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CATHOLIC UNIVERSITY IN RUŽOMBEROK

shaping minds and hearts  ~~.~~

RECTOR

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**Our label:** CZ 01532/2024 RE

**In Ružomberok on:** 22. Mai 2024

**METHODICAL GUIDELINES OF THE RECTOR**

**GRANT SCHEME FOR PROVIDING SUPPORT FOR THE RESEARCH OF DOCTORAL AND POSTDOCTORAL STUDENTS**

In order to motivate the increase in scientific research activity and continuously support the improvement of the quality of research activity of doctoral and postdoctoral students, it is necessary to ensure the following at all components of the Catholic University in Ružomberok (hereinafter referred to as "KU"):

1. **Publication of the call for proposals at all components of KU**

The declared call must be published on the main website of the university, as well as on the faculties´ website pages of KU, with the call itself primarily containing:

a) requirements for formal and other aspects of the application,

b) deadline for submitting the application,

c) address and location where applications should be delivered or submitted in person,

d) possible restrictions on activities and expenses,

e) requirements for demonstrating the eligibility and competence of the applicant in terms of this call,

f) the total financial amount allocated for the call,

g) the expected start of solution and duration of solution of the subject of the application,

h) criteria that will be used in the evaluation of submitted applications,

i) the call, including the relevant documentation, must be processed, and published bilingually.

**Responsible:**

Vice-rector for science and art of KU by October 1st of the relevant calendar year

1. **Supervising the fulfillment of application requirements**

Specifically, it is necessary to pay attention to compliance with the following criteria:

1. The applicant, i.e. a Slovak or foreign researcher, submits a signed application to the relevant vice-dean of the faculty, either in Slovak or English language,
2. the application always includes a project, which is submitted in two identical copies,
3. if it concerns a student of a third-level study program, the application includes a statement from the supervisor,
4. if it concerns a university teacher or researcher, the application includes a statement from the head of the department,
5. the application form itself is Attachment 1 to this methodological guideline,

**Responsible:** vice – deans of individual faculties of KU

1. **Assessment of applications at the faculty**

It is necessary to ensure the fulfilment of the following conditions specifically:

1. each application submitted to the relevant vice-dean is assessed by two independent evaluators, i.e. experts in the respective field from KU or from a partnering institution, by providing a written assessment,
2. the vice-dean of the faculty appoints the evaluators considering the addressed issues, ensuring that the selection process avoids conflicts of interest in accordance with the Directive 2021/C 121/01 on preventing and managing conflicts of interest under the regulation on budgetary rules and the Rules on conflicts of interest pursuant to task C.4 of Government Resolution No. 797/2004 of August 18, 2004,
3. in addition to the verbal part, the report also contains a point assessment, with a number of points in the range from 0 to 100, while the assessment with a number of 100 points is the maximum,
4. assessments are prepared by the faculty at its own expense,
5. the faculty is obliged to ensure the anonymity of project authors during the evaluation process,
6. after evaluating the projects, the vice-dean of the respective faculty complies a ranking of applications (projects) in order recommended for funding,
7. upon completion of all obligations outlined in this article, the vice-dean of the faculty ensures the submission of applications, evaluations, and the ranked list of applications to the commission.

**Responsible:** vice - deans of faculties of KU

**4. Establishment of a commission with authorities**

The commission for evaluating the ranking of applications must meet at least the following criteria:

1. the commission is composed of all vice-deans of KU faculties,
2. the chairman of the commission is the vice-rector for Science and Art of KU,
3. the commission’s meeting is convened exclusively by its chairman, and the commission is quorate at least three members and the chairman of the commission are present at its meeting,
4. the commission decides on the approval or rejection of applications by voting, with a majority of votes of the members present, provided that the chairman of the commission does not have the right to vote,
5. the commission prepares minutes of its meetings, which, in addition to the attendance list, must contain concise, understandable, and unambiguous conclusions of its activities and recommendations formulated in the form of resolutions. The minutes also include the counts of votes „for“, „against“, „abstained from voting“,
6. the chairman of the commission submits the minutes of the commission´s meeting to the rector.

