

University of Veterinary Medicine and Pharmacy in Košice

**Statute of the Internal Grant Agency
University of Veterinary Medicine and Pharmacy in Košice**

Internal regulation

I. Basic provisions

1. The internal grant agency of the University of Veterinary Medicine and Pharmacy in Košice (hereinafter IGA UVMP) is an organizational scientific center for stimulating and strengthening scientific work at the university in the form of institutional support for quality scientific short-term projects. The goal of the IGA UVMP is to support scientific research, create and implement own scientific projects with the aim of adopting the principles of the grant competition for beginning academic employees and doctoral students in the form of full-time studies.
2. Funds created by own activities within the scope of the main activity in a given year or funds from subchapter 077 12 from the MŠVVaŠ subsidy are used to finance scientific activities. The grant fund for IGA is allocated each calendar year in the UVMP budget and is monitored on a separate element. From the funds allocated to the IGA, an amount will be calculated to ensure the administrative operation of the IGA to cover the costs associated with the preparation of the opponent's assessments and defenses.
3. Young university teachers and scientific and research employees of the UVMP (hereinafter creative workers) who have not reached the age of 35 at the time of application, collectives of UVMP employees have the right to apply for grant funds (not a single member of the collective may exceed the age of 35 at the time of application) as well as UVMP doctoral students in full-time study. Solving collectives are also permissible, the core of which consists of at least 80% of employees, or students of UVMP. Employees and doctoral students of institutions with which the university has signed cooperation agreements can also be members of the research team.
4. Grant funds are allocated to research teams based on the results of the entry opposition of submitted internal grant applications (hereinafter IG) and the maximum amount of project support can be €3,000. The number of financed projects is limited by funds for the activity of IGA UVMP.
5. The main researcher of the collective applying for an internal grant must be an employee of UVMP. The head of the UVMP workplace gives his consent to the solution of the project at the workplace he manages and creates the corresponding conditions for the successful solution of the project.
6. The main researcher is the bearer of the IG. He is responsible for solving the project professionally, organizationally and economically. He is responsible for the purposeful, economical and efficient use of allocated funds in accordance with the approved IG calculation.
7. The department for scientific research and foreign relations, managed by the relevant vice-rector, is responsible for the administrative support of the projects. After submitting an application for an IG, the department for scientific research and foreign relations will carry out a formal check regarding the completeness of the required data and the fulfillment of the project's attributes. Grant applications with incomplete data or that do not meet the conditions of the call, or of this statute, they will be excluded from further assessment, about which the project leader will be informed in writing.
8. The IG resolution period is 12 months. It is awarded on the basis of grant forms - applications - processed by IGA UVMP. Pooling of funds from different sources is not excluded, however, it is a condition to state this fact in the IGA application.
9. In justified cases, the grant processing period can be extended to 18 months. This exception, if requested by the principal investigator, must be approved by the UVMP IGA Board after the appropriate justification.

10. Employees and PhD students of UVLF listed in Art. I. point 3 can be involved in the solution of only one project financed from IGA UVMP funds in the year in which the project was accepted and approved.
11. The main researcher is obliged to include the following sentence in the published works, in the acknowledgments section: The publication was created with the financial support of IGA UVMP (indicate the number and name of the grant).

II. Authorities and structure of the IGA UVMP

1. The executive body of the IGA UVMP is the Board of the IGA UVMP.
2. The UVMP IGA Board has five members, consisting of four internal members - UVMP employees - and one external member - an important expert from another university or SAS.
3. UVMP IGA Board members are appointed and dismissed by the rector of UVMP. A member of the IGA UVMP Board is usually a university teacher (associate professor, professor) or a recognized scientific and research worker, who is proposed as a member of the council by the vice-rector for scientific and research activity and foreign relations. The board's term of office is 4 years.
4. The chairman of the IGA UVMP Board is the vice-rector for scientific research and foreign relations. The vice-chairman of the IGA UVMP Board is elected at the first meeting of the council. The vice-chairman represents the chairman in his absence. Council membership is irreplaceable.
5. The meeting of the IGA UVMP Board is convened and chaired by its chairman. The Council has a quorum in the presence of at least three members. Council meetings are closed to the public.
6. The member of the council who is the investigator or co-investigator of the currently assessed, or of the negotiated project.

