

The Rector has issued the following Directive on the basis of Section 17(1)(a) of Act No. 111/1998 Coll., on higher education institutions and on the amendment to some other acts (the Higher Education Act), and on the basis of the provision of Article 5 of the Statutes of the Academy of Arts, Architecture and Design in Prague, effective from 1 September 2017:

## Principles of NERD Grant Competition

Rector's Directive [no. 11/ 2021]  
of [11/8/2021]

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### 1. Basic Provisions

The NERD (**N**etwork of **E**xcellence in **R**esearch for **D**octoral Degree Students) programme is a programme aimed at supporting research projects of doctoral degree students at the Academy of Arts, Architecture and Design in Prague (hereinafter referred to as "UMPRUM"). The programme is supported within the OP RDE "Improvement of internal grant projects at UMPRUM" project (registration number CZ.02.2.69/0.0/0.0/19\_073/0016946).

The goal of NERD is to increase the skill level of Ph.D. students necessary for their future professional success in the field of research and development.

The competition is held at UMPRUM in the field of Humanities and Arts (according to the Frascati manual, 2015).

### 2. Conditions of the Competition

The NERD programme will support research projects of selected doctoral degree students within the framework of the announced calls.

A call will be posted on the UMPRUM website in the Science, Research section and will set a competition deadline for the submission of projects and other time specifications.

The project proposal can be submitted by a doctoral degree student at UMPRUM during the standard study period. The researcher must be a student throughout the project.

The competition is limited to individual projects, so each project has one researcher.

Each project must have the support of a mentor, i.e. a member of the research or academic staff of UMPRUM with at least Ph.D. academic qualification, who provides the grant researcher with professional and methodological support, but is not part of the researcher's team. The mentor can be the supervisor of the dissertation.

The length of the student grant is 3-10 months.



The topic of the student grant shall not be identical with the topic of the project researcher's dissertation, but research activities within the project may be part of the researched topic within the framework of the doctoral study and the project outputs can be used for the dissertation.

The same project may not be implemented within the UMPRUM Student Grant Competition.

One student can be a researcher of only one student project funded under the NERD programme at a time.

Activities within the project should lead to the achievement of results applicable within RIV/RUV<sup>1</sup>. This condition will be assessed as part of the evaluation of the student project and the supervisor of the dissertation will comment on it. The degree of fulfilment will be described by the student in the Final Activity Report and supported by other annexes (e.g. manuscript of an article, prepared materials for an exhibition, workshop programme, etc.).

During the implementation of the student grant, researchers must carry out at least one educational/research activity abroad (e.g. internship, summer school, research stay, active participation in a conference). These activities can be carried out both in the EU and outside the EU. If the educational/research activity is carried out in a country where the student's mother language is generally understood (e.g. Slovakia), at least part of the activity must be carried out in a foreign language (e.g. presentation of a paper, a study text).

The amount of the researcher's workload for the duration of the project implementation is remunerated and corresponds to 0.5 FTE.

The maximum workload of the researcher at UMPRUM for the duration of the project je 1.2 FTE (this applies if the researcher has other agreed workloads at UMPRUM).

### **3. Submission of Project Proposal**

The student submits the project proposal within the competition period electronically via the link published in the call. As part of the call, the necessary forms and annexes will be published on the school's website.

The student grant application, including all annexes, must be prepared and submitted in English language.

The project proposal shall contain in particular the characteristics of the project, expected outputs, educational objectives, project budget, the student's CV, statement of the supervisor of the dissertation, consent of the mentor, the mentor's CV and other requirements specified in the application.

### **4. Structure of Funds**

Student grants are funded through unit costs. The unit cost will cover personal costs of the researcher, other costs associated with the implementation of the project (travel expenses, professional literature, small equipment, material, software, external training, etc.), remuneration for the mentor and costs associated with the

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<sup>1</sup> RIV – Register of Information on Results / RUV – Register of Artistic Outputs

organization and administration of student grants. Only non-investment expenses of the project can be covered from the grant.

The amount of the unit cost corresponding to a workload of 0.1 FTE/month of one student grant researcher is CZK 7,986. In the case of a higher degree of work involvement, the amount is multiplied proportionally; i.e. with a workload corresponding to 0.5 FTE, the amount of the grant is CZK 39,930 per month and researcher.

The amount that will be used from each unit to cover the personal costs of the researcher (student) is CZK 4,667 for a workload corresponding to 0.1 FTE/month (CZK 23,335 with 0.5 FTE per month).

The basic structure of the budget consists of:

- a) personal costs of the researcher (see calculation above) will be paid in the form of scholarship,
- b) remuneration for the mentor (altogether CZK 20,000 for the period of the project implementation + employer's transfer payments – will be paid in the form of remuneration),
- c) other costs (covering the researcher's travel expenses, costs of professional literature, small equipment, material, software, external training, etc. – will be also paid in the form of scholarship),
- d) school's overhead costs in the amount of 10% of the total project budget, covering costs associated with the administration and organization of student grants.

The amount of the grant corresponding to personal costs (letter (a)) and other costs (letter (c)) will be paid to the researcher in the form of scholarship. The use of other parts of the grant budget (mentor's remuneration according to letter (b) and overhead costs according to letter (d)) will be arranged by the project administrator.

A detailed breakdown of the amounts per cost unit and the total amount of the grant are shown in the budget calculator, which is included in the project application.

The researcher is obliged to take out travel insurance for foreign trips, which he/she will pay from the funds intended for other project costs.

