



UNIVERZITA
KOMENSKÉHO
V BRATISLAVE

Internal Regulations of Comenius University Bratislava

Internal Regulation No. 1/2024

Directive of the Rector
of Comenius University Bratislava

**Principles of Allocating Grants
at Comenius University Bratislava**

2024 Edition

Pursuant to Article 65 (2) of Internal Regulation No. 5/2023 Statute of CU, the Rector of Comenius University Bratislava (hereinafter referred to as "the CU") has issued this Directive:

Art. 1
Introductory provisions

- (1) The CU grants (hereinafter referred to as "the Grants") are aimed at supporting scientific, pedagogical and artistic projects (hereinafter referred to as "scientific projects") of full-time doctoral students at the faculties of Comenius University in the standard length of study, whose scheduled date of dissertation thesis defence does not precede the date of the project implementation completion (hereinafter referred to as "the doctoral student").
- (2) The Grant can only be applied for by the doctoral student on his/her own behalf, i.e. the investigator. The investigator must meet the criteria set out in paragraph 1 of this Article.
- (3) The Grants are allocated to cover part or all of the financial costs of scientific projects.
- (4) The maximum financial requirement for a CU Grant is EUR 3,000. In the case of the Grants from the Recovery and Resilience Plan (hereafter referred to as "the CU Excellence Grants"), the maximum financial requirement is EUR 6,000.
- (5) The Grants are allocated for one calendar year.
- (6) The Grant funds may not be used for any purpose other than that for which they were approved.

Art. 2

The Grants are allocated by the Rector of Comenius University on the basis of a proposal by the CU Grant Committee (hereinafter referred to as "the Committee") appointed by the Rector and taking into account the CU's financial capacity; in the case of the CU Excellence Grants according to the requirements of the call from the Recovery Plan. The Rector of Comenius University shall also decide on the structure and purpose of the use of the allocated funds.

Art. 3

- (1) The doctoral students applying for the Grants must submit an application for a CU Grant or CU Excellence Grant (hereafter referred to as "the Grant Application") exclusively electronically both in Slovak and English, i.e. submit all documentation bilingually, in accordance with this Article, Article 4 and the Annex to this Directive, no later than 31 December of the calendar year preceding the year in which they are applying for a Grant.

- (2) The Grant application shall include the following annexes:
- a) characteristics of the scientific objectives of the project,
 - b) the analysis of the current state of the project topic, based on a review of the most relevant available domestic and foreign literature,
 - c) the proposal of the project solution method,
 - d) the financial requirements of the project and their justification,
 - e) the annotation of the scientific project (no more than 20 lines, Corbel font type, font size 12 point) in which the applicant gives a brief description of the characteristics referred to in points (a) to (d) and (g),
 - f) if applying for a Grant under the requirements of the Recovery Plan call, to indicate the CU Excellence Grant on the application form,
 - g) to indicate the project implementation,
 - h) if the project foresees the use of the premises and facilities of the CU faculty or unit, the confirmation from the dean or the head of the unit of the CU on whether he/she agrees to their use and shall provide the administrative service for its implementation. The dean's approval is part of the electronic grant submission system.
- (3) The Grant application that does not contain the required essentials shall not be accepted for consideration.

Art. 4

The Grant application is submitted and processed exclusively and completely electronically via the CU portal, which is listed on the website: <https://uniba.sk/veda/vedecke-projekty-a-granty/granty-uk/>. For the assessment of the application submission date, the date of electronic application submission shall be decisive.

Art. 5

- (1) The Committee shall consist of members appointed for a period of three years by the Rector of Comenius University from among its full professors, associate professors or researchers with the title or scientific rank of CSc., PhD. and DrSc. and of the Chairman. Each faculty of Comenius University is represented on the Committee by at least one member. The Chairman of the Committee is the Vice-Rector of CU for Science and Doctoral Studies.
- (2) The membership of the Committee shall be non-representative, with the exception of the activities referred to in Article 8(1).
- (3) A member of the Committee may resign.

Art. 6

- (1) Meetings of the Committee shall be convened and chaired by its Chairman.

- (2) Meetings of the Committee are not public.
- (3) The quorum of the Committee shall be two thirds of its members present.
- (4) A valid decision or resolution requires the consent of an absolute majority of the Committee members present. If the vote of the Committee members is tied, the vote of the Chairman of the Committee shall be decisive for its outcome.

