

Information sheet for applications to the university-wide student grant competition of Internal Grant Agency of Masaryk University (IGA MU)

1. General information

IGA MU is funded from the Operational Programme Research, Development and Education within the framework of the implemented project IGA MU reg. No. CZ.02.2.69/0.0/0.0/19_073/0016943.

Tentative schedule

Submission period	14 September 2020 – 30 October 2020 ¹
Checking formal criteria and review of applications	November/December 2020
Evaluation panel session, shortlisting student projects recommended for funding	December 2020
Implementation of the student grant project, monthly reports on activities	1 January 2021 – 31 December 2021
Final report on activities, evaluation of the project implementation by the evaluation panel	January – March 2022

- Supporting information for the announcement of public competition including its rules is available [here](#).
- Student grant projects to be submitted to the competition shall last one year (investigation from 1 January 2021 to 31 December 2021). Applications may be submitted only for individual student grants – i.e. the applicant must be the sole investigator.
- Funds allocated to 1 project: CZK 479,160.
- **A student grant application cannot be submitted if the project would be co-funded from targeted support for specific university research (hereinafter referred to as “SUR”). A student may be the investigator of only one IGA MU grant project at a time. Involvement in a SUR project with a different topic is possible provided one grant project is not co-funded both by the IGA MU and SUR targeted support.**

¹ A submitted project is considered a project electronically approved at the faculty. In accordance with Section 4(5) of IGA MU Directive, submission of the application is subject to the approval by the faculty, which confirms in the PMIS that the application complies with internal rules of grant project implementation.



2. Contact persons

Faculty	Name	E-mail	Telephone
LF (Faculty of Medicine)	Mgr. Dagmar Václavíková	dagmar.vaclavikova@med.muni.cz	549 49 7614
FF (Faculty of Arts)	Jitka Erlebachová	erlebach@phil.muni.cz	549 49 1521
PrF (Faculty of Law)	Mgr. Petr Hudeček	petr.hudecek@law.muni.cz	549 49 3854
FSS (Faculty of Social Studies)	Jitka Hotárková	hotarkova@fss.muni.cz	777 242 170
PřF (Faculty of Science)	Ing. Bc. Martin Hovorka	hovorka@sci.muni.cz	549 49 1412
FI (Faculty of Informatics)	Ada Nazarejová DiS.	nazarej@fi.muni.cz	549 49 4963
PdF (Faculty of Education)	Mgr. Jitka Sedláčková	sedlackova@ped.muni.cz	549 49 6739
FSpS (Faculty of Sports Studies)	Mgr. Katarína Šimková Ph.D.	ksimkova@fspd.muni.cz	549 49 7226
ESF (Faculty of Economics and Administration)	Mgr. Daniela Marcollová	veda@econ.muni.cz	549 49 4730
	Mgr. Kateřina Oleksíková Ph.D.	katerina.oleksikova@econ.muni.cz	549 49 5885
RMU (Rector's Office)	Ing. Monika Zicháčková	zichackova@rect.muni.cz	549 49 8179
	Karolina Wojnar	wojnar@rect.muni.cz	549 49 8661

3. Signing in to PMIS, creating an application (project proposal)

The application shall be submitted exclusively through the [PMIS](#) and shall be written in English.

In the event of technical problems with the PMIS, please contact ihelp@ics.muni.cz or enter your question through the user support issue tracker <https://inet.muni.cz/app/issue/ihelp?new> in Inet.

Signing in to the system

- **login** is the UIN (university identification number)
- **password** is the primary password for IS MUNI

Creating an application (project proposal)

1. Select template "Internal Grant Agency MU".
2. Click on the button "New proposal by the template"
3. The application form will open now.

4. Filling in an application in PMIS

Basic information tab

- **Title** – the title should accurately describe your project

- **Acronym** – optional; you can write the project title acronym
- **Implementation period** – filled in automatically
- **Investor's deadline** – filled in automatically
- **Investor's registration code** – filled in automatically after the tab is saved
- **Project category** – filled in automatically
- **Investor 1** – filled in automatically
- **Applied research** – filled in automatically

- **GDPR**
 - You will see the following question: “Is processing of personal data a subject of your research?”
 - If you select “**no**”, continue filling in the project proposal with no obligation concerning the GDPR. In such case, you must check all 5 items relating to the GDPR, where you confirm that the processing of personal data of natural persons is not a subject of the project.
 - If you select “**yes**”, you will see the following questions that have to be answered in the next step:
 1. How do you obtain personal data of natural persons?
 2. Do you process the personal data based on a consent of a research participant? (More information on consent is to be found in the [Guidelines of the Legal Office](#)).
 3. How do you store personal data you process? (More information on secure storage is to be found in the [ICS recommendation](#)).
 4. Do you transfer / share personal data obtained in the framework of research to other persons / entities outside MU (e.g. project partners, companies, etc.)?
 - 4.1. If your answer to the previous question was “yes”, please select the option.
 - 4.2. Do you transfer personal data to countries outside the EEC?
 5. What is the processing time (storage) of personal data that you process in your research?

