

Internal directive number 8/2019

Principles of awarding grants of the University of Economics in Bratislava

young teachers, researchers and doctoral students

in the daily form of study

Based on the need to develop the scientific, research and pedagogical activities of young people, rector of the staff of the University of Economics in Bratislava (hereinafter referred to as EU in Bratislava). The EU in Bratislava issues the following Principles for awarding EU grants to young people in Bratislava teachers, researchers and doctoral students in full-time study (hereinafter referred to as the Principles).

Article 1

General requirements

1. EU grants in Bratislava to young teachers, researchers and doctoral students in full-time in the form of studies (hereinafter referred to as "grants") are aimed at supporting research projects (hereinafter referred to as "projects") of young teachers, scientific workers and doctoral students on a daily basis studies (hereinafter referred to as "young researcher") at the faculties and components of the EU in Bratislava.
2. A young researcher may apply for a grant if, on the date of submission of the application, has not reached the age of 30. In the case of a collective of solvers, not even one member may be present at the time of submission applications to exceed the age of 30. The investigative team can have a maximum of five members and at least three members. At least one of the project solvers must be from another faculty or of the EU research workplace in Bratislava as the head of the research project (responsible solver).
3. Grants are awarded for partial or full coverage of specific financial expenses specified activities within the framework of solving research projects (presentation of results project at scientific/professional events at home and abroad, publication scientific/professional theses, monographs, contributions in conference proceedings, purchase professional literature, purchase of consumables and technology to ensure the achievement of goals project, etc.). Allocated funds cannot be used for wages and salaries solvers.
4. Funds are provided in the category of current expenses - goods and services (travel expenses, conference fees, professional literature, computer technology, small consumables material, etc.).
5. Grant funds can be used exclusively in accordance with the approved purpose.
6. A research project for which a grant can be awarded is planned for a period of one year.
7. A young researcher can only be involved in one grant during the project young scientists at the EU in Bratislava.

Article 2

Source of finance

1. Grants are allocated by the rector of the EU in Bratislava after the approval of the EU budget in Bratislava based on proposal of the Internal Grant Committee from the fund created by the allocation of financial resources from subprogramme 077 12 01 Operation and development of infrastructure for research and developments taking into account the financial possibilities of the EU in Bratislava.

Article 3

Submission of applications

1. Young researchers applying for a grant must submit a Grant Application of the University of Economics in Bratislava as a young teacher, researcher and doctoral students in full-time study (hereinafter referred to as "grant application") as prescribed sample (Appendix 1) no later than November 15 of the calendar year (with a planned solution project in the following calendar year).
2. The grant application also includes a research project proposal (Appendix 1A), which is subject to review procedure based on the principles of "double-blind peer review" and includes:
 - a) analysis of the current status of the solution to the project topic, based on the overview the most important domestic and foreign literature (with the relevant sources) (A.1),
 - b) characteristics of the research objectives of the project (A.2),
 - c) proposal of project solution methods (A.3),
 - d) description of project solution phases (A.4),
 - e) planned outputs of the project solution (A.5),
 - f) requirements for financial support of specifically specified project activities and their justification (A.6).
3. Grant application (Appendix 1), which is included in the project evaluation, but is not subject to it review procedure based on the principles of "double-blind peer review", also includes:
 - a) annotation of the research project (max. 1,000 characters with spaces), in which the applicant shall provide a brief summary of the parts from para. 2 letters a) to e) of this article,
 - b) data on the responsible investigator and co-investigators,
 - c) approval of the head of the department (institute, workplace) with the implementation of the project at the appropriate workplace,
 - d) proposal of three reviewers of the project with justification of their proposal,
 - e) confirmation of completion of the submitted project Form in the EU project database in Bratislava.
4. Applications that are not submitted by the deadline specified in par. 1 of this article or will not meet all the requirements listed in par. 2 and 3 of this article, the Internal grant the commission will not deal with.
5. Grant applications are submitted electronically to grants@euba.sk. To judge the date of submitting the application is the decisive date of electronic acceptance, which the Applicant will be informed about electronically notified by the Confirmation of Application submission.

Article 4

Internal grant committee – composition

1. The internal grant committee (hereinafter referred to as "the committee") consists of eight members, who appointed for a period of four years by the rector of the EU in Bratislava from among its regular professors, docents or researchers with the scientific rank of PhD., or CSc. a the chairman. Every EU faculty in Bratislava and university-wide pedagogical workplaces is represented in the commission by

one member. The chairman of the commission is the vice-rector of the EU in Bratislava for science and doctoral studies.

2. Membership in the commission is irreplaceable, with the exception of activities under Article 7, paragraph 1.

Article 5

Internal grant committee - voting

1. The meetings of the commission are convened and chaired by its chairman.
2. Commission sessions are closed to the public.
3. The commission has a quorum if two thirds of its members are present.
4. A valid decision requires the consent of a majority of all members of the commission.
5. If the vote of the members of the commission is tied, the vote of the chairman is decisive for its result commission.

