

METHODOLOGY DIRECTIONS TO DIRECTIVE NO. 11/2019 REGULATIONS OF STUDENT GRANT SYSTEM AT FEA MU FOR RUNNING AND FINANCIAL MANAGEMENT OF STUDENT PROJECTS IN 2020

Relevant directives and regulations:

[MU Directive No. 8/2017 Grant Agency of Masaryk University \(in Czech only\)](#)
[Annex No. 1 to the MU Directive No. 8/2017 Grant Agency of Masaryk University \(in Czech only\)](#)
[FEA Directive No. 11/2019 Regulations of Student Grant System at FEA MU](#)
[MU Directive No. 6/2016 Project Management](#)

+ the document ["Authorization of Principal Investigator"](#)

The Budget – Eligible Costs

Personal Costs

Scholarships for students

1. **travel expenses** for conferences and study visits: transportation, accommodation, conference fee, diets
2. **"reward"** for creative work in carrying out the project

Labour Costs, Other

3. a reward for the guarantor (the sum + 34,8 % social and health insurance payments + statutory social fund payment)
4. Contracts for Work for other people engaged in carrying out the project

Small-scale tangible and intangible assets – any purchases must be closely related to carrying out the project

5. tangible assets – appliances, machines, movable equipment up to CZK 40,000
6. intangible assets – software, databases, etc. up to CZK 60,000

Office supplies and other consumables

7. office supplies – papers, toners ...
8. literature (professional books) related to carrying out the project

Services

9. translations and proofreading of publications
10. data purchases and other

Overhead Costs

11. in the amount of 16.75 % for 2019; new will be set for 2020 and then deducted from the budget

Ineligible Costs:

Publicity and promotional items, presents, presentation expenses, refreshments, and entertainment **cannot be covered** from the Specific Research Projects !!!

Practical Information to Budget Use:

Scholarships

ad 1)

- transport by train, bus, plane
- accommodation can be paid out only for the number of days corresponding to the time of the event duration + days necessary for transportation to the event venue
- diets can be used up to max of 20 EUR/day - only when traveling abroad outside Slovakia
- conference / study trip travel expenses can be covered by a scholarship before the trip – well-founded costs estimation – drafting the plan¹ – uploading to the ISEP “Documents” tab / or the travel expenses can be refunded after return
- uploading the trip-related accounting documents to the ISEP “Documents” tab
- internships to be carried out by the end of October

ad 2)

- scholarships as "rewards" for creative work can be used up to 50 % of the total “Scholarships” budget item
- paid out one-off (not on a regular monthly basis)

Scholarship proposals – are assigned by the project investigator (scholarships for themselves and for other students in the team): the INET application – Financial control – Scholarship proposals / approved by the operation mandator (the project guarantor) and the budget manager (the head of the Office for Science, Research, Quality and Qualification)

Salary Costs

ad 3)

- a reward for the guarantor – write please the information: to whom, how much and for what work you want to reward and send it to the address: veda@econ.muni.cz
- paid out after the beginning of a new academic year (from October to November 2020 the best)

ad 4)

- contracts for Work filling-in to be dealt with in advance with Daniela Marcollová

Material Costs

ad 5) 6) 7) 9)

- invoices – as the first step, prepare an order via the secretary of the department
- invoice to FEA MU; state the investigator, project code, and project order number in the content

ad 8)

- books to be ordered via the Centre of Scientific Information (send your request to the address: veda@econ.muni.cz)
- invoice to FEA MU; state the solver, project code, and project order number in the content

ad 10)

- data purchase for research – two options:
 - a) the purchased data are provided only to a particular person, i.e. the project investigator + the project team – the researcher pays for the data with their money and then refunds the money to themselves in the form of a scholarship – upload a proof documenting price of the purchased data in the ISEP “Documents” tab
 - b) the purchased data will be used also by other colleagues at the department or at the faculty – purchase via an invoice issued to FEA MU – the same procedure as for the invoices above

When using the budget, the emphasis is placed on **economy and efficiency!**

All expenses must be **closely related to carrying out the project!**

Important: draw your budget continuously from the start of the project implementation – 50 % of your budget should be spent by the end of September – if not, the remaining funds can be withdrawn and redistributed to other projects !!!

¹ The Planned Travel Budget form is available at: <https://www.econ.muni.cz/en/phd/student-grant-system>

Budget Adjustments

The actual amount of the Ministry of Education special-purpose support for Specific Research at the Masaryk University – new allocation of financial sources to the faculties – adjustments of budgets of particular projects.

Financial Management and Project Running Schedule:

January	assigning an order for each project
before February 20	stating the project in the Individual Study Plan
February to March	new allocation of support for Specific Research – adjustments of the budgets
June	1 st checking of the budgets and their use
the end of September	2 nd checking of the budgets and their use - 50% of the budget should be spent
October 20	re-checking of the budgets that have not been adequately spent
October to November	paying out the rewards for guarantors, the scholarships
mid November	3 rd checking of the budgets and their use
before December 10	deadline for paying out the scholarships and rewards
before December 18	the budget is totally spent
January 15, 2021	filling in the final report and the project evaluation by the guarantor
January 18 – February 2, 2021	projects presentation at the department and evaluation by the department opponent
February 8 – March 8, 2021	evaluation of completed projects by an evaluation committee at FEA MU, presentation of selected projects in front of the committee
After March 8, 2021	review of the faculty evaluation by MU evaluation committee + Rector's decision

Project Results (publications)

- each publication must be dedicated to the project:
example: “*This research is supported by the Masaryk University internal grant no... + title...*”
- all results must be put in the Information System (IS) and transferred to the RIV database
- thank for the financial support obtained from the Specific Research in the dissertation

Changes in the Project

Substantial changes in the project – an application addressed to the Vice-Rector for Research

- a) change consisting in the transfer of financial support between two projects
- b) change of the principal investigator
- c) early termination of the project – the investigator fills in the Final Report (summary of existing project results including a statement of financial sources).

All significant changes must be **announced** to the Office for Science, Research, Quality and Qualification **one month in advance!**

Other important changes – an application² addressed to the vice-dean (Assoc. Prof. Petr Pirožek)

- a) change of a member of the research team (extension/reduction of the team)
- b) change in the itemised budget structure of the project amounting to more than 10% of the overall amount

Submit the Request/Change form, signed by the principal investigator and the guarantor, at the Office for Science, Research, Quality and Qualification.

² The Request/Change form is available at: <https://www.econ.muni.cz/en/phd/student-grant-system>

The Final Report

- a tab in the “ISEP” – to be filled in before January 15, 2021
- description of all results achieved (state also publications in review procedures or in print)
- sorting out the results by categories (Jimp, Jsc, Jost, B, C, D, W) + checking with the Results tab
- description of participation in scholarly events (Conferences, Scholarly Placements etc.)
- explanation of any changes in using the budget compared to the plan

Print and sign the Final Report (the “Approval” tab) **and pass it to the Office for Science, Research, Quality and Qualification.**