Co-authors of the personal data processing record: (List the names of all persons who participated in answering the above questions concerning the GDPR).
 - In case the GDPR tab remains uncompleted, the investigator shall get an automated e-mail message; if the tab remains uncompleted despite the warning, the information about the necessity of completion shall be sent again in case the project is approved. The completion of this form is related to the statutory obligation of MU as a data controller to keep records of personal data processing.
 - Detailed information about personal data processing and protection is available on the MU official notice board at the address <https://www.muni.cz/o-univerzite/uredni-deska/ochrana-osobnich-udaju>.
 - Potential questions shall be answered by PhDr. Mona Nechvátalová, Personal Data Protection Office, e-mail: nechvatalova@rect.muni.cz.

- **Ethics**
 - Information for applicants from LF (Faculty of Medicine)**

- Applications for assessment by the Ethics Board together with all supporting documents and information are sent electronically. Detailed procedure and Application for Assessment are to be found [here](#).
- The deadline for submitting the Application for Assessment of Research Project by the Ethics Board of the Faculty of Medicine is to be found at <https://www.med.muni.cz/o-fakulte/organizacni-struktura/eticka-komise>.

Information for applicants from all faculties except LF (Faculty of Medicine)

- If the project requires assessment by the Research Ethics Committee, i.e. the project concerns biomedical research, use of biomedical methods (e.g. fMR, collection of biological samples), vulnerable persons (e.g. children) are the subject of the research, or sensitive data are collected, select “yes” in the Ethics section.
- **Application for Assessment of Project by Research Ethics Committee (REC) must be submitted in advance prior to the end of the submission period, i.e. by 15 October 2020 incl.**
- If you wish to submit the Application for Project Assessment of by the REC, please fill in the Ethics tab in the project proposal editor and prepare and attach the requested documents and information. Please follow the instructions on the [Research Ethics Committee’s website](#) and in the case of doubt contact the project support officer of your faculty.
- **MU role in project** – filled in automatically
- **MU economic / organizational unit** – select from the drop-down list
- **Other MU economic / organizational unit** – select from the drop-down list if applicable
- **Pre-financing** – filled in automatically
- **Brief Project Annotation**
 - Enter a brief and clear summary of your project plan. In case your project proposal is approved and subsequently implemented, the above information shall be published on the university website in accordance with the facts you entered in the PMIS.
- **Valid proposal – the box must be checked; if empty, the application is not considered as valid.**

IGA MU tab - suggestion

- **Applicant** – filled in automatically
- **Mentor** – select by name or UIN of the mentor
- **Degree programme** – select from the drop-down list
- **Field of science** – filled in automatically based on the degree programme entered
- **FORD** – select from the drop-down list
- **I hereby declare that the topic of my grant project is not identical with the topic of my doctoral thesis.**
 - The topic of the application must not be identical with the topic of your doctoral thesis.² Confirm by checking the box.
- **Research focus, methodology and aims/objectives of the student grant project**
 - Specify the issues dealt with by the student grant project proposal, current state of knowledge, project activities, aims and objectives and the method of achievement, methodology, potential risks and schedule.

² The topics must not be entirely identical, they may be related or logically connected, expanding the investigated issues in the doctoral thesis. You are entitled to use the grant project results/outcomes in your doctoral thesis. However, the doctoral thesis as a whole must not be the outcome of the student grant project.

