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Univerzita Palackého  
v Olomouci

**PALACKÝ UNIVERSITY OLOMOUC POLICY**

R-B-26/06

**Palacký University Young  
Researcher Grant Policy**

Responsibility: Vice-Rector for Doctoral Studies and Junior Science

Date the policy comes into force:

Date the policy comes into effect:

# Palacký University Young Researcher Grant Policy

## Article 1

### Introductory provisions

1. This policy of Palacký University Olomouc (hereinafter referred to as “UP”) defines the rules of the Palacký University Young Researcher Grant Competition (hereinafter referred to as “Young Research Grant”, “grant” or “project”) in line with the research-related objectives laid down in the 2021+ Strategic Plan for Education and Creative Activities at Palacký University Olomouc.
2. This grant competition aims to support young researchers or members of academic staff below the age of 37, with international experience, in establishing new research teams and laboratories, as well as developing their independent research agenda in order to support the preparation of a high-quality international project including, without limitation, applications for projects within the European Framework Programmes for Research and Innovation.

## Article 2

### Basic rules

1. The project proposals may be submitted in the areas of active research at Palacký University.
2. The funding allocated in the call is determined by the Rector. As a rule, between one and thirteen grants are awarded. It is possible that no grant is awarded.
3. Subject to the evaluation, grants may be awarded to fund projects implemented at faculties or the university institute of Palacký University.
4. Subject to the evaluation, one grant may be awarded to an applicant employed at a university that is a member or associated partner of the AURORA Universities Alliance.
5. The remaining grants, up to the maximum of 13 grants, may be awarded in areas of active research at Palacký University with the highest ranking in the evaluation.
6. The research period of the Young Researcher Grants equals 36 months. The period begins on 1 January of the year following the year when the proposal was submitted. The period ends on 31 December of the third year of the research period.
7. A maximum of one project proposal may be submitted per researcher in one calendar year. The applicant must be identical to the principal researcher.
8. Anyone meeting the criteria defined below may submit a project proposal; the applicant need not be employed by UP at the time the proposal is submitted.
9. The applicant agrees to submit an application for a project within the European Framework Programmes for Research and Innovation not later than in the third year of the research period.
10. Project proposals will be rejected without consideration if
  - a) the applicant does not meet the conditions defined herein, or, as the case may be, in the call for proposals;
  - b) the applicant has been awarded the Young Researcher Grant before.
11. The Young Researcher Grant Competition is administered by the Project Service of Palacký University (hereinafter the “Project Service”).

## Article 3

### Call for proposals and requirements for project proposals

1. The Rector shall publish a call for proposals (hereinafter the “call”) for the Young Researcher Grant Competition not later than by the end of April of the year preceding the start of the grant. The call will define, inter alia, a binding schedule for submitting project proposals and individual evaluation stages.

2. A list of the projects is submitted to the UP Grant Board (hereinafter the “Board”) in an electronic form through the Project Service.
3. The project team will be comprised of:
  - a) the principal researcher who must meet all of the following criteria:
    - i. the principal researcher is employed at UP as a member of academic staff or a researcher upon start of the project as well as throughout the entire project period unless an exception under Paragraph 4 applies;
    - ii. the principal researcher is younger than 38 years of age at the moment the project proposal is submitted;
    - iii. the principal researcher holds the PhD degree or an equivalent degree at the moment the project proposal is submitted;
    - iv. a maximum of 8 years have elapsed since he or she was awarded the PhD degree (maternity leave, parental leave or long-term sick leave is not included in the period);
    - v. the principal researcher achieves excellent results in the respective field and is engaged in international cooperation;
    - vi. the principal researcher has completed a stay abroad not shorter than 3 continuous months;
  - b) other members of academic staff or researchers employed at UP;
  - c) students of UP;
  - d) non-research employees of UP.
4. The applicant need not be employed by UP at the moment the project proposal is submitted. The employment at UP must come into existence not later than on the date of commencement of the research period; in exceptional cases, the employment may come into existence within 4 months after the decision to award the grant has been issued. Each project proposal must specify the applicant. Once the respective agreement has been entered into or the decision to award the grant has been issued, the applicant becomes the principal researcher. If the principal researcher fails to be employed by UP as a member of academic staff or a researcher by the commencement of the research period in situations including cases where the principal researcher fails to be recruited under the Academic Staff Recruitment Policy of Palacký University Olomouc, the proposal submitted under Article 4 is deemed as if not submitted. The principal researcher must be employed by UP at least on a half-time basis (i.e. a minimum of one half of the weekly working hours, FTE of 0.5) for the purposes of the Young Researcher Grant.
5. The project team may be modified by the principal researcher even during the research period.

