

Tender documentation for the year 2025

Internal Grant Agency Competition of the FTZ, CZU Prague

Contents

1	General information.....	1
2	Grant applications: form, deadlines, evaluation	2
2.1	Amendments in project applications compared to previous years.....	2
2.2	The first stage.....	2
2.3	The second stage.....	3
2.4	Evaluation of grant applications	3
2.5	Allocation of funds	4
2.6	Academic staff with interrupted publication history with affiliation to FTZ	5
2.7	Employees without publication history with affiliation to FTZ.....	5
3	The Course of the Project	5
3.1	Change of the Budget	5
4	Reporting.....	6
4.1	Interim Report.....	6
4.2	Final Report.....	6
5	Minimum required outputs from an IGA FTZ project.....	7
5.1	Evaluation of the Final Report	7

1 General information

This tender documentation for the preparation and submission of grant projects has been prepared in compliance with the applicable statutes and rules of the Internal Grant Agency of the Faculty of Tropical AgriSciences (FTZ). It sets out the rules for grant competition in 2025.

The competition is open for submitting research grant projects intended for support by the research faculty, particularly during the processing of dissertations and theses in cooperation with students of master's and doctoral study programs (DSP).

The project applicant must be a member of the academic staff of the FTZ. If the application is financially supported, this person becomes the principal investigator, the guarantor of the realization of the aims and the completion of the required outputs of the project. Other members of the research team may be students in doctoral and master's degree programmes of the FTZ and other academic staff of the FTZ. The number of students must be equal to or greater than the number of academic staff members in the research team. By law, no person can be a student during a formal study break (interruption of studies). All students identified in the grant application must be active students enrolled in full-time or part-time study at both stages of the competition.

The applicant enters the competition by submitting an appropriate grant application. In the case of allocating financial support to the proposed project, the applicant becomes the principal investigator (lead researcher), and the team member working with the applicant becomes a co-researcher.

The IGA competition of the FTZ for 2025 will only support one-year projects. Projects will officially start on **April 30, 2025**, and will be completed by **April 29, 2026**. The final report will be submitted by April 29, 2026 – both electronic and printed+signed versions. The minimum recognized financial support for a project is set at CZK 10,000. Should any project not meet this condition, it will be automatically excluded from the competition.

2 Grant applications: form, deadlines, evaluation

As in previous years, the FTZ Grant Competition is in two stages. Most of the rules and settings are similar, but there have been some changes that should contribute to equal opportunities and transparency and to support young academics.

2.1 Amendments in project applications compared to previous years

- Projects must not have the same name - each year, the project must have a unique name. In the case of long-term scientific activities, scientific teams work on similar topics over a period of years, but for the purposes of the IGA it is forbidden for project applications to have the same name over and over again.
- Rules were set for academic staff with interrupted publication history with affiliation to FTZ and for academic staff without publication history with affiliation to FTZ.
- Support for young academics: in IGA 2025, there is the possibility to benefit from salary costs (including compulsory social and health insurance costs), but only for young academics. For the purposes of the IGA FTZ, a young academic is defined as a person who is less than 5 years (at the time of the start of the project) from the defence of their doctoral thesis. For academic staff whose thesis defence took place more than five years ago (counting the date of the start of the project), the rule remains that salary costs cannot be used (including work performance agreement and agreement on work activities).

2.2 The first stage

The first stage application must be submitted both electronically and in hard copy (with identical content):

- **electronically:** use Excel form for the 1st stage application and send it to PhDandResearch@ftz.czu.cz
- **hard copy:** print your electronic application. Provide the signature of the lead applicant. Submit to the Office of Research and Doctoral Studies of the FTZ (VaV FTZ).

Application requirements in the first stage: Title of the project, lead applicant, the exact composition of the project team, short description of the project, list of all publications by all members of the project team for the years 2023 and 2024 with the members of the project team in **bold** and the *corresponding author* marked with an asterisk (*). Please note that undergraduate students (students of bachelor's programmes) cannot be members of the research teams. All members of the research team must be FTZ employees/students for both stages of the application. The project team has a maximum of 50 people.