Art. 7

- (1) The list of the Grant applications shall be presented to the Committee meeting by its Chairman. The Grant applications are sorted by faculty. The Chairman of the Committee shall ensure that the doctoral student's anonymity is preserved when submitting the applications.
- (2) The Committee members shall be given access to the electronic project database system. The assessment of projects shall be enabled in an electronic system.
- (3) The Committee shall ask two experts from the CU, one of whom may be a member of the Committee, to assess each Grant application. If necessary, the Committee may also request experts from another higher education institution or scientific and research institute to assess the Grant applications.
- (4) Each expert shall assess the Grant application according to uniform criteria (characteristics and feasibility of the scientific objectives of the project, the status of the project solution prior to its commencement both in the Slovak Republic and in the world, methods of solution, financial requirements of the project), numerically rank the projects by quality and submit his/her opinion in the electronic system within the set time-limit.

Art. 8

- (1) The Committee members shall assess each Grant application according to uniform criteria.
For the submission of individual written materials, an absent member may be substituted by the Chairman of the Committee upon his/her authorization.
- (2) The Committee members shall submit their assessments in an electronic system and proposals for allocating a Grant shall be forwarded by the Chairman of the Committee to the Rector of Comenius University.
- (3) The Committee members shall not recommend allocating the Grant to the investigators who received it in previous years and did not submit the solution and accounting report within the set time-limits according to Article 11(1), or their report has been assessed negatively under Article 11(3).

- (4) If the total amount of funds requested exceeds the CU's financial capacity, the Committee may exclude projects that have already been funded three times.

Art. 9

- (1) The Rector of Comenius University shall decide on allocating a Grant to a doctoral student on the basis of the proposals of the Committee members (Article 8(2)). The Rector of Comenius University shall issue a decision on the Grant allocation. Funds according to the allocated Grants shall be provided to the faculty or unit of the CU in the form of an increase in the common education subsidy. The faculty or unit of the CU shall be further responsible for the administrative service of the Grant implementation.
- (2) The Grant allocation decision shall be issued bilingually, i.e. both in Slovak and English, and shall contain in particular:
- a) the identification of the Grant investigator and the unit where the investigator is assigned (faculty, department, institute etc.),
 - b) the identification of the granting entity,
 - c) the title of the scientific project and its number,
 - d) the amount of funding allocated, in words and figures,
 - e) in the case of the CU Excellence Grants: the duration shall also be met, in the case of documents issued after the approval of the application for the provision of the mechanism funds based on a call and after the conclusion of the contract on the provision of the mechanism funds based on a call, for the visibility conditions of the Recovery and Resilience Plan,
 - f) the time-limit within which the CU shall allocate funds to the faculty in the form of an increase in the education subsidy,
 - g) the time-limit within which the allocated funds may be used.
- (3) The condition for the release of the allocated funds is that the doctoral student signs the declaration according to which:
- a) he/she shall comply with the provisions of Act No. 523/2004 Coll. on the Budgetary Rules of the Public Administration and on Amendments and Supplements to Certain Acts, as amended, and with the applicable internal regulations on the rules of management, financial control and public procurement at the Comenius University,
 - b) he/she shall use the funds allocated to cover part or all of the financial costs associated with the project solution and shall not use them for any purpose other than that for which they were approved,
 - c) he/she shall use the funds allocated for current expenditure according to the project proposal up to the amount allocated and shall not use the funds for the payment of remuneration for work carried out by other persons,
 - d) publications produced with the contribution of the allocated CU Grant shall include the title of the scientific project and its number,

