

Regulations for submission of projects to the Scientific Internal Grant Agency at the Faculty of Chemical Engineering (FCHI) for the year 2025/2026

When submitting project applications, it is necessary to comply with the conditions published in the Announcement of internal grant competition at UCT Prague for the year 2025/2026. Based on the stated materials for internal grant competition at UCT Prague, the Faculty Grant Commission (FGC) of FCHI adopted the following regulations for submission of project applications at FCHI for the year 2025/2026.

A. In addition to the limits applicable to all-school (see Rector's Decree No. A/V/961/24/2024), FGC defines the following rules for research projects:

1. Maximum amount of stipend per student as total for all submitted research grants (A2):

Student of a doctoral study programme – CZK 3 500/month, i.e. in case of maximum duration of financing, which is 12 months, **CZK 42 000**

Student of master's studies – CZK 500/month, i.e. in case of maximum duration of financing, which is 12 months, **CZK 6 000**

where the number of students of master's studies within one submitted project is limited by the condition that **the number of master's students \leq number of PhD students**. This condition must be observed for the entire duration of the project.

Maximum amount of salary costs per academic worker as total for all submitted research grants – **CZK 30 000**.

These limits are derived from the estimated amount which will be granted to FCHI for the year 2025/2026, from the expected costs of disciplinary grants (A1).

- 2. Total salary costs (remuneration and work performance agreements) of academics engaged in the project are 0% of the total stipends of students engaged in the project. The academics engaged in the project shall include the applicant's supervisor or supervisor-specialist.** If in the accepted projects the total salary costs of an academic employee exceed the maximum amount of salary costs defined in point 1, the Faculty Grant Commission will reduce the salary costs.
- 3.** Only students of full-time doctoral studies and students of master's studies from UCT (situation as at the moment of submission of the application) may be engaged in a research grant. In case of unplanned termination of studies of a master's programme student or of a full-time form of study of a PhD student, the applicant has to notify the chairperson of the FGC of the change to the project team and has to transfer the stipend and personal costs of the supervisor for the respective time when the student is not participating in the project; the money shall be transferred to the reserve fund of the faculty.
- 4.** Students of the second year of master's studies can have the stipend planned till no later than 30. 6. and it is not possible in the application to rely on the fact that such student will be admitted to doctoral studies and will continue the work on the project as a PhD student (in the role of a member of the project team or principal investigator). Financial costs in relation to each student must be justified in the application.
- 5.** Example of how to calculate a reduced stipend: The pro-rata financial amount of a PhD student who terminates full-time studies at 31. 8. is CZK 21 000. The pro-rata financial amount of a student of the second year of master's studies (termination of studies as at 30. 6.) is CZK 2 000.

6. The project description shall contain the following parts:

- Project name in Czech and English
 - Names and Surnames of the applicant and other members of the project team with information that the person is a PhD or a master's student or a supervisor, or as the case may be, of a thesis supervisor or other academic worker
 - abstract
 - summary of the current state of knowledge including references to literature and other sources,
 - project plan itself – project objectives and a description of what is going to be worked on and how, what outcomes will project implementation bring,
 - time schedule of project implementation
 - Information on readiness of the applicant, the project team and the respective workplace – e.g. available instrumentation,
 - justification of financial requirements (e.g. purchase of low-value tangible assets, expected participation in conferences, etc.),
 - applicant's most important publication activities,
 - applicant's most important publication outcomes from projects implemented in previous years of ICA at UCT Prague.
- 7.** Participation in conferences is possible only with own paper (presentation, poster).
- 8.** In case of participation of a student from other faculty than FCHI it is necessary to contact the chairpersons of the FGC of the participating faculties pursuant to the Principles of student grant competition to support projects of specific university research at UCT Prague.
- 9.** The final report on project implementation will have maximum 4 pages of A4 format and will comply with the formatting instructions applied to project proposal.
- 10.** In the description of the project, it is also necessary to include solved projects (GAČR, TAČR, etc.) related to the presented topic, if any of the members of the solving team participate in them, and to explain the difference between the submitted project and the solved ones, so that it is clear that it is not a double financing (i.e. it is not possible to draw funding from different sources for one solved topic).

B. In addition to the limits applicable to all school, the FGC defines the following limits for disciplinary projects (A1):

1. Salary costs of an academic worker are 0 % of the stipend of the respective student.
2. Operating costs represent 0 % of the amount for stipends of PhD students participating in the project implementation.

For FGC of FCHI



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