#### **Article 4**

#### **Project proposal**

1. The project proposal must be submitted in English in an electronic form and must include the following:
  - a) project title;
  - b) the following details related to the applicant/ principal researcher:
    - i. identification details (name, surname, date of birth, address of the current workplace, phone number and e-mail address);
    - ii. a structured CV;
    - iii. a list of a minimum of five major publications related to the proposed project authored or co-authored by the principal researcher;
    - iv. WoS/Scopus scientometric indicators (number of publications, number of citations);
    - v. a complete list of publications, or other research output, as the case may be;
    - vi. details of the completed stay abroad;
  - c) details of other members of the research team or a description of vacant positions if the specific names are not known at the moment the proposal is submitted;
  - d) a short abstract of the project (a maximum of 1000 characters);
  - e) a project description, amount of funding required and the explanation of funding for each year of the research period (a maximum of 5 pages including relevant citations and figures);
  - f) project aims;
  - g) a description of the proposed procedure, including the time schedule to achieve the aims of the

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project, including the compatibility with the focus and infrastructure of the faculty or university institute at which the project is to be implemented;

- h) a consent with the project granted on behalf of the faculty or university institute (constituent part) at which the project is to be implemented attached as a separate annex.

### **Article 5**

#### **Evaluation of project proposals, grant award**

1. UP constituent parts will nominate external evaluators of project proposals. A minimum of 6 evaluators will be proposed for each project. The list of evaluators will be submitted to the Board through the Project Service.
2. The Board is appointed by the Rector. The Board has a total of 12 members. Members of the Board may not be substituted for by other persons. The members of the Board include representatives of the faculties, the university institute, the Vice-Rectors for Science and Research and Junior Science and a representative of the Project Service. The Board is presided over by the Vice-Rector for Junior Science.
3. The Board will issue a resolution to appoint one of its members a rapporteur for each project; the rapporteur should work at the faculty or university institute at which the project is to be implemented.
4. In cooperation with the Project Service, the rapporteur will select two external evaluators from the nominations proposed by the respective constituent part; the external evaluators must be approved by the Board.
5. The project proposals will be first evaluated by two independent external evaluators appointed by the Board; the Board will rely on the rapporteur's report to draw up a list of the project proposals for funding allocation reflecting their priority.
6. Meetings of the Board are convened by the Presidents, and
  - a) the meetings are not open to the public; if invited by the President of the Board, external evaluators may attend the meetings;
  - b) minutes of the meetings are drawn up;
  - c) two thirds of the members of the Board constitute quorum;
  - d) for a resolution to be adopted, it must be approved by a majority of the members present;
  - e) in the case of a tie, the President has a casting vote.
7. The Board prepares, subject to the consensus of its member and in view of the allocated funding, a list of project proposals depending on the ranking of the projects under Paragraph 5 for the award of the grant and submits it to the Rector together with reasoning. The Board must provide justification for any decisions deviating from the rapporteur's recommendations.
8. Each proposal is evaluated with respect to its quality, i.e. its research excellence, and
  - a) whether the research aims of the project are clearly defined;
  - b) whether the project is ambitious and original;
  - c) whether the applicant acts in an independent and autonomous way;
  - d) the research activities of the applicant with focus on excellent results and international cooperation.
9. The Rector of UP decides on the award of the grant subject to a recommendation by the Board. No remedy is admissible against the decision.
10. If the applicant was not employed by UP at the time the project proposal was submitted, and is later awarded the grant, UP shall provide such an applicant with any cooperation necessary to meet the condition of employment by UP under Article 3(4).

### **Article 6**

#### **Funding**

1. The funding may range from CZK 1 million to 4 million per project (5 million in the case of projects under Article 2(4)); 70% the funds will be allocated from the institutional funds for strategic development of a research institution and 30% will be allocated from the budget of the respective faculty or university institute. If the requirement under Article 2(6) hereof is not met, the proportion changes as follows with retrospective effect for the entire research period: 50% of the funds will be allocated from the institutional funds for strategic development of a research institution and 50% will be allocated from the budget of the respective faculty or university institute.
2. The funding is allocated separately for each calendar year of the research period.