Deadline for the first stage: **April 16, 2025, 4 p.m.**

2.3 The second stage

The second stage application must be submitted both electronically and in hard copy:

- **electronically:** use the Excel form for the second stage application and send it to PhDandResearch@ftz.czu.cz
- **hard copy:** print your electronic application. Provide the signature of the principal investigator. Submit to the VaV FTZ.

Application requirements in the second stage: Title of the project, principal investigator, members of the project team (the project team must not gain additional members between the first and second phase), keywords, project annotation, project description, project objectives, expected outputs, budget and its justification.

Budget: The applicant must break down in detail how the applicant plans to divide the funds that the grant committee offered after the first stage of the competition. The budget is divided into the following items: (i) Material Costs; (ii) Services; (iii) Travel (domestic and foreign travel for students is paid for in the form of scholarships, so put the travel requirements for students in the box marked scholarships); (iv) Scholarships. The budget includes a brief justification for each item above. For example, the amount and type of devices and equipment used should be explained; in the case of services, the kinds of analyses that will be processed externally, the approximate number of samples and the analyses proposed. In the case of travel expenses, it is necessary to specify the expected extent and timing of travel (in the case of the use of a vehicle, based on a calculation of the cost of fuel according to CZU directives); for foreign travel, where, why and for how long any stay is planned. Insufficient justification of the requested funds can be a serious shortcoming when evaluating an application.

Personal costs: IGA 2025 allows the use of salary costs (including compulsory health and social insurance) for young academics. For the purposes of the IGA FTZ, a young academic is defined as a person who is less than 5 years (at the time of the start of the project) from the defence of their doctoral thesis. For academic staff whose PhD thesis defence took place more than five years ago (counting the date of the start of the project), the rule remains that salary costs cannot be used (including work performance agreement and agreement on work activities).

By signing this document, the lead applicant, who becomes a principal investigator of the project, if funded, accepts full responsibility for the proposal and the project.

Deadline for the second stage: **April 29, 2025, 4 p.m.**

Applications not complying with the prescribed requirements will not be included in the grant competition.

Applications submitted after the deadline: The team will be financially penalised if the application is received after the deadline. If received within 72 hours after the deadline, the budget will be cut by 30%; if received more than 72 hours after the deadline, the budget will be cut by 100%.

2.4 Evaluation of grant applications

1st stage of the competition: The IGA Commission will evaluate grant proposals in the first stage of the competition and officially declare how much funding they can apply for (based on the criteria for allocating funds) by **April 23, 2025**. Based on this information, applicants may proceed to the second stage of the competition.

Once the results of the first round of the competition and the provisional budgets have been published, it is no longer possible to make any changes to the composition of the teams and it is not possible for applicants to add any publications and information that were not included in the application in the first round.

2nd stage of the competition: The IGA Commission will evaluate grant proposals in the second stage and announce the results by **April 30, 2025**.

Grant applications will be assessed and evaluated by the IGA FTZ Commission and one external reviewer. Applications are evaluated on the basis of the following criteria:

- The previous scientific work of the applicant and other members of the team, i.e., the quality of the publications and licensed patents by the team members in the previous two years;
- the completion of previous IGA projects (publications in previous two years);
- the involvement of doctoral and master's students in the project;
- the topicality of the project, the theoretical background of the author (team) and the feasibility of the research plan;
- the correct formal application.

The quality of the project may be expressed by the inclusion of the proposal in one of the following categories:

A. Satisfactory proposal - no formal application or content shortcomings; the research objective of the project is clearly designed. And its solutions clearly lead to the expansion of knowledge in the field; objectives are clearly articulated and achievable; the applicant and/or other team members have good expertise and adequate publications in scientific journals included in the WoS database; the candidate has referenced published results of previous IGA projects in 2023 and/or 2024.