The commission for decision-making has the following rights and responsibilities:

1. evaluates whether the application was delivered and prepared in accordance with the conditions set forth in the call,
2. is authorized to decide on the exclusion of applications submitted by applicants who have been awarded a grant from another grant scheme in the previous period,
3. the commission decides on the approval or rejection of the application based on the prepared evaluations,
4. after evaluating the applications, they rank them and propose the funding of individual projects in view of the total financial amount allocated for the call, with the project receiving the highest evaluation ranking first,
5. the proposed order will be submitted by the chairman of the commission for approval to the rector of KU, who decides on the allocation of financial resources in the form of a grant to the respective faculty of the applicant,
6. the chairman of the commission will ensure the anonymized publication of the evaluation results on the main page of the university and issues grant award decrees to the successful applicants.

**Responsible:** chairman of the commission, members of the commission, rector of KU

**5. The Administration of Grants**

For the purpose of ensuring unified administration of grants at the faculties, the following must be observed in particular:

1. the administration associated with the allocation of the grant is managed by the vice-rector for Science and Art,
2. the dean of the faculty to which the grant has been allocated is responsible for the administration and ensuring compliance with the other conditions for the effective and purposeful use of the allocated grant funds,
3. the purpose of the grant arises from the subject of the application, with the understanding that the grant is provided to cover the costs associated with the project,
4. only the respective applicant may utilize the allocated grant, and the faculty must not condition the use of the grant on any requirement to cover its operational or other expenses.

**Responsible:** deans of faculties

**6. Informing the Applicant of Their Obligations After Grant Allocation**

The applicant is required to fulfill the following obligations when utilizing the grant:

1. adhere to the purpose of the grant usage as specified in the call and this methodological guidance,
2. ensure compliance with proper accounting procedures, the flow of accounting documents and other valid accounting rules set for the faculty,
3. indicate the source of funding when presenting project results,
4. actively participate in the relevant scientific or artistic event when attending conferences.

The applicant is required to provide information on the status of the grant solution, or complete documentation of their activities and grant expenditure within the project, at any time upon request:

1. to the supervisor, in the case of a third-cycle degree program student,
2. to the head of department, in the case of a university teacher or researcher.

The applicant is required to prepare a final report on the project completion and submit it to the vice-dean of the faculty after the grant has ended. The final report must include copies of accounting documents and the outputs achieved from the project for which the grant was allocated, at least in the scope outlined in Appendix 2 of this methodological guidance.

**Responsible:** vice – deans of faculties

**7. Specific information**

For the purposes of this methodological guideline, the term „Vice-Dean of the faculty“ refers to:

1. The Vice-Dean for Science, Research, and International Relations of the Faculty of Healthcare at the KU,
2. The Vice-Dean for Science and Art of the Faculty of Education at the KU,
3. The Vice-Dean for Science and Doctoral Studies of the Faculty of Philosophy at KU, and
4. The Vice-Dean for Science and Research of the Faculty of Theology at KU.

The decision of the Rector regarding the allocation or non-allocation of the grant is final, and the general legal regulations on administrative proceedings do not apply to the Rector´s decision regarding the grant. There is no legal right to the provision of the grant.

This methodological guideline cancels the methodological guideline dated March 27, 2024 registered under CZ 00960/2024 RE.

**8. Attachments**

1. Attachment 1 Application sample
2. Attachment 2 Final report sample

doc. Ing. Jaroslav Demko, CSc.

rector KU

**Grant Application**

**PROGRAM FOR A SUPPORT OF DOCTORAL AND POSTDOCTORAL RESEARCHERS AT THE CATHOLIC UNIVERSITY IN RUŽOMBEROK**

**The Name of the Project**

**Project acronym**

**Submits**

**The applicant**: name and surname

**Faculty of KU**: the name of faculty

**In Ružomberok, date DD. Month YYYY**

**PART A - Basic information**

Title of the project:

Project´s acronym:

Scientific department:

1. **Data about the applicant**

Name, Surname and Titles:

Date of Birth:

Workplace within KU:

Workplace address:

Phone number: e-mail:

Employment and legal classification of the applicant:

PhD. Degree obtained *(if relevant, state in mm/rrrr format)*:

1. **Project Data**

Project solution period:

Total amount requested for current expenses:

The number of co-investigators*:*

*(data on co-investigators will be given in the same composition as data on the applicant)*

1. **Declaration of the applicant on the correctness of the data given in the application**

The undersigned ................, born on .............. in ............., I hereby declare that all information provided in this application and its attachments is correct.