- **The applicant’s and mentor’s professional specialisation and interest in the implementation of the student grant project**
 - Specify yours and the mentor’s professional qualification, document with e.g. the CV or the list of publications. Describe yours and the mentor’s motivation and interest in the implementation of the student grant project. Insert attachments to the tab Documents.
- **Mandatory educational/research stay abroad**
 - Describe the planned educational/research event outside the Czech Republic and your active participation therein. Stay abroad (e.g. internship, conference, summer school, research stay) must take place in the year for which the grant is awarded.
- **Educational objectives of the applicant**
 - Describe the educational activities undertaken as part of the student grant project implementation (e.g. FRESHERS courses, English language course etc.).
 - Participation in the educational activity must be documented (e.g. by a certificate or confirmation of participation).
- **Planned outcomes of the student grant project**
 - Specify the main outcome of your grant project. Describe other planned outcomes in the area of research and development or education; quantify if possible.
 - If you plan to participate in an educational/research activity abroad (mandatory activity), a document proving your participation (e.g. a confirmation of participation) shall be entered as one of the outcomes.
 - If other educational events (mandatory activity) are planned, a document proving your participation (e.g. a certificate) shall be entered as one of the outcomes.
 - Choose reasonable outcomes and enter only those that may be realistically achieved (e.g. instead of entering “publication of a specialised article”, if its publication is not certain, enter e.g. “manuscript of an article intended for publication in a specialised journal”).
 - The outcomes you enter into the PMIS must be physically documented after the completion of the student grant project! They shall be checked by the administrator at the economic unit (ECU) and subsequently by the funding body.

Budget tab

Personnel costs in total (the investigator’s workload is 0.5)	CZK 282,586 (a fixed amount, cannot be changed)
Other costs in total	CZK 196,574 This amount is a sum of mentor’s remuneration, travel expenses, long-term intangible and tangible assets, office supplies and other consumables, services and overhead costs. This expenditure must be planned in the above amount.
Remuneration of mentor	CZK 13,480 (a fixed amount, cannot be changed)
Travel expenses	Enter amount.
Immaterial tangible and intangible assets	Enter amount.
Office supplies and other consumables	Enter amount.
Services	Enter amount.
Overhead costs	CZK 71,874 (a fixed amount, cannot be changed)
TOTAL	CZK 479,160 The sum of personnel costs and other expenses.

- **Justification of amount and structure of funds**
 - Describe and justify the project costs with regard to their purpose, usefulness and necessity of acquisition. Describe only those items that are not fixed, i.e.: travel expenses, long-term intangible and tangible assets, office supplies and other consumables, services.

Documents tab

A place for attaching files. Only annexes concerning “the applicant’s and mentor’s professional specialisation and interest in the implementation of the student grant project” (signed CVs, list of publications etc.) may be attached. Other annexes shall be disregarded in the evaluation procedure. Attach a signed CV as a scan in the pdf format, other annexes in the pdf format.

Approval tab

Check with the contact person at your ECU about the approval method. In general, approval shall be done electronically:

- Select “Close and submit the proposal for electronic approval” in the Approval tab. The electronic approval process starts; persons in charge get an e-mail calling them to approve. You do not have to print out or sign any documents. As soon as the proposal is approved, you shall get an e-mail message.
- Please get in touch with the contact person at your ECU and inform him/her about the project finalisation.

Authorization tab

You can make your application accessible to other persons by means of the “Add authorisation” button (for reading only or reading and editing, at your discretion).

5. Publicity regarding outcomes

The student grant project outcomes are governed by the standard publicity rules of the Ministry of Education, Youth and Sports ([Pravidla pro žadatele a příjemce – Obecná část](#) – in Czech only). In case the rules cannot be applied due to technical reasons (e.g. order and arrangement of logos), information about the support from a given project or programme may be substituted in the textual form.

Publicity regarding outcomes shall be consulted by the student with the ECU administrator at the faculty.

6. Evaluation of application

The evaluation process shall commence on the working day following the deadline for submission of applications, which is specified in the Rector’s call. The evaluation process consists of 2 stages, whereas the application is assessed at the relevant faculty in the first stage. The second stage falls within the competence of the RMU Research Office.

In the first evaluation stage, the competition administrator at the ECU shall assess the compliance with formal criteria:

- the application is written in English,
- the topic of the application is not identical with the topic of the student’s doctoral thesis,

- the student is enrolled in a doctoral degree programme at MU in the standard length of studies and in the full-time mode, or is a student in the last year of a Master's degree programme and shall become enrolled in the doctoral degree programme no later than within 30 calendar days of the end of the submission period,
- the student is an investigator of only one student grant project for the period of IGA MU project implementation,
- the application is submitted by the deadline specified in the MU Rector's call.

After the formal criteria are met, the competition administrator at the ECU shall refer the application to the RMU RO. Two reviewer's reports shall be subsequently written for each application.

A sample of the reviewer's report regarding student grant applications within the IGA MU is attached to this information sheet.

More information about the evaluation procedure is stated in Section 6 of IGA MU Directive.