- e) by 15 January of the following calendar year in which the Grant was allocated he/she shall submit to the Rector of Comenius University the electronic report in both Slovak and English, i.e. bilingually, on the project solution, its results and the use of the allocated funds according to the draft, which shall be published on the website of Comenius University; and by 20 January the printed and signed version of the report with copies of the published outputs and the accounting report for the allocated funds to the Vice-Rector for Scientific and Research Activity and Doctoral Studies. The report must include in particular: the assessment of the project solution, the results achieved, the identification of the project outputs, the contribution of the project and the accounting report for the allocated funds.
- (4) Only the doctoral student concerned may dispose of the allocated funds. The faculty or unit of the CU may not make the Grant implementation conditional on any requirement to cover the operating costs of the faculty or unit (telecommunication charges, utilities, etc.).
- (5) The purchase of materials, devices, equipment and computer technology can only be carried out in accordance with Act No. 343/20015 Coll. on Public Procurement and on Amendments and Supplements to Certain Acts and with the internal regulation on public procurement.
- (6) The doctoral student shall be fully responsible for the efficient use of the allocated funds and neither the faculty nor the workplace can decide on their use.
- (7) Eligible expenditure in the case of the CU Excellence Grants is direct current expenditure:
- a) the Grant holder's travel expenses,
 - b) consumables, other goods and services necessary for the project implementation,
 - c) devices and equipment the entry price of which does not exceed EUR 1,700,
 - d) software and valuable rights the entry price of which does not exceed EUR 2,400,
 - e) VAT, which is eligible expenditure for the CU.
- (8) Expenditure shall not be subject to double funding from the European Union and Recovery Plan projects. Expenditure may not be co-financed by other projects.
- (9) The faculty shall be obliged to return any unused funds provided in the form of a common subsidy to the account of the Rector's Office of Comenius University no later than 10 January of the calendar year following the year in which the funds were allocated.
- (10) The deadline for requesting a change in the Grants budget is 30 September of the calendar year in which the Grant was allocated.

Art. 10

The Rector of Comenius University and, based on his/her authorization, the Chairman of the Committee shall inform the College of the Rector of Comenius University about the amount of funds, the number of applicants and the Grants allocated. The list of the Grants with the names of the doctoral students to whom they have been allocated, the titles of the projects and the amounts of the funds allocated shall be published on the CU website.

Art. 11

- (1) The investigator shall submit the electronic report on the project solution, its results and the use of the allocated funds to the Rector of Comenius University by 15 January of the following calendar year in which the Grant was allocated, according to the draft that shall be published on the website of Comenius University by 20 January of the following calendar year, i.e. within five days after the submission of the electronic form of the final report he/she shall also submit to the Vice-Rector of CU for Science and Doctoral Studies the printed, hand-signed version of the report, which includes copies of published outputs (publications in journals, proceedings, conference abstracts, etc.) and the accounting report for the allocated funds.
- (2) The investigators' reports are reviewed by the Committee, which may also ask other experts to review them. The review of the reports assesses the results achieved, the quality of the outputs (in particular of its publications, checking also whether they refer to the CU Grant with its title and number), as well as the economy and efficiency of the use of the funds allocated. The results of its assessment shall be forwarded by the Committee to the Rector of CU.
- (3) If the Committee, when assessing the final report, assigns a doctoral student less than 50% of the total value of 100% (34% project assessment, 33% financial performance, 33% contribution and outputs) for his/her report, the doctoral student shall not be allocated a CU project in the following calendar year. In the case of the allocation of the CU Excellence Grants in the following year, this threshold is 70% of the total value of 100%.
- (4) The Rector of Comenius University and, based on his/her authorization, the Chairman of the Committee shall inform the College of the Rector of Comenius University about the results of the assessment of the reports for the past year.

Art. 12

Transitional and final provisions

- (1) This Directive shall enter into force and take effect on the date of its signature.
- (2) CU Internal Regulation No. 23/2017 Directive of the Rector of CU Principles of Allocating Grants of the Comenius University Bratislava as amended by Internal Regulation No. 21/2021 Directive of the Rector of CU Amendment No. 1 to Internal Regulation No. 23/2017 shall be repealed.

- (3) The Grants allocated before this Directive takes effect shall be governed by the CU Internal Regulation No. 23/2017 Directive of the Rector of CU Principles of Allocating Grants of the Comenius University Bratislava as amended by Internal Regulation No. 21/2021 Directive of the Rector of CU Amendment No. 1 to Internal Regulation No. 23/2017.
- (4) The following Annexes are part of the Directive:
- a) Annex No. 1 Mandatory annexes to the Grant application,
 - b) Annex No. 2 Specimen Grant Allocation Decision,
 - c) Annex No. 3 Specimen Declaration of the Project Leader.

In Bratislava, on 5 February 2024

Prof. JUDr. Marek Števček, DrSc.
Rector of CU