

## **Guidelines for Applying for Grants from the University of Ss. Cyril and Methodius in Trnava Research Support Fund**

### **Article 1**

#### **Submission of Grant Applications**

1. The application for a grant from the UCM Research Support Fund (RSF) shall be submitted electronically through the UCM Department of Science and Research (DSR) using the prescribed form (Attachment N<sup>o</sup>. 1 - Grant Application from the UCM Research Support Fund) by December 1<sup>th</sup> of the calendar year to the address specified in the call published by DSR UCM. The application must be submitted electronically and in printed form with a signature. DSR will assign a registration number to the application.
2. Grant applications are accepted once a year within a specified deadline. The DSR will invite project applicants through faculty vice-deans and authorized institute representatives.
3. An applicant may submit only one application in a single year. The fund's resources are intended for applicants aged up to 35 years. The statute defines exceptions to the age limit.
4. The DSR's officer will conduct a formal review of the applications and exclude those that do not meet the formal requirements.

### **Article 2**

#### **Evaluation Process**

1. After the project submission deadline, the applications will be delivered to members of the Research and Creative Activities Committee (hereinafter referred to as the committee). Committee members will review the applications, and within a maximum of three weeks after receiving the applications, they will convene a meeting. Committee members include representatives from UCM faculties, institutes, and the Vice-Rector for Science and Research, who also serves as the committee's chairperson. The committee consists of seven members in total.
2. Based on the submitted project applications, members of the committee will assess the projects.
3. When evaluating a project, it is necessary to consider attributes standard for scientific research projects: project originality, comprehensiveness, the interdisciplinary nature of the proposed issues, the expected contribution to scientific, economic, and societal practice, the quality of the scientific part of the projects, the feasibility of achieving the set goals, the professional qualifications of the project leader and their research team, and the appropriateness of the planned financial expenses.
4. Committee meetings are not public. Projects from individual faculties and institutes will only be evaluated if a representative of the respective faculty or institute is present. In case of the absence of a faculty or institute representative at the meeting, the respective project applications

will be excluded from consideration. The final assessment of grants is determined through a public vote. In case of a tie, the chairperson's vote will decide.

5. Assessment results are communicated in writing to the applicants, the Rector, deans, and directors of the respective faculties and institutes.
6. A Grant Agreement (Attachment N<sup>o</sup>. 2) is concluded with successful grant applicants.

### **Article. 3**

#### **Project Financing**

1. Financial resources allocated from the Research Support Fund cannot be used for purposes other than those specified in the approved project budget.
2. The financial resources allocated for project implementation must be spent by the deadline set by the Research and Creative Activities Committee. The project leader is responsible for the purposeful use of financial resources. Neither the faculty nor the department where the project leader works can make decisions about their use. In cases where the researchers come from different faculties and units within UCM, the financial resources will be distributed to the individual faculties and units of UCM based on the share determined by the project leader.
3. The annual grant from the fund (in accordance with § 6 of the fund's statute) for one project is a maximum of 3000 EUR, as specified in the current year's call, the specific amount will be determined by the committee based on the complexity of the project's initial expenses. The grant amount may be reduced if the committee agrees with such a proposal.
4. Funding for projects subsidized by RSF is single-sourced, meaning it is not possible to combine current funding from RSF with funding from another source, such as a faculty grant agency. In the event of unexpected project cost overruns, additional funding from other faculty/institute sources may be provided with the approval of the dean.
5. Financial resources from RSF can be used to cover expenses directly related to the research focus of the grant in accordance with Article 5 of the Research Support Fund's Statute. These financial resources can also be used for publishing publications, participation in conferences (both domestic and international) with the active participation of the project leader, payment of conference fees, the purchase of minor equipment, minor computing technology, and travel expenses in cases where no other solution is possible, for example, traveling to an archive abroad if documents are not otherwise available, such as online. Payment of the publication fee is possible only with the consent of the supervisor (in the case of a doctoral student) or the head of the department where the project leader works.

**Article 4**  
**Completion of the Project and Final Evaluation**

1. After completing the project, the project leader submits a Final Report to the Department of Research and Creative Activities in printed form with the signature of the responsible project leader (Attachment N<sup>o</sup>. 3). The report includes a financial statement and copies of published outputs (publications in journals, proceedings, conference abstracts, etc.).
2. Research and Creative Activities Committee members are required to review the submitted reports and their attachments before evaluating the achieved results. When evaluating, they consider the fulfilment of the project's objectives, assessment of the achieved results, the scientific contributions based on the quality of accepted scientific papers for publication, already published scientific papers, and any responses to them, contributions to the economic and social practice, as well as the appropriateness and effectiveness of the use of provided funds.
3. The fulfilment of project objectives is assessed in terms of "met objectives" and "did not meet objectives."
4. In case the project leader does not submit the required documentation for evaluation in accordance with these instructions, the project will be considered as not having met its objectives.
5. For the project leader whose project is evaluated in the "did not meet objectives" category, funding for a new project will not be provided for the next 2 years.
6. In the case of proven inefficient use of funds or their use for inappropriate purposes, and if the project leader does not provide a sufficient explanation, in accordance with the terms of the signed agreement, the project leader is obligated to return these funds to the university's account by February 15 of the following calendar year.

These instructions become effective on November 1, 2023.

**Attachments:**

Attachment N<sup>o</sup>. 1: Application for a Grant from the Research Support Fund

Attachment N<sup>o</sup>. 2: Agreement on Financial Support for the Project

Attachment N<sup>o</sup>. 3: Final Report on the Project Implementation

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