

STATUTE AND REGULATIONS

Internal grant agency of the Institute of Chemical Processes of the CAS, v. v. i. (hereinafter referred to as IGA ICPF)

1. Mission of IGA ICPF

The mission of the IGA ICPF internal grant agency is to support the development of scientific research activities and qualification growth of students in the 1st to 3rd year of full-time doctoral studies (hereinafter referred to as PhD) in the form of internal research projects.

2. Statute of the IGA ICPF

Article 1

Objectives of the IGA ICPF

- To increase the share of scientific research activities of students of the 1st to 3rd year of full-time doctoral studies in the overall performance of the Institute by their active involvement in these activities in the form of internal projects.
- To stimulate a higher publication activity and quality conference outputs among students.
- To develop independent scientific and research activity of PhD students.
- To teach students to formulate and solve research projects within the institute so that they can successfully apply for funding from external sources.

Article 2

Organisational structure of IGA ICPF

The IGA body is the PhD Studies Board of the ICPF and one expert advisor.

(1) The PhD Studies Board (hereafter referred to as the Board) is composed of the Chairperson of the Board and several members. The Board is appointed and dismissed by the Director of the ICPF.

(2) Tasks and activities of the IGA ICPF:

- to prepare and announce the call for proposals;
- to evaluate project proposals and decide on the granting of financial support;
- to evaluate the submitted proposals taking into account the student's year of study and any previous activity in IGA;
- to evaluate and monitor the progress of projects and the achievement of their objectives;
- to control the use and effectiveness of the funds provided;
- to ensure the publication of the results of the competition and the evaluation of the results of the projects.

The IGA ICPF has a quorum in the presence of an absolute majority of its members. In the event of a tie, the Chairperson shall have a casting vote. Electronic voting shall also be considered as a valid means of vote.

(3) Control body IGA ICPF

The Director of the Institute or a person appointed by the Director is the control body of the IGA ICPF who:

- a. determines the amount of financial support for IGA ICPF. The total amount of support is communicated by the authorized person to the Chair of the ICPF prior to the evaluation and announcement of the results of the grant competition.
- b. expresses its opinion on the allocation of funds and approves it.

Article 3 Regulations of the IGA ICPF

- (1) The call for proposals is announced in December of the given year. In January of the following year, the project proposals will be evaluated by the IGA ICPF. Proposals submitted in compliance with the specifications will be assessed particularly in terms of the clarity of the project's scope and objectives, a reasonable timetable and an adequate financial balance sheet. The quality of the proposer and the preparation of the CV will be taken into account, but will not be a decisive criterion. The number of projects supported in a given financial year depends on the total amount of support allocated under point 2 of Article 2, paragraph 3a. The results of the evaluation will be communicated to the proposers and the supported projects will be published by on the ICPF website.
- (2) IGA ICPF projects are one-year projects starting from the date of announcement of the results of the grant competition and ending on 31 December of the given year.
- (3) The proposer must be a student of the 1st to 3rd year of PhD studies. Only one project can be assigned to a student in a given year. The student applies for the project on his/her own behalf and is personally responsible for the completion of the project. The project must lead to the fulfillment of the IGA ICPF objectives. The project application must explain how these goals will be met. It must also state what possible obstacles may prevent this and estimate the level of risk. The proposer must inform his/her supervisor of his/her grant plan and the supervisor must approve both the plan and the content of the project. In the event of a student-supervisor conflict, the Board will intervene *ex officio*.
- (4) A PhD student who has already completed and successfully completed an IGA ICPF project may reapply for support for another project as a proposer. The submitted report on the progress and results of the previous project will be significantly taken into account in the evaluation of this follow-up project.
- (5) The maximum amount of funding per project is set at 50 000 CZK per project. They may be requested for materials, services or travel; in all cases, the expenses must be directly related to the project. Travel expenses can only be claimed for international conferences where the student gives an oral contribution.
- (6) The project application must be submitted on the IGA ICPF internal project form, which is an integral annex to the *Statute and Regulations of the IGA ICPF Internal Grant Agency* and is published in the forms section on the Institute's intranet. The application form is submitted in paper form with the signature of the proposer and his/her supervisor into the hands of the Chairperson of the IGA or a member of the IGA body authorized by him/her, and is also sent electronically as a single PDF file to kvv@icpf.cas.cz. The project application is accepted in Czech or English.
- (7) Failure to comply with the tender documentation shall be deemed to be sending the project in a form other than that specified in point 6 of Article 3 and/or exceeding the number of characters specified in the application form. In this case, the project will be excluded from the competition by the IGA.

- (8) The Board shall assess the applications submitted according to the graded criteria set out in the Annex to this Statute. Based on the grading, a ranking of projects will be determined from which the projects recommended for funding will emerge.
- (9) The project manager is responsible for the effective professional solution of the project, the fulfillment of the timetable of the planned work, the correct and truthful recording and the completion of the final report by 15 January of the year following the completion of the project. This report shall be submitted in Czech or English.
- (10) The awarded project has an 'Internal Assignment Number' which will be communicated to the student by the THS (Technical and economic administration) staff member via email. It will also be listed on the intranet in the departmental 'List of Assignment Numbers Valid for the Year'.
- (11) The Board assesses the final project reports submitted against the following criteria:
 - a. achievement of planned objectives and outcomes;
 - b. the progress of the project and its research success;
 - c. the adequacy of the funds spent.

Prague, 20 October 2022

Annex: Criteria for assessment of ICPF IGA projects