

Information about the implementation of student grants within the project IGA MU

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EVROPSKÁ UNIE
Evropské strukturální a investiční fondy
Operační program Výzkum, vývoj a vzdělávání



MINISTERSTVO ŠKOLSTVÍ,
MLÁDEŽE A TĚLOVÝCHOVY

Content

1. Regulations
2. Interim report
3. Mandatory activities
4. Travel obligations
5. Budget
6. Changes
7. Project outputs
8. Final report

Regulations

- Directive No. 2/2020 Internal Grant Agency of Masaryk University
- Information sheet for the implementation of student grants within the project IGA MU

All the documents are available at

<https://www.econ.muni.cz/en/phd/interni-grantova-agentura-mu>

<https://ucnmuni.sharepoint.com/teams/mu-RECT-IGAMU>

Interim report

A report on activities for each month of the project implementation

the ISEP → tab Approval – link Template:

- a) research and educational activities implemented in the month
- b) the investigator's workload
- c) evaluation of work on outcomes
- d) plan of activities for the next period

Must be completed by the end of the month → be signed by the investigator, the mentor and be approved by the IGA administrator.

Mandatory activities

- an educational or research activity abroad
- other educational events

Upload all the original documents proving your participation (a confirmation of participation, a trip report, a certificate etc.) into ISEP → tab Documents !

Travel obligations

INET → [Economics and accounting](#) → Business Trips: Travel authorisation form

- fill in all the necessary information about the trip (plan, budget)
 - enter the order number of your IGA grant
 - select whether you want the travel advances
 - click to hand over for approval
- before filling in, inform your mentor and the head of your department about your trip
- after returning, fill in a trip report + upload it into ISEP

Budget

- Personnel costs of the investigator **CZK 282,586**
- Personnel costs of the mentor **CZK 13,480**
- Other expenses connected with the implementation **CZK 111,220**
(travel expenses, low value tangible/intangible assets, material, small equipment, software, specialised literature, external education, services)

invoice → the secretary of the department → prepares an invoice order
→ the computer equipment technician N. Mandik → orders goods
(Centre for Information and Communication Technologies)
the librarian V. Fuksova → orders books
(Centre of Scientific Information)

Changes in implementation

Substantial changes → *must be approved by the Vice-Rector*

- a change in the person of the mentor
 - transfers between the budget items over CZK 12,000
- the request must be submitted through ISEP – tab Approval:
to fill in a brief description of the change and click to approval

Changes in implementation

Insubstantial changes → *after a consultation with the mentor must be approved by the IGA administrator*

- transfers between the budget items up to CZK 12,000
 - a change in the destination of the stay abroad, partial changes in the student grant focus, or investigation methods
 - other changes
- the justification shall be part of monthly reports on activities and be included in the final report
- is recommended also the request submission through ISEP

Project outputs

- all relevant outputs that are listed in the student grant application must be uploaded into ISEP – tab Documents
- all the publications should be dedicated to the project
- the outputs must meet the rules for publicity – to state the logo of EU and the Ministry of Education (grant providers)

Final report

- during January 2022, filed through the ISEP:
 - a) summary of the implementation of the grant
 - b) summary of outcomes/results achieved
 - c) fulfilment of educational aims stated in the application in the form of reflection
- the mentor will summarize the mentored activities and give recommendation for further/future research of the student
- January-March 2022: evaluation of the implementation of the student grants by the evaluation panel

Your questions



Thanks for your attention