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3. The breakdown of the funding allocated for the project:
    - a) staff costs that include salaries, statutory levies and social and health insurance contributions and scholarships; the monthly gross salary of the principal researcher will be determined in compliance with applicable UP policies<sup>1</sup>;
    - b) other costs including operating costs, acquisition costs of small tangible assets (not exceeding CZK 80,000 per item), small intangible assets (not exceeding CZK 80,000 per item), travel expenses and payments for services.
  4. The principal researcher may transfer funds between the above categories if such transfer does not exceed 25% of the volume of the budget for each category. Otherwise, the principal researcher must apply for a prior approval of the Board through the Project Service.

#### **Article 7**

#### **Management of the allocated funds, interim report, final report and publication of results**

1. The principal researcher is responsible for due and economical use of the allocated funds in compliance with the applicable laws and regulations and the policies and regulation of UP, the Rector's call issued under Article 3(1) as well as the terms of the competition defined by the Young Researcher Grant Competition Policy or by the agreement executed with the principal researcher.
2. The principal researcher of the grant shall
  - a) use any intellectual property and property rights to the research and science results in accordance with the applicable laws and regulations as well as applicable UP policies;
  - b) produce, if requested to do so by the Project Service, any documents evidencing the use of funds; and submit them to the Board through the Project Service;
  - c) return the allocated funding that cannot be used back to UP by the set deadline (keep the funds on a UP account), but not later than 31 days after the end of the accounting period or the termination of the grant; the unused funding is returned to the budget of Palacký University and the faculty or university institute in proportion to their contributions.
3. The funding for the project may be suspended as long as necessary if serious grounds related to the principal researcher exists or if he or she requests so. Such a suspension must be approved by the Rector upon proposal of the Board. The period of suspension is not included in the research period, and the project termination date is postponed accordingly.
4. If the principal researcher is transferred to another department (unit) of UP, such a department takes over any obligations arising from such a transfer. The Project Service must be informed in advance of the extent and the details of such a transfer and must be provided with the consent of both of the departments (units) involved.
5. The grant is not transferable outside UP. The use of the funds allocated under the grant is conditioned by the employment of the principal researcher under Article 3(3)(a)(i) and its duration throughout the research period.
6. Upon proposal of the Board, the Rector may suspend the grant with immediate effect and demand, in compliance with the terms of the grant, that the principal researcher return any unused funds be if the rules of the grant competition are violated.
7. On an annual basis the principal researcher shall provide the Board with an interim report on the project and an overview of the funds used not later than by 15 January; the report must not be longer than 5 pages (including figures). The overview will also include a draft budget for the following calendar year. If the project receives positive feedback, the Board will recommend that the funding be provided in the following year as well (until the end of the research period) within 1 month of the receipt of the interim report. The Rector will decide on the funding for the following year.
8. The principal researcher shall draw up a final report (not exceeding 5 pages including figures) which includes the description of the project activities, a list of publications and overall evaluation of the project output, and shall submit the report to the Board through the Project Service within 31 days of the end of the project. The Board approves the report at its meeting; the principal researcher may

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<sup>1</sup> The threshold is defined for a full-time employee, i.e. FTE of 1, and will be adjusted accordingly for part-time employees.

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attend the meeting and deliver a short presentation with a summary of the project results.

9. The principal researcher is responsible for:
  - a) incorporating a reference to the project in a publication or any other project outcome, including the affiliation of the authors to UP and the respective department (unit);
  - b) entering information on the achieved results into the internal record system of UP (OBD).

### **Article 8** **Transitory provisions**

Unless expressly agreed otherwise by UP and the principal researcher, Palacký University Young Researcher Grant Policy No. R-B-22/10, as amended, will apply to any grants awarded thereunder.

### **Article 9** **Final provisions**

1. Palacký University Young Researcher Grant Policy, UP Policy No. R-B-22/10, as amended, is hereby repealed.
2. This policy comes into force on the date it is published and comes into effect on the first day after it comes into force.

In Olomouc, 30 April

doc. JUDr. Michael Kohajda, Ph.D.  
Rector of UP