B. Unsatisfactory proposal - the application contains serious flaws, such as meaningless, undefined, or unattainable goals of the research, insufficient justifications or an uneconomical proposed use of funds. The applicant's failure to publish the required results of projects in the last two years, 2023 and 2024, may also be deemed grounds for an unsatisfactory rating of the project.

2.5 Allocation of funds

Funding is allocated on the basis of two criteria as follows:

60 % of available funds will be divided proportionally among the successful competitors (i.e. Research teams including the applicant and team members) according to the quality of their manuscripts and licensed patents during the previous two years, 2023 and 2024 (in the case of persons with interrupted publication history with FTZ affiliation, the years of their chosen interval), and the involvement of the team members in these manuscripts and patents. Quality of manuscripts and patents (Quality Score – QS) will be scored according to the Average JIF Percentile (AvP) and Impact Factor (IF) values of the journal extracted from Journal Citation Reports, following the formula $QS = AvP + 2.5 * IF$. International patents will be scored as $QS = 100$ and national patents as $QS = 20$. About the involvement of team members in these publications (Involvement Score – IS; ranging from 0 to 1), it will be considered the proportion of team members in the list of authors (50 %) and the number of “relevant positions” (i.e., first author, corresponding author, and senior author) held by team members. The number of relevant positions can be 0 (=0 %), 1 (=25 %), and 2-3 (=50 %). The final number of points (Points Per Output, PPO) that every manuscript/patent will receive will be $PPO = QS * IS$.

Only publications of the project team members with affiliation to FTZ will be considered.

40 % of the available funds will be divided proportionally among the competitors (i.e. Research teams) according to the number of PhD and Master's degree students included in the project. For this calculation, each PhD student will count as 2 MSc students.

2.6 Academic staff with interrupted publication history with affiliation to FTZ

In the event that an academic had to interrupt their publication history with publications affiliated to FTZ for serious reasons, e.g. parental leave or long term incapacity, the academic staff member can specify an interval (2 years replacing the evaluation years 2023 and 2024, these two years do not have to be consecutive) that enters the evaluation, ranging from 3 years before the start of parental leave (long term incapacity) to 3 years after the start of employment after the end of parental leave (long term incapacity). Entry on parental leave or long-term incapacity for work must be supported by appropriate documents or a medical report.

Academic staff falling into this situation will list publications from the selected interval on the application and also inform the VaV FTZ office of the situation.

2.7 Employees without publication history with affiliation to FTZ

Once a new academic staff member is hired at FTZ, it would not be possible to calculate a project budget for them based on publication activity with FTZ affiliation from the previous two years. In this case, the amount to be used for such a researcher is the average budget of a researcher at the FTZ without students, i.e. 60 % of the total IGA budget of the FTZ of the previous year (= the part that was allocated on the basis of publication activity) divided by the number of academic staff at the FTZ. The student part of the budget is calculated in the same way as for other project applications (i.e. pro rata).

3 The Course of the Project

Each granted project will have a registration number assigned, which must be stated in the publication outputs as part of the acknowledgements. Outputs and publications that do not include an acknowledgement referencing the IGA project cannot be recognized as an outcome of a grant.

Each granted project will be assigned an account number (in Czech “vláček”), to which the costs of the project will be charged, in accordance with the regulations of CZU Prague. If applicable, the scholarship is paid at the time fixed for the regular payment of scholarships.

3.1 Change of the Budget

In the course of the project, allocated funds may be redistributed between items. In the case of transfers between items exceeding 20 % of the total funds, a written application must be made to the IGA FTZ Commission and sent by mail to the Office of Research and Doctoral Studies, i.e. to the e-mail address PhDandResearch@ftz.czu.cz no later than **October 21, 2025**. A request in the context of a change of plan must contain a description of any transfer of funds between items and the rationale for such transfers. The approval comes in the form of a confirmation e-mail. In the case of transfers between operational items (i.e. materials, services, travel costs) and personnel costs/scholarships, a request must always be sent for any amount to be transferred.