## **5. Evaluation of Project Proposals**

The evaluation of projects will take place in three stages:

- I. formal evaluation – carried out by the competition administrator. In case of deficiencies, the competition administrator will invite the student to rectify them within a predetermined period. If the deadline for rectification is not met or if the project does not meet all formal requirements even after the invitation, the project will be excluded;
- II. factual evaluation by external evaluators – each project is evaluated by two external evaluators from the database of evaluators, assigned to the project by the competition administrator according to their specializations and with regard to their capacity. Each evaluator will award a total of 0 to 100 points to the project in the following categories: a) overall quality of the project – professional standard, quality of elaboration (0 to 40 points), b) clearly defined and achievable research goal, achievability of expected outputs (0 to 40 points), c) contribution of foreign activity in the project (0 to 10 points), d) adequacy of the budget and the length

of the project (0 to 10 points), and justify the points awarded with a comment. The final score from the factual evaluation corresponds to the average of the points awarded by both evaluators;

- III. evaluation by the Grant Commission for NERD, appointed by the Rector. The Grant Commission has a quorum if more than half of the members are present. The Grant Commission will assess the project proposals in terms of their feasibility and benefits for UMPRUM and will award additional points in the range of 0 to 40 points. The Grant Commission has the right to decide on a reduction of the requested funds (by limiting the length of the project), but the amount for the researcher's personal costs corresponding to the unit of funding must not be reduced. The total budget of the student grant must not be increased after awarded. Subsequently, the projects are ranked according to the overall point score (2nd and 3rd round). The minimum point limit for granting support is 90 points. The Grant Commission decides on the determination of the limit for granting or not granting financial support on the basis of available allocation and assessment of the quality of submitted projects. The Grant Commission shall keep minutes from their meeting and publish them on the UMPRUM website.

In the event that the leading researcher refuses the allocation of funds, the Rector may decide to allocate funds to the next project in order.

There is no legal entitlement to the award of financial support for the project proposal.

## **6. Project Implementation**

The project always starts on the first day of the calendar month and ends on the last day of the calendar month. The project can be interrupted (only for whole months). For each month of the grant implementation, the student grant researcher prepares the Activity Report (containing activities carried out in the given month, the amount of the researcher's workload for the given month expressed in FTE, evaluation of the progress of work on outputs, plan of activities for the following period, request for non-substantial or substantial changes, etc.).

The Activity Report must include a confirmation or certificate of participation in a foreign activity issued by the relevant foreign institution (for the month in which the activity was carried out/terminated). The confirmation or certificate must state at least the name of the institution, contact details and the length of the activity.

The Activity Report is submitted electronically via the project information system and at the same time in paper form to the competition administrator.. It must be signed by both the researcher and mentor and subsequently approved by the competition administrator.

At the end of the grant implementation, each researcher will submit the Final Activity Report (containing a summary of the grant implementation, achieved outputs and fulfilment of educational objectives stated in the student grant application, e.g. in the form of reflection). From the position of the mentor the Final Activity Report will also include: a summary of mentored activities, including the assessment of the grant implementation, acquired knowledge and outputs, recommendations for further/future research activities of the student). The Final Activity Report is

submitted electronically via the project information system and in paper form to the competition administrator. It must be signed by both the researcher and mentor and subsequently approved by the competition administrator.

Following the termination of the student grant, the Grant Commission evaluates the success of the grant implementation and confirms its successful completion in the Final Activity Report.

It is not possible to change the individual researcher or his/her workload. If the student wants to interrupt the project, he/she will ask the programme administrator in writing at least 14 days before the beginning of the following month. The student does not receive scholarship for the interrupted period nor draws other funds. The project implementation period is extended by the interrupted period.

With the consent of the mentor, it is possible to make minor changes, such as procedures to achieve the project goals, adjustment of the use of other costs, etc. The mentor's consent to a non-substantial change is expressed by his/her consent to the relevant monthly report, which describes the adjustments. Substantial changes, such as the goals and outputs of the project, must be approved by the mentor and subsequently by the Vice-Rector for Science and Research.

It is possible to change the mentor during the project. The proposal for the change of the mentor must contain the identification of the new mentor and his/her contact details. The proposal must be delivered to the programme administrator. The mentor can be changed on the 1st day of the month. The mentor's remuneration will be divided between the two mentors according to the length of the project mentoring.

A change in personal costs corresponding to the unit of funding is not possible. A change in the list of other costs listed in the project proposal is possible; the student will describe the change in the Final Activity Report.

The researcher is obliged to comply with these Principles and to properly draw and economically use the allocated funds for the project implementation.

The results generated with the support of NERD must state the dedication to the OP RDE project, registration number CZ.02.2.69/0.0/0.0/19\_073/0016946.

All projects must be completed by 30 April 2023 at the latest. The implementation period may be limited by a call for individual rounds.

## **7. Final Provisions**

The guarantor of the programme is the Vice-Rector for Science and Research of UMPRUM. The programme is administered by the NERD programme administrators (methodology specialists for the OP RDE CZ.02.2.69/0.0/0.0/19\_073/0016946 project).

The Vice-Rector for Science and Research regularly informs the management of UMPRUM and the Doctoral Study Subject-Area Board about the progress of the competition.

This directive shall come into force and take effect on 11/8/2021

In Prague, on 11/8/2021

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PhDr. et PaedDr. Jindřich Vybíral, DSc.  
Rector of **UMPRUM**