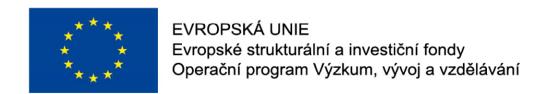


# Information about the implementation of student grants within the project IGA MU

January 21, 2021





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#### 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 <a href="https://www.econ.muni.cz/en/phd/interni-grantova-agentura-mu">https://www.econ.muni.cz/en/phd/interni-grantova-agentura-mu</a>

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  $\rightarrow$  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 → <u>Economics and accounting</u> → 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 <u>CZK 111,220</u> (travel expenses, law value tangible/intangible assets, material, small equipment, software, specialised literature, external education, services)

```
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



