) the success of the project of the respective investigator (or co-investigators) in previous years;
- e) publication activities of the members of the research team.

(15) Applications are submitted in the form specified in the announcement of the grant competition in a given year, usually electronically and in one printed form signed by the principal investigator to the R&D department of the FTZ.

(16) The Principal Investigator whose project will be funded is responsible for the correct and truthful maintenance of the project's accounting records, its effective management, including the timetable for the work and the preparation of the final project report submitted by the deadline.

(17) The output of the IGA FTZ project is at least one scientific publication published in an international scientific journal of the Web of Science database, which must state that the work was carried out with the financial support of the IGA FTZ and the project number must be indicated.

(18) In the case of serious reasons on the part of the researcher, which lead to the termination of the grant or changes in funding, the researcher must immediately inform the IGA FTZ CZU commission in writing.

(19) A serious violation of the IGA FTZ rules will disqualify the respective investigator or project guarantor from submitting a project to the IGA FTZ for at least 1 year.

Article 5

Final provisions

- (1) This document cancels the "STATUTE AND RULES OF THE INTERNAL GRANT AGENCY OF THE FTZ CZU in Prague" from 08/01/2014.
- (2) This regulation was discussed by the FTZ IGA Control Body (FTZ Academic Senate) on 11/02/2025.
- (3) This Regulation shall enter into force on 20/06/2025.

In Prague on 20/06/2025

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Dean of FTZ