

METHODOLOGY DIRECTIONS FOR RUNNING AND FINANCIAL MANAGEMENT OF STUDENT PROJECTS WITHIN THE STUDENT GRANT SYSTEM AT FEA MU IN 2022

Relevant directives and regulations:

[MU Directive No. 3/2020 Rules of Specific University Research](#)

[FEA Directive No. 11/2019 Regulations of Student Grant System at FEA MU](#)

[MU Directive No. 6/2016 Project Management](#)

All the documents and forms are available at: <https://www.econ.muni.cz/en/phd/student-grant-system>

The Budget – Eligible Costs:

Personnel Costs

Scholarships for students

1. **travel expenses** for conferences and study visits: transportation, accommodation, diets, conference fee
2. **courses, training** related to the project or development of skills of the researcher and approved by the evaluation committee in the project proposal
3. **"reward"** for creative work in carrying out the project in the amount CZK 30,000

Wage Costs, Other

4. a reward for the guarantor (max. CZK 10,000 + 34,8 % social and health insurance payments + statutory social fund payment)

Material Cocts

Travel expenses

5. for travel for the guarantor approved by the committee in the project proposal (up to a maximum of CZK 20,000)

Small-scale tangible and intangible assets – any purchases must be closely related to carrying out the project, up to a maximum of 5 % of the total budget

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

Office supplies and other consumables

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

Services

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

Overhead Costs

12. in the amount of 16.81 % for 2021; new will be set for 2022 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 on budget implementation:

Travel Scholarships

- transport by train, bus, plane; in very exceptional and justified cases it is possible to use your own vehicle, the costs will be reimbursed on the basis of the documented ticket price to the destination
- 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 of EUR 519/month or EUR 420/month, depending on the breakdown of high/low cost of living countries
- conference / study trip travel expenses can be covered by a scholarship before the trip – well-founded costs estimation – drafting the *Planned Travel Budget* – 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 and propose the scholarship

Scholarships for creative activity

- CZK 30,000 for the investigator, to be paid once every 2-3 months in a proportional amount corresponding to the intensity of the creative activity

Scholarships for courses and training of the investigator

- upload proof of the course price (invoice in the participant's name) + proof of payment (bank statement) to the Documents tab in ISEP and propose the scholarship in that amount

Reward to 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 in November 2022

Contracts for Work

- for ancillary work on the research, e.g. a service such as data collection without data analysis, or for expert consultation
- consult the coordinator in advance

Invoices

- as the first step, to have prepared an invoice order issued by:
 - the secretary of the department: for office supplies, proofreading of publications, purchase of data
 - Nicolas Mandik from ICTS: for small equipment and software
 - Ms Fuksova from Library: orders for professional books
- invoice to FEA MU; state the name of investigator, project code, and project order number in the content

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

Financial Management and Project Running Schedule:

January	signing the document Authorisation of Principal Investigator, setting up an order for each project
before February 20	stating the implementation of the project in the Individual Study Plan

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
November	presentation of the projects in front of colleagues, paying out the rewards for guarantors
December 9	deadline for paying out the scholarships
December 19	the budget should be totally spent
January 15, 2023	filling in the final report and the project evaluation by the guarantor
until March 17, 2023	evaluation of completed projects by an evaluation committee at FEA

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)
- thank for the financial support obtained from the Specific Research in the dissertation thesis

Changes in the Project

Substantial changes in the project – an application addressed to the dean

- (1) a change in the budget breakdown consisting in the transfer of funds between projects
- (2) a change in the person of the investigator
- (3) early termination of the project
- (4) overspending a budget item by more than 20 %

Submit the Request/Change form, signed by the investigator and the guarantor, at the Office for Science, Research and Doctoral Studies.

The Final Report

- a tab in the “ISEP” – to be filled in before January 15, 2023
- 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

After filling in the report, start the Project Evaluation by the guarantor in the Approval tab.