Article 6

Evaluation of applications

1. Applications for grants (Appendix 1), to which proposals for research projects of young people are attached scientific workers (Appendix 1A), submitted to the commission's deliberations by its chairman to control of compliance with the formal requirements for submitting grant applications in accordance with Art. 3.

2. Members of the commission will ensure that each application is assessed by two reviewers from among the ranks creative employees of the University of Economics in Bratislava in accordance with the principles of the "doubleblind peer review" process. If necessary, committee members can request an assessment grant applications and experts from another university or scientific research workplace.

The members of the commission may also take into account the proposal of the reviewers of the project in accordance with Art. 3 par. 3, letter d. Member of the commission, responsible for securing reviewers for the submitted project, justifies the choice of reviewers and submits this justification together with the reviews of the reviewers to commission meeting. The resulting evaluation of the respective submitted grant will be determined as

the average number of points assigned in the reviews of the reviewers, taking into account the final score discussion in the commission.

3. Each reviewer will assess the grant application according to uniform criteria (difficulty and reality research objectives of the project, evaluation of the state of solution of the project topic in Slovakia and in the world, solution methods, planned results, financial requirements of the project) through of the specified form (Appendix 2) and will deliver its evaluation within the specified deadline to the responsible member of the commission. Testimonials together with the justification of the choice of reviewers submitted by members of the commission by email to grants@euba.sk.

4. Members of the commission will ensure the assessment of applications by December 15 of the current year.

Article 7

Approving applications

1. The commission assesses grant applications on the basis of submitted reviews of reviewers and justifications for the selection of reviewers submitted by the responsible member of the commission. At when presenting the evaluation of individual projects, an absent member may be replaced by the chairman commission.
2. Grant proposals are approved by the commission in accordance with Art. 5 par. 4 and 5.
3. The commission will not recommend granting a grant to researchers who received it in previous years, if they did not submit a report on the results of the project solution and an invoice within the specified deadline of allocated funds (Final Report) in accordance with Art. 10 par. 1, or if their Final Report was evaluated negatively according to Art. 10 par. 3.
4. The decision on awarding/not awarding the grant with justification is subsequently delivered electronically to the applicant no later than 10 working days after the Commission meeting.

Article 8

Drawing of allocated funds

1. The rector will allocate financial resources for solving the projects of young researchers EU in Bratislava to faculties and university-wide internal budget offices measure. Faculties and university-wide workplaces are also responsible for administrative grant implementation service.
2. The head of the investigative department is responsible for the purposeful and timely use of financial resources collective.
3. The purchase of materials, devices, equipment and computer technology can only be carried out in in accordance with the Public Procurement Act and internal EU regulations in Bratislava.
4. Unspent balance of the funds provided at the end of the calendar year can also be used by a young researcher in the following calendar year according to conditions of the granted grant.

Article 9

Disclosure of information

1. It informs about the number of applicants, allocated grants and the volume of funds College of the Rector of the EU in Bratislava, vice-rector for science and doctoral studies at a meeting following the commission meeting. List of approved projects with names responsible solvers will be published on the EU website in Bratislava.

Article 10

Final report

1. Report on the results of the project solution and accounting of allocated funds (hereinafter referred to as the "Final Report") is submitted by December 15 of the calendar year of the solution of the project electronically to the email address grants@euba.sk. The report includes the following attachments: list of publication outputs according to the EPC database of the Slovak Economic Library (art in magazines, proceedings, abstracts from conferences, etc.), a list of publication outputs submitted to the press, copies of the five most important outputs. As the outputs of the project they accept only those publications in which there is a reference to the EU grant in Bratislava with his by name and number, the author is the project manager and has the indicated EU workplace in Bratislava.
2. The reports of the solvers are assessed by a committee, which can also ask experts from other universities and scientific research institutions. They have priority when assessing projects the original reviewers of the project during its approval. When evaluating reports, the benefits are evaluated project solutions, structure and difficulty of publication outputs, as well as economy and the expediency of the use of the allocated funds, through the established form (Appendix 3).
3. In the event of a negative assessment of the report, failure to submit the report within the set deadline or submission of a report that does not meet all requirements according to par. 1 will not be to the applicant until in the future financed by another grant from EU funds in Bratislava.
4. The Commission will ensure the evaluation of the final reports by January 30 of the current year.

Article 11

Final provisions

1. On the date of entry into force of this internal directive, the "Principles awarding grants of the University of Economics in Bratislava to young teachers, scientists workers and doctoral students in full-time study", approved by the EU Scientific Council in Bratislava on February 18, 2010.
2. This internal directive enters into force on September 1, 2019.

Bratislava 23th of August 2019

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rector of the EU in Bratislava