The disbursement of funds is the responsibility of the principal investigator. Funds may be used only in relation to the project.

By November 28, 2025, the project account must be emptied in full in the approved amount, and the status of the Magion account statement has reached 0 CZK. In this context, it is necessary to ensure timely accounting for all items, including scholarships; i.e., they must be paid within the month of October. Scholarships cannot be paid to students who have interrupted their studies.

4 Reporting

Two reports are required:

- **Interim Report** – by the end of February 2026
- **Final Report** – April 29, 2026

4.1 Interim Report

The interim report should be sent by e-mail to the address PhDandResearch@ftz.czu.cz, it must include:

- an information on whether the team fulfils the minimum required outputs (= at least one article accepted by a journal included in WoS or at least one licensed patented result at the national or international level with acknowledgement to the IGA 2024 or IGA 2025)
- how many final theses (MSc and PhD) are defended with the IGA 2025 funds and
- examples of excellence achieved thanks to the fund of the IGA project.

This information is important for reporting to the Ministry of Education, Youth and Sports, which provides resources to the IGA.

4.2 Final Report

The researcher must demonstrate that the team reached the set goals of the project and that funding from the IGA fund was spent effectively and efficiently. The researcher must further give information on what form the results of the project are or will be published.

The final report of the project must have the following structure:

- Project name, the name of the principal investigator;
- Clearly listed outputs of the project, especially citations of published works and patented results, must be given. Other outputs like participation in scientific conferences are also welcome.
- Only **active participation** of staff members in scientific conferences is accepted and must be clearly proved in the final report.
- The budget: An itemized overview and justification of budgetary spending. If different from the original estimates in the project application, it is necessary to clarify why. Differences are only allowed if the Principal Investigator has requested a change according to the rules (see above).
- Examples of excellence achieved thanks to the fund of the IGA project.
 - If not already mentioned in the interim report.
- Annexes
 - a full printout of the account assigned to the project – using the Magion program;
 - published manuscripts, accepted manuscripts,
 - patented results;
 - conference abstracts (confirmations), posters.

No article or conference paper should ever be used twice in the final report (as judged by the date of acceptance of the publication / patent / conference).

5 Minimum required outputs from an IGA FTZ project

The minimum required outputs of an IGA 2025 project are:

- at least one article accepted by a journal included in WoS,
or
- one patented result at the national or international level, the patent must be licensed.

An acknowledgement must be included with the project registration number as assigned to the project (NOT the project account number). Only projects which can point in their Final Report to an article with an acknowledgement to the IGA 2023 or IGA 2024 project (i.e. always an IGA of either the current or the previous year) will be deemed as having fulfilled these conditions.

5.1 Evaluation of the Final Report

The final report is evaluated by the members of the IGA FTZ Commission, who mainly verify the fulfilment of the project objectives, the outputs and the financial outgoings of the project. The evaluation of outcomes is primarily considered in the light of whether the presented outcomes meet the goals set and whether they are adequate to the requirements of the IGA FTZ.

Rating may be as follows:

A. Completed Project – the project has achieved its objectives; outputs are adequate to the requirements of IGA and are complete (at least one article with a dedication to the IGA in the current or prior year or one patented result); the allocated funds were spent effectively and efficiently.

B. Incomplete Project – the project has not achieved its objectives; the project outputs do not meet the requirements of the IGA; wasteful, ineffective or unclear use of allocated finances; failure to submit a final report.

Evaluation of the final report will affect the success of the researchers in obtaining IGA projects in the coming years (in accordance with the Statute and Rules of the IGA FTZ). All the staff team members of an Incomplete Project will be banned on the application for an IGA grant in the following year, both as lead researchers of the project and as co-researchers in the project.