III. Activities of the IGA UVMP Board

1. IGA UVMP Board:
 - is responsible to the UVMP rector for the activities of the IGA UVMP,
 - is responsible to the rector for the implementation of projects approved within the IGA UVMP,
 - proposes opponents for the submitted applications and also an opponent for the evaluation of the final report,
 - decides on the granting of grants according to the order that was drawn up based on the evaluation of opponents and members of the UVMP IGA, and submits them with a proposal for the amount of allocated funds to the UVMP rector for approval,
 - invites other experts who have an advisory voice,
 - prepares a database of opponents,
 - proposes additions or changes to the IGA UVMP statute, which the rector submits to the UVMP Scientific Council,
 - prepares application forms for IGA UVMP projects,
 - ensures the presentation of IGA UVMP activities on the university's website.
2. The Board organizes calls, collects applications, organizes their assessment and allocates grants based on the results of the assessment.
3. Requests received and registered in the department of scientific research and foreign relations are submitted to the IGA UVMP Board for discussion by its chairman.

4. The IGA UVMP Board will request an assessment of each project by experts from the given field. The project is assessed by two opponents.
5. Each opponent, within 4 weeks of delivery, will assess the application according to the individual criteria listed in the opponent's assessment form.
6. The council approves the list of approved projects and the amount of allocated funds by voting. In case of equality of votes, the vote of the chairman of the IGA UVMP Board is decisive.
7. The UVMP IGA Board will not recommend the award of an IG to those who received a grant in previous years and did not submit a final report by the set deadline or their report was graded as "failed to meet objectives".
8. The UVMP IGA Board evaluates the final reports and achieved research results based on the opponent's assessment.
9. The chairman of the council presents the list of approved projects and their financing to the management of UVMP.

IV. Internal regulations of the IGA UVMP Call

1. IGA UVMP, through the chairman, will publish a call on the website 5 weeks before the submission of applications and ensure:
 - priorities of supported research,
 - deadline (date and time) of submission of applications, place where they are accepted and logged,
 - checking the formal completeness of applications,
 - deadline for announcing the results of the evaluation of applications submitted to IGA UVMP.

Project application submission

1. The application for IG UVMP must contain the following formalities:
 - name of the project,
 - annotation (20 lines),
 - definition of the research team with the designation of the project leader and the employee responsible for drawing financial resources, if the project leader is a doctoral student,
 - the subject of the solution within the UVMP research focus,
 - the current state of the solved issue,
 - determination of the project goal,
 - description of the project solution method,
 - expected results of the project and the way to achieve them,
 - the expected benefit of the project, the method of using the results and the period in which the results will be used (up to 3 years after the end of the project),
 - method of verifying the results achieved,
 - motivational effect of the project,
 - general title of the article and name of the scientific or professional journal in which the publication of the achieved results is expected,
 - project start and end date,
 - documentation of the documents that are necessary for the implementation of the project (e.g. document of the ŠVPS SR on permission to experiment on animals).
2. The application must also include a definition of the financial costs of the project:
 - operating costs (material, literature, small intangible assets),

- travel costs and conference fees, which are provided for active participation in conferences (maximum 20% of total costs),
costs of services, purchase of software (maximum 10% of total costs).
3. The application is submitted by the head of the IGA UVMP project for the report on scientific research and foreign relations. It must contain the signature of the project leader and the head of the workplace where the IG will be performed.

Initial project evaluation

1. Projects are evaluated based on the following criteria:
 - originality,
 - scientific contribution to the department,
 - quality and level of project processing,
 - adequacy of the budget.
2. Project point assessment:
3. The order of applications is determined on the basis of the average score of opponents and members of the IGA UVMP Board, excluding the highest and lowest values.
4. The researcher has the right to request a copy of the opponent's report without mentioning the name of the opponent. Such a request is dealt with by the chairman of the IGA UVMP Board.

