

1. **In case of complications with InSIS in connection the IGC application, contact the system integrator at the Office for Science and Research**

2. **Entering data for your CV in InSIS**

For the IGC application, you need to enter the information requested in the Application – CV of Researchers, namely:

- Personal data
- Education
- Science and research activities

**CV details must be entered in the "Creation of CV" and "Biographical Information" sections, not in the application form (to be entered by the proposer and co-proposers).**

**Procedures for entering data:** After you have logged in (it concerns both the proposer and co-proposers), you will find



Science and Research

**Biographical Information** (click here for entering data on education and science and research activities), **Creation of CVs** (click here for IGA CV)

Science and Research - Biographical Information:

- Data on education to be entered under Personal Data – Education, VSE students can download information from InSIS by clicking on the button below,
- Science and research activities to entered under Science and research activities.

Science and Research – Creation of CVs:

- The publications are automatically displayed based on the InSIS publications register. After clicking on Creation of CVs, it is necessary to select the IGA CV and then remove all the information from the list that the proposer does not want to be displayed in the IGA CV. **Remove publications that are not relevant so that your IGA CV shows a maximum of 15 main publications.**

3. In order to be able to indicate their capacity in the relevant table of the application form, the proposer must also be named in the team.

4. **Maintaining the ratio of students and academics in the team during the project – example:**

If the project proposer is a PhD student, the supervisor of the PhD student must be a team member. When a PhD student interrupts his / her studies during the project (assuming that he/she continues to work at VSE as an academic), he/she has to expand the team by one or two students depending on whether the supervisor remains in the team or not (the MEYS rules must be respected, which require that the number of PhD or master's students in the research team should be at least equal to the number of other members of the research team). The expected interruption of studies (under the conditions above) and the associated financing of the team members should be specified in the application.

5. In order to maintain the ratio of students (DS + MS) and academics in the research team and also to ensure timely payment of the remuneration, the co-researcher - student is required to inform the researcher in good time of the termination of the work on the project in case of interruption, termination as well as successful completion of studies.
6. **Meaning of the following sentence:**  
The sentence *"The share of labour cost or expenditure (including scholarships) in connection with doctoral and master's study programme students participating in the student project as researchers or other members of the research team must be at least 75 % of the total amount of labour costs or expenditures (including scholarships), reimbursed on the basis of eligible costs of the student project."* means that for a given calendar year, **item 4 accounts for at least 75 %** of the total financial remuneration of the researcher and co-researchers, including insurance, i.e. in total: **item 4 (scholarships of DS + MS students) + item 6 (wages of academics) + item 7 (insurance of academics) + item 8 (other labour costs) + item 9 (insurance – this applies to other labour costs) + item 10 (adjustment of paid insurance) = 100 %**.
7. Recommended hourly rate for calculating scholarships of DS and MS students: 200 CZK/hour for PhD students, 150 CZK/hour for MS students.
8. **Option to apply as PhD student or academic:**  
If the proposer is a PhD student who is also an academic at VSE, he/she may in exceptional cases choose to submit the application as an academic. In this case he/she will not have a supervisor in the team and will not be eligible for scholarships; and neither the name of the supervisor or the capacity (hours) in the "team members" section will be entered in the application in InSIS. Also, the proposer is required to indicate in the text part of the "budget" section of the application under "budget narrative and justification of budgeted items" that he/she acts as academic in the project, therefore requesting wage funds, not scholarships.
9. **Participation of BS students in IGC projects:**  
In the project proposal for a given calendar year, it is possible to list BS students as co-researchers only if they become MS students at the VSE during that year. In this case, it is necessary to indicate in the application when they will be involved in the project, specifying their contribution to the work (+ their capacity) and their financial remuneration (scholarship). It is not possible to pay financial remuneration to BS students.
10. **Involvement of students and academics from departments outside VSE:**  
It is strictly applicable that such a student must be from a workplace which, on the basis of an agreement with VSE, implements jointly with VSE an accredited study programme, in which students who are members of the research team are studying. Students and academics outside VSE may not be team members, **nor may an agreement to complete a job (DPP) be used.**
11. **Interruption of studies:**  
When a student interrupts his/her studies, he/she loses his/her status as a student and cannot be part of the team, therefore he/she is not entitled to the planned scholarship. In this case you cannot use an agreement to complete a job (DPP).

**12. Payment of remuneration through agreements:**

The funds (except for cases of cooperation on the project in accordance with Section 81 of Act No. 111/1998 Sb.) **are intended only for employees of VSE who are listed in the application by name (only persons registered in InSIS can be entered into the electronic application form)**. The funds for specific research can be used to reimburse work through agreements only if the activity in the agreement is not listed in the researcher's job description.

Recommendation concerning agreements: in projects, the researcher should only include wages and scholarships, and use agreements only in exceptional situations.

**13. Composition of teams in faculty projects:**

Team members a **faculty project** may be from other faculties of VSE provided that the definition of a faculty project is observed (see the call for IGC for the relevant year).

**14. IGC project card:**

The proposer is required to submit the project card for approval in InSIS under eAgenda – Contact centre.

**15. Selection of reviewers:**

At least one of the reviewers must be from a different department of VSE than the researcher or from another thematically relevant institution. The reviewers must hold at least a PhD or CSc.

**16. Explanation of budget items:**

- Foreign conference fees shall be under "Travel", national conference costs shall be under "Costs of other services"
- "Material costs" - material, purchase of literature, low-value equipment, SW
- "Costs of other services and non-material costs" - national conference costs, fees for database access, print, services

17. Investment is not allowed in IGC projects. An investment is defined as a tangible or intangible fixed asset (above CZK 80 000) with a useful life of more than 1 year.

18. A bachelor's, master's or doctoral thesis is not included in the list of publications.

**19. Noneligible items:**

Research funding (IGA grants) cannot be used to pay for educational activities such as study visits, internships, etc. Teaching activities cannot be covered by IGA grant funds. Project funds cannot be used to pay administrative staff.

20. As regards the organisation of a student scientific conference, no fee is charged. **Also, as per instructions from the Economic Department, the grant funds cannot be used to pay for refreshments.**

**21. Ordering publications from IGC project funds:**

This service is provided by CIKS (Library) for grant holders.

**22. Project specification:**

The project proposal should specify details related to the first year of the project, such as conference titles and dates, international travel and literature purchases. In the case of multi-year projects, the researcher must specify these data for the next year of the project in the application for continuation. Non-specific data will not be a reason for exclusion of the project, however, they will be taken into account in the assessment of the project.

23. In case of requests from FGC or GC to **complete or modify the IGC project** in the application, these changes shall be incorporated by the researcher into the project in InSIS. Detailed information on the requested changes will then be provided in the progress or final report.
24. In the case of publication outputs from IGC projects (e.g. book publications) abroad, the final report must include a justification why the publishing house was chosen (e.g. it is a prestigious publishing house in the field).
25. The researcher has the possibility to check the status of the project funds in the Webmailer application (more on the Economic Department website <http://eo.vse.cz/faq-zsa/resitel-grantu/>)
26. The list of publication outputs arisen from project results shall include the number of outputs in the categories as specified in the application (D1 (AIS), Q1 (AIS), Q2 (AIS), Q3 (AIS), Q1 (Scopus), Q4 (AIS), Q2-Q3 (Scopus), other).

*Information for PhD students:*

Please take into account the duration of your studies when preparing your project proposal. In case of termination of studies (both full-time and combined) during the project and your transfer to an academic position, make sure that the project proposal includes remuneration in the form of wage for the remaining period of the project (especially in the second half of the year) and observe to the required composition of your research team.

1 November 2023