Applicant´s signature ..........................

**SECTION B – Description of the Project Proposal**

1. project annotation

*(max. 20 lines)*

1. description of the scientific/artistic goals of the project

*(max. 1 page);*

1. description of the current known state of the issue

*(considering the subject of the solution in the scope of max. 2 pages)*

1. solution proposal and description of the problem-solving methodology

*(max. 3 pages, with the proposed solution divided into work packages)*

1. description of expected outputs and solution timeline

*(max. 1 page, with outputs assigned to work packages along with their quantities, and the solution timeline presented using Gantt chart)*

1. itemized project budget with brief justification

*(all columns of the table must be completed, including the description of each budget item)*

|  |  |  |
| --- | --- | --- |
| Budget item | The Price in euros | Description of the budget item |
| Computing Equipment |  |  |
| Instruments and devices |  |  |
| Software |  |  |
| Material |  |  |
| Services |  |  |
| Travel expenses |  |  |
| Conference fees |  |  |
| Office supplies |  |  |
| Other *(specify)* |  |  |
| Total | **xxx,xx €** |  |

1. description of project risks and proposal of measures for their elimination

1. declarations of financial or technical sponsors *(if assumed)*;
2. the list of up to 10 most significant works of the applicant
3. additional information

*(any information you consider important to include)*

1. the list of attachments

*(if attached)*

**SECTION C – Statement of the Supervisor / Head of the Department**

Titles, name, surname of supervisor / head of the department:

Statement:

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Signature:

**Final Report on the Grant Solution**

**PROGRAM FOR A SUPPORT DOCTORAL AND POSTDOCTORAL RESEARCHERS AT THE CATHOLIC UNIVERSITY IN RUŽOMBEROK**

**Name of the Project**

**Project Acronym**

**Submits**

**Applicant**: Name and Surname

**KU Faculty**: Name of the Faculty

**In Ružomberok, date DD. Month YYYY**

**SECTION A – Basic Information**

Name of the project:

Project acronym:

Scientific department:

Project solution period:

1. **Data about the responsible**

Name, Surname and Titles:

Date of Birth:

Department within the KU:

Department Address:

Telephone: e-mail:

Employment Status of the Applicant:

1. **Data about the project**

Total amount required:

Total spent amount:

The remaining funds in the amount of ......... Euros transferred back to the R KU account on: .......

1. **Applicant´s Declaration of the Accuracy of the Information Provided in the Application**

The undersigned ................, born on .............. in ............., I hereby declare that all information provided in this report and its attachments is correct.

Signature of the responsible solver: ..........................

**SECTION B – Description of the Project Solution**

1. management summary of the project
2. description of achieved goals and their benefits
3. description of outputs and their further use
4. description of deviations from the original project and their resolution

1. additional information

*(any information you consider important to include)*

1. List of attachments

*(if attached)*

**SECTION C – Financial Report**

1. Breakdown of regular expenses

*(associated with project solution along with a detailed description of each expense, with the actual accounting document attached to this section)*

|  |  |  |  |
| --- | --- | --- | --- |
| Budget item | Amount in euros  A request | Amount expended in euros | Accounting document number |
| Computing equipment |  |  |  |
| Instruments and devices |  |  |  |
| Software |  |  |  |
| Material |  |  |  |
| Services |  |  |  |
| Travel expenses |  |  |  |
| Conference fees |  |  |  |
| Office supplies |  |  |  |
| Other (specify) |  |  |  |
| Total | Xxxx,xx € | Xxx,xx € |  |

1. Evaluation of budget utilization

*(max. 1 page)*

1. attachments

*(copies of accounting documents)*