Financing of projects

1. Based on the proposal of the Chairman of the IGA UVMP Board, the rector of the UVMP will decide on the allocation of funds, indicating the amount of the allocated funds and the purpose for which they can be drawn. The amount of allocated funds may not be exceeded and may not be used for a purpose other than that for which they were intended.
2. UVMP will provide IG for selected scientific projects to project leaders in the category of goods and services, while a maximum of 20% of the allocated funds can be used for travel expenses and conference fees. The condition for drawing funds for the conference is the active participation of the researcher documented in the form of an output (lecture, poster, contribution in the proceedings). With one output, the participation of only one solver is authorized.
3. The project leader is fully responsible for the purposeful use of the allocated financial resources to the rector of UVMP, and the workplace cannot decide on their use. If the head of the project is a doctoral student, a creative worker responsible for drawing funds must be designated. During the implementation of the grant, the request to cover operational costs from the UVMP (telecommunication fees, energy, etc.) is not admissible. Zdrúžovanie finančných prostriedkov z rôznych zdrojov sa nevyučuje.
4. The property purchased from the project will be registered at the workplace of the main solver of the IG.
5. The main researcher of the IG, who for serious reasons cannot continue solving the project (e.g. termination of employment, interruption of doctoral studies, long-term stay at another workplace, etc.), proposes in writing a new project leader, who confirms his consent in writing on the proposal letter. The change of the project manager is subject to the approval of the IGA UVMP Board. If it is not possible to appoint a new project leader, the project solution ends with immediate effect and the unspent funds are returned to the UVMP budget.

Final projects evaluation

1. The main investigator of the IG prepares a final report on the solution of the project, which also includes a report on the use of allocated financial resources.
2. The completed IG project is evaluated according to the following criteria:
 - published papers,
 - publications sent to print,
 - active participation in scientific conferences and UVLF doctoral student seminars,
 - fulfillment of scientific goals,
 - the effectiveness of the use of financial resources.
3. The project leader submits a final report on the solution of the project, its results and the use of allocated funds (operating costs, travel costs, service costs and possibly additional costs) to the report of scientific research activity and foreign relations within 1 month from the end of the IG.
4. With the results obtained by the solution of this project, the PhD student will participate in the UVMP PhD Student Seminar and the obtained results will be applied as a result in the form of a publication in an impactful scientific journal so that they are accepted for publication within 12 months of the completion of the project solution. The publication, a copy of which will be delivered to the IGA UVMP Board after its publication, will contain a link to the support of the IGA UVMP in Košice.
5. The UVMP IGA Board will ask the opponent to carry out an evaluation of the completed grant.
6. Oppositional proceedings in the form of correspondence shall be carried out within six weeks from the submission of the report. The chief investigator will be informed of the outcome of the opposition proceedings.
7. Classification of the completed grant:
 - met the goals,
 - met the objectives with reservations,
 - did not meet the goals.
8. The main researcher of the IG, who was assessed as having not met the goals, cannot apply for the IG for the next 3 years, and at the same time, during that period, he cannot be a member of the solving team in the IGA UVMP system.
9. Information on the activities and results of the final evaluation of the IG is presented by the chairman of the UVMP IGA Board once a year to the UVMP management.

V. Final provisions

1. The Statute of the Internal Grant Agency of the UVMP in Košice – internal rule – was approved by the UVMP management on April 19, 2016.
2. The Statute of the Internal Grant Agency of the UVMP in Košice – internal rule – enters into force and effect on the day of its signature.
3. The Statute of the Internal Grant Agency of the University of Veterinary Medicine in Košice dated July 3, 2007 is canceled by this internal regulation.

In Košice April 19, 2016

Prof. Jana Mojžišová, DVM, PhD.
Rector